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STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES  
DIVISION OF PUBLIC WELFARE

Revised April 1977

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## HANDBOOK

for

### COUNTY WELFARE BOARD MEMBERS

#### Purpose of Handbook

This pamphlet has been prepared as an aid to county welfare board members in the vital part they play in the administration and continuing development of public assistance programs in New Jersey. Purposes of the handbook are primarily to:

1. define and interpret the duties, functions, and responsibilities of county welfare boards as prescribed by law;
2. clarify the welfare board's functional relationships with the assistance programs, the Department of Human Services, the county government, and the general public; and
3. outline the purposes, objectives, and general policies of the respective programs.

The material in this pamphlet does not provide the detail of laws, policies, and procedures which govern the daily operation of the assistance programs. However, Board members will find this pamphlet an instructive reference guide on various aspects of the programs for which the welfare board is primarily responsible. It will also enable Board members to understand the responsibilities involved in the public service to which they have committed themselves.

#### I. ORIGIN AND NATURE OF COUNTY WELFARE BOARDS

New Jersey was one of the first states to recognize that a relatively large number of the aged were in desperate straits, and that the traditional methods for their care in county, municipal, and contract almshouses were unsatisfactory and inadequate. A survey which brought action by the 1931 Legislature was conducted by the Pension Survey Commission of 1930-31. The Commission recommended that the needy aged in New Jersey be afforded financial assistance through a special public assistance program designed to provide for their particular needs on a uniform basis throughout the State. The Commission further recommended that a governmental unit be established within each county to ad-

minister Old Age Relief. It was also proposed that the State assume the major share of the cost in order to make the program financially possible and to secure uniformity of eligibility and treatment of individuals.

The recommendations of the Pension Survey Commission were implemented by passage of the "Old Age Relief Act" (now Chapter 7, Title 44 of the Revised Statutes) approved April 24, 1931 and effective January 2, 1932. This Act made it mandatory upon the counties to establish county welfare boards. The same Act created a Division of Old Age Relief (now the Division of Public Welfare) in the Department of Institutions and Agencies (now the Department of Human Services) to supervise the administration of that program by the county welfare boards.

The law mandating county welfare boards was superseded by the County Optional Charter Law (L. 1972, c. 154 N.J.S.A. 40:41A-1 et. seq.)--The Faulkner Act--which gave the county the power to abolish the county welfare board when reorganizing the form of government. The courts have affirmed the power of the county to determine the administrative structure of the welfare agency in A.F.S.C.M.E. v Hudson County Welfare Board, 141 N.J. Super P.25 (1976), but in the same ruling declared that counties must continue to comply with all rules and regulations set forth by the State.

In most counties, the county welfare board continues to be authorized as the administrative board of the county welfare agency. By law, certain specific duties and the necessary authority to perform them are delegated by the welfare board to its chief administrative officer, the Director of Welfare.

Since 1932, State and federal legislation has brought extensive and accelerating increase in the responsibilities and functions of county welfare agencies. They now administer, within the geographic area of the county, the programs of Aid to Families with Dependent Children (AFDC), Assistance to Families of Working Poor (AFWP), Cuban Refugee Assistance (CRA), Indochinese Refugee Program (IRP), Medicaid Only for the aged, blind and disabled, and Medical Assistance for the Aged (MAA).

These programs are administered under the supervision of the State Division of Public Welfare. Many county welfare agencies carry additional responsibilities and functions authorized by law or by direction of the county board of chosen freeholders, such as the administration of a county welfare house.

## II. DEVELOPMENT AND NATURE OF ASSISTANCE PROGRAMS

Prior to 1935 New Jersey had established assistance programs to serve three categories of needy persons; i.e., Old Age Relief, Aid to the Needy Blind, and Home Life Assistance. The most significant contribution to the growth and expansion of these and the other categorical assistance programs, however, was the Federal Social Security Act of 1935.

