

Thompson

January 7, 1958

Honorable Edward J. Patten
Secretary of State
State House
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith is a letter to the Municipal Welfare Departments indicating corrections to the following regulation of the Bureau of Assistance of the Division of Welfare of this department:

Municipal Aid Regulation 4.800 - Other Agencies
Relationships Between Public Assistance Agencies and the New
Jersey Rehabilitation Commission.

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

John W. Trumbull
John W. Trumbull, Commissioner

JWT:4

cc: Brendan T. Byrne, Secretary to the Governor
Mrs. Elizabeth Peenan, Secretary, State Board of Control

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COMMUNICATIONS SECTION

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DIVISION OF
CHIEF EXECUTIVE

Mrs. Elizabeth Keenan, Secretary, State Board of Control
cc: Benjamin L. Blume, Secretary to the Governor

WML:f

John M. Thompson, Commissioner

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Very truly yours

Re: New York Institution Commission
Re: Institution for the Blind, New York
Institution for the Blind, New York - Other Agencies

of assistance of the Division of Welfare of this Department:
Indicating collections to the following institution of the Blind
Enclosed herewith is a letter to the institution welfare department

Dear Secretary Keenan:

Enclosed, New York
State House
Secretary of State
Honorable Benjamin L. Blume

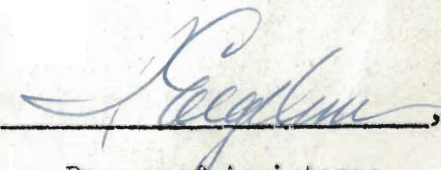
January 1, 1958

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

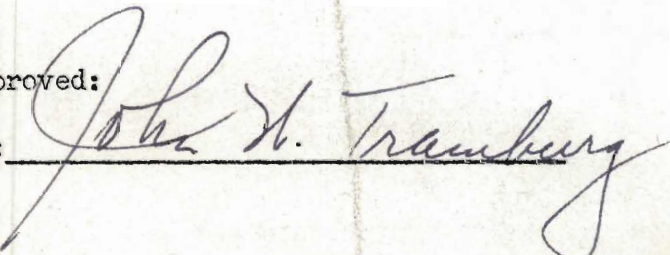
BUREAU OF ASSISTANCE

REGULATION # Municipal Aid 4.500ISSUED: 12/10/57
(Date)REV.: Corrections: 1/7/58
(Date)TITLE: OTHER AGENCIESSUBJECT: Relationships Between Public Assistance Agencies and
the New Jersey Rehabilitation CommissionSTATUTORY REFERENCE: R.S. 44:18-111

Please make pen and ink corrections noted on attached letter
dated 1/7/58.

, Chief
Bureau of Assistance

Approved:

By: 



State of New Jersey
DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

January 7, 1958

TO: MUNICIPAL WELFARE DEPARTMENTS

RE: Corrections for M.A. 4.800, Relationships Between
Public Assistance Agencies and the New Jersey
Rehabilitation Commission

Since issuance of the above regulation several errors have been noted.
You are requested to make the following pen and ink corrections:

In the cover regulation 4.800, Section B, second paragraph, third
line - strike out the word "board" and insert in its place the word
"director."

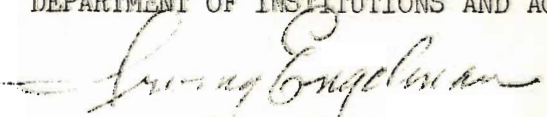
On page 1 of the Supplementary Statement, at the end of the second
line under "INTRODUCTION", insert "in" before the word "dependence."
The phrase should read "self-help and economic independence."

On page 4, last paragraph, third line from bottom, correct the word
"construction" to "constructive."

On page 6, last line of second paragraph under "e)", insert the
letter "a" in the word "reson" so that it reads "reason."

