

CHAPTER 46A

FAMILY SUPPORT SERVICE SYSTEM

Authority

N.J.S.A. 30:6D-33 et seq., specifically 30:6D-41.

Source and Effective Date

R.1995 d.1, effective January 3, 1995.
See: 26 N.J.R. 3341(b), 26 N.J.R. 3610(a), 27 N.J.R. 147(a).

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Chapter 46A, Family Support Service System, expires on January 3, 2000.

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SUBCHAPTER 1. GENERAL PROVISIONS

10:46A-1.1 Purpose; authority

(a) Pursuant to N.J.S.A. 30:6D-33 et seq., the Division of Developmental Disabilities, in conjunction with the New Jersey Developmental Disabilities Council must create a system of family support that is flexible and designed to strengthen and promote families that provide care at home for a family member with a developmental disability.

(b) A Statewide family support policy must acknowledge that families themselves are able to define their own needs and select their own services; within available resources, family supports must be chosen by the families, controlled by families and monitored by families.

(c) The system of Family Support shall include, but not be limited to:

1. After school care;
2. Cash subsidies;
3. Communication and interpreter services;
4. Counseling services;
5. Crisis intervention;
6. Day care;
7. Equipment and supplies;
8. Estate and transition planning;
9. Home and vehicle modification;
10. Home health services;
11. Homemaker assistance;
12. Housing assistance;
13. Medical and dental care not otherwise covered;
14. Parent education and training;
15. Personal assistance services;
16. Recreation services;
17. Respite care for families;
18. Self advocacy training;
19. Service coordination;
20. Specialized diagnosis and evaluation;
21. Specialized nutrition and clothing;
22. Therapeutic or nursing services;
23. Transportation;
24. Vouchers; and
25. Other services as identified by the family, in accordance with N.J.A.C. 10:46A-2.3.

(d) The Commissioner shall establish income, need and other criteria, in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq., to ensure that the expenditures for the Family Support System are within the limits of available funding.

(e) The amounts of funds for family support services shall be subject to the funding available in the current fiscal year.

(f) Adults with developmental disabilities should be afforded the opportunity to make decisions for themselves, live in typical homes within their own communities and exercise their full rights as citizens. Adults with developmental disabilities should have options for living separately

from their families, but, when this is not the case, families should be provided the supports they need, within available funding limits.

10:46A-1.2 Scope

The provisions of this chapter shall apply to all eligible persons with developmental disabilities and/or their families. The provisions of this chapter also apply to agencies under contract with or regulated by the Division of Developmental Disabilities, within the Department of Human Services.

10:46A-1.3 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

“Adult” means any individual 18 years of age and older.

“Developmental disability” means a severe, chronic disability of a person which:

1. Is attributable to a mental or physical impairment or combination of mental or physical impairments;
2. Is manifest before age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitations in three or more of the following areas of major life activity, that is, self-care, receptive and expressive language, learning, mobility, self-direction and capacity for independent living or economic self-sufficiency; and
5. Reflects the need for a combination and sequence of special interdisciplinary or generic care, treatment or other services which are of lifelong or extended duration and are individually planned and coordinated.
6. Developmental disability includes, but is not limited to, severe disabilities attributable to mental retardation, autism, cerebral palsy, epilepsy, spina bifida and other neurological impairments where the above criteria are met. (N.J.S.A. 30:6D-25.)

“DDD Family Support Coordinator” means an employee of DDD designated by the Regional Administrator to coordinate the region’s family support service system.

“Developmental Disabilities Council” (DDC) means the Federally-mandated State planning and advisory board composed of 28 members appointed by the Governor.

“Division” means the Division of Developmental Disabilities within the Department of Human Services.

“Family” means the family member with a developmental disability and his or her parents, siblings, spouse, and/or children, or uncompensated caregiver.

