FULL Application for Determination of Eligibility

Should I use the FULL Application or SHORT Application?

**Use the FULL Application if you are 18 or older and either:**

- You did not apply before for developmental disability services from either the NJ Division of Developmental Disabilities or the NJ Children’s System of Care (PerformCare).
- OR-
- You received a service through the NJ Children’s System of Care (PerformCare) but never completed PerformCare’s *Application for Determination of Eligibility for Children Under Age 18*.

**Use the SHORT Application if you are 18 or older and either:**

- You applied before for developmental disability services through the NJ Division of Developmental Disabilities (DDD) and were notified by DDD that you were eligible.
- OR-
- You applied before for developmental disability services through the NJ Children’s System of Care (PerformCare) and were notified by PerformCare that you were eligible.

To find out if you already applied and are eligible for services through the NJ Children’s System of Care, call PerformCare at 877-652-7624.

To find out if you already applied and are eligible for services through DDD, call DDD Intake at 800-832-9173 (when prompted, press 2, then press the number for your county).

The DDD Graduates Timeline has information for students ages 16 through 21 and their families: [www.nj.gov/humanservices/ddd/assets/documents/graduates-timeline.pdf](http://www.nj.gov/humanservices/ddd/assets/documents/graduates-timeline.pdf)

Whether you use the FULL or SHORT application, DDD may still need to contact you for more information.

June 2021
APPLICATION INSTRUCTIONS

- The application can be completed by an individual who is 18 or older, or by a guardian or representative acting on behalf of an individual who is 18 or older.

- An applicant who is 18 or older and legally their own guardian must sign the application and forms. (If an applicant is receiving assistance completing the application, the person assisting should sign on the witness line.)

- If you have questions about the application or need assistance completing it, please contact the Intake Unit of the DDD Community Services Office for your county.

- Submit the completed, signed application, and all supporting documentation, by email or by mail:
  
  **BY EMAIL:** Scan signed application and documentation and submit as an attachment to [DDD.NJApply@dhs.nj.gov](mailto:DDD.NJApply@dhs.nj.gov). Include in the subject line: Intake Application, Individual’s Initials, County of Residence (EXAMPLE: Intake Application JS Mercer County).

  **BY MAIL:** Mail signed application and copies of documentation to DDD Intake, at the Community Services Office for the applicant’s county of residence:

<table>
<thead>
<tr>
<th>Counties Served</th>
<th>Community Services Office Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morris, Sussex, Warren</td>
<td>FLANDERS OFFICE: 1 Laurel Drive Flanders, NJ 07836 Phone: 973.927.2600</td>
</tr>
<tr>
<td>Bergen, Hudson, Passaic</td>
<td>PATERSON OFFICE: 100 Hamilton Plaza, 7th Floor Paterson, NJ 07505 Phone: 973.977.4004</td>
</tr>
<tr>
<td>Essex</td>
<td>NEWARK OFFICE: 153 Halsey St., 2nd FL, PO Box 47013, Newark, NJ 07101 Phone: 973.693.5080</td>
</tr>
<tr>
<td>Somerset, Union</td>
<td>PLAINFIELD OFFICE: 110 East 5th Street, Plainfield, NJ 07060 Phone: 908.226.7800</td>
</tr>
<tr>
<td>Monmouth, Ocean</td>
<td>FREEHOLD OFFICE: Juniper Plaza, Suite 1-J, 3499 Route 9 North, Freehold, NJ 07728 Phone: 732.863.4500</td>
</tr>
<tr>
<td>Hunterdon, Mercer, Middlesex</td>
<td>TRENTON OFFICE: PO Box 705, Trenton, NJ 08625 Phone: 800.832.9173</td>
</tr>
<tr>
<td>Atlantic, Cape May, Cumberland, Salem</td>
<td>MAYS LANDING OFFICE: 5218 Atlantic Avenue, Suite 205, Mays Landing, NJ 08330 Phone: 609.476.5200</td>
</tr>
<tr>
<td>Burlington, Camden, Gloucester</td>
<td>VOORHEES OFFICE: 2 Echelon Plaza, 221 Laurel Rd, Suite 210, Voorhees, NJ 08043 Phone: 856.770.5900</td>
</tr>
</tbody>
</table>
FULL APPLICATION – WHAT IS NEEDED

Application and Forms

- Full Application (5 pages)
- Notice of Privacy Practices (4 pages – keep for your records)
- FORM A: Acknowledgement of Receipt of Notice of Privacy Practices (1 page)
- FORM B: Authorization for Disclosure of Health Information (2 pages)
- FORM C: Authorization for Release of Medical Records (2 pages)
- FORM D: Consent FOR Release of Information to DDD (1 page)
- New Jersey Voter Registration Opportunity (1 page)
- New Jersey Voter Registration Application (2 pages)

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.

