



Residential 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:

1

OBTAIN A REFERRAL FROM YOUR CARE MANAGER

Begin your journey by contacting your OWPDD Care Manager to discuss residential services. They will assess your needs and share options, including alternatives to out-of-home placement. If they determine that residential placement is a viable option, they will refer your loved one and OPWDD will review & assign them to one of 3 waitlists (Emergency Need, Substantial Need, or Current Need), which will dictate their priority for housing.



Please ensure that your loved one is eligible: they must be age 18+, have active Medicaid, be OPWDD eligible, and have been referred for residential services by their care manager.

2

LIST REVIEW & SELECTION

Lists are sent to agencies with open vacancies, including The Foundling. We review these lists and match applicants with our current openings. If you want your loved one to be screened for Foundling properties at this point, let your care manager know - we can work with them to work toward placement. We will let you know if we have identified a fitting opportunity. This process can take up to 14 days.

3

SCREENING AND HOME VISITS

INITIAL SCREENING → LUNCH VISIT → DINNER/OVERNIGHT VISIT

Once The Foundling is in receipt of your loved one's referral packet, and we have matched them with a vacancy, we will set up a screening to get to know your loved one better and assess housing preferences and needs. This also provides an opportunity to meet the care team that will be working with you throughout this process and beyond.

If the screening goes well, we will be in touch within 72 hours to set up a lunch visit at the residence. You and your loved one will have the chance to tour the home and enjoy a meal (we can't wait to prepare your loved one's favorite foods!)

Within 72 hours of the lunch, we will invite your loved one to a dinner and overnight stay at the home. This provides the opportunity for them to independently meet housemates and experience the community.



4

DECISION MAKING

After the overnight visit, the family makes a decision on whether or not they want it to be their loved one's new home. They also have the opportunity to look at and visit other Foundling vacancies, if they so choose.

Once a home is decided on, we will then gather additional documents and move into the pre-admissions process.

We're excited to get started, and are looking forward to meeting and welcoming your loved one to their new Foundling home!

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

5

PRE-ADMISSIONS PROCESS

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

This process can take up to 90 days.

During this time, we will be busy getting the home ready and making sure everything is set to ensure a smooth move-in!