“Functional services” means those services and programs available to provide a person with a developmental disability: education, training, rehabilitation, adjustment, treatment, care and protection. (N.J.S.A. 30:4-23)

“Family support” means a coordinated system of on-going public and private supports, services, resources, and other assistance, which are designed to maintain and enhance the quality of life of a family member with a developmental disability and his or her family.

“Family Support Coordinator” means a coordinator working under the direction of the Developmental Disabilities Council (DDC) who shall be a person qualified by training and experience to perform the duties of his or her office.

“Level of service” means the contracted number of units of service to be delivered and the actual number of units of service delivered.

“Parent” means the biological or adoptive parent or uncompensated foster parent or legal guardian.

“Resident” means a person who is a domiciliary of New Jersey for other than a temporary purpose and who has no present intention of moving from the State.

“Support services” means services provided to a person with a developmental disability and his or her family that are generally of short term duration, or are a specific type of care, treatment, training, assistance or device that will help the individual avoid the need for more intensive care which would require coordination of a sequence of generic or specialized services.

“Uncompensated caregiver” means the person, including, but not limited to, a parent, sibling, spouse, child, grandparent, step family member, aunt, uncle, cousin or legal guardian, who, without monetary payment, cares for the family member with a developmental disability and with whom the family member with a developmental disability resides.

SUBCHAPTER 2. ELIGIBILITY CRITERIA

10:46A-2.1 General eligibility

(a) A person determined to have a developmental disability in accordance with the requirements of N.J.A.C. 10:46 and who is a resident of the State of New Jersey, shall be eligible for family support services.

1. In accordance with N.J.A.C. 10:46, a person with a developmental disability can be determined to be eligible for either functional services, or for support services only.

(b) A person with a developmental disability must either live with a family member or an uncompensated caregiver. The requested family support services are provided to support the family.

(c) The DHS and any publicly funded agency which provides family support services shall assist families in obtaining all other sources of funding, such as Medicaid or private insurance, before using funds available for the purpose of this chapter.

10:46A-2.2 Who may apply for family support services

(a) Requests for family support services may be made by:

1. A competent adult on his or her own behalf;
2. An uncompensated caregiver;
3. A parent, family member or a legal guardian of an incompetent adult; or
4. The parents or legal guardian of a minor.

10:46A-2.3 Requests for family support services

(a) Requests for family support services shall be made to a regional office of the Division.

1. An individual not previously determined eligible for Division services and who is requesting family support services shall contact the regional intake worker to initiate the eligibility process.
2. If an individual is eligible for functional services of the Division, requests for family support services shall be made to the assigned case manager.
3. If an individual is eligible for support services only, in accordance with N.J.A.C. 10:46-2.3, the request for family support services shall be made to a DDD regional family support coordinator.

(b) The request shall be made by telephone, in writing or by appearing in person to the appropriate regional office of the Division as noted below.

Regional Office	Counties of Jurisdiction
Northern Regional Office 201-927-2600 1 B Laurel Drive Flanders, NJ 07836	Sussex, Morris, Warren, Passaic, Bergen, Hudson
Upper Central Reg. Office 201-379-1700 65 Springfield Avenue Springfield, NJ 07081	Essex, Somerset, Union
Lower Central Reg. Office 609-292-4500 Capital Place 1 222 So. Warren Street Trenton, NJ 08625	Middlesex, Monmouth, Mercer, Ocean, Hunterdon
Southern Regional Office 609-757-4700	Camden, Atlantic, Gloucester, Cumberland,

Regional Office
101 Haddon Avenue
Suite 17
Camden, NJ 08103

Counties of Jurisdiction
Salem, Cape May,
Burlington

(c) Minimum information submitted shall include, but not be limited to:

1. The name of the person for whom family support services is requested and the presenting disability;
2. The specific family support services requested;
3. The length of time specific family support services will be needed, if known;
4. The name, address and telephone number of a family contact person; and
5. Such other information as needed by the Division to consider a person's request.