<table>
<thead>
<tr>
<th>Necessary</th>
<th>Helpful But Not Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Medical Documentation of Disability</td>
<td>• Most recent IEP</td>
</tr>
<tr>
<td>• Most Recent Psychological Evaluation (+ IQ Scores)</td>
<td>• Speech Therapy Evaluations</td>
</tr>
<tr>
<td>• Neurological Evaluations</td>
<td>• Occupational Therapy Evaluations</td>
</tr>
<tr>
<td>• Most Recent Child Study Team or School Reports</td>
<td>• Physical Therapy Evaluations</td>
</tr>
<tr>
<td>• Psychiatric Evaluations</td>
<td>• Hospital Records</td>
</tr>
<tr>
<td>• DVRS Assessments</td>
<td>• Social Summaries</td>
</tr>
<tr>
<td>• All Available Psychological Reports</td>
<td></td>
</tr>
</tbody>
</table>

Documentation of Medicaid Eligibility

- Supplemental Security Income (SSI) Annual Award Letter
- Medicaid Approval Letter
- Copy of Health Benefits Identification Card (Medicaid card)

If the Applicant has had difficulty obtaining Medicaid, contact DDD’s Medicaid Eligibility Helpdesk: DDD.MediEligHelpdesk@dhs.nj.gov.
Documentation of Age, US Citizenship, NJ Residency

- Note: applicant must be a permanent resident of New Jersey to apply for services through DDD.
- Copy of Birth Certificate
- Copy of Social Security Card OR Proof of U.S. Citizenship OR Green Card
- Copy of one of the following:
  - Current Photo Identification from NJ Motor Vehicle Commission
  - Pay Stub
  - W2 Form
  - Real Estate Tax Bill (only if the applicant owns property)
  - Permanent Change of Station Orders to New Jersey (if applicant’s legal guardian is in the U.S. Military)
  - Voter Registration Acknowledgement Card

Other Documentation, if applicable

- Copy of Guardianship Order
- NJ Division of Vocational Rehabilitation Services (DVRS) Records/Evaluations (F3 Form)

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).
FULL* APPLICATION FOR DETERMINATION OF ELIGIBILITY

*Use the FULL Application if you did not apply before for developmental disability services through either the Division of Developmental Disabilities (DDD) or the NJ Children’s System of Care (PerformCare).

SECTION 1: APPLICANT DECLARATION

In accordance with the Revised Statute, State of New Jersey, Section 30:4-25.2, an application is being made to the Commissioner of the Department of Human Services for a determination of eligibility for services provided through the NJ Division of Developmental Disabilities (DDD) for:

Applicant First Name: ____________________________ Last Name: ____________________________

Date of Birth: ________________________________

BY SIGNING THIS APPLICATION, I AM DECLARING THAT:

1. This application and all forms submitted with it have been completed as accurately as possible.
2. I understand that I have the opportunity to appeal a determination of ineligibility in accordance with N.J.A.C. 10:48-1.1(j).

This application is being made under R.S. 30:4-25.2 by virtue of the relationship to the above Applicant:

___ SELF  ___ LEGAL GUARDIAN OF THE APPLICANT  ___ COURT OF COMPETENT JURISDICTION

Applicant/Legal Guardian Signature (or mark): __________________________________ Date: __________________

Witness Name (print): __________________________________________________________

Witness Signature: __________________________________ Date: __________________

Witness Title (if agency or court representative): ______________________________________

DDD Staff Use Only – Applicant please proceed to Section 2

<table>
<thead>
<tr>
<th>Functional criteria met?</th>
<th>Medicaid eligible?</th>
<th>Closed due to insufficient information?</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ YES     ___ NO</td>
<td>___ YES     ___ NO</td>
<td></td>
</tr>
<tr>
<td>___ YES     ___ NO</td>
<td>___ YES     ___ NO</td>
<td></td>
</tr>
<tr>
<td>___ YES     ___ NO</td>
<td>___ YES     ___ NO</td>
<td></td>
</tr>
</tbody>
</table>

Staff 1 Signature: ____________________________ Date: __________________

Staff 1 Title and Unit: __________________________

Staff 2 Signature: ____________________________ Date: __________________

Staff 2 Title and Unit: __________________________
SECTION 2: APPLICANT INFORMATION AND GUARDIANSHIP STATUS

APPLICANT INFORMATION

Applicant Name: ___________________________________________ Date of Birth: ________________

