What is Needed

Please gather the documents listed below before proceeding with the application. To make the application filing process faster, please scan and save all required documents in a single folder on your computer or laptop before you begin.

Application and Forms

Pre-Application
Applicant Information

- Section A: Application
- Section B: Applicant U.S. Citizenship & NJ Residency
- Section C: Applicant School, Employment, & Other Services
- Section D: Applicant Medicaid & Social Security
- Section E: Applicant Household Member(s)
- Section F: Supporting Documentation

Forms & Declarations

- Section G: Participant Enrollment Agreement
- Section H: Form A - Acknowledgement of Receipt of Notice of Privacy Practices
- Section I: Form B - Authorization for Disclosure of Health Information (Optional)
- Section J: Form C - Authorization for Release of Medical Records (Optional)
- Section K: Form D - Consent for Release of Information to DDD (Optional)
- Section L: Applicant Declaration

New Jersey Voter Registration Opportunity (Optional)

- Section M: New Jersey Voter Registration Application (Optional)

Documentation of Age, Citizenship or Immigration Status, and Residency

Note: The Applicant must demonstrate that New Jersey is their primary residence to apply for services through NJ DDD. Applicants who are not yet NJ residents may still qualify if they intend to establish residency within the next 6 months.

- Copy of Birth Certificate or Passport ID page
- Copy of Social Security Card
- Proof of Citizenship or Immigration Status: Naturalization Certificate, U.S. Passport, Green Card, or Other Immigration Documents
- One residency document, such as:
  - Current Photo Identification from NJ Motor Vehicle Commission
  - Pay Stub
  - W-2 Form
  - Real Estate Tax Bill

Guardianship or Power of Attorney Documents (If Applicable)

- Guardianship Order or Power of Attorney
- Guardian’s Address Documents: DMV ID, Pay Stub, W-2, Tax Bill, Etc.

Application for Determination of Eligibility

Documentation of Medicaid Eligibility

Gather all that apply:

- SSI Annual Award Letter
- SSDI Annual Award Letter
- Medicaid ID Card / Medicaid Approval Letter
- PerformCare ID, Name, Address, Phone Number (If Applicable)

If the Applicant has had difficulty obtaining Medicaid, contact DDD's Medicaid Eligibility Helpdesk: DDD.MediEligHelpdesk@dhs.nj.gov.

Documentation of Developmental Disability

Include as many of the documents below as possible that relate to the applicant's developmental disability. The more documentation that is provided, the easier it is for DDD to process the application.

Required	Helpful But Not Required
• Medical Documentation of Disability ***NOTE**: If you received services earlier, you may NOT need to upload Medical Documentation of Disability. DDD will attempt to obtain prior records from DDD archives and/or Perform Care.* *You may optionally upload available supporting documents to help speed up processing. DDD will contact you if additional information is needed.*	• All Available Psychological Evaluations, Including IQ Scores • Speech / OT / PT Evaluations • Neurological Evaluations • Psychiatric Evaluations • Child Study Team Reports • Hospital Records • DVRS Assessments • Social Summaries • Most Recent IEP

Other Documentation (If Applicable)

- Employment/Day Services Document(s)
- NJ Division of Vocational Rehabilitation Services (DVRS) Records/Evaluations (F3 Form or F6 Form)
- Diploma Copy, If Available

NJCAT Assessment

After DDD has received and reviewed the application and documentation, and the above information has been satisfied (up to and including a face-to-face interview, if deemed appropriate by intake staff), DDD will schedule the individual for a New Jersey Comprehensive Assessment Tool (NJCAT). This step is now completed as part of DDD's internal Intake Worker review process rather than being a document the applicant gathers in advance.