



Policy Number:

48

Effective Date: December 12, 2024

Revised: July 21, 2025

Subject: Wait List for CCDDR-Funded
Services and/or Supports

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a Wait List for CCDDR-funded Services and/or Supports policy in the event budgetary constraints limit funding of services and/or supports. This policy only applies to services and/or supports that are not funded through the Partnership for Hope Waiver Funding Agreement with the Department of Mental Health, Division of Developmental Disabilities.

POLICY:

New services and/or supports shall be defined as services and/or supports for new clients; services and/or supports which have never been authorized and executed for existing clients; and services and/or supports which were previously authorized and executed but have not been utilized by previous or existing clients in over 90 calendar days.

CCDDR may encounter budgetary constraints which could limit CCDDR's funding for new services and/or supports provided by contracted agencies. CCDDR's Board of Directors must authorize the implementation of any Wait Lists for CCDDR-funded services. CCDDR will provide as much notice as reasonably possible to contracted agencies and clients/guardians requesting a CCDDR-funded service and/or support that a Wait List will be implemented. If a Wait List has already been implemented and there is a new request for a CCDDR-funded service and/or support, CCDDR will notify the requesting clients/guardians and contracted agencies that a Wait List for the service and/or support is in effect. CCDDR may need to implement a Wait List for a single service and/or support, multiple services and/or supports, or all services and/or supports funded by CCDDR.

New requests for CCDDR-funded services and/or supports must be submitted to CCDDR's Executive Director in writing by the assigned Support Coordinator. When a Wait List has been implemented, the Support Coordinator will document the service and/or support being requested and the time/date of the request. The time/date of the request will determine the order on the Wait List for whom the services and/or supports are being requested. In the event there are perceived conflicts or simultaneous times/dates of requests, the Executive Director will make a final determination on the times/dates that will be recorded on the Wait List and in what order they were received. When a client is added to the Wait List, this does not necessarily mean that the services and/or supports will be approved. Support Coordinators will still need to provide justification before CCDDR approves funding the services and/or supports.

If at some point after the Wait List has been implemented and limited CCDDR funding becomes available, the CCDDR Board of Directors will authorize a specific number of clients to be removed from any implemented Wait List. Services and/or supports will be reviewed in the sequential order of the times/dates of the requests on the Wait List. The CCDDR Board of Directors may also suspend any or all Wait Lists. If the Wait List for any services and/or supports are suspended, services and/or supports will be reviewed for all requests on the Wait List. The CCDDR Board of Directors reserves the right to reimplement any and all Wait Lists for services and/or supports at any time deemed necessary.