Address: ______________________________________________________________

City: ___________________ State: _________ Zip: ___________ Phone: __________________

Email Address: __________________________________________________________

APPLICATION COMPLETED BY (if not by completed by Applicant):

Name: ___________________________________________ Date of Birth: ________________

Address: ______________________________________________________________

City: ___________________ State: _________ Zip: ___________ Phone: __________________

Email Address: __________________________________________________________

Can DDD contact you, if necessary, regarding this application?  ___ YES  ___ NO

GUARDIANSHIP STATUS*

Does Applicant have a legal guardian?  ___ YES  ___ NO    If YES, complete Legal Guardian information:

Guardian Name: ___________________________________________ Date of Birth: ________________

Relationship to Applicant: ____________________________________________________________

Address: ______________________________________________________________

City: ___________________ State: _________ Zip: ___________ Phone: __________________

Email Address: __________________________________________________________

*If Applicant has a legal guardian, Guardianship Order must be included.
SECTION 3: APPLICANT CITIZENSHIP AND OCCUPATION INFORMATION

CITIZENSHIP INFORMATION

Place of Birth (hospital and state OR country if outside US): ______________________________________________________

New Jersey Resident Since (date): ______________________________________________________________

1. Is Applicant a U.S. Citizen?  ___ YES   ___ NO

2. If No, does Applicant have a valid Green Card?  ___ YES   ___ NO

3. If Applicant has a legal guardian, is the legal guardian a permanent legal resident of New Jersey?  ___ YES   ___ NO

OCCUPATION INFORMATION

1. Is Applicant receiving services from any other federal, state or local agencies?  ___ YES   ___ NO
   If YES, provide information for each Agency:

   Agency #1 Name: ________________________________________________________________
   Address: __________________________________________________________ Phone: ______________________

   Agency #2 Name: ________________________________________________________________
   Address: __________________________________________________________ Phone: ______________________

   Agency #3 Name: ________________________________________________________________
   Address: __________________________________________________________ Phone: ______________________

2. Is Applicant attending school?  ___ YES   ___ NO  If YES, provide School information:

   School Name: ________________________________________________________________
   School Address: ________________________________________________________________
   School Contact Name: ____________________________________ Contact Phone: __________________

3. Is Applicant employed?  ___ YES   ___ NO  If YES, provide Employer information:

   Employer Name: ________________________________________________________________
   Employer Address: ________________________________________________________________
   Employer Contact Name: ____________________________________ Contact Phone: __________________
4. Has NJ Division of Vocational Rehabilitation assisted Applicant with employment/day services?  ____ YES  ____ NO

5. Does Applicant live in a residential program? (e.g., DCF, DCPP, boarding home, homeless shelter)  ____ YES  ____ NO

   If YES, provide Residence information:

   Residence Name: ____________________________________________ Residence Type: ____________________

   Address: __________________________________________________________ Phone: ___________________

SECTION 4: APPLICANT MEDICAID AND SOCIAL SECURITY INFORMATION

(To receive services through DDD, Applicant must obtain Medicaid. If Applicant has difficulty obtaining Medicaid, contact DDD’s Medicaid Eligibility Helpdesk: DDD.MediEligHelpdesk@dhs.nj.gov)

1. Does Applicant have Medicaid?  ____ YES  ____ NO

   If NO, has Applicant applied for Medicaid?  ____ YES  ____ NO

2. Does Applicant receive Social Security Disability Insurance (SSDI) benefits?  ____ YES  ____ NO

   If YES, monthly amount: $ ______________________________

   If NO, what is SSDI application status?  ____ NEVER APPLIED  ____ APPLICATION PENDING  ____ INELIGIBLE

3. Does Applicant receive Supplemental Security Income (SSI) benefits?  ____ YES  ____ NO

   If YES, monthly amount: $ ______________________________

   If NO, what is SSI application status?  ____ NEVER APPLIED  ____ APPLICATION PENDING  ____ INELIGIBLE

4. If Applicant receives SSDI or SSI, is there a Representative Payee?  ____ YES  ____ NO

   If YES, provide Representative Payee information:

REPRESENTATIVE PAYEE FOR SSDI BENEFIT

Payee Name: ____________________________________________ Relationship to Applicant: ____________________

Address: __________________________________________________________ Phone: ___________________

REPRESENTATIVE PAYEE FOR SSI BENEFIT

Payee Name: ____________________________________________ Relationship to Applicant: ____________________

Address: __________________________________________________________ Phone: ___________________
SECTION 5: APPLICANT’S FAMILY

APPLICANT’S PARENT #1

Applicant’s parent #1 is: ___ LIVING   ___ DECEASED (If Deceased, no information is needed)