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES


Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved
Elmer V. Andrews, Director
Division of Welfare

Thompson

December 2, 1957

Honorable Edward J. Patten
Secretary of State
State House
Trenton, New Jersey

Dear Secretary Patten:

Enclosed herewith for filing is the following regulation of the
Bureau of Assistance of the Division of Welfare of this Department:

Municipal Aid Regulation 4.800 - Other Agencies
Relationships Between Public Assistance Agencies and the
New Jersey Rehabilitation Commission

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Lloyd W. McCorkle

Lloyd W. McCorkle, Acting Commissioner

LWMcC/4

CC: Brendan T. Byrne, Secretary to the Governor ✓
Mrs. Elizabeth Feehan, Assistant to the Commissioner

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # Municipal Aid A.800ISSUED: 12/10/57
(Date)REV.: _____
(Date)TITLE: OTHER AGENCIESSUBJECT: Relationships Between Public Assistance Agencies and
the New Jersey Rehabilitation CommissionSTATUTORY REFERENCE: R.S. 44:8-111

Irving Engelman, Chief
per MCR
Bureau of Assistance

Approved:

By: _____

December 10, 1957

OTHER AGENCIES

SUBJECT:

RELATIONSHIPS BETWEEN PUBLIC ASSISTANCE AGENCIES AND THE
NEW JERSEY REHABILITATION COMMISSION

TITLE:

A. This regulation consists of the following attached materials which are hereby incorporated as the substance of this regulation.

1. Copy of the Agreement of Cooperation Between the New Jersey Rehabilitation Commission and the Division of Welfare, Department of Institutions and Agencies;

2. The Supplementary Statement to the Agreement, which provides the policy and procedure governing the relationships of the several agencies in respect to referrals, joint planning, reporting and allocation of responsibility for costs;

3. Sample of Form PA-10, Referral for Rehabilitation Services; [An initial supply of this form is being distributed to all public assistance agencies. The Bureau will advise you when the form may be ordered from the Department's Bureau of State Use. In the meantime, a municipality which can arrange for duplication of a limited supply for its own use is requested to do so. Those municipalities which do not have access to duplicating equipment may request an additional supply of the PA-10 as needed from the Bureau.]

4. Sample of Form PA-11, Inter-agency Referral. [This form, for the present, will be used only by the Rehabilitation Commission when it is necessary to refer an individual to a public assistance agency. Therefore, it is not necessary that the municipal welfare department stock the PA-11.]

B. Each municipal welfare director shall maintain beginning January 1, 1958, an inventory list or card index of all General Assistance applicants and recipients referred to the Rehabilitation Commission for consideration of eligibility for services.

The minimum information which shall be entered upon such inventory shall be Case Number (if used), Name, Address and date of referral. The welfare board may wish to enter additional facts (e.g., date of and disposition by Rehabilitation Commission) for its own purposes, but the required minimum entries shall be kept current and readily available. Monthly statistical reporting of referrals is not required at this time, but the Bureau may request statistical and other information from time to time.

C. This regulation is effective immediately.

DEPARTMENT INSTITUTIONS AND AGENCIES

IR/MCRD
Approved
Elmer V. Andrews, Director
Division of Welfare
Bureau of Assistance
Irving Engelmay, Chief

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Supplementary Statement to Agreement of Cooperation Between
New Jersey Rehabilitation Commission and The Division of Welfare

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Supplementary Statement
to
AGREEMENT OF COOPERATION
Between
The New Jersey Rehabilitation Commission
and
The Division of Welfare, Department of Institutions and Agencies

INTRODUCTION
The common objective of vocational rehabilitation and public assistance is to help disabled clients to reach the highest possible level of self-help and economic dependence. By working together public assistance and rehabilitation agencies can increase their effectiveness in serving clients. It is the policy of the State to encourage the cooperation of the State Board of Child Welfare and the Division of Welfare, Department of Institutions and Agencies, in the provision of assistance to the State Board of Child Welfare and the Division of Welfare, Department of Institutions and Agencies.

The effectiveness of inter-agency cooperation depends largely on the people who do the agencies' work. To work together constructively they must know each other, must have general knowledge of the basic functions of the respective agencies, and must have instructions regarding the policy and procedures agreed upon by the several agencies to correlate assistance and services. This statement sets forth the operational detail of policy and procedure necessary to provide effective joint service to needy disabled clients in fulfillment of the terms of the Agreement of Cooperation, and shall be mandatory upon the several agencies.

