



Program Policies & Procedures Manual, Section 17.22.5.

The DDD's Manual governs all vehicular modification purchases. Under Section 17:22.2 of the manual, it states, "[a]ll vehicle Modifications are subject to prior approval on an individual basis by the Division." In addition "[t]he need for a Vehicle Modification will be identified through the NJ Comprehensive Tool (NJ CAT) and the person-centered planning process documented in the Person Centered Planning Tool (PCPT)." Section 17.22.5.1.

- The requested item needed, including name, model number, and any other identifying specifications (all measurements must be taken by a professional to ensure the specifications are correct).
  - Unit cost and quantity, if applicable, and total quoted price;
  - Clear itemization of cost material, labor, and shipping/freight if applicable;
  - Name and address of vendor on company letterhead;
  - Vendor's Federal ID number;
  - Vendor's representative's names, phone number, and email address;
- The Division will review the estimate/bid and supporting documentation and provide a determination regarding the requested Vehicle Modifications;
  - Upon Division approval, the Support Coordinator will add needed Vehicle Modifications and follow ISP approval process;

Based on my review of the record, I concur with the ALJ's findings. Petitioner failed to follow the procedures required for purchasing and modifying the vehicle. The vehicle was purchased and modified in August without prior approval, and the modification request was not submitted until October, nearly two months after the work was done. As such, I hereby AFFIRM the Initial Decision.

THEREFORE, it is on this 8th day of DECEMBER 2021,

ORDERED:

That the Initial Decision denying reimbursement for the vehicle modifications is hereby ADOPTED.



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Jennifer Langer Jacobs, Assistant Commissioner

Division of Medical Assistance and Health Services