Parent #1 Name: ________________________________________________ Date of Birth: ________________

Address: _________________________________________________________

Home Phone: ___________________ Cell Phone: ___________________ Work Phone: ___________________

Parent #1 marital status: ___ MARRIED   ___ DIVORCED   ___ WIDOWED   ___ NEVER MARRIED

Is parent #1 a U.S. military veteran? ___ YES   ___ NO         Is parent #1 an emergency contact? ___ YES   ___ NO

APPLICANT’S PARENT #2

Applicant’s parent #2 is: ___ LIVING   ___ DECEASED (If Deceased, no information is needed)

Parent #2 Name: ________________________________________________ Date of Birth: ________________

Address: _________________________________________________________

Home Phone: ___________________ Cell Phone: ___________________ Work Phone: ___________________

Parent #2 marital status: ___ MARRIED   ___ DIVORCED   ___ WIDOWED   ___ NEVER MARRIED

Is parent #2 a U.S. military veteran? ___ YES   ___ NO         Is parent #2 an emergency contact? ___ YES   ___ NO

OTHER MEMBERS OF APPLICANT’S HOUSEHOLD

Do not include parents if already included above.

Name: ________________________________________________ Date of Birth: ________________

Relationship to Applicant: ________________________________________________

Name: ________________________________________________ Date of Birth: ________________

Relationship to Applicant: ________________________________________________

Name: ________________________________________________ Date of Birth: ________________

Relationship to Applicant: ________________________________________________

Name: ________________________________________________ Date of Birth: ________________

Relationship to Applicant: ________________________________________________
NOTICE OF PRIVACY PRACTICES
Effective Date: October 15, 2018

This Notice applies to individuals receiving services from the Department of Human Services' (DHS) Division of Developmental Disabilities and does not require your response. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

YOUR RIGHTS

- **Right to see and copy your records.** In most cases, you have a right to view or get copies of your records. You must make your request in writing. We will provide a response to your request within thirty (30) days. You may be charged a fee for the cost of copying your records.

- **Right to an electronic copy of your medical records.** If your information is maintained in an electronic format, you may request that your electronic records be transmitted to you or another individual or entity. We will respond to your request within thirty (30) days.

- **Right to correct or update your records.** You may ask us to correct your health information if you think there is a mistake. You must make your request in writing and provide a reason for your need to correct the information.

- **Right to choose how we communicate with you.** You may ask us to share information with you in a certain way. For example, you can ask us to send information to your work address instead of your home address. You must make this request in writing. You don't have to explain a reason for the request. We may deny unreasonable requests.

- **Right to get a list of disclosures.** You have a right to ask us for a list of disclosures made after April 14, 2003. You must make a request in writing. This will not include information shared for treatment, payment or health operation purposes. We will provide one accounting a year free of charge, but may charge a cost for additional lists provided within the 12-month period.

- **Right to get notice of a breach.** You have a right to be notified upon a breach of any of your protected health information.

- **Right to request restrictions on uses or disclosures.** You have a right to ask us to limit how your information is used or shared with others. You must make the request in writing and indicate what information should be limited. We are not required to agree to a
requested restriction. If you paid out-of-pocket expenses in full for a specific item or service, you have a right to ask that your information with respect to that item or service not be disclosed. We will always honor that request.

- **Right to revoke authorization.** If we ask you to sign an authorization to use or disclose your information, you can cancel that authorization at any time. You must make that request in writing. Your request will not affect information that has already been shared.

- **Right to get a copy of this notice.** You have a right to ask for a paper copy of this notice at any time

- **Right to file a complaint.** You have a right to file a complaint if you don’t agree with how we have used or disclosed your information.

- **Right to choose someone to act for you.** If someone has been legally designated as your personal representative, that person can exercise your rights and make choices about your health.

**OUR DUTIES**

The Department of Human Services functions as a health care provider for you and your family. Consequently, we must collect information about you to provide these services. We are required to protect your information according to federal and state law and will abide by the terms of this notice. We may use and disclose information without your authorization for the following purposes:

- **Treatment Purposes.** We may use or disclose your information to health care providers who are involved in your health care.

- **Payment.** We may use or disclose your information to get payment or pay for health care services you received or will receive.

- **Health Care Operations.** We may use or disclose your information in order to manage our business, improve your care and contact you when necessary.

- **As Required by Law.** We will disclose information to a public health agency that maintains vital records, such as births, deaths and some diseases.

- **Abuse and Neglect Investigations.** We may disclose your information to report all potential cases of abuse and/or neglect.

