

TITLE 10

DEPARTMENT OF HUMAN SERVICES

CHAPTER 1

ORGANIZATIONAL RULES; RULES OF PRACTICE;
PETITION FOR RULEMAKING

Authority

N.J.S.A. 30:1-12 and 52:14B-3 and 4

Source and Effective Date

R.2001 d.348, effective October 1, 2001.
See: 33 N.J.R. 2428(a), 33 N.J.R. 3445(a).

Chapter Expiration Date

Chapter 1, Organizational Rules; Rules of Practice; Petition for Rulemaking, expires on October 1, 2006.

Chapter Historical Note

Chapter 1, Department of Human Services Organization and Public Notice, was adopted as R.1983 d.165, effective May 6, 1983, with Subchapter 2, Public Comments and Petitions regarding Department Rules, adopted pursuant to N.J.S.A. 30:1-12 and 52:14B-4(b), 4(f). See: 15 N.J.R. 924(c).

Pursuant to Executive Order No. 66(1978), Chapter 1, Department of Human Services Organization and Public Notice, expired on May 6, 1988.

Chapter 1, Department of Human Services Administration, was adopted as new rules by R.1988 d.504, effective November 7, 1988. See: 20 N.J.R. 1050(a), 20 N.J.R. 2773(a).

Chapter 1, Department of Human Services Administration, containing only Subchapter 2, Public Comments and Petitions regarding Department Rules, was recodified as N.J.A.C. 10:1A by R.1993 d.271, effective June 7, 1993. See: 25 N.J.R. 1042(a), 25 N.J.R. 2557(a).

Chapter 1, Organizational Rules; Rules of Practice; Petition for Rulemaking, was adopted as new rules by R.2001 d.348, effective October 1, 2001. See: Source and Effective Date.

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SUBCHAPTER 1. DEPARTMENT MISSION AND ORGANIZATION

10:1-1.1 Department mission

The New Jersey Department of Human Services is dedicated to providing high quality services and resources to protect, assist and empower: children at risk; economically disadvantaged individuals and families; and people with disabilities. The Department emphasizes "people first" in the delivery of services. The Department strives to ensure a seamless array of services through partnerships and collaboration with communities Statewide. The Department is driven by the needs of individuals and families, partnering with others to assure the delivery of a seamless array of supports and services, to make a positive impact on the life of each person touched by our efforts.

Repeal and New Rule, R.2003 d.67, effective January 10, 2003.
See: 35 N.J.R. 873(b).

10:1-1.2 Department overview and organization

(a) The Department, in concert with the State's human services nonprofit community, serves the citizens of New Jersey as the largest department in State government.

(b) The Department oversees a number of major facilities—psychiatric hospitals operated by the Division of Mental Health Services, and developmental centers operated by the Division of Developmental Disabilities. Additionally, residential centers are operated by the Division of Youth and Family Services, and regional school campuses are operated by the Department's Office of Education. The Kohn Rehabilitation Center is operated by the Commission for the Blind and Visually Impaired.

(c) The Department provides the majority of its community services through purchase of service contracts with private, nonprofit community agencies.

(d) The Department Central Headquarters includes the offices of the Deputy Commissioner for Family and Protective Services, the Deputy Commissioner for Divisions Serving People with Disabilities, the Chief of Staff, the Director of Planning and Special Initiatives, the Director for Legal, Policy and Legislative Affairs, and the Director of Public Affairs. All have direct reporting relationships to the Commissioner.

1. The Deputy Commissioner for Divisions Providing Protective Services is responsible for the management of policies, operations, and the budgets for the Division of Family Development (DFD), the Division of Medical Assistance and Health Services (DMAHS), the Division of Youth and Family Services (DYFS), the Office of Prevention of Mental Retardation and Developmental Disabilities, the Office of Child Abuse Prevention and the Office of Facilities Support.

2. The Deputy Commissioner for Divisions Serving People with Disabilities oversees the Division of Developmental Disabilities (DDD), the Division of Disability Services (DDS), the Division of the Deaf and Hard of Hearing (DDHH), the Division of Mental Health Services (DMHS), the Commission for the Blind and Visually Impaired (CBVI), and the Office of Catastrophic Illness in Children Relief Fund.

3. The Chief of Staff advises the Commissioner on cross-cutting departmental issues and administrative and policy matters, and directly supervises major support areas of the Department, including Human Resources, Budget, Finance, Administration and Real Estate, Technology and Information Systems, Program Integrity and Accountability, the Human Services Police, and the Office of Education. Given these areas of supervision, the Chief of Staff is responsible for ensuring that personnel, operating budgets, information technology initiatives, program/project compliance and community based activities are supportive of the Department's business goals as enumerated by the Commissioner. These areas focus on supporting the divisions and institutions and helping them to deliver quality and accountable service.

4. The Office of Planning and Special Initiatives utilizes relevant research, evaluation and program analysis to make policy recommendations in order to enhance and improve the Department's services. The office is charged with examining and advising the Department's Executive Management Team in areas such as health care, welfare reform, child welfare and services for people with disabilities. Major research projects are conducted, and staff develop and implement inter-departmental initiatives and demonstration projects in numerous service areas.

5. The Office of Legal, Policy and Legislative Affairs provides advice and direction on legal, policy and legislative matters and directly supervises the Office of Legal and Regulatory Liaison (OLRL) and the Office of Legislative Liaison (OLL).

i. The Office of Legal and Regulatory Liaison functions as the Department's legal liaison with the Office of the Attorney General, the Office of the Governor's Counsel and other legal entities. OLRL handles and processes to the Office of the Attorney General all requests for advice (verbal and written), and all litigation (civil, criminal and administrative hearings) involving the Department or one of its employees. OLRL also functions as the Department's liaison with both the Office of Administrative Law in terms of all rulemaking activity, and the Executive Commission on Ethical Standards as it performs the Ethics Liaison function on behalf of the Department.

ii. The Office of Legislative Liaison reviews, monitors, and coordinates the development of the Department's position on Federal and State bills by working with staff in the divisions and central office. The State Legislative Liaisons work with the Governor's Office, legislators, other State departments, legislative staff, community organizations, and advocacy groups. They also follow-up on constituent inquiries from legislators' offices that are made directly to OLL. The Federal Legislative Liaisons work with various national organizations, the Governor's Washington DC Office, other states, and community organizations in New Jersey which are interested in Federal human service issues. The Office also serves as a clearinghouse on certain Federal reports and studies and keeps the Department staff informed of Federal and national issues that may impact the Department. It also coordinates the Department's position on proposed Federal regulations that have an interdivisional impact and on other Federal issues.

6. The Office of Public Affairs has three broad areas of functional responsibility: media relations, publications and community outreach.

i. The Media Relations function coordinates overall communication strategy, responds to all media inquiries, advises the Commissioner and senior staff on all press issues and media policy, develops positive media coverage through special events, placing stories and maintaining strong relationship with State press corps, and writing press releases, Op-Eds, Letters to the Editor for the Commissioner and senior staff.

ii. The Publications function develops, writes, edits and produces all internal publications, including the Department's annual report and newsletter and various division newsletters. Writes, edits and maintains the Department's website. Prepares all speeches and briefings for Commissioner's appearances, participation in events and speaking engagements.

iii. The Community Outreach function coordinates all Department outreach efforts, including conferences, conventions, etc.; provides recommendations and resources to Department staff for more effective outreach; manages and coordinates the development of various advertising and educational materials for Department initiatives and programs; directs the operations of the Good Neighbors Community Outreach Program; and oversees the appointments process for all Department boards and councils.