

Community Care Program (CCP) Waiting List Fact Sheet

The Division maintains a waiting list for the Community Care Program (CCP). To learn more, please refer to [Division Circular 8](#). Section 8.3 of the Division's [CCP Policy Manual](#) explains the services available in the CCP.

Two CCP Waiting List Categories

General Category

- The General Waiting List helps the Division anticipate future needs.
- The General Waiting List has no specific criteria other than Division eligibility.
- Individuals on the General Waiting List are not “reached” and contacted by Division staff – that only happens for individuals on the Priority Waiting List.
- People on the General Waiting List do not get an annual letter telling them their place on the list.

Priority Category

Requesting addition to the Priority Waiting List tells the Division who might need CCP services in the future. To be added to the Priority Waiting List, at least one of these things must be true:

- Both parents are age 55 or older.
- Someone other than a parent takes care of the person, and that person is no longer able to continue providing care.
- There is clear risk of abuse, neglect, or exploitation.
- One or both parents are under age 55, and the health or safety of someone in the home is at risk because of:
 - The person's behavior(s), even with supports
 - The person's physical care needs (lifting, bathing, medical, etc.), even with supports
 - A single parent needing at least 40 hours of DDD supports each month to keep a full-time job
 - A single parent taking care of more than one person with a disability with significant support needs (feeding, bathing, toileting, etc.)
- People on the Priority Waiting List get a letter each year telling them their place on the list.
- When a person is “reached” on the list, the Division will need to evaluate their care needs to determine whether they meet CCP requirements.

Important: The Division does not automatically move people from the General to the Priority Waiting List. To be moved from the General to the Priority Waiting List, you must proactively submit a request.

Being Reached on the Priority Waiting List

Being on the CCP Priority Waiting List does not guarantee future CCP enrollment. To be eligible for CCP enrollment, the Division must evaluate your care needs and determine that you meet the Level of Care (LOC) criteria. When you are reached on the priority list, the Division will contact you to explain to you and your family the options and next steps.

CCP Level of Care (LOC) Criteria

When you are reached on the Priority Waiting List, the Division will evaluate your care needs to determine whether you meet the CCP Level of Care.

Level of Care (LOC) refers to the amount of help an individual needs to maintain health and safety and complete activities of daily living. To meet CCP LOC criteria, an individual must have significant self-care limitations and meet all of the following:

- Have a developmental disability or a condition related to having a developmental disability
- Be in need of continuous, active treatment related to the developmental disability
- Require a 24-hour plan of care related to the developmental disability
- Require intensive and consistent training because of an inability to learn skills in one environment and apply them in a new environment
- If not for services through the CCP, the person would require institutionalization
- The person cannot be safely supported in the Supports Program

To learn more about the CCP and the LOC requirements, please refer to the [DDD Policy Manuals](#) and the [Community Care Program \(CCP\) Fact Sheet](#).

How to Request to Be Added to the CCP Waiting List

1. Complete the [Community Care Program Waiting List Request](#) form.
2. Gather the required supporting documents listed on the form.
3. Submit the completed request form and supporting documents by **email** or **mail**, or **have your support coordinator submit them through iRecord**.

Email: ddd.ccpwaitlistrequests@dhs.nj.gov

Mail: Waiting List Coordinator
NJDDD
PO Box 726
Trenton, NJ 08625-0726

Note: Submitting a request more than one time or in more than one way will delay the request.

After processing the request, the Division sends a letter to the person to let them know which waiting list category they were added to and the effective date. (Waiting list assignments and effective dates follow [Division Circular 8](#).)