DEFINITION OF TERMS

As used in this Statement the following terms shall be understood to mean:

Commission - The New Jersey Rehabilitation Commission.

Counselor - A Rehabilitation Counselor of the Commission.

Public assistance agency - County Welfare Boards, District Offices of the State Board of Child Welfare, Municipal Welfare Departments.

Caseworker - Any official representative of a public assistance agency who has knowledge of the client and direct or indirect responsibility for the case; e.g., caseworker, supervisor, welfare director or deputy in any county welfare board, District Office of the State Board of Child Welfare, or municipal welfare department.

Categorical assistance - Aid to Blind, Disability Assistance, Home Life

Assistance, Old Age Assistance.

Client - A general term referring to an applicant for or recipient of economic assistance or services from a public assistance agency or the Commission.

A. PROVISIONS TO ASSURE NO DUPLICATION OF ASSISTANCE AND SERVICES

In order to assure that there shall be no duplication of funds, goods or services in providing for the maintenance and medical care needs of recipients of public assistance who are accepted for rehabilitation services by the Commission, it shall be understood that:

1. Determination of Economic Need

Eligibility for public assistance, in respect to economic need, will be determined by the standards provided in the Categorical Assistance Budget Manual of the Division of Welfare for applicants for and recipients of Old Age Assistance, Disability Assistance, Home Life Assistance and Aid to the Needy Blind, by regulations of the State Board of Child Welfare in the Guardianship and Care programs, and by Municipal Aid Regulations of the Bureau of Assistance for applicants for and recipients of General Assistance.

Determination that an individual, who is accepted for rehabilitation services by the Commission, is eligible to have the costs of such services (including medical care and/or maintenance or portions thereof) defrayed by the Commission shall be based on Case Work Memorandum #4, entitled "Determination of Economic Need for Supplemental Financial Assistance."

2. Allocation of Responsibility for Costs

The allocation of responsibility for costs as between the Commission and the public assistance agency shall be based on the following general principle:

Public assistance will provide funds for basic essentials of living to persons who qualify under State public assistance standards as defined by the Department of Institutions and Agencies, and

The Rehabilitation Commission will provide for all other costs essential to the rehabilitation plan of individuals eligible under State rehabilitation policies.

It is necessary, however, to particularize responsibility in relation to certain specific situations and conditions.

RESPONSIBILITY FOR COSTS (OTHER THAN MEDICAL)

a. Assistance Recipient Continues to Live in Customary Shelter Arrangement

When an assistance recipient (client) continues to live in his customary shelter arrangement (i.e., own or rented home, with relatives, boarding or nursing home) while receiving rehabilitation services from the Commission, responsibility for costs shall be as follows:

- 1) The public assistance agency shall provide for all items of maintenance (basic requirements) for which the client is eligible by assistance standards, and any authorized special circumstance requirements not directly resulting from the costs of rehabilitation services.

2) When a client must leave his home to go to treatment or training facilities, medical or vocational examinations, counseling interviews, etc., the Commission shall be responsible for any transportation costs and any other special requirements that arise because of the nature of the rehabilitation program for the particular client (e.g., restaurant meals while attending school or training center).

b. Client Placed in Institutional Facility by Commission

When, as part of the rehabilitation program, the Commission arranges for the client to be an in-patient or resident trainee in a medical or special rehabilitation facility for treatment and/or training,

1) The Commission shall be responsible for all costs of client's board, care, medical services and training, and any necessary transportation costs to the facility upon admission and from the facility upon discharge;

2) The public assistance agency shall provide for personal incidentals, clothing, insurance premiums and any other authorized special circumstances requirements for which the client is eligible under agency regulations while living away from his customary home for a temporary period. Exception: Recipients of Old Age and Disability Assistance are ineligible to receive any assistance payments while receiving care in non-public general hospitals.

c. Mutual Determination of Responsibility Necessary

In respect to the situations described in a and b, above, the individual responsibilities of the two agencies concerned must be mutually determined in each case because of the variety of arrangements which will occur. Clients may have special needs in certain circumstances in which agency responsibility must be specifically determined. A written statement covering the determination of responsibility for all basic and special needs shall be prepared by each agency and a copy filed with the other agency.