The Federal Social Security Act, approved August 14, 1935, provided for federal financial participation in three categorical assistance programs then in effect in many states, as authorized and administered under state laws, so long as the administration of the program met certain requirements set forth in the Act. The three programs were Old Age Assistance, Aid to Dependent Children, and Aid to the Blind. In 1950 a fourth category of Aid to the Permanently and Totally Disabled was established. A fifth categorical assistance program, Medical Assistance for the Aged, was established by amendment of the Social Security Act in 1960.

The State's relationship with the Social and Rehabilitation Service, (recently transferred to the Social Security Administration) in the United States Department of Health, Education and Welfare, entails periodic administrative reviews and fiscal audits by federal representatives. Social and Rehabilitation Services has assisted the states by interpreting federal requirements, by establishing standards, and by helping to develop and improve state programs through the exchange of data and experience among the states. Specialists in various aspects of public assistance are also available to the states for consultation and advice.

Official state policy and procedure as contained in various manuals may be reviewed in the county welfare agency office. A brief survey of the programs in which the local agencies are currently involved follows.

#### Aid to Families with Dependent Children (AFDC)

In New Jersey, the first specialized program for children had been established in 1899 with the creation of the State Board of Children's Guardians (now the Division of Youth and Family Services). Initially, the program was designed to provide for the maintenance of dependent or neglected children in foster homes rather than in almshouses, various other institutions, or by municipal relief grants.

In 1913 another program established by legislation was designed to enable widows to maintain a home for their children under age 16, to be administered by the State Board of Children's Guardians. This program, known as Home Life Assistance, was liberalized in 1936 to enable the State to qualify for federal funds through the Aid to Dependent Children program.

In 1959, Chapter 10, Title 44 of the Revised Statutes was enacted, transferring responsibility for administration of this categorical program to the county welfare agencies as of January 1, 1960. This law designated the program as Assistance for Dependent Children, eliminated the previous durational residence requirement, and included several other changes in order to obtain the fullest possible federal financial participation. Assistance for Dependent Children then became available for needy children under age 18 deprived of support or care due to the death, incapacity, or continued absence from the home of one or both natural or adoptive parents. In 1966, a needy child between the ages of 18 and 21 who was a student regularly attending school also became eligible for assistance in the above circumstances. Certain other relatives, as provided by law, could apply for and receive assistance payments for such children in their care.

This program is now referred to by its federal title, Aid to Families with Dependent Children (AFDC).

#### Assistance to the Families of the Working Poor (AFWP) and Proposed AFDC-U Program

On July 10, 1968, an extension to the ADC program was signed into law which became effective January 1, 1969. Sometimes referred to as the "AFDC-UP" program, it enlarged the program to include needy two-parent families with children where the deprivation was caused by unemployment or underemployment. It required the disregard or "exemption" of certain amounts of earned income to the extent required by federal law in federally matchable cases, and it granted regulatory authority appropriate for the operation of work placement and training programs for employable members of AFDC families.

In 1971, New Jersey terminated the AFDC-UP program and initiated instead a program of Assistance to the Families of the Working Poor (AFWP).

Established by law on June 9, 1971, and implemented July 1, 1971, the AFWP program provides financial assistance and other services to New Jersey families with children under age 18 in which both natural or adoptive parents are in the home and are not incapacitated but where there is inadequate income or resources for the support of the family. The AFWP program is funded entirely by State and county monies.

In 1976, a bill was introduced in the legislature to transfer the Assistance to Families of the Working Poor (AFWP) program to the Aid for Families of Dependent Children (AFDC) program. Passage of the bill would make AFWP a State funded segment of AFDC and establish a federally funded segment (AFDC-U) for families with unemployed fathers. This legislation would thus enable use of federally matched funds for certain persons now under the totally State funded AFWP program. As of April 1, 1977 this bill was still pending.

#### Medical Assistance for the Aged (MAA)

Amendments to the Social Security Act approved September 13, 1960, effective October 1, 1960, established an additional category of medical assistance on behalf of aged individuals whose income and resources are insufficient to meet the costs of necessary medical services.

