



State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

DIVISION OF FAMILY HEALTH SERVICES

PO BOX 364

TRENTON, N.J. 08625-0364

www.nj.gov/health

JON S. CORZINE
Governor

FRED M. JACOBS, M.D., J.D.
Commissioner

January 4, 2007

Dear Family:

On February 1, 2007 there will be a change in the New Jersey Early Intervention System (NJEIS) Family Cost Participation policies and procedures. This change is a result of the State Legislature's approved State Fiscal Year 2007 budget for the NJEIS, which included a \$20 million increase in the state appropriation for early intervention. As part of the approved budget, the Legislature included that the NJEIS increase annual family revenue by an additional \$3 million, thus providing \$6 million in total family revenue each year. Enclosed herewith is: (1) a revised Family Cost Participation Notice for your family; and (2) a Family Response form indicating your choices as a result of the new Family Cost Participation calculation.

The change in family cost share was subject to public comment during September and October of 2006. A summary of public comments, along with the related responses is accessible online at: http://www.nj.gov/health/fhs/eis/documents/public_comment_response_1206.pdf.

The Family Cost Participation Notices are customized to show each family exactly what their new cost participation responsibility would be for each hour of direct services received beyond January 31, 2007.

Please note that you have the following rights, listed in the Family Rights Handbook, available at: <http://www.nj.gov/health/fhs/documents/familyrights.pdf>:

- √ To request an Individualized Family Service Plan (IFSP) review meeting to discuss any change in services;
- √ To discontinue some or all direct services that are subject to a family cost share; and
- √ To request a reinstatement of services, if you choose now to discontinue or suspend; however, if services are discontinued or suspended and then reinstated, any services not rendered as a result of the family-directed service disruption will not be subject to compensatory services policies.

Please note that the revised policies and procedures are available online in the Family Cost Participation Handbook at: http://www.nj.gov/health/fhs/eis/cost_participation.shtml. The revised Family Cost Participation Handbook includes, among other changes, the following:

- √ A flat progressive monthly cost share will be changed to a progressive hourly co-payment for direct early intervention services; for example, a family that once paid a flat \$75 per month, may now be obligated to pay \$5 per hour for direct services (e.g. developmental intervention, occupational therapy, speech-language therapy, or physical therapy).

- ✓ The progressive co-payment will be increased across nine tiers (100% Federal Poverty Level [FPL] increase at each tier) up to the point where families will pay for actual cost of direct services (100%).
- ✓ The progressive co-payment will begin at \$5 per hour of direct services for families at 350% FPL, based on family size.
- ✓ The family will be responsible for costs up to 5% of their monthly household income, as calculated by the NJEIS.
- ✓ Families with more than one child receiving early intervention services will be responsible for the family co-payment for each hour of direct services for all children receiving NJEIS services, but will not be charged beyond 5% of the household's monthly income.
- ✓ The time a family has to pay their cost share before services are suspended has been reduced. A family will have thirty (30) days from the date of issuance of a Family Cost Participation Statement to pay their cost share payment. If payment is not received within thirty (30) calendar days of billing, the family will receive a final notice of non-payment stating that if payment is not received in fourteen (14) calendar days, services will be suspended.

As a family, you should review your new cost participation per month based on the current services you are receiving. After estimating the cost, review the options you may choose as a family regarding services. Each family must now inform the New Jersey Early Intervention System about any changes, if any, they want to make regarding the services they are receiving. The options include:

- ✓ No change;
- ✓ Reduce or discontinue some of your services;
- ✓ Discontinue all service except those provided at public expense (service coordination, evaluation/assessment, IFSP development, and family rights); or
- ✓ Discontinue all service and exit the New Jersey Early Intervention System.

You have three options for sending your response to the state early intervention office – by mail, fax, or online.

- ✓ **Mail** your response to the state office:
 1. Complete the Family Cost Participation Response Form enclosed with this letter;
 2. Mail to:

**NJ Department of Health and Senior Services
Early Intervention System
Family Cost Participation Response
PO Box 364
Trenton NJ 08625-0364**

- ✓ **Fax** your response to the state office:
 1. Complete the Family Cost Participation Response Form enclosed with this letter.
 2. Fax to:

**NJ Department of Health and Senior Services
Early Intervention System - Family Cost Participation Response
609.292.0296**

- √ Complete your response **online**:
 1. Go to the Web site: www.njeis.org
 2. Click on the link for
Family Cost Participation Response Questionnaire
 3. Follow the instructions to record your response

If you are requesting to convene an IFSP meeting, you must confirm a scheduled date by January 19, 2007. All meetings should be held by January 31, 2007. If the meeting cannot be scheduled on or prior to January 31, 2007 the new rates will still begin on February 1, 2007.

If a meeting cannot be scheduled before February 1, 2007 and you are unwilling or unable to pay your family cost share based on your new co-payment, then you should contact your provider agency to cancel any sessions between February 1 and the date of your scheduled meeting. If there is time within your authorization for make-ups of cancelled sessions for that limited period, you must schedule those with your provider agency. All make-ups will become part of the family participation responsibility, like any other scheduled service delivered beyond January 31, 2007. **THERE WILL BE NO MAKE-UPS FOR THE CANCELLED SESSIONS THROUGH THE COMPENSATORY SERVICE POLICY EXCEPT AS PROVIDED ABOVE.**

Family Cost Share Monthly Billing Worksheet

1. If your NJEIS determined family income is below 350% FPL, you will have **no** cost share.
2. Your family’s co-pay will never exceed the actual hourly cost of service or maximum of 5% of your NJEIS determined family income.
3. The following worksheet can be used to estimate your potential monthly cost share based on your current IFSP.

Monthly Billing Worksheet	
1. Enter the hourly co-pay from the New Jersey Early Intervention System Family Cost Participation Notice.	
2. Enter the estimated number of hours of service a family will receive in a month.	
3. Calculate the estimated monthly cost of service by multiplying line 1 times 2.	
4. Enter the monthly maximum cost share from the New Jersey Early Intervention System Family Cost Participation Notice.	
5. Take the lesser of line 3, or 4. This is the family’s estimated monthly family cost share.	

Questions regarding the new family cost participation can be answered by your service coordinator and practitioner(s). If they do not know the answer, they can contact the Regional Early Intervention Collaborative (REIC) office.

Sincerely,
 Department of Health and Senior Services
 NJ Early Intervention System