- **Health Oversight Activities.** We may use or disclose your information to respond to an inspection or investigation by state officials.

- **Government Programs.** We may use and disclose your information for the management and coordination of public benefits under government programs.

- **To Avoid Harm.** We may use and disclose information to law enforcement in order to avoid a serious threat to the health and safety of a person or the public.
• **For Research.** We may use and disclose your information for studies and to develop reports. These reports will not specifically identify you or another person.

• **Business Associates.** We may use and disclose your information to our business associates that perform functions on our behalf, if necessary to complete those functions.

• **Organ and Tissue Donation.** If you are an organ donor, we may use and disclose your information to organizations engaged in procuring, banking or the transportation of organs, eyes, or other tissues to facilitate organ transplantation.

• **Military and Veterans.** If you are a member of the armed forces, we may disclose your information to the appropriate military authority.

• **Workers Compensation.** We may use or disclose your information for workers compensation or similar programs providing benefits for work-related injuries or illnesses.

• **Data Breach Notification Purposes.** We may use or disclose your information to provide legally required notices of unauthorized access or disclosure of your health information.

• **Lawsuits and Disputes.** We may use or disclose your information in response to a Court or Administrative Order, subpoena, discovery request or other lawful process.

• **Law Enforcement.** We may disclose your information to law enforcement if the information: 1) is in response to a court order, subpoena, warrant or similar process; 2) limited to identify or locate a suspect, fugitive, material witness or missing person; 3) about a victim of a crime under very limited circumstances; 4) about a death potentially resulting from a crime; 5) about criminal conduct on any DHS property and; 6) is needed in an emergency to report a crime or facts surrounding a crime.

• **Coroner, Medical Examiners and Funeral Directors.** We may disclose your information to a Coroner or Medical Examiner to identify a deceased person or determine the cause of death. We may release your information to a Funeral Director as necessary for their duties.

• **National Security and Intelligence.** We may disclose your information to authorized federal officials for intelligence, counter-intelligence and other national security activities authorized by law.

• **Protective Services for the President and Others.** We may disclose your information to authorized federal officials so that they can provide protection to the U.S. President; other authorized persons or foreign heads of state, or to conduct special investigations.

• **Inmates or Individuals in Custody.** If you are an inmate, we may release your information to a correctional institution if that information would be necessary for the institution to: 1) provide you with health care; 2) protect your health and safety or the health and safety of others or: 3) for the safety and security of the correctional institutions.
• **Disclosure to Family, Friends and Others.** We may disclose your information to your family members, friends or other persons who are involved in your medical care. You may object to the sharing of this information. We may also share your information with someone legally designated as your personal representative.

• **Hospital Directory.** Unless you notify us that you object, we may include certain information about you in the hospital directory in order to respond to inquiries from friends, family, clergy and others who inquire about you when you are a patient in the hospital.

**Other Uses and Disclosures that Require Your Written Authorization**

• **For All Other Situations.** We will ask for your written authorization before using or disclosing information for any other purpose than what is mentioned above. Special circumstances that require an authorization include most uses and disclosures of your psychotherapy notes, certain disclosures of your test results for the human immunodeficiency virus or HIV, uses and disclosures of your health information for marketing purposes and for the sale of your health information with some exceptions. If you give us authorization, you can withdraw this written authorization at any time. To withdraw your authorization, please contact us at the number below. If you revoke your authorization, we will no longer use or disclose your health information as allowed by your written authorization, except to the extent that we have already relied on your authorization.

• **As Required by Other Laws.** We will ask for your written authorization to comply with other laws protecting the use and disclosure of your information.

**FILING A COMPLAINT**

You may use the contact information below if you want to file a complaint or to report a problem regarding the use or disclosure of your health information. Treatment or services being provided to you will not be affected by any complaints you make. DHS opposes any retaliatory acts resulting from participation in an HIPAA investigation.

New Jersey Department of Human Services  
Division of Developmental Disabilities  
Legal and Administrative Practice Office  
P.O. Box 726  
222 South Warren St.  
Trenton, NJ 08625-0726  
Phone: 609-633-7402

U.S. Department of Health and Human Services  
Office of Civil Rights  
200 Independence Ave, S.W., Room 509H  
Washington DC, 20201  
Phone: 866-627-7748/ TTY: 886-788-4989  
www.hhs.gov/ocr

DHS or its appropriate Division will respond to your communication within thirty (30) days.

