

- All applications are to be discussed with the JACC Program Administrator (Leslie Alvarez or designee) PRIOR to submission. Only those applications which the JACC Program Administrator agrees are necessary and appropriate at this time shall be processed.
 - Counties shall only send applications if the county has budget within their allocation to take on the new case immediately.
 - Counties which are over allocation will not be permitted to submit.
- The JACC Program Administrator will agree that the application can be submitted:
 - If the county's program can serve the person right now (county is not over allocation), AND
 - There are no other programs available and appropriate to provide care (such as Statewide Respite), AND
 - The applicant has scored a 3 on the Screen for Community Services, then
 - The Care Coordinator can fax the application to DoAS at 609-689-6040 (this is the secure fax server that the Care Coordinators send Special Requests to).
- All other financial applications should be held by the JACC Care Coordinators until further notice.

Clinical

- The counties will NOT make referrals to Office of Community Choice Options (OCCO) themselves. DoAS will enter the referral into SAMS after review of the financial application. For details on OCCO's process during this time, see the attachments.
 - OCCO will NOT be conducting a new SCS if already done by the ADRC.
 - OCCO will be contacting each applicant to conduct Options Counseling, based on the Screen. It is IMPERATIVE that the Screen's narrative include additional detail to enable the assessor to provide options counseling. If the narrative is blank or minimal, the Care Coordinator will be advised that the application will NOT go forward until the narrative is complete.
 - *Assessor counties:* Assessor Counties will only follow the remote assessment process established by OCCO if the JACC application has been approved for processing by the JACC Program Administrator.

(see next page)

PEPs (Participant-Employed Providers):

- Until further notice, spouses and responsible parties of JACC participants may act as PEPs.
 - **This is at the CM's discretion, and ONLY if regular home care or a current PEP is not available. Monthly budgets still apply.**
 - This is temporary, and will end when the current emergency ends. If this option is used, the Care Manager shall record such in the Monitoring Record and Plan of Care accordingly.
- For all new PEPs, the only form required is the I-9. The I-9 shall be faxed to PPL, with a cover sheet stating:
 - The purpose of the I-9,
 - The JACC participant's name,
 - The applying PEP's name, and
 - The Care Manager's name.
- Work cannot be authorized until PPL has provided a Good to Start date.
- **Full packets will be required for all new PEPs within 120 days.**
- ISAs shall be entered into HCBS by the Care Manager.

Contacts:

Leslie Alvarez, JACC Program Administrator

leslie.alvarez@dhs.nj.gov or 609-438-4747

Jennifer Rutberg, Caregiver Program Specialist

jennifer.rutberg@dhs.nj.gov or 609-438-4749

Enclosures

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