

# **Orchard Commons/Robert's House Apartments**

## **Allendale, New Jersey**

### **Application Checklist**

**The following forms are REQUIRED in order for the application to be considered:**

- \_\_\_\_\_ 1. Completed Application for Orchard Commons/Robert's House Apartments (attached).
- \_\_\_\_\_ 2. Disability Certification completed by a physician (attached).
- \_\_\_\_\_ 3. Documentation for all sources of income (i.e. Pay Stubs, SSI Award Letter, Child Support, Alimony.)
- \_\_\_\_\_ 4. Copies of Identification: Birth Certificate and Social Security Card.
- \_\_\_\_\_ 5. Documentation confirming individual already has a service provider or source of funding to obtain one. (Service provider must have credentials and be willing to enter in a MOU with NJCDC).

**All applicants for the Orchard Commons/Robert's House Apartments must:**

- 1. Be 18 and Over;
- 2. Meet income guidelines imposed through New Jersey SRAP program;
- 3. Have a developmental disability as determined and documented by a qualified health care professional;
- 4. In the opinion of NJCDC as Service Coordinator, does not require a highly supervised setting in order to ensure health and safety;
- 5. Be able to document the availability of services from either DDD or through health insurance and/or family contributions to care;
- 6. Be able to live independently in accordance with the number of hours and types of services the individual is able to document as available (either through DDD or through health insurance and/or family contributions to care) upon move-in and for the foreseeable future;
- 7. Be able to self-administer medication or there is documentation that a provider will assume this responsibility;
- 8. Be able to obtain insurance that will cover medical, dental and mental health services as well as the cost of pharmaceuticals;
- 9. Have a chosen service provider that is able to present a service plan that, in the opinion of NJCDC as Service Coordinator, is satisfactory to meet the needs of the resident;
- 10. Be able to obtain a service provider that has appropriate licenses and other credentials deemed necessary by NJCDC;
- 11. Have Chosen service provider(s) sign an MOU with NJCDC as Service Coordinator, to ensure NJCDC can carry out all of its responsibilities as Service Coordinator.

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If you need help in obtaining any of these items, or have any questions please contact Gina Plotino via e-mail at [gplotino@bergenunitedway.org](mailto:gplotino@bergenunitedway.org).

***Completed applications will be accepted on a first come first served basis at the office of Bergen County's United Way, 6 Forest Avenue, Paramus, NJ 07652 between 9am and 5pm on Tuesday, December 29, 2009.***