**CHANGES TO THIS NOTICE**

In the future, DHS may change its Notice of Privacy Practices. Any change could apply to medical information we already have about you, as well as information we receive in the future. A copy of a new notice will be posted in our facilities/offices and provided to you as required by law. You may ask for a copy of our current notice or get it online on our website.
FORM A: ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

This ACKNOWLEDGEMENT OF RECEIPT must be signed upon receipt of the Notice of Privacy Practices and returned to the NJ Division of Developmental Disabilities.

I (applicant or legal guardian name), ________________________________________________

Hereby acknowledge that I received the Notice of Privacy Practices on (date): ________________

I am the (check one): ___ Applicant ___ Legal Guardian

Signature (or mark): __________________________________________ Date: ____________________

If signed by Legal Guardian, provide Applicant’s name:

Applicant Name (print): ______________________________________________________________

If Applicant mark is provided, a witness is required:

Witness Name (print): ______________________________________________________________

Witness Signature: __________________________________________ Date: ____________________
FORM B: AUTHORIZATION FOR DISCLOSURE OF HEALTH INFORMATION TO FAMILY AND INVOLVED PERSONS

I, ____________________________________________  
(Individual, Legal Guardian or Power of Attorney Name)  

Do hereby authorize the use/disclosure/receipt of health information about the Applicant named below:

First Name: ___________________________  Last Name: _______________________________  
Date of Birth: _________________________  

Person(s) authorized to use, disclose or receive information (include legal guardian, if applicable):

PRIMARY CONTACT: ___________________________  Phone: ________________________  
Address: ________________________________________________  
Relationship to Applicant: ___________________________  Email: ________________________  

ALTERNATE CONTACT: ___________________________  Phone: ________________________  
Address: ________________________________________________  
Relationship to Applicant: ___________________________  Email: ________________________  

OTHER CONTACT: ___________________________  Phone: ________________________  
Address: ________________________________________________  
Relationship to Applicant: ___________________________  Email: ________________________  

OTHER CONTACT: ___________________________  Phone: ________________________  
Address: ________________________________________________  
Relationship to Applicant: ___________________________  Email: ________________________  

1. I authorize DDD staff to contact the primary contact or alternate contact, via telephone, to advise of any illness, injury or incident that may need prompt attention or authorization.

2. I authorize DDD staff to provide the minimum necessary health information to the contacts listed above and/or other individuals who are permitted to visit.
3. I understand that I may refuse to sign this authorization and that my refusal to sign will not affect my ability to obtain treatment or payment, or my eligibility for benefits or services. I may inspect or copy any written information used/disclosed under this authorization.

4. I understand that if the person or entity that receives the information is not a health care provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed and no longer protected by these regulations. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.

5. I understand that I may revoke this authorization in writing at any time except to the extent that action has been taken in reliance on this authorization. The request to revoke this authorization must be provided to the DDD Privacy Officer. The revocation will be effective on the date that the Privacy Officer receives the request.

6. This authorization expires on (date) _________________________________ or one year from the date of the individual/legal guardian's signature.

7. A complete copy of this authorization will be maintained in the applicant’s record.

Signature or mark of (select one): ___ Individual ___ Legal Guardian ___ Power of Attorney

Signature*: ___________________________________________ Date: ___________________

Phone: _________________________________________________

If mark is provided, a Witness is required:

Witness Name (print): ___________________________________________

Witness Signature: ___________________________________________ Date: ___________________

*If signed by Legal Guardian or Power of Attorney, Guardianship Order or Power of Attorney Order must be included.
FORM C: AUTHORIZATION FOR RELEASE OF MEDICAL RECORDS

I hereby authorize ________________________________________________ (DDD facility/office) of the Division of Developmental Disabilities to release the individually identifiable health information/medical records as described below.

Requestor’s Name: ________________________________________________

Requestor’s Address: ______________________________________________

Medical records of the individual named below are being requested:

First Name: ___________________________________ Last Name: _______________________________

Social Security Number: ___________________________ Date of Birth: _____________________________

The requested medical records were created between:

Beginning Date: ___________________________ and Ending Date: _____________________________

Medical Records requested:

______________________________________________

______________________________________________

Medical Records to be used for the following purpose(s):

______________________________________________

______________________________________________

___ Requested medical records will be reviewed at the DDD facility/office.

___ Requested medical records should be copied and will be picked up at the DDD facility/office.

___ Requested medical records should be copied and sent to the person or organization below:

Name: ______________________________________________________________________________

Address: ______________________________________________________________________________

City, State, Zip Code: ____________________________________________________________________
LEGAL AUTHORITY FOR THIS REQUEST:

___ These are my records, and I am a legally competent adult.

___ I am the Legal Guardian of the individual whose records are being requested and a copy of the Guardianship Order is attached.

___ I have Power of Attorney for the individual whose records are being requested and a copy of the Power of Attorney is attached.

