

**DIVISION CIRCULAR #4
(N.J.A.C. 10:40)**

**DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES**

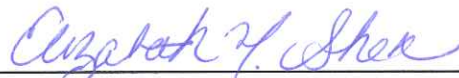
EFFECTIVE DATE: April 18, 2016

DATE ISSUED: April 18, 2016

(Rescinds Division Circular #4, "Principles and Goals of the Division of Developmental Disabilities, issued July 31, 2009)

- I. **TITLE:** Division of Developmental Disabilities Organizational Rules
- II. **PURPOSE:** To identify the Division of Developmental Disabilities' mission and goals for its delivery of services to eligible individuals.
- III. **SCOPE:** This circular applies to all components of the Division.
- IV. **GENERAL STANDARDS:**

NOTE: The remainder of this circular is the Division of Developmental Disabilities Organizational Rules as they appear at N.J.A.C. 10:40.



Elizabeth M. Shea
Assistant Commissioner

CHAPTER 40

DIVISION OF DEVELOPMENTAL DISABILITIES ORGANIZATIONAL RULES

SUBCHAPTER 1 – MISSION AND METHOD OF OPERATIONS

10:40-1.1 Division of Developmental Disabilities' Mission

- (a) The Division of Developmental Disabilities funds services and supports for eligible individuals with developmental disabilities. The Division's mission is to assure the opportunity for individuals with developmental disabilities to receive quality services and supports, participate meaningfully in their communities, and exercise their right to make choices. This mission and the Division's goals are founded within these core principles:
1. To ensure health and safety while respecting the rights of individuals;
 2. To promote and expand community-based supports and services to avoid institutional, segregated, and out-of-State services;
 3. To promote individual choice, natural relationships, and equity in the provision of supports and services;
 4. To ensure access to needed services from other New Jersey State and local agencies;
 5. To support provider agencies in achieving core principles;
 6. To ensure that services and supports are high in quality and culturally competent;
 7. To ensure financial accountability and compliance with all laws and ethical codes;
 8. To ensure clear consistent communication and responsiveness to all stakeholders; and
 9. To promote collaboration and partnerships with individuals, families, providers and all other stakeholders.

10:40-1.2 Division Method of Operations

- (a) The Division operates as an integral part of the Department of Human Services.

- (b) Division operations are administered by an Assistant Commissioner, who is appointed by the Commissioner, Department of Human Services.
- (c) The Assistant Commissioner administers the Division through an executive management team responsible for all components of Division operations.

SUBCHAPTER 2. PUBLIC INFORMATION

10:40-2.1 Public Information, Submissions, or Requests

- (a) Members of the public may access information regarding the Division on its website <http://www.state.nj.us/humanservices/ddd>. In addition, the Division regularly distributes updates about its operations to its stakeholders. Information about how to request to be added to the distribution is available on the website.
- (b) The Division's website also contains information about how members of the public may contact the Division by telephone, electronically, or through regular mail.