



Supports Brokerage Conflict-Free and Service Provision Attestation

The Division of Developmental Disabilities (Division) requires that the provision of Supports Brokerage services to people enrolled in one of its Home and Community Based Services waiver programs be conflict-free. Conflict-free Supports Brokerage has the following characteristics:

- The Supports Brokerage agency does not render any other Division-funded service to a person to whom they provide Supports Brokerage.
- The agency/employee providing Supports Brokerage is not the parent, legal guardian, or spouse of the person to whom they are providing Supports Brokerage.
- Supports Brokerage is only available to people self-directing some or all the services in their Individualized Service Plan (ISP) through a Division-approved financial management services agency (fiscal intermediary).
- Supports Brokerage services supplement but do not duplicate or supplant Support Coordination services.

Conflict-Free Assurances

- For the duration of the Supports Brokerage service in a person's ISP, the Supports Brokerage agency/employee may not render any other Division-funded service to that person, concurrently or within six months of the plan/service end date.
- The Supports Brokerage agency/employee may not refer the person receiving Supports Brokerage services to:
 - Any service provider that is a subsidiary or affiliated company of the Supports Brokerage agency or agency employee; or
 - Any service provider owned or shared by a parent/subsidiary/affiliated company in which the Supports Brokerage agency or agency employee has financial interest.
- If a person receiving Supports Brokerage needs or requests a service provider, this must be coordinated in partnership with the individual's Support Coordinator.

Support Brokerage Provider Responsibilities

- Meet with the person interested in Supports Brokerage to explain and discuss the service before adding it to the ISP.
- Adhere to all policies and requirements in the Division's Community Care Program and Supports Program Policy Manuals, including all policy manual revisions and updates.
- Provide Supports Brokerage services in such a way that they supplement but do not duplicate or supplant Support Coordination services.
- Operate and communicate under the strict instruction of the person receiving services and/or their authorized representative.
- Meet with the planning team of the person receiving Supports Brokerage to identify and/or address self-directed employee issues that directly relate to their needs.

Supports Brokerage Provider Limitations

- Supports Brokerage providers cannot assist providers of other Division-funded services (individual supports, community based supports, etc.) to identify and connect with community resources on behalf of a person served by both providers. Each agency is responsible for connecting with community resources on behalf of their service recipient.

Failure to Comply

It is the sole responsibility of the Supports Brokerage provider agency/employee to ensure compliance with the Supports Brokerage Conflict-Free and Service Provision requirements. Failure to comply may result in negative action(s), including but not limited to denial of claims, recoupment of payments for Supports Brokerage services, and/or disenrollment. If you are unsure whether your agency is in compliance, please consult with the Division's Office of Education on Self-Directed Services at DDD.OESDS@dhs.nj.gov.

Attestation

My signature below attests to the agency's expected compliance with the Division's Support Brokerage Conflict-Free and Service Provision criteria outlined in this document:

Agency Name: _____

Mailing Address: _____

Executive Director Name: _____

Email Address: _____ Phone: _____

Executive Director Signature: _____ Date _____