New Jersey's program for these persons, called Medical Assistance for the Aged, was established by Chapter 222, Laws of 1962, which supplemented and revised Chapter 7 of Title 44 of the Revised Statutes. It was further amended by Chapter 227, P.L. 1969.

The program, administered by the county welfare agencies, is specifically intended to provide payment for hospitalization, nursing home care, or home health care because of continuous confinement at home, to persons 65 years or older who can normally maintain themselves but who are unable to meet the costs of specified types of medical care and are not eligible to receive medical assistance under the New Jersey Medical Assistance and Health Services Act.

Federal participation in the Medical Assistance for the Aged Program ended with the advent of Medicaid on January 1, 1970 and it became a totally State financed program.

As a result of the 1965 amendments to the Social Security Law, the Bureau of Local Operations, Division of Public Welfare, provides "assistance and service to eligible patients 65 years of age and over in public hospitals for mental diseases and tuberculosis" through an extension of the Medical Assistance for the Aged Program. The Bureau is now directly involved in the coordination of public assistance and mental health services to aid in the return of institutional patients to community living.



### Refugee Programs

These federally financed programs, first established in 1961 for Cuban refugees had the initial objective to afford relief to Cuban refugees in Florida. As the Cubans began to resettle elsewhere, the Cuban Refugee program was extended to other states. In 1975, an additional program was established to provide for Indochinese refugees from the war in Southeast Asia.

The financing of all assistance costs of the refugee programs is guaranteed from federal funds, but the State administers the assistance payments and services rendered to those persons eligible according to the Federal definition. The administrative costs, except for a limited federal contribution, are paid by the State.

Although directly administered at the operational level in New Jersey by the county welfare agencies, the State Division of Public Welfare has responsibility for the supervision of Cuban Refugee Assistance and the Indochinese Refugee Program.

### Food Stamp Program

While the Food Stamp program is not "public assistance" but is a nutritional program authorized and designed by the Department of Agriculture, the State Division of Public Welfare is charged with the responsibility for its administration. The program, created by the Federal Food Stamp Act of 1964, began in New Jersey as a pilot project in 1966. It now operates in all counties.

The program is intended to provide an opportunity for all low-income families to achieve a better diet by adequate purchase of food through normal channels of trade. It preserves the dignity of individuals by permitting the family to purchase foods it prefers rather than being dependent upon direct distribution of a limited group of surplus commodities.

### Work Incentive Program (WIN)

Enabling legislation was passed and signed into law by the Governor on July 10, 1969 for the establishment of the WIN program for ADC recipients and for the financing of day care services essential to the program.

Under the WIN program, the county welfare agency is responsible for referring appropriate AFDC recipients to the local Division of Employment Security office for consideration for placement in employment, training or work experience. The Division of Youth and Family Services arranges and pays for any child care services that are required by a parent enrolled in the WIN program.

### Supplemental Security Income (SSI)

Under Public Law 92-603, a new federally administered program of Supplemental Security Income for the Aged, Blind and Disabled became effective on January 1, 1974. All welfare recipients in the Old Age Assistance, Assistance for the Blind, and Aid to the Permanently and Totally Disabled programs were automatically transferred to the Social Security Administration as of that date.

The Supplemental Security Income program (SSI), federally financed as well as administered, has uniform national eligibility requirements. In New Jersey, State Supplemental Payments (SSP), also administered by the Social Security Administration, ensure eligible individuals of an income equal to the State's standards.

The county welfare agency has retained several responsibilities toward SSI and SSP recipients, including provision of funeral and burial expenses, provision of emergency assistance in catastrophic situations, determination of eligibility for Medicaid Only benefits, and the broad area of services.

#### Medical Assistance (Medicaid) and the County Welfare Agencies

The New Jersey program of Medical Assistance (MA) was established by Chapter 413 P.L. 1968 approved January 15, 1969 with an effective date of January 1, 1970. This legislation is cited as the "New Jersey Medical Assistance and Health Services Act."

