



## State of New Jersey


DEPARTMENT OF EDUCATION  
PO Box 500  
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JAMES E. MCGREEVEY  
*Governor*

WILLIAM L. LIBRERA  
*Commissioner*

March 27, 2002

TO: Chief School Administrator  
Director of Special Education  
Director of a State Facility  
Administrator of a Charter School  
Administrator of an Approved Private School  
for the Disabled  
Administrator of a College-Operated Program  
Administrator of an Approved Clinic or Agency

FROM : Barbara Gantwerk, Director   
Office of Special Education Programs

SUBJECT: Initial Uniform Application

The Initial Uniform Application Act (Act) which became effective as of September 2001 establishes the use of a single application for early intervention services from the Department of Health and Senior Services, functional services from the Division of Developmental Disabilities (DDD) through the Department of Human Services and special education services from the Department of Education. The intent of the Act was to make it easier for parents of children with disabilities to access services from the participating agencies by facilitating the exchange of information among the agencies.

For schools, the focus of this application will be to assure that students with disabilities who are developmentally disabled according to DDD's criteria have access to DDD services while they are attending school. These services include in-home and out-of-home respite care, cash stipends, assistive devices and recreation. School district personnel will need to establish procedures for assisting parents in completing the application process if their child is determined eligible for special education and related services and may be developmentally delayed according to DDD's criteria.

If the initial request for services is made to the early intervention program, the early intervention service coordinator will complete the initial uniform application (application) with the family, as appropriate. If the parent is requesting special education, the application will be available for review by the district of residence at the time of the transition conference to ensure that a program is in place by age three. At transition, the district will determine whether the parents have already requested services from DDD and whether the child has been determined eligible for services through DDD. If the parents have applied to DDD for services and the child has been determined eligible, no further action by school district personnel will be necessary. If the child has been determined not eligible for

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DDD services, the application may need to be updated and resubmitted upon a determination of eligibility for special education and related services.

When a student has been determined eligible for special education and related services for the first time, school personnel will need to determine whether the student may be developmentally delayed according to DDD criteria and whether an application has been completed. If no application has been completed, school personnel will need to provide the family with DDD materials and assist them in completing the application.

In cases where the child is already receiving special education and related services and may be developmentally disabled, school district personnel should provide DDD materials to the parents at the time of the annual review of their child's IEP and assist them in the completion of the application. The child study team reports and any other current evaluations will be sent with the application with consent of the family to the DDD regional office, which provides services in the county in which the child resides.

If the initial request for services is to the DDD, the intake worker, in the DDD regional office serving the county in which the individual resides, will assist the family in the completion of the application and other required eligibility information. If the family also requests special education and related services, the application will be sent to the school district, where the child resides, by the intake worker, along with any other current evaluations conducted to determine eligibility for DDD services with consent of the family.

Each district will receive training on the application process through the monthly special education directors roundtable meetings in each county. The application and related materials are attached and will be available on the department's website at [www.state.nj.us/education](http://www.state.nj.us/education). Districts will need to initiate these procedures upon receipt.

Thank you for your cooperation and assistance in implementing this legislative mandate. If you have any questions and/or comments, please do not hesitate to contact this office.

BG/CK/dv

Attachments

c: William L. Librera, Ed.D., Commissioner

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Albert A. Monillas

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County Supervisor of Child Study

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Office of Administrative Law

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