Any changes in the plan of responsibility should be promptly reported to and discussed with the other agency.

RESPONSIBILITY FOR MEDICAL CARE COSTS

a. Diagnosis and Physical Restoration

The Commission shall be responsible for all costs related to medical and vocational evaluation incident to determination of eligibility for vocational rehabilitation; and all indicated physical restorative measures including medical treatment, prosthetics, appliances, etc., in accordance with regulations of the Commission.

b. Temporary and Acute Illness or Condition

When subsequent to acceptance for rehabilitation services a client becomes ill or develops a condition requiring medical care in addition to the services necessary to the rehabilitation program, the Commission shall evaluate the effect of the illness on client's rehabilitation program. If the Commission decides that the illness or condition is transitory and that the program may be continued, then responsibility for the additional medical care shall be assumed as follows:

- 1) When the public assistance agency is making allowances for maintenance needs, then the costs of the temporary illness or condition shall be met by the assistance agency within the limitations of agency regulations;

- 2) When the Commission is meeting maintenance needs in a medical or rehabilitative facility, then the Commission shall be also responsible for the additional medical care costs for a period not exceeding 30 days.

If the client requires such additional care beyond 30 days the Commission shall reevaluate the situation and decide whether

- a) The client should continue in active status on the rehabilitation program, or
- b) The program should be temporarily suspended and the public assistance agency requested to assume total responsibility during convalescence of the client, or
- c) The rehabilitation services should be terminated and the case closed.

c. Mutual Determination of Responsibility Necessary

As in respect to maintenance costs, the two agencies should confer as frequently as necessary and commit to writing the plan of respective responsibility for medical care costs both initially and when need for additional costs arise.

B. REFERRAL PROCEDURES

1. Public Assistance Referrals to Commission

- a. Interpretation to Client

Whenever it appears to a public assistance agency that a client may be eligible for rehabilitation services and that referral should be made, the plan shall be discussed with the client prior to referral. He shall be informed in general terms of the opportunities offered through the Commission.

The public assistance agency has a responsibility to help the client understand and react positively to referral, and to assist him as necessary in follow-up arrangements. Careful preparation of the client is of major importance in relation to his motivation to do something constructive about his problem. It is particularly important when the client is seriously disabled or has become discouraged after a long period of incapacitation.

The client shall be given the Commission's information pamphlet(s) as part of his preparation for the referral. Assistance agencies shall obtain a stock supply of these pamphlets from the Commission.

b. Method of Referral (Form PA-10)

All referrals of public assistance clients to the Commission shall be made by use of Form PA-10, Referral for Rehabilitation Services. [See sample attached. Available on order from the Bureau of State Use.]

c. Where to Refer

Form PA-10 shall be sent to the District Office of the Commission serving the area in which the client lives. [See Directory attached.]

d. Source of Referrals to Commission by Program

In general, the public assistance agency currently providing assistance will be responsible for referrals to the Commission. It is necessary, however, to specifically allocate responsibility to cover situations where the client is known concurrently to more than one public assistance agency. The following procedures shall be observed:

1) General Assistance

The municipal welfare departments will be responsible for referral of disabled GA clients to the Commission for consideration of eligibility for rehabilitation services unless

the client has been or is being referred to the county welfare board to apply for Disability Assistance, or

the client has already been referred to the Commission by the State Board of Child Welfare.

2) Programs of State Board of Child Welfare

a) Disabled Fathers in Home Life Assistance

The State Board of Child Welfare will be responsible for referral of disabled fathers to the Commission unless the father is being referred to the county welfare board to apply for Disability Assistance.

b) Children on Reaching Age 18

The State Board of Child Welfare will refer disabled children under Home Life, Care or Guardianship programs to the Commission unless a child is being referred to the county welfare board to apply for Disability Assistance.

Referral to the Commission shall be made regardless of whether the child has been known to the Crippled Children's Commission, which may have made an earlier referral, in order that the Rehabilitation Commission will have current information regarding the status of the case with public assistance agencies and access to existing records.