The Division of Medical Assistance and Health Services is the administrative unit of the Department of Human Services responsible for the administration of Medicaid. The county welfare agency is, however, the agency responsible for establishing eligibility for families with children and certain individual adults, otherwise eligible for SSI/SSP payments, who are interested in Medicaid Only benefits.

Persons eligible for assistance through the AFDC and AFWP programs are eligible for Medical Assistance. Such persons may also apply for Medical Assistance only and choose not to receive monthly public assistance payments; however, to be eligible for Medicaid Only they must be financially eligible for one of the assistance programs administered by the county welfare agency (AFDC, AFWP, CRA, IRP) or for SSI.

### III. WELFARE BOARDS AND THE COMMUNITY

The county welfare board belongs to the community. It is representative of the public and is responsible in a broad sense to the whole community. The board is in an important position with respect to the staff, the clients of the agency, the community, and other welfare agencies. Its characteristics include:

1. a responsible group commanding the respect and confidence of its staff and the community;
2. a knowledge of the purpose and objectives of the agency and its operations, and familiarity with the broad scope of its programs and services;
3. representation of the various groups and interests which make up the community;
4. acceptance of responsibility for analyzing and interpreting factual material as a basis for making decisions;

5. a disposition to establish and maintain a relationship or partnership with the executive and staff;
6. an interest in establishing and maintaining a working relationship with other governmental units which may have authority to determine certain of its policies and procedures; and
7. an interest in participation in general community organizations and agencies in order that the welfare board may be an effective partner in the social services and planning of the county and its municipalities.

#### IV. ORGANIZATION AND COMPOSITION OF COUNTY WELFARE BOARDS

The county welfare board is generally organized with eight members consisting of:

1. five citizens of the respective county, none of whom hold the office of freeholder and two of whom must be women;
2. two designated members of the Board of Chosen Freeholders; and
3. the county adjuster when not serving as the Director of Welfare.

#### V. STATUS OF BOARD MEMBERS

##### Method of Selection

Each Board of Chosen Freeholders selects and appoints members for the county welfare boards. Welfare board members can help the Board of Chosen Freeholders by recommending well qualified persons in the community.

##### Terms of Office

Citizen members of county welfare boards hold office for overlapping terms of five years. Freeholder members serve at the pleasure of the Board of Chosen Freeholders, generally for one year terms.

##### Vacancies

When a vacancy occurs on the county welfare board, the law provides that the replacement shall be only for the unexpired term.

### Removal from Office

It is an established principle that the power to appoint carries with it the power to remove for just cause, such as misconduct, neglect, or incompetency.

### Instructions for Board Members

Each welfare board, with the help of the Director, is responsible for providing instruction for new members to enable them to accept the obligation of the position with confidence and to function competently.

## VI. OFFICERS OF COUNTY WELFARE BOARDS

### Election of Board Officers

The county welfare board has the statutory duty to elect annually a chairman, vice-chairman, and secretary-treasurer.

### Duties of Board Officers

Duties of Chairman and Vice-Chairman - While the statute has not specifically cataloged the duties of the chairman or vice-chairman, it is inherent in the duty of a chairman (and of the vice-chairman in the chairman's absence) to preside at all meetings and to perform such other essential functions as:

1. Ensuring that the programs and procedures of the agency are carried out by:
  - a. seeing that meetings are held regularly, with well planned agendas and with the required quorum;
  - b. presiding at board meetings within parliamentary procedures; and
  - c. calling special meetings when necessary.
2. Providing leadership in making the board an active and harmonious whole by:
  - a. stating problems and issues clearly;
  - b. encouraging expression of different points of view; and
  - c. keeping discussions focused on pertinent matters.

Duties of Secretary-Treasurer - The duties of the secretary-treasurer, as specifically provided by law, are to:

1. receive from the county treasurer of the respective county the amounts of money which represent the county appropriations for the respective assistance programs and the administration of the programs;
2. receive from the State treasurer the State and federal shares, where applicable, of Aid to Families with Dependent Children, Assistance to the Families of the Working Poor, assistance to Supplemental Security Income recipients, and administration of the programs; and
3. set up the various amounts he received in special accounts for disbursement by the county welfare board.

