



## State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES

CHRIS CHRISTIE  
*Governor*

KIM GUADAGNO  
*Lt. Governor*

ALLISON BLAKE, PH.D., L.S.W.  
*Commissioner*

### Division of Children's System of Care

#### **Applying for Determination of Eligibility for Children with Developmental Disabilities**

Dear Parent or Legal Guardian of Applicant:

Thank you for your interest in applying for a determination of your child's eligibility to receive developmental disability services from the Children's System of Care (CSOC). Only New Jersey residents who are U.S. citizens or permanent resident aliens are eligible to receive developmental disability services from CSOC. In addition, the child for whom you are applying must have a developmental disability, which is defined by state law as a severe, chronic disability of an individual that:

- Is attributable to a mental or physical impairment or combination of mental or physical impairments
- Manifests before 22 years of age
- Is likely to continue indefinitely
- Causes substantial functional limitations in at least three of the following life activities: Self-care, communication, learning, mobility, self-direction, capacity for independent living, and economic self-sufficiency, and
- Reflects the need for care, treatment, or other services, which are of lifelong or extended duration and are individually planned and coordinated.

Conditions that might be considered a developmental disability include, but are not limited to, an intellectual disability, cerebral palsy, epilepsy, spina bifida, autism or other neurological impairments where the criteria listed above are met.

Please be advised that CSOC only accepts applications for children under the age of 18. Applications on behalf of individuals 18 years of age or older must be submitted to the Department of Human Services – Division of Developmental Disabilities (DDD). Information on DDD's application forms and process can be accessed from the DDD website (<http://www.state.nj.us/humanservices/ddd/services/apply/>). Please be advised that CSOC will honor determinations of eligibility for developmentally disability services made by DDD for individuals between 18-21.

Please refer to the enclosed *Documentation Checklist* for guidance on the application process. The checklist identifies the specific forms and documents we will need before we can review the application.

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Page 2 of 2

- The forms listed in Section A are enclosed in this packet. Please complete and/or sign and return them as indicated.
- Section B identifies the required supporting documentation to establish the residency, citizenship, and if applicable, guardianship. It is the responsibility of the parent or legal guardian to obtain the documents in Section B.
- Section C identifies the records that can be used to establish the presence of a developmental disability. You do not necessarily have to provide every type of record listed, but you must submit records that are sufficient to establish the presence of a developmental disability and the substantial functional limitations. It is the responsibility of the parent or legal guardian to obtain the records in Section C.
- Once you have completed all of the forms in Section A and obtained all of the required documents/records in Sections B and C, please mail the complete application packet to PerformCare, the company that manages the Children's System of Care, at the following address.

**Attention: Family Support and Eligibility Unit**  
**PerformCare New Jersey**  
**300 Horizon Drive**  
**Suite 306**  
**Robbinsville, New Jersey 08691**

The determination of eligibility for children with developmental disabilities is based on a thorough review of reports and evaluations that document the nature and severity of the suspected developmental disability and, as a result, the eligibility determination process can be lengthy. You will be notified within 60 days of our receipt of a *complete* application packet regarding the status of the application.

If you have questions about the application process, or if you need assistance to complete the application, please contact the Family Support and Eligibility Unit at 877-652-7624.