3) Disability Assistance

a) The county welfare board shall be responsible for referral of applicants for or recipients of Disability Assistance regardless of whether DA is granted, denied or the application withdrawn.

b) In any case in which an applicant being referred to the Commission is one who had been referred to DA by another public assistance agency, the county welfare board shall transmit a copy of Form PA-10 to such agency as notice of the referral to the Commission.

c) Explanation of County Board Procedure: In DA applications the county welfare board must (in addition to establishing need, residence, etc.) submit to the Bureau of Assistance specific medical and social information for determination that the applicant is permanently and totally disabled. A Medical Review Team makes this determination, makes recommendations regarding medical care, social problems, and for referrals to the Rehabilitation Commission and other community resources.

The findings and recommendations of the Medical Review Team must be received by the county welfare board before official action is taken to grant or deny DA [except for situation described in e, below.]

d) Cases Reviewed by Medical Review Teams

In making referrals to the Commission the county welfare board shall indicate on Form PA-10 under MAJOR DISABILITY whether the case has been "approved" or "disapproved" by the Medical Review Team.

e) Cases Not Reviewed by Medical Review Teams

There will be some persons applying for DA whom the county welfare board wishes to refer for consideration for rehabilitation services whose applications have not been submitted to the State Medical Review Team. Such referrals will be limited to applications which are withdrawn, or in which it has been determined that the client is ineligible for reasons other than the disability factor (e.g., lack of residence, not in economic need, etc.) prior to submission of the record to the State Bureau.

In any such case the county welfare board shall note on the reverse of Form PA-10 that the disability factor has not been evaluated by the State Review Team, and the reason for the withdrawal or denial of the application.

4) Old Age Assistance

The county welfare boards will refer to the Commission certain OAA clients who appear to have potentiality for rehabilitation, or who have previously been known to the Commission and need further service, or who it is believed should be reconsidered for service.

2. Acknowledgement of Referrals by Commission; Application

Upon receipt of Form PA-10 the Commission will complete the Acknowledgement section, detach and return to the referring agency.

The District Supervisor shall have the referral recorded, and an application will be secured from the referred person by mail or home visit. Failure of the client to return a mailed application within the time specified will necessitate a home visit by the Counselor.

3. Commission Referrals to Public Assistance

There will be instances in which disabled persons will apply to the Commission direct, or be referred by agencies or institutions other than public assistance agencies, and appear to be in need of public assistance.

a. Method of Referral (Form PA-11)

Referrals by the Commission to public assistance agencies shall be made by use of Form PA-11, Inter-Agency Referral. [See sample attached. Available on order from the Bureau of State Use, Department of Institutions and Agencies.]

b. Concurrent Referrals to Two Agencies

In such instances, if the person appears to be in need of funds for maintenance for himself and/or his dependents and appears to be eligible for a form of categorical assistance, there shall be concurrent referral for General Assistance and the appropriate categorical assistance program. The person shall be instructed how to apply to both agencies and be given the information pamphlets relating to General Assistance and the appropriate categorical assistance program.

c. Referral for General Assistance

If the person appears to be in need of funds for maintenance for himself and/or dependents, and there does not appear to be any possibility what-ever of eligibility for any form of categorical assistance, he shall be instructed how to apply to a municipal welfare department for General Assistance and be given the pamphlet "Information About General Assistance."

4. Acknowledgement of Referrals by Public Assistance

Upon receipt of Form PA-11 from the Commission, the public assistance agency shall note whether the client plans to come to the office or whether a plan should be made to visit him at home.

If the client does not communicate with the agency by the indicated date, the tear sheet portion of Form PA-11 shall be completed as appropriate and returned to the District Office of the Commission which sent the referral. If the client is to be seen at home, the tear sheet shall not be completed until after the interview.

If there is insufficient space to record the necessary explanation of status of application the reverse of tear sheet may be used.

