



# Day Habilitation Services Enrollment Process: What to Expect!

We're so excited for you to join our Foundling family! We know the enrollment process can seem complicated - but we are here to walk you through each step:

## BEGIN YOUR FOUNDLING JOURNEY

1

The first step is inquiring about services! Simply email, call, or connect with us on social media. A member of our team will reach out and answer any questions about the services we provide in NYC and Rockland County. You can also sign up for tours of our programs!



Please ensure that your loved one is eligible: they must be age 18+ for Day Habilitation & Employment Services. All must have active Medicaid and be OPWDD eligible.

2

## START ENROLLMENT

We'll work with you & your care manager on enrolling your loved ones into your selected program.

3

## DOCUMENTATION REVIEW

Your care manager will begin sending us the documents needed for service approval. This step can take up to one week.



Please ensure that your loved one has an updated annual physical and PPD reading!

4

## PROGRAM TRIAL

After reviewing initial documents, our staff will invite your loved one for a trial visit. The trial will last 2-3 days. The visit will give them a typical day program experience, including all paid activities.

After a successful trial, we will welcome them to enroll in the program.



Transportation is provided! We will pick them up from home and drop them off. You just have to pack lunch!

5

## FINAL DOCUMENTS & AUTHORIZATION

We will continue to work with your care manager on gathering all other enrollment documents, including a Service Authorization from OPWDD.

This process can take up to 60 days.

We will work to ensure your loved one is enrolled as soon as possible!

We're excited to get started, and are looking forward to meeting you!

For any questions about the enrollment process, feel free to reach out at **(212) 886-4020** or **ddinfo@NYFoundling.org**.