Because of these responsibilities, the secretary-treasurer is obliged by law to post a surety bond providing for his faithful performance. The amount of this bond is fixed by the welfare board, subject to the approval of the State Division of Public Welfare.

#### Compensation

The law states that board members "shall serve without compensation, but their necessary expenses shall be allowed and paid in the same manner as other expenses are paid by the county welfare board."

### VII. MEETINGS OF WELFARE BOARD

#### Frequency of Board Meetings

The county welfare board is required by law to meet regularly at least once each month. In addition, welfare boards may meet at such other times as may be necessary or as provided by rule.

#### Quorum

The presence of four Board members, at least two of whom must be citizen members, constitutes a quorum for a board meeting for the official transaction of business. When less than a quorum attends, the business may not be finally transacted and must be specifically approved at a subsequent board meeting.

#### Minutes of Meeting

Each county welfare board is required to maintain minutes of all regular and special meetings. The maintenance of these minutes is required legally and is administratively essential to:

1. serve as the official and permanent record of all action duly authorized by the Board of all policy decisions established by the Board to govern staff operations;
2. establish the validity of executive and ministerial acts of staff members in carrying out the Board's authorization and policies; and
3. provide an official medium for monthly reporting to the State Division of Public Welfare of those transactions on individual cases which are necessary for the Division to accomplish the audit and report of monthly fiscal settlements and requisition for advances of State and federal funds for assistance payments.

Minimum requirements for board minutes have been prescribed by State regulation. Some welfare boards have supplemented these requirements for their own operating convenience.

#### Clerk of Board

As clerk of the welfare board, the Director of Welfare is legally charged with the responsibility for preparing and maintaining the minutes, or directing and supervising their preparation and maintenance, and for signing the minutes to attest their official character and correctness.

#### Members' Responsibilities at Board Meetings

Each Board member has responsibility for making board meetings as effective as possible through:

1. regular and prompt attendance; and
2. thoughtful and impartial review and discussion of the material submitted by the Director.

### VIII. FUNCTIONS AND RESPONSIBILITIES OF THE COUNTY WELFARE BOARD

In the majority of New Jersey counties, county welfare boards continue to function with the same authority as before the passage of the County Optional Charter Law in 1972 (see page 2). A board has a clear and significant responsibility for directing the administration of the assistance programs within the limitations fixed by law and regulations. Thus, it should make certain that the legal rights of clients to file applications and secure prompt decisions are being observed. It should also ensure that complete investigations, reinvestigations, and verifications as specified are made within the time limits established by State regulation. The county welfare board shares with the State Division of Public Welfare responsibility for developing and improving the programs, and in planning for the programs in developing policies and procedures. The channel for this activity is usually through the Director of Welfare. Directors of Welfare frequently consult with the State Division as a group in developing proposals for Statewide policies and procedures.

## Responsibilities for Administration and Staff

The county welfare board is the channel established by law both to assure that the assistance programs are properly administered in the county and to evaluate the results of the administration for the best interest of the community, clients, and staff.

One of the basic administrative responsibilities of the welfare board is the recruitment, appointment, and employment of qualified staff to carry out the purposes of the programs. Inherent in this is the oversight, at the local level, of staff development programs which are planned in consultation with the Training and Staff Development Units of the Divisions of Public Welfare and Youth and Family Services. Such activities include orientation, in-service training programs, and programs of educational leave to enhance the professional qualifications of staff members.

The Director of Welfare, who is appointed from lists of Civil Service eligibles, is authorized by statute to act as the Chief Executive and approval officer of the county welfare board, and to exercise all the powers pertaining thereto.

Approval of the appointment of assistants and other employees, as may be proper and necessary to carry out the county programs, are subject to compliance with the personnel standards and regulations established and maintained by the Civil Service Department and the State Division of Public Welfare. After appointment, the director and his staff are subject to such rules and regulations in the discharge of their duties as may be made by the welfare board and the State Division. The members of the welfare board are expected to keep informed of the quality of work of the director and the staff and to make certain that it is satisfactory. If the work is not satisfactory, the board is responsible for taking necessary action.

