**WFNJ SAI/BHI - Legal Services of New Jersey (LSNJ) – Referral Procedures**

The Care Coordinator (CC) will identify all clients in their caseload who have been medically deferred for one year or longer, or who have a chronic and persistent medical or psychiatric condition that has and will continue to prohibit the client from participating in employment-directed activities and gainful employment. The client must also be drug free, if the client tests positive for illicit substances they will be denied social security benefits. The CC will meet with the client to explain Social Security Income (SSI) and the application process, and give the client the brochure, to determine if the client is interested. During that meeting, the CC will ask the client to sign the Generic Release Form for LSNJ allowing two-way communication between our agencies and will give the client the LSNJ brochure. The CC will also complete the LSNJ Questionnaire for Referral (please make sure all questions are answered and leave no blanks). The CC will fax the release form, the Questionnaire, the Client Information Summary, and the new ASAM Assessment Summary to Adona Ogilvie at LSNJ, at 732-248-5008 or 732-572-0066.

The CC will send a Case Worker Referral Response Form (CWRRF) to the client’s welfare caseworker. In the comment section of the CWRRF the CC will inform the welfare caseworker that they have referred the client to LSNJ and ask for them to assist the client with the appropriate SSI application, as needed.

The CC will document the above in the Service Log of the client’s database file and maintain a copy of the fax cover sheet and client release form in the client’s paper file.