UNDERSTANDINGS AND AGREEMENTS ABOUT THIS AUTHORIZATION:

1. This authorization is voluntary and I understand that DDD cannot condition treatment based on the signing of this authorization, unless the authorization is: (a) for research-related treatment, or (b) solely for the purpose of creating health information for use by/disclosure to a third party.

2. I understand I may revoke this authorization at any time by notifying DDD in writing, and my written revocation will not have any effect on any actions taken prior to the time DDD received the written revocation.

3. I agree to waive all claims against the DDD facility/office for release of the requested information.

4. I understand that once the information described herein is disclosed, it may no longer be subject to the privacy protections afforded by DDD if the recipient of the information is not a health plan, health care provider, health care clearinghouse, or business associate that has a contract with DDD.

5. I understand that if I request that records be copied and sent to me, DDD will make a good faith effort to send those records to me within a reasonable timeframe.

6. I understand that if I wish to have copies of the records made, DDD may assess a fee for copying the records.

7. This authorization will expire on ______________________ (date is determined by person signing the form) or one year from the date of signature below.

Signature or mark of (select one): ___ Individual     ___ Legal Guardian     ___ Power of Attorney:

Signature*: __________________________________________ Date: ______________________

Phone: __________________________________________________

If mark is provided, witness is required:

Witness Signature: __________________________________________ Date: ______________________

Witness Name (please print): __________________________________________

*If signed by Legal Guardian or Power of Attorney, Guardianship Order or Power of Attorney Order must be included.
FORM D: CONSENT FOR RELEASE OF INFORMATION

TO: THE NJ DIVISION OF DEVELOPMENTAL DISABILITIES

I, ______________________________________________________

(Individual, Legal Guardian or Power of Attorney Name)

Do hereby grant permission for ______________________________________________________

(Name of individual, institution, agency, or other holder of requested information)

To release the report(s), evaluations(s), summaries or other information of the individual named below
regarding their Application for Determination of Eligibility for services through the NJ Division of
Developmental Disabilities:

Applicant Name (print): ________________________________________________________________

Information to be released:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Information is to be released to the DDD Intake Worker and address named below:

DDD Intake Worker Name: ______________________________________________________________

DDD Intake Office Address:

____________________________________________________________________________________

____________________________________________________________________________________

*The information received through this release is subject to the confidentiality regulations of the Division
and cannot be released outside the Division without written permission unless otherwise provided by
N.J.A.C. 10:41et seq.

Signature or mark of (select one): ___ Individual  ___ Legal Guardian  ___ Power of Attorney:

Signature*: ___________________________________________________ Date: ____________________

Phone: __________________________________________________________

*If mark is provided, Witness is required:

Witness Name (print): ________________________________________________

Witness Signature: _______________________________________ Date: __________________

*If signed by Legal Guardian or Power of Attorney, Guardianship Order or Power of Attorney Order
must be included.
Voter Registration Opportunity

The National Voter Registration Act of 1993 requires the State to provide you with the opportunity to register to vote as an additional service offered by this office. Please complete the form below to advise the agent of your interest to register or not to register to vote at this time.

Applying to register or declining to register to vote will not affect the amount of assistance that you will be provided by this agency.

If you decline to register to vote at this time, your decision will remain confidential and will be used only for voter registration purposes. If you do register to vote, the way in which you do so will remain confidential and will be used only for voter registration purposes.

You can register to vote if:

• You are a United States citizen
• You are at least 17 years of age*
• You will be a resident of the State and county 30 days before the election
• You are NOT currently serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States.

*You may register to vote if you are at least 17 years old but cannot vote until reaching the age of 18.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party or other political preference, you may file a complaint with:

NJ Division of Elections
Mailing Address: P.O. Box 304
Trenton, NJ 08625-0304

Office Location 20 West State Street, 4th Floor
Trenton, NJ 08608

Tel: 609-292-3760 Fax: 609-777-1280
TTY: 1-800-292-0034
Elections.NJ.gov

If you would like help in filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private.

If you are not registered to vote where you live now, would you like to apply to register to vote here today?

☐ Yes          ☐ No          ☐ No, I am already registered at my current address

IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME.

_________________________________________  __________________________  ____________
Print Name                                               Signature                                    Date

For Official Use

□ RTS

_______Initial
New Jersey
Voter Registration Application

Please print clearly in ink. All information is required unless marked optional.

