

State of New Jersey



# **NJ DEPARTMENT OF HUMAN SERVICES**

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## **DIVISION OF DEVELOPMENTAL DISABILITIES**

### **DDD Housing Subsidy Program Overview**

# The SHC and DDD

**What is the Supportive Housing Connection (SHC)?**



# Housing Subsidy Program Eligibility

<b>Supports Program</b>	<b>Community Care Program</b>
Housing subsidy for one-bedroom apartment.	Housing subsidy for one-bedroom apartment.
Must meet DDD's Published Rent Standards (Fair Market Rate).	Must meet DDD's Published Rent Standards (Fair Market Rate).
Rent directly with third party landlord.	Rent directly with third party landlord or DDD residential provider.
Eligible for own apartment/ shared living arrangement.	Eligible for group home, supervised apartment, own apartment or shared living arrangement.

# Housing Subsidy Program Eligibility

**Eligibility criteria for individuals enrolled in the Supports Program or Community Care Program, who are seeking a housing subsidy for a self-directed, unlicensed rental unit:**

- **Active Medicaid.**
- **Current NJCAT assessment.**
- **Currently receiving or planning to receive DDD-funded, disability-related services.**
- **Individuals on the Community Care Program Waiting List who have been reached in the current fiscal year initiative.**

**Please note: DDD-funded housing subsidies provide rental assistance only and do not provide funding for disability-related services and supports. Before applying for a housing subsidy, it is important that an individual work with their support coordinator to ensure their budget can fund needed services within the desired rental unit.**

# Planning

- Has the Planning Team met?
- Is the individual's budget sufficient to cover the supports needed in the proposed setting?
- Has the proposed living arrangement been finalized?



# Provider Managed vs Self-Directed

Provider Managed	Self-Directed
<p>A service provider oversees all aspects of an individual’s needed supports as identified in the person centered service plan.</p>	<p>An individual with the support of their team, family and/or support broker oversee all aspects of supports identified in the person centered service plan.</p>
<p>May be licensed or unlicensed depending on the needs of the individuals residing in the home.</p>	<p>Unlicensed only.</p>
<p>Provider is responsible for submitting housing subsidy documentation.</p>	<p>Individual is responsible for submitting housing subsidy documentation (as applicable).</p>
<p>Provider is the emergency backup.</p>	<p>Individual emergency backup to be coordinated by the planning team.</p>

# Provider Managed Settings: Example 1

## Group Home

Living arrangements operated in residences leased or owned by the licensee, regardless of any underlying residency agreement with the individual(s) served, which provide the opportunity for individuals with developmental disabilities to live together in a home, sharing in chores and the overall management of the residence. Staff in a group home provide supervision, training, and/or assistance in a variety of forms and intensity as required to assist the individuals as they move toward independence.

Licensed in accordance with N.J.A.C. 10:44A

Unannounced visits by DHS representatives, Incident Verification, Drug Testing Requirements

Services must be provided in accordance with the individuals needs, as identified in the person-centered service plans

# Provider Managed Settings: Example 2

## Supervised Apartment

Apartments leased or owned by the licensee, regardless of any underlying residency agreement with the individual(s) served, that are occupied by individuals with intellectual/developmental disabilities. Staff provide supervision, guidance, and training as needed in activities of daily living as defined by the individual's needs and targets future goals.

Licensed in accordance with N.J.A.C. 10:44A

Unannounced visits by DHS representatives, Incident Verification, Drug Testing Requirements

Services must be provided in accordance with the individuals needs, as identified in the person-centered service plans





# Provider Managed Settings: Example 3

## Non-Licensed Provider Managed Settings

A setting owned, rented, or leased by the service provider, regardless of any underlying residency agreement with the individual(s) served, in which services and supports are coordinated by a singular service provider that manages all aspects of residential services for one or more individuals residing in that location.

Individuals must not require personal guidance

Daily rate billing is available for individuals on the Community Care Program

There is no licensing oversight and there are no unannounced visits by DHS representatives.

Providers are required to submit incident reports to DHS in any setting where services are delivered.



# Examples of Self-Directed Settings

## Shared Housing, Live-in Aide, Rental

Individuals have the choice to self-direct in any non-provider managed setting in which they reside.

Self-direction involves individualized planning, the hiring of self-directed employees from multiple provider agencies hired for a specific service.

Self-direction in a shared residence does not mean that all residents of the home choose one service provider to oversee all of their services 24/7.

Self-directed service plans must have an emergency back-up plan documented in the service plan. This includes coverage for situations when a caregiver is not available, inclement weather, etc.

