



Goods and Services Request Instructions

Submit the Goods and Services Request Prior to Any Purchase

Goods that have been ordered or purchased (including repairs) or services that have been started (including classes) without being prior authorized in an approved plan are not reimbursable through DDD. Goods may not be ordered or purchased and services may not start until all of the following have occurred:

- DDD has reviewed and approved the request;
- The Support Coordinator added Goods and Services to the plan; and
- The plan was approved and a Goods and Services prior authorization was generated.

The need for the requested goods or services must be in alignment with the individual's NJCAT and must be referenced in the Person-Centered Planning Tool (PCPT).

The following are not considered Goods and Services because they are discrete services with specific definitions, standards, and procedure codes: Assistive Technology (evaluation, purchase, or monitoring); Environmental Modifications; Transportation; and Vehicle Modifications.

Completing the Goods and Services Request Form

1. The Support Coordinator (SC) completes all sections of the Goods and Services Request Form.
2. The SC sends the completed form and this instructions/guidance document and *Goods and Services Request Form* to the individual/legal guardian/representative.
3. The individual/legal guardian/representative reviews completed form ensuring it is accurate.
4. The individual/legal guardian/representative signs the *Goods and Services Request Form*, indicating that they have reviewed and approve the information on the form, returning the signed form to the SC.

Submitting the Goods and Services Request to DDD

The Support Coordinator (SC):

1. Uploads all of the supporting documentation such as invoice, balance due statement or cost quote together with the *Goods and Services Request Form*.
2. Enters the associated outcome and service number in the *Notes* section.
3. Enters the following information in the service description box:
 - a. Name and contact information of the vendor (address, phone, email, website);
 - b. Summary of the goods and services being requested.
4. Submits the completed and signed *Goods and Services Request Form* for review.

Review of Goods and Services Requests

Goods and Services requests are reviewed based on the standards in the [Supports Program Policies and Procedures Manual](#) and [Community Care Program Policies and Procedures Manual](#). Before submitting a *Goods and Services Request Form*, the SC and the individual/legal guardian/representative should review these standards.

Guidance on Activity Cost Reimbursement (Activity Fees)

- Activity fees are capped at \$1000.00 per year and may be requested for the individual and a staff person. (*Activity fee payments are only issued to a provider agency or a Self-Directed Employee*).
- Activities must be referenced in the PCPT.
- Activities that are purely for the purpose of recreation or entertainment are not reimbursable.
- The *Goods and Services Request Form* must include the specific activity and associated fee(s), or a list of potential activities and projected fee(s).

Guidance on Classes in the Community

- A class is defined as two or more people attending class/instruction at the same time, in the same location, with the same instructor, and going over the same subject matter.
- To meet the standards for DDD approval, a class must be open and available to the general public and/or delivered by a vendor that primarily serves the general public.
- The SC is required to upload the following documentation with the *Goods and Services Request Form*: Class description; Class curriculum; Vendor invoice/balance due statement **with start and end date**.

Guidance on College Classes

- Individuals wishing to enroll part-time (6 credits) or full-time (12 credits) in a matriculated program through a college or university must first complete the Free Application for Federal Student Aid (FAFSA).
- FAFSA results must be submitted at the time the Goods and Services Request Form is submitted. See the FAFSA website for information and application deadlines: <https://studentaid.ed.gov/sa/fafsa>.
- The SC is required to upload the following documentation together with the *Goods and Services Request Form*: Course description; Course curriculum; Student Financial Aid Report (FAFSA results); College invoice/balance due statement **with start and end date**.

Guidance on Durable Medical Equipment

- Requests for Durable Medical Equipment (DME), or any goods and services related to a medical need, must first be submitted through the individual's health insurance and/or Medicaid Managed Care Organization (State Plan).
 - If the request is denied, the individual or their legal guardian must exhaust their health insurance/Medicaid appeals process.
 - If the request is denied in the health insurance/Medicaid appeals process, a *Goods and Services Request Form* can then be completed and submitted for review.
- The SC is required to upload supporting documentation with the *Goods and Services Request Form*, such as a current medical prescription, health insurance/Medicaid denial letter, or an official notification of the outcome of the final appeal process.
- Items considered to be DME include: wheelchairs, travel wheelchairs, positioning equipment, feeding/eating equipment, and patient lifts (Hoyer). For questions about specific items, please email DDD.ServiceApprovalhelpdesk@dhs.nj.gov.

Guidance on Gym Memberships

Annual and/or monthly gym membership fees may only be requested to pay for the individual's membership and cannot be submitted for family members, group, residential staff, or SDE memberships.