1. Check all boxes that apply:
   ☐ New Registration  ☐ Address Change
   ☐ Name Change  ☐ Signature Update
   ☐ Political Party Affiliation  ☐ Vote By Mail

2. Are you a U.S. Citizen?  ☐ Yes  ☐ No
   (If No, DO NOT complete this form)

3. Are you at least 17 years of age?  ☐ Yes  ☐ No
   (If No, DO NOT complete this form)

4. Last Name  First Name  Middle Name or Initial  Suffix (Jr., Sr., III)

5. Date of Birth (MM / DD / YYYY) / /

6. Gender (Optional)  ☐ Female  ☐ Male

7. NJ Driver’s License Number or MVC Non-driver ID Number
   If you DO NOT have a NJ Driver’s License or MVC Non-Driver ID, provide the last 4 digits of your Social Security Number. __ __ __ __
   ☐ “I swear or affirm that I DO NOT have a NJ Driver’s License, MVC Non-driver ID or a Social Security Number.”

8. Home Address (DO NOT use PO Box)  Apt.  Municipality (City/Town)  County  State  Zip Code

9. Mailing Address (If different from Home Address)  Apt.  Municipality (City/Town)  County  State  Zip Code

10. Last Address Registered to Vote (DO NOT use PO Box)  Apt.  Municipality (City/Town)  County  State  Zip Code

11. Former Name if Making Name Change

12. Day Phone Number (Optional) __ __ __ __ __ __ __ __ __ __
    E-Mail Address (Optional) __ __ __ __ __ __ __ __ __ __

13. Do you wish to declare a political party affiliation?  ☐ Yes, the party name is __________________________
    ☐ No, I do not wish to be affiliated with any political party.

14. Request for Mail-In Ballot for all future elections (Optional)
   ☐ I wish to receive a Mail-In Ballot for all future elections until I request otherwise in writing to the County Clerk’s office.
   ☐ Mail my ballot to the following address if different from Mailing Address above.

   Mailing Address if different from above  Apt.  Municipality (City/Town)  State  Zip Code

Declaration - I swear or affirm that:
   ☐ I am a U.S. Citizen
   ☐ I live at the above home address
   ☐ I am at least 17 years old, and understand that I may not vote until reaching the age of 18
   ☐ I will have resided in the State and county at least 30 days before the next election
   ☐ I am not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States.
   ☐ I understand that any false or fraudulent registration may subject me to a fine of up to $15,000, imprisonment up to 5 years, or both pursuant to R.S. 19:34-1

Signature of Registrant: Sign or mark and date on lines below

If applicant is unable to complete this form, print the name and address of individual who completed this form.
Name __________________________
Date (MM / DD / YYYY) / /
Address __________________________

Important Instructions for sections 7, 8, 13 and 14
7) Registrants who are submitting this form by mail and are registering to vote for the first time: If you do not supply any of the information required by section 7, or the information you provide cannot be verified, you will be asked to provide a COPY of a current and valid photo ID, or a document with your name and current address on it to avoid having to provide identification at the polling place.
Note: ID Numbers are Confidential and will not be released by any governmental agency. Any person who uses such numbers illegally shall be subject to criminal penalties.
8) If you are homeless, you may complete section 8 by providing a contact point or the location where you spend most of your time.
13) You may declare a political party affiliation or you may declare to be unaffiliated, regardless of any prior party affiliation. If you are a previously affiliated voter who wants to change political party affiliation or become unaffiliated, you must file this form no later than 55 days before the primary election in order to vote in the primary election. Completing section 13 is OPTIONAL and will not affect the acceptance of your voter registration application.
14) If you wish to receive a Mail-In Ballot for all future elections, mark the appropriate box in section 14. You will continue to receive Mail-In Ballots for all future elections until you request otherwise in writing to your County Clerk’s office.

Need More Information? Check boxes below if you would like to receive more information about:
☐ voting by mail  ☐ polling place accessibility  ☐ voting if you have a disability, including visual impairment
☐ becoming a poll worker  ☐ available election materials in this alternative language: __________________________
New Jersey Voter Registration Information

You can register to vote if:
- You are a United States citizen.
- You are at least 17 years of age.*
- You will be a resident of the State and county 30 days before the election.
- I am not serving a sentence of incarceration as the result of a conviction of any indictable offense under the laws of this or another state or of the United States.

*You may register to vote if you are at least 17 years old but cannot vote until reaching the age of 18.

Registration Deadline: 21 days before an election
Your County Commissioner of Registration will notify you if your application is accepted.
If it is not accepted, you will be notified on how to complete and/or correct the application.

Questions? visit Elections.NJ.gov or call toll-free 1-877-NJVOTER (1-877-658-6837)

Important: Print out at 100% - DO NOT REDUCE. Fold as illustrated to ensure proper mailing.