The welfare board is authorized by law to determine the compensation for county staff within the limits of the sums made available for that purpose and in accordance with the regulations prescribed pursuant to law.

Rules for Staff - It is appropriate for the welfare board to make and publish rules for its staff. Such rules are extensions of and supplemental to the rules of the State Division of Public Welfare and the Department of Civil Service. Areas open to and appropriate for specific definition include, among others:

1. hours of work;
2. compensation schedule;
3. reimbursement of travel expenses;
4. daily logs or reports of work in progress and accomplished; and
5. approval of educational or training leave.

### Responsibilities for Financing Programs

Aid to Families with Dependent Children and Supplemental Security Income programs are financed from federal, State and county appropriations; Assistance to the Families of the Working Poor is financed by State and county funds, and Medical Assistance for the Aged is totally State financed. Each year the State Division of Public Welfare joins with the county welfare agency in preparing and submitting estimates to the county fiscal officers. County funds found to be necessary by the process are requirements upon the Board of Freeholders under the terms of the law. Welfare agencies should undertake this responsibility with care and circumspection and with due consultation with county fiscal and elected officials as well as with the representatives of the Department of Human Services, to the end that there may be adequate understanding and consideration of all the factors involved.

### Responsibility for Final Decisions

The law charges the county welfare agency with responsibility for making final decisions in respect to the eligibility of applicants for assistance and of the continuing eligibility of recipients. However, in order to assure prompt action on applications and other necessary actions between meetings of a board, the law also empowers the Director of Welfare "to initiate, alter, suspend, or terminate grants of...assistance...subject to revision, continuance, or discontinuance of the county welfare board at its next subsequent meeting."

All decisions of the county welfare agency are subject to review by the Division of Public Welfare on appeal by the applicant or recipient. A regular appeals procedure has been established by the Division of Public Welfare applicable to all public assistance programs. This is the State fair hearing process.

### Responsibilities for Interpretation

The welfare board and its members have responsibility for assuming a public relations role in which they interpret the work of the agency to the public.

The board should also interpret the reaction of the community and the need for changes in law or regulations to the staff, the Department of Human Services, and to the county Board of Chosen Freeholders.

Because of the many social welfare needs in every community, there are many social agencies operating in limited and specific fields to meet portions of these needs. In order to meet recognized needs adequately and to help plan for the meeting of new needs as they arise, there should be effective teamwork among all the agencies.



## IX. STATE SUPERVISION OF COUNTY OPERATIONS

### Division of Public Welfare

The State Division of Public Welfare, Department of Human Services, is the agency charged by law to supervise the administration of the assistance programs by the county welfare agencies to the end that there may be throughout the State a uniform standard of records and methods of treatment of needy persons based upon their individual needs and circumstances.

The Division of Public Welfare uses various methods to discharge its supervisory responsibilities. Chief among these are the following:

1. Field Representatives of the Bureau of Local Operations, assigned to specific counties. They function as liaison personnel between the State and county agencies and are responsible for:
  - a. interpretation of prescribed State standards, policies and procedures relating to administration and income maintenance functions;
  - b. determining compliance with State standards;
  - c. consultation on problems with respect to organization, office procedures, personnel, and supervisory activities; and
  - d. reporting to the State Division concerning the effectiveness of program operation, problem areas noted in specific counties, need for consideration of revision of existing policy and procedure by the State Division in relation to local experience, etc.
2. The Staff Development and Training Unit, which provides consultation upon request relative to program development and implementation as it relates to the Income Maintenance program. Consultation includes assistance in conducting needs analysis and developing required specific programs to meet the needs. Audiovisual equipment and programs are available on loan, as are materials from the Training Unit Library.
3. The Bureau of Business Services, which supervises fiscal statistical and management activities. Field auditors of the Bureau conduct a detailed annual audit and review of the fiscal operations of each county welfare agency, reports of which are transmitted to the county welfare board.
4. The Bureau of Child Support and Paternity Programs, which supervises county agencies including welfare agencies, in the implementation of the child support enforcement (Title IV-D) program. In addition, the Bureau operates the State Parent Locator Service.
5. Specially planned reviews of case records by Division personnel, the findings of which are reported to and discussed with the county Director of Welfare.

