



RESIDENCY AND CITIZENSHIP REQUIREMENTS

Application for Eligibility - Intellectual and Developmental Disability Services

The New Jersey Children's System of Care (CSOC) is dedicated to ensuring youth with intellectual and developmental disabilities (I/DD) and their families have a seamless experience when applying for an eligibility determination for services.

To be eligible for intellectual and developmental disability services through CSOC, the child and/or the parent/legal guardian must be a **United States citizen** or **permanent resident** *as well as* a resident of New Jersey. When applying for I/DD eligibility, proof of residency only needs to be provided for the parent/guardian **OR** the child, not both.

How to Avoid Delays in Applying

Sending incomplete or outdated documents can create delays in your application approval process. Please avoid sending the following items when applying:

- Copies of a tax or utility bill with only a name and address and missing the **date of the bill**.
- Copies of an **incomplete** deed or rental agreement without **address, dates or signatures**.
- **Expired/Outdated** rental agreements, tax bills, or bills – **over 4 months old**
- **Expired** Passport or Work Visa
- A **temporary** NJ driver's license

The following items cannot be used as a proof of citizenship or residency:

- Medicaid Card
- Social Security Card
- Credit Card/Phone/Medical Bills
- Immunization/Medical Records
- Award Letters
- School records or report card

How can I prove United States Citizenship or Permanent Residency?

Proof of a child **or** parent's citizenship can be documented by any one of the following:

- US Birth certificate (issued from any state in the USA)
- US Passport
- Certificate of Naturalization
- Certificate of Citizenship

Certain non-citizens are also eligible to apply. If you are not a US citizen, please provide a copy of your **Permanent Resident Card**, also known as a **Green Card**. The Permanent Resident Card may not actually be green; however, it will always have a photo on it and look similar to a driver's license.

If you are a non-citizen but do not have a Permanent Resident Card, you are not eligible to apply.

Proof of New Jersey Residency

After determining US citizenship or permanent residency, the second step is to provide proof that you and the child live in the state of New Jersey. Any one of the following documents with your name and address (and date, if applicable) can be provided to show New Jersey residency:



NJ Children's System of Care

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Proof of New Jersey Residency

- Copy of deed to home or lease for a rented home
- NJ Driver's License
- **Current** rental receipt, mortgage statement, tax or utility bill (**within the last 90 days**)
- W2 wage earning statement
- NJ Voter Registration Card

Special Circumstances

- **Military families:** New Jersey residency is established if:
 - Your **Home of Record** is in New Jersey **OR**
 - You can produce **permanent change of station (PCS)** orders to New Jersey.
- **Resource/Foster Families:** If your child is placed in New Jersey from another state and that placement is funded in any part by a public or private agency in another state, that child is **not** considered a resident of New Jersey. You should contact your state of residence regarding eligibility for Development Disability services.

If you have any questions about the eligibility application for Intellectual and Developmental Disability Services through the New Jersey Children's System of Care, please call **1-877-652-7624**. We are available 24 hours a day, 7 days a week.