C. FOLLOW-UP AND EXCHANGE OF INFORMATION

Introductory Statement

When an individual is a client of two or more agencies, the staff members who work with him must work together. Unless they know each other's plans, their individual efforts may be wasted or they may even work at cross purposes. There must be free sharing of information and joint planning to spare the client unnecessary repetition, to reduce duplication of agency work, and to prevent unnecessary expenditure of agency funds and time in securing data already available in agency records. There must be prompt and consistent follow-up by the agencies throughout the rehabilitation period to foster and maintain the client's confidence in the program and in himself, and to prevent further aggravation of his disabilities.

1. Agency Relationships Following Referral to Commission

a. General Explanation

Following registration and acknowledgement of a referral from a public assistance agency on PA-10, and assignment to a rehabilitation counselor, the Commission's primary working relationship will be with the agency which is currently providing assistance to the client. The counselor will, of course, wish to consult any agency which has known the client and has information which will be pertinent to the application for rehabilitation services.

However, there will be frequent instances in which the client is receiving assistance from one agency while his application is pending determination of eligibility for another assistance program. For example:

A recipient of General Assistance has been referred to the county welfare board for Disability Assistance, which in turn refers the client to the Commission subsequent to evaluation by the State Medical Review Team, but prior to granting Disability Assistance because other aspects of eligibility have not been fully determined.

In this situation the counselor will need to work with and secure information from both the municipal welfare department and the county welfare board because it may be assumed that the client will shortly receive Disability Assistance.

On the other hand, if an applicant for Disability Assistance has been determined to be ineligible, but is nevertheless referred by the county welfare board for consideration of eligibility for rehabilitation services, the referral Form PA-10 will indicate any other agency from which the client is receiving assistance, or to which he has been referred to apply for assistance. In such instance the counselor will initially need to confer with the county welfare board which will have current medical and social information. However the continuing relationship for planning, for correlating assistance and services will be with the assisting agency (i.e. municipal welfare department or State Board of Child Welfare).

b. Counselor-Agency Consultation

1) Initial

Following assignment, the Counselor will promptly telephone or write to the appropriate public assistance agency or agencies, and will, insofar as practical, arrange for consultation with the caseworker prior to his initial interview with the client. In all cases the Counselor shall ascertain whether the medical information on file with the public assistance agency(s) is adequate for the purpose of determining the client's eligibility for rehabilitation services prior to requiring reexaminations.

Consultation with the agency Caseworker will cover

- a) The client's social situation,
- b) His attitude toward his disability and the referral for rehabilitation services,
- c) Review of pertinent medical and social information in the case record and request for copies of selected reports,
- d) Interpretation by Counselor and Caseworker to each other of policy and procedure, and
- e) Clear understanding of the responsibility each is to carry if the client is accepted for rehabilitation.

The Counselor and Caseworker will wish to consider whether a joint interview with the client in the office or home is indicated or advisable either initially or at a later date. A three way interview may give the discouraged or timid client the support he needs to take a constructive step from dependency on assistance toward rehabilitation. It provides an opportunity to clarify for the client the functions of the two agencies in helping him and what his responsibility will be in relation to each.

2) Follow-Up

The Counselor and Caseworker will consult each other freely and as frequently as necessary throughout the period of joint service to the client to assure that the most effective methods are being used, for continuous mutual evaluation of the client's progress and for consideration of change of plan when indicated.

c. Notification and Reports

There shall be free access to the information on file with the Commission and the assistance agencies upon the request of either. The minimum requirements for formal notification and reporting are as follows:

1) Commission to Public Assistance

The Commission shall notify the appropriate assistance agency(s) of:

- a) Receipt of referral (by returning tear sheet on Form PA-10)
- b) Decision regarding acceptance or rejection of the client for services, change of case status and progress reports on active cases as follows:

Accepted Cases

In accepted cases the notification shall include:

- (1) The beginning date of responsibility for services,
- (2) The specific items of maintenance, medical and other service costs for which the Commission accepts responsibility,
- (3) A brief statement of the plan for treatment and/or training for the client; and the approximate length of time necessary to complete the plan.

Rejected Cases

In rejected cases the notification shall

- (1) Explain the basis for rejection,
- (2) Recommend other available sources of service which might be used to help the client with his problem, and
- (3) Include any medical findings or recommendations pertinent to the client's continuing medical (including psychiatric) care.