# Submitting a Request

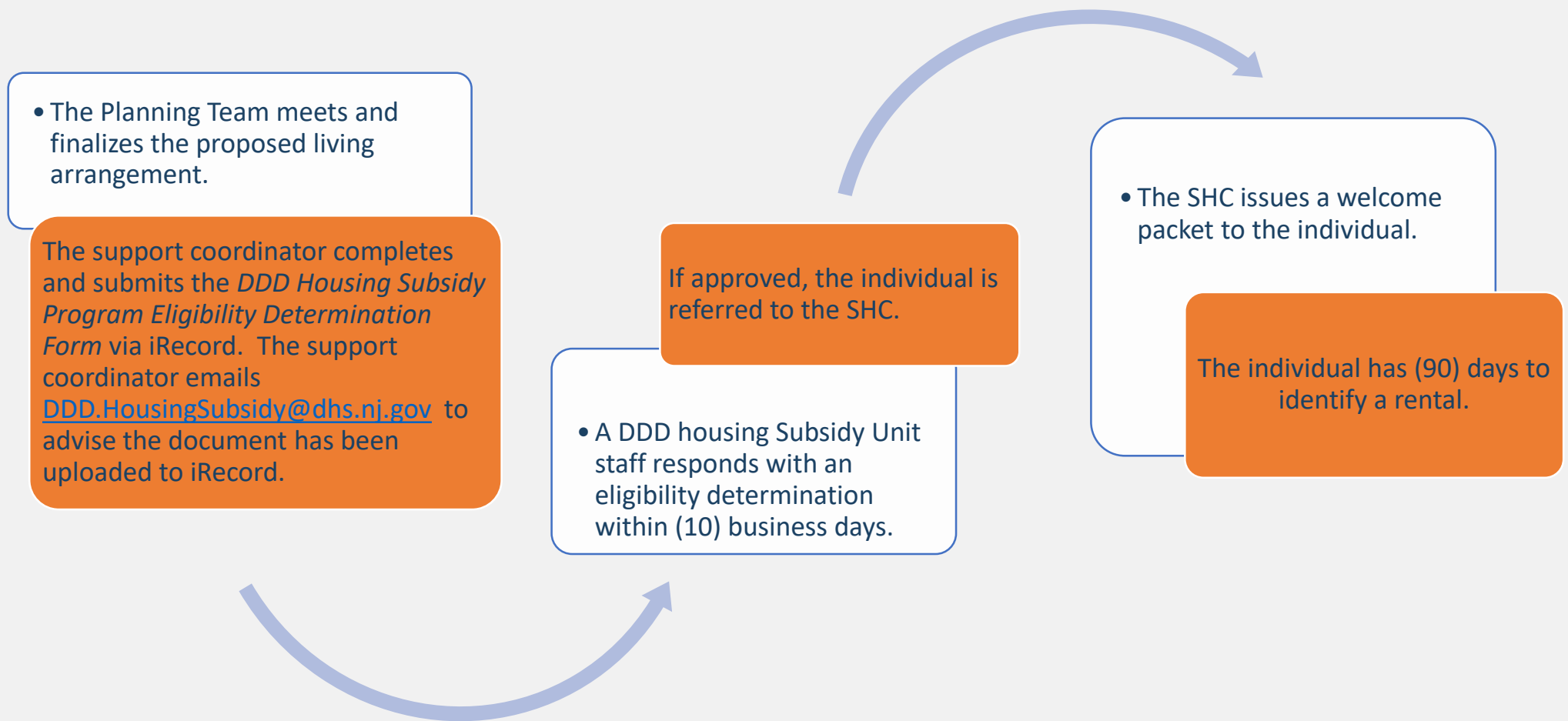
**Provider managed settings** (group home/supervised apartment licensed with NJ DHS): DDD residential providers are responsible for arranging housing payments.

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**Supports Program**: Support coordinator initiates the process by submitting a *DDD Housing Subsidy Program Eligibility Determination Form*.

**Moving from provider managed settings to self-direction**: Support coordinator submits, through iRecord, verification that the planning team has met and agreed in writing that the individual (and guardian, if applicable) has elected to self-direct services. If planning team members are in agreement with the proposed service delivery model and have verified that the planned services can meet the individual's health and safety needs, the support coordinator submits a *DDD Housing Subsidy Program Eligibility Determination Form*.

## Application Process: Supports Program/CCP self-direction



# Welcome Packet

The first page of the welcome packet includes:

1. Individual's name.
2. Number of bedrooms they are approved for.
3. Name and contact information for the assigned SHC staff.

The completed welcome packet documents listed below should be submitted to the assigned SHC staff once a unit has been identified.

1. Request for Tenancy Approval (two page document that is signed by the individual/legal guardian along with the proposed landlord).
2. DDD Rental Subsidy Agreement.
3. Income verification (current Social Security Administration Award Letter and/or the last four consecutive paystubs).
4. Most recent bank statement.
5. Copy of birth certificate and Social Security Card.

## Welcome Packet continued

All units must have a monthly rent that is at/below DDD's Published Rent Standards.

<https://www.nj.gov/humanservices/ddd/individuals/housing/>

Household members and additional bedrooms may not be added without DDD approval.

Note: The SHC staff are not DDD employees. They do not recognize DDD specific language, use DDD MIS #'s and do not have access to DDD applications such as iRecord.

# Welcome Packet Submission



# Unit Inspections

The rental must meet HUD Housing Quality Standards in order to pass inspection. These standards include:

- Illumination and electricity
- Operational sanitary facilities
- Satisfactory interior air quality
- Operational smoke detectors
- Satisfactory water supply
- Absence of lead based paint
  - Safe access
- Site and neighborhood
  - Sanitary condition
- Safe structure and materials
- Controlled thermal environment
- Adequate food preparation and refuse disposal
  - Space and security



# After the Unit Passes Inspection

**Unit Inspection Outcome:** The individual will be notified by the SHC. They may also call 609-503-7264 for an update.

**Lease Signing:** The individual/legal guardian may sign the lease after the unit has been approved by the SHC. The signed lease must be submitted to the assigned SHC staff.

**Tenant Portion:** The SHC will issue the individual a tenant portion letter. The subsidy portion of the rent will be funded by DDD and paid through the SHC. The tenant portion is the amount the individual is responsible to pay the landlord each month.

# Annual Recertification

## Tenant Documents Completed Annually:

- **DDD Rental Subsidy Agreement.**
- **Copy of the new lease or lease renewal.**
- **Copy of current income.**

## Annual Inspections:

- **Rental units inspected by the SHC and must meet and maintain 13 HUD Quality Standards. The SHC will schedule the annual inspection.**

# Notifying DDD of Changes

**DDD should be notified of changes via the Housing Subsidy mailbox, [DDD.HousingSubsidy@dhs.nj.gov](mailto:DDD.HousingSubsidy@dhs.nj.gov) when:**

- **DDD housing assistance is no longer needed.**
- **The individual would like to request to move into a new unit.**
- **The individual would like to add an additional household member.**
- **The individual has been selected from a HUD waiting list or begins receiving rental assistance from another source that is not funded by DDD.**
- **The individual moves out of state or is no longer under DDD services.**
- **The individual receives an eviction notice, notice to quit, or notice to cease from the landlord.**

# Tenant Resources

## **New Jersey's Supplemental Nutrition Assistance Program (SNAP)**

<https://oneapp.dhs.state.nj.us/default.aspx>

## **Utility Assistance:**

Low Income Home Energy Assistance Program (LIHEAP) and/or the PAGE (Payment Assistance for Gas & Electric) program helps low to moderate income residents of NJ that are over income for the LIHEAP program with their gas and electric bills.

- Those who are disabled may complete LIHEAP application at home and submit via mail. For more information on the LIHEAP Program and to download an application, please visit:  
<http://www.nj.gov/dca/divisions/dhcr/offices/hea.html>.
- The PAGE program, funded by the Board of Public Utilities (BPU), is an annual assistance program and is designed to help low to moderate income households across the state of New Jersey who are experiencing economic hardship and struggling to pay their electric and natural gas bills. You can apply online at  
<http://www.njpoweron.org/page-application.html>.

# Tenant Resources

## Cell Phone

- **New Jersey Lifeline Program:** [www.assurancewireless.com/lifeline-services/states/new-jersey-lifeline-free-government-phone-service](http://www.assurancewireless.com/lifeline-services/states/new-jersey-lifeline-free-government-phone-service)

## Internet

- **Verizon:** [www.verizon.com/support/residential/account/manage-account/lifeline-discount](http://www.verizon.com/support/residential/account/manage-account/lifeline-discount)
- **Comcast:** [www.xfinity.com/support/articles/comcast-broadband-opportunity-program](http://www.xfinity.com/support/articles/comcast-broadband-opportunity-program)



# Questions

[DDD.HousingSubsidy@dhs.nj.gov](mailto:DDD.HousingSubsidy@dhs.nj.gov)

<https://www.nj.gov/humanservices/ddd/individuals/housing/>