6. Comprehensive administrative reviews conducted in cooperation with the county welfare agency.
7. Special review procedure known as Quality Control of case actions which is conducted in accordance with federal requirements.

There is frequent direct consultation between Division personnel and county staff by telephone as well as by correspondence; and from time to time State personnel, in addition to the field staff, visit the county offices and attend board meetings.

#### Division of Youth and Family Services

The Division of Youth and Family Services (DYFS) is charged with the responsibility of supervising all social service programs operated by county welfare agencies. In carrying out this function, it assumes the major responsibility for:

1. planning the content of service programs and establishing and interpreting service policies;
2. program supervision of local agencies to assure that they are meeting federal and State requirements, and that funds are being appropriately and effectively used; and
3. monitoring and evaluation of the services programs.

Staff within the DYFS have been designated to act as liaison between that Division and specific county welfare agencies to ensure the eligible families and individuals are provided with effective social services. Accordingly, this staff monitors the county welfare agency social service delivery system and offers technical assistance.

The findings of the monitoring process are utilized to:

- . develop and update standards for service
- . develop evaluative frameworks and schedules for service programs
- . establish and implement corrective action and follow-up procedures
- . redefine social service program structures at the county level.

In providing technical assistance to the county welfare agencies, DYFS offers help in the areas of needs analyses, program development, proposal and program writing, program implementation or any other procedure designed to improve service delivery at the local level. The Division is responsible for providing the county welfare agencies with current information on changes in State and federal policy, laws, rules, and regulations, or other developments of significance to social services.

## SAMPLE READING LIST\*

### PERIODICALS

- Aging - monthly, U.S. Department of Health, Education and Welfare; Administration on Aging. Order from: Superintendent of Documents.
- Children Today - bi-monthly, U.S. Department of Health, Education and Welfare; Office of Child Development. Order from: Superintendent of Documents.
- County News - weekly, National Association of Counties, 1735 New York Avenue, N.W. Washington, D.C. 20006.
- Public Welfare - quarterly, American Public Welfare Association, 1155 16th Street, N.W. Washington, D.C. 20036.
- Social and Rehabilitation Record - monthly, U.S. Department of Health, Education and Welfare. Order from: Superintendent of Documents.
- Social Work - bi-monthly, National Association of Social Workers, 49 Sheridan Avenue, Albany, New York 12210.
- Washington Bulletin - semi-monthly, Social Legislation Information Service, 1346 Connecticut Avenue, N.W. Washington, D.C. 20036.  
(address: Superintendent of Documents, Government Printing Office, Washington, D.C. 20402.)

### STATISTICS

- Public Welfare Statistics - monthly, N.J. Department of Human Services, Division of Public Welfare, Bureau of Business Services.
- Recipients of Public Assistance Money Payments and Amounts of Such Payments, by Program, State and County - irregularly, U.S. Department of Health Education and Welfare; National Center for Social Statistics. (NCSS publishes statistics on all welfare programs.)

### BOARD MEMBERSHIP

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\*Prepared by Thomas Martin, Librarian, Monmouth County Welfare Board

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## SERVICES

A vast body of literature exists which pertains to each of the five methods used in social work for providing services to clients--case work, group work, community development, research and administration. Likewise, there is an abundance of material on countless individual types of service, for example, day care, mobile meals, protective services, senior centers, homemaking, transportation, crisis intervention, counseling drug addicts or alcoholics or unwed mothers, etc., to list only a few.

A librarian can guide you to information on any of these or similar topics or direct you to additional materials on the subjects listed above.

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