(d) The family shall be notified within 10 working days by telephone, or in writing, by a DDD regional family support coordinator or case manager of the approval, denial, modification or status of the requested family support services.

(e) A DDD regional family support coordinator, in conjunction with the family and regional staff, will evaluate the needs of individuals and their families who are receiving family support services and the availability of family support resources on an ongoing basis.

(f) Individuals who disagree with a Family Support Service decision may appeal the decision in accordance with the provisions of N.J.A.C. 10:48-1, Appeal procedure.

SUBCHAPTER 3. FAMILY SUPPORT COORDINATOR

10:46A-3.1 Role of the Coordinator

(a) The family support system shall be administered by the Division, in conjunction with the Family Support Coordinator working under the direction of the Developmental Disabilities Council.

(b) The Division of Developmental Disabilities shall develop an agreement with the Developmental Disabilities Council regarding the role and authority of the Coordinator.

- (c) The Family Support Coordinator shall:
1. Coordinate efforts by the Regional Family Support Planning Councils and public and private agencies, including, but not limited to:
 - i. Identification of services provided by different agencies to avoid duplication; and

- ii. Planning with all agencies to insure that gaps in services are filled;
- 2. Adopt, review and revise, no less than annually, a State Family Support Plan, that is based on the annual reports of the Regional Family Support Planning Councils, which shall:
 - i. Assess needs, establish goals, and set priorities for the provision of family supports for individuals with developmental disabilities;
 - ii. provide for outreach and coordinated delivery of family supports;
- 3. Provide administrative support services to each of the Regional Family Support Planning Councils and the Statewide Council;
- 4. Participate as a non-voting member of the Statewide Family Support Council;
- 5. Develop and implement a training plan for family support as identified by the Regional Family Support Planning Council in the annual reports; and
- 6. Respond to public inquiries and requests for information regarding family support.

(f) Initially, members of the Family Support Advisory Group may serve on a Regional Family Support Planning Council. The Advisory Group will nominate the additional members to reflect the cultural, economic, ethnic, geographic and disability diversity of the region it serves by soliciting information from interested individuals.

(g) As terms expire, individuals will be nominated by the Regional Family Support Planning Council membership, reflecting the cultural, economic, ethnic, geographic and disability diversity of the region it serves.

(h) Names of individuals interested in Regional Family Support Planning Council membership shall be maintained by the Regional Family Support Planning Council and/or Family Support Coordinator. Nominees shall be taken from this list.

(i) All Regional Family Support Planning Council members shall be appointed by the Commissioner, Department of Human Services.

(j) A chairperson and vice-chairperson shall be elected for each Regional Family Support Planning Council. These individuals, or two other designated representatives as chosen by the Regional Family Support Planning Council, shall serve on a Statewide Family Support Council.

(k) The Regional Family Support Planning Council members shall serve without compensation beyond reimbursement for reasonable transportation, child care and other costs related to serving on the council.

(l) Regional Family Support Planning Councils shall meet at least quarterly. Individual councils may establish more frequent meeting schedules based on the needs of the council.

(m) No member of the Regional Family Support Planning Council who is an employee or board member of an agency under contract with the DDD providing family support services shall enter into discussion or cast a vote on any matter which would provide a direct financial benefit to that agency.

SUBCHAPTER 4. REGIONAL FAMILY SUPPORT PLANNING COUNCILS

10:46A-4.1 Membership

(a) DDD and DDC will ensure that two Regional Family Support Planning Councils shall be established in each of the four DDD regions by April 3, 1995.

(b) The need to establish additional councils or merge existing councils shall be evaluated within one year and annually thereafter by the Statewide Family Support Council in conjunction with the Regional Family Support Planning Council(s). Councils can be added or merged as the needs indicate. Minimally, there shall be one council per region.

(c) Each Regional Family Support Planning Council shall be comprised of no more than 11 members. All members shall be either a person with a developmental disability or a family member of a person with a developmental disability.

(d) Initially, six members of the Regional Family Support Planning Council shall serve three year terms, five members shall serve two year terms. Thereafter, all members shall serve a two year term. No member shall serve for more than seven consecutive years.

(e) All Regional Family Support Planning Council members shall receive initial orientation and ongoing training and support.

10:46A-4.2 Responsibilities of the Regional Family Support Planning Councils

(a) Each Regional Family Support Planning Council shall work to establish and expand family support in its region.

(b) Each Regional Family Support Planning Council shall develop and implement a method of obtaining public input that provides the opportunity to express comments and share concerns and information about family support.

1. Public input shall include public meetings, that are held locally at a time and place that is convenient for the families.

2. Attendance records and written minutes shall be made available to the Family Support Coordinator and the DDD.

3. Based on the needs of the region the Regional Family Support Planning Council serves, at least two additional means of obtaining public input shall also be utilized to ensure all interested individuals are represented.

(c) Each Regional Family Support Planning Council shall monitor the implementation of the family support system to ensure that the system is meeting the mandates of the legislation and the extent to which family-centered outcomes are achieved. Monitoring shall, at a minimum, address the following:

1. The effectiveness of the public awareness and outreach activities supported by the Division of Developmental Disabilities and the Developmental Disabilities Council;
2. The diversity of the families accessing the system in comparison to the demographics of the area;
3. Family satisfaction with regard to the system;
4. The practices of DDD and provider agencies, as it relates to Family Support, including the implementation of the eligibility criteria;
5. A review of family support resources to determine the extent to which they meet the needs of the families in the regions; and
6. Levels of service.

(d) Each Regional Family Support Planning Council shall, based on the results of the public input and monitoring activities, advise and assist DDD annually on the allocation of family support resources for the region the council serves.

1. By December 15th of each year, DDD shall provide each Regional Family Support Planning Council with estimated figures representing the allocation of existing resources for family support at State and regional levels.
2. Each Regional Family Support Planning Council shall submit a plan to DDD, by February 15th of each year, which includes advice on how these resources can best meet the needs of the families that reside within the region that the council serves.
3. The recommendations shall include advice on the equitable distribution of resources within the region.
4. Each Regional Family Support Planning Council shall develop a plan which ensures that no later than December 31, 1997, all family support resources are

expended in accordance with the principles established in the Family Support Act.

5. DDD will inform each Regional Family Support Planning Council of any new funds for family support services no later than 15 days following the notification of receipt of funds. Within 30 additional days, each Regional Family Support Planning Council will make recommendations to DDD regarding the new funds. The Regional Family Support Planning Councils will also make recommendations about the allocation of such funds.

(e) Each Regional Family Support Planning Council shall develop an annual report, for submission to the Family Support Coordinator, which shall include:

1. A description of information-gathering process;
2. Monitoring results and data collected;
3. An evaluation of the family support system;
4. Long and short-term recommendations, based on successes and areas for improvements; and
5. Identification of training needs for family support.

(f) Each Regional Family Support Planning Council's annual report shall be made available, upon request, through the Family Support Coordinator.

10:46A-4.3 Statewide Family Support Council

(a) The membership and responsibilities of the Statewide Family Support Council shall be as follows:

1. The Council shall be comprised of a chairperson and a vice-chairperson, or two other designated representatives, from each Regional Family Support Planning Council.
2. The Council shall elect a chairperson, vice-chairperson and a secretary, each of whom will serve for a minimum one year term.
3. The Council shall meet a minimum of once every six months.
4. The Council shall come together for sharing of information, concerns and problem solving. Attendance records and written minutes will be made available to each Regional Family Support Planning Council and the Family Support Coordinator.
5. The Council shall annually approve the Statewide Family Support Plan adopted by the Coordinator for submission to the Commissioner.

(b) The Statewide Family Support Plan shall be made available, upon request, through the Family Support Coordinator.