Notification on rejected cases shall be sent to the agency currently providing assistance, and to any agency with which there is a pending application for assistance, and to the agency which initiated the referral if not referred by either of the aforementioned.

Case Closings

Any change in case status including:

- (1) Cases closed without completion of program, and summary statement of the reasons therefor,
- (2) Cases closed at completion of program and evaluation of the client's adjustment, and specific data on job placement, etc.

Open (Active) Cases

In open (currently active) cases the Commission shall forward to the agency providing assistance, two copies of a progress report, at not less than six month intervals, covering

(1) How the rehabilitation program is progressing,

(2) Any program modifications which have been necessary,

(3) An estimate of approximate date of completion of program,

(4) Request for consultation with agency personnel for joint evaluation and further planning as indicated.

(c) In respect to Disability Assistance cases there may be occasions where the welfare board will need to secure a special progress report to submit to the State Medical Review Team at the time the record is submitted for reevaluation of eligibility for Disability Assistance. The Team requires current information (i.e., within three months). If the last written six month's progress report from the Commission is dated more than three months prior to the "review date" set by the Team, the county Caseworker should confer with the Counselor by telephone to ascertain whether there has been any significant progress or change in the situation.

Where there has been significant change, a new report will be requested from the Commission. Otherwise, the county Caseworker will send a copy of the last six month's progress report with notation of current contact with the Counselor, to the Medical Review Team.

2) Assistance Agency to Commission

Throughout the period that the two agencies are jointly working with the client the assistance agency shall keep the Commission informed by written notice of any and all changes in the client's status. a) Receipt of referral from Commission (by returning tear sheet on Form PA-11),

b) Decision on eligibility for public assistance when determination is made subsequent to return of tear sheet on Form PA-11, changes in case status, and reports on active cases as follows:

Approved Applications (Assistance Granted)

In approved applications the notification shall include

(1) The date assistance payments started or will begin,

(2) The specific items of maintenance, personal needs and special circumstance requirements which are authorized in the budget.

Rejected Applications

- In rejected (denied) applications the notification shall include
- (1) The specific reason(s) for the client's ineligibility for public assistance,
 - (2) Whether client has been referred to another public or private agency.

Changes in Case Status

- Any change in the status of an active case including
- (1) Suspension of payments and reasons therefor,
 - (2) Closing of case and reasons therefor, and referral to another public or private agency, if any.

Open (Active) Cases

- Shall keep the Commission informed of
- (1) Any change in policy, procedure or allowances which affect the case,
 - (2) Any significant change in client's social situation which affects the rehabilitation plan,
 - (3) Additional medical care needs of the client being met by assistance agency, if any.

D. STATE LIAISON REPRESENTATIVES

The State offices of the Rehabilitation Commission, the State Board of Child Welfare and the Bureau of Assistance, have appointed liaison representatives who will have responsibility for continuing review and evaluation of the effectiveness of the joint policy and procedure, for recommending changes to State agency executives, and for working out problems referred by local agencies.

In the event that there is disagreement between a District Office of the Commission and a public assistance agency regarding policy, procedure, or a case decision, the problem shall be referred to the respective State offices.

Likewise, when a local agency finds need for clarification of policy or procedure, or through experience observes that a prescribed procedure is not practical or effective, or can suggest an improved way of working together, the matter shall be reported to the respective State office for consideration by the liaison representatives.

E. PROGRAM FOR JOINT ORIENTATION AND STAFF TRAINING

Purpose

Activities shall be specifically planned to bring together at both the State and local level, the staffs of the Rehabilitation Commission and of the several public assistance agencies for the purpose of increasing the understanding of the functions, goals and methods of the agencies in working together effectively to achieve the rehabilitation of disabled needy persons.

Content

The focus of such activities shall be on the basic philosophy and concept of using the services of public agencies to protect, conserve and develop human resources by recognizing the potential capacity of all individuals however handicapped.

Specific help should be given on effective methods of joint planning by staff and of working with handicapped persons. It is recommended that medical and medical-social work personnel be called on to provide staff with some insight into the effect of disease and disability on personality, the attitudes and reactions which may be considered normal in these persons, and how