

# EMPLOYMENT SUPPORT SERVICES FROM THE DIVISION OF DEVELOPMENTAL DISABILITIES (DDD)

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## Frequently Asked Questions

Created in collaboration by:



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# ABOUT THE COLLABORATORS



ADVANCING JUSTICE. ADVOCATING INCLUSION.

New Jersey's designated Protection and Advocacy agency under federal law for people with disabilities.

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Authorized by the federal Developmental Disabilities Act to engage in advocacy, capacity building and systemic change activities.

**AN INTRODUCTION**

Both the Division of Developmental Disabilities (DDD) and the Division of Vocational Rehabilitation Services (DVRS) provide services for those persons with developmental disabilities who are seeking employment. Each agency can provide services, but generally a person must first apply for employment services through DVRS, before seeking services from DDD.

When an individual is not able to obtain services from DVRS, for whatever reason, there are a number of employment related services available under DDD's Supports Program and Community Care Program. Support Coordinators are able to help individuals access DDD employment services that are intended to help individuals become employed, keep their current jobs, or build careers.

DDD's employment services include supported employment, career planning, and prevocational training services. They can assist individuals with such things as developing job skills, writing a resume, completing job applications, interviewing, getting to work, and having support staff available during the workday. Whether you obtain your services through DVRS or through DDD, both agencies can provide essential services and supports that can permit those with developmental disabilities to obtain gainful and meaningful employment opportunities.

### **Q: AM I ELIGIBLE FOR DDD EMPLOYMENT SERVICES?**

**A:** If you are enrolled on the Supports Program or Community Care Program through the Division of Developmental Disabilities (DDD), you can access employment services from DDD through your budget.

However, you must use any employment services offered by the Division of Vocational Rehabilitation Services (DVRS) before using any DDD employment services.

If DVRS services are not available or you are not eligible, DDD provides Supported Employment, Career Planning, and Prevocational Training services.

You must also maintain Medicaid eligibility to receive these services from DDD. There are programs in place so you can work without losing Medicaid benefits. You can contact the NJ Work Incentives Network Support (NJWTINS) program to learn more. Similarly, you can save money using the NJ ABLE account without losing your Medicaid eligibility.

### **Q: HOW CAN I ACCESS DDD EMPLOYMENT SERVICES?**

**A:** Talk to your support coordinator. Your support coordinator should be able to explain various services and supports to assist you in getting “competitive, integrated employment.” Competitive, integrated employment means a job that you get paid fairly and can work with people, both with disabilities and those without disabilities.

You and your support coordinator can make a plan through your Individual Service Planning (ISP) process. But you don’t have to wait for your yearly plan meeting. If you are ready to work, or to plan to work, talk to your support coordinator at any time about these services.

**Q: WHAT SERVICES ARE AVAILABLE?**

**A:** The chart below shows employment or employment-related services that are available through your DDD Supports Program or Community Care Program budget. Again, talk to your support coordinator if you are interested in, or think you might need, any of these services.

SERVICE	DESCRIPTION	SOME EXAMPLES	LIMITATIONS
Assistive Technology (AT)	An item, device, or piece of equipment that helps you move, communicate or work.	<ul style="list-style-type: none"> <li>• Evaluation of AT needs</li> <li>• Designing, fitting, or customizing devices</li> <li>• Repair or replacement fees</li> <li>• Training and technical assistance to use the technology</li> </ul>	Items covered by the Medicaid State Plan cannot be purchased through this service.
Career Planning	Service to help people make a goal and plan to have and keep competitive, integrated employment.	<ul style="list-style-type: none"> <li>• Determination of a career direction through interest assessments, situational assessments, etc...</li> <li>• Development of a plan that states career objective and guides employment support</li> </ul>	Service is available at a maximum of 8-hours per service plan year. Only available if not eligible for this service from the Division of Vocational Rehabilitation Services (DVRS).

<p>Goods and Services</p>	<p>Unique services, equipment, or supplies, you cannot get through other resources.</p>	<ul style="list-style-type: none"> <li>• Funding of fingerprinting or drug testing costs related to employment but not otherwise covered by DVRS.</li> </ul>	<p>All goods and services require specific DDD approval for prior authorization before accessing.</p>
<p>Prevocational Training</p>	<p>Work skills services to help a person to get competitive, integrated employment. It can be a work experience (including volunteer) to improve general, non-job-specific strengths and skills. Can be delivered one-to-one or in a group setting.</p>	<ul style="list-style-type: none"> <li>• Job Clubs</li> <li>• Basic computer skills</li> <li>• Developing effective communication with co-workers and supervisors</li> <li>• Learning and developing skills related to conduct, attire, and solving problems in the workplace</li> </ul>	<p>Limited to 30 hours a week. Transportation is not included in the service. This service cannot be delivered in a sheltered workshop setting.</p>
<p>Supported Employment- Individual and small group employment support</p>	<p>Service can be provided in three phases: pre-placement, intensive job coaching, and long-term follow along. Support provided to help an individual obtain an</p>	<ul style="list-style-type: none"> <li>• Job coaching</li> <li>• Benefits planning</li> <li>• Job development</li> <li>• Travel training</li> <li>• Mobile crews</li> <li>• Enclaves</li> <li>• On-site job training</li> <li>• Job site analysis</li> </ul>	<p>Limited to 30 hours a week. Transportation is not included in the service. **Additional supported employment funds, beyond an individual's</p>

	and maintain integrated competitive, employment.		budget cap, can be provided if necessary and pre-approved.
Transportation	Available to help individuals gain access to services and activities identified in the service plan.	<ul style="list-style-type: none"> <li>• Medicaid/DDD approved transportation providers</li> <li>• Generic transportation services used by the public</li> <li>• Self-Directed Employees (direct support professional)</li> </ul>	Reimbursement for transportation is limited to distances not to exceed 150 miles one way.

**\*\*ADDITIONAL FUNDING FOR SUPPORTED EMPLOYMENT**

DDD provides additional funding for Supported Employment beyond your budget cap if you need more support to find or maintain competitive employment. This means that your DDD budget should not be a barrier to get or keep your job. If you need more support, you can ask DDD to give you more supported employment services.

**YOU SHOULD KNOW:**

- You must make every effort to use your individual budget prior to requesting this additional funding.
- DDD may request or conduct an observational evaluation on your job site before they can approve additional funds.
- You can still access other employment services while DDD decides on approval for the additional funding.