

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
Contribution for Care and Maintenance

**Chapter:**  
05 – Fiscal

**Effective Date:**  
01-07-2008

**Revision Date:**

**Policy Number:**  
05-300-002

**Executive Director**

## SCOPE:

This policy applies to all individuals receiving residential services from NJDDD. A determination of the ability to contribute is not required for individuals residing in supported living arrangements, in private intermediate care facilities for the mentally retarded/developmentally disabled (ICF/MR) placements not funded by the Division, or those receiving challenge grants or participating in the self-determination project.

## INTRODUCTION:

To establish guidelines and criteria for determining the financial ability of individuals served and that of their legally responsible relatives to contribute to the cost of care and maintenance when the individual receives residential services from the Division.

## DISCUSSION:

All persons served under contract with NJDDD will follow the contribution for care and maintenance procedures as outlined in NJDDD circular 3A attached **Double click on image below to open full text**

**DIVISION CIRCULAR #3A  
(N.J.A.C. 10:46D)**

**DEPARTMENT OF HUMAN SERVICES**

**DIVISION OF DEVELOPMENTAL DISABILITIES**

**EFFECTIVE DATE:** December 15, 2003

**DATE ISSUED:** February 14, 2007

(Rescinds Division Circular #3A, issued December 31, 2003)

- I. TITLE: CONTRIBUTION FOR CARE AND MAINTENANCE REQUIREMENTS**
- II. PURPOSE:** To establish guidelines and criteria for determining the financial ability of individuals served and that of their legally responsible relatives to contribute to the cost of care and maintenance when the individual receives residential services from the Division.
- III. SCOPE:** This circular applies to all individuals receiving residential services from the Division. A determination of the ability to contribute is not required for individuals residing in supported living arrangements, in private intermediate care facilities for the mentally retarded/developmentally disabled (ICF/MR) placements not funded by the Division, or those receiving challenge grants or participating in the self-determination project.
- IV. POLICIES:**
- An individual must be determined eligible for services under N.J.A.C. 10:46, "Determination of Eligibility" before the Division can provide residential services.