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STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES

PO BOX 726
TRENTON, NJ 08625-0726

Visit us on the web at:

www.state.nj.us/humanservices/ddd

Jennifer Velez
COMMISSIONER

Dawn Apgar
Deputy Commissioner

TEL. (609) 631-2200

February 7, 2013

Dear DDD Consumer:

As you may be aware, the Division of Developmental Disabilities' (DDD) eligibility regulations changed on January 22, 2013 to require Medicaid eligibility as a condition of continuation of DDD funded services. As a result of this change, individuals receiving services from DDD who are not currently Medicaid eligible must immediately initiate the Medicaid process or risk losing services.

Our records indicate that you are not currently Medicaid eligible and thus, may be in jeopardy of losing your services. If you believe our records are inaccurate and you are currently Medicaid eligible, or if you have recently submitted a Medicaid application, please email the DDD Medicaid Eligibility Helpdesk at DDD.MediElighelpdesk@dhs.state.nj.us.

If our records are accurate, it is critical that you immediately initiate the Medicaid eligibility process to ensure continuation of your DDD services this spring. The regulations provide a 60 day window for individuals to apply and become eligible for Medicaid. This means that you have until March 23, 2013 to apply and become Medicaid eligible. In some cases, this timeframe may be extended for a limited period of time for individuals who have applied for Medicaid, but who have not yet completed the entire process because of delays at DDD, the State, or county Medicaid offices.

There are different ways to initiate the Medicaid eligibility process, depending on the type of services you are receiving, as well as other factors. Due to the type of services you are currently receiving, you should either:

_____ Contact your DDD case manager to ensure that your file has: (1) an updated Self-Care Assessment Tool (SCAT), (2) an ICF/MR Certification/Level of Care Form, (3) and Freedom of Choice form. Once you have ensured that those forms are updated, you will need to fill out the enclosed Medicaid Only Application and your physician will need to complete the supporting medical form. Once that Application and medical form is filled out, they should be mailed, along with all supporting documentation, to: Division of Developmental Disabilities, Central Office, P.O. Box 726, Trenton, NJ 08625-0726, Attention: Medicaid Eligibility Project. (This process is for individuals applying for Medicaid who are expected to be enrolled on the Community Care Waiver. See the enclosed documents: *DDD Medicaid Eligibility for the CCW* and *Applying for Medicaid Community Care Waiver*.)

- OR -

_____ Contact your County Welfare Agency (CWA)/Board of Social Services (BSS) to schedule an appointment to apply for Medicaid. On the day of your appointment, you will need to bring the required documents listed on the enclosed documents: *DDD Medicaid Eligibility for the Supports Program* and *Applying for Medicaid*. **In order to ensure continuation of your services while you are completing the Medicaid eligibility process, it is essential that the Division has a record of your progress.** Please contact us via email at DDD.MediElighelpdesk@dhs.state.nj.us or call us at 609-631-6505 no later than March 1, 2013 to let us know where you are in the eligibility process (i.e. whether you have a scheduled appointment with your CWA/BSDS, the date, etc). (This process is for individuals applying for Medicaid who are expected to eventually be enrolled on the Supports Program).

If you have already applied and been determined **ineligible** for Medicaid within the last six months, please send a copy of your ineligibility determination letter to the Division's Central Office, at: Division of Developmental Disabilities, Central Office, P.O. Box 726, Trenton, NJ 08625-0726, Attention: Medicaid Eligibility Project.

In an effort to further assist you, we are also sending a copy of this letter to DDD provider agencies who should be able to provide support as you go through the Medicaid eligibility process.

If you have any questions, please do not hesitate to contact your DDD Regional Office and ask to speak with your case manager. You may also email any questions to:
DDD.MediElighelpdesk@dhs.state.nj.us.

Sincerely,

A handwritten signature in black ink that reads "Dawn Apgar". The signature is written in a cursive, slightly slanted style.

Dawn Apgar, PhD, LSW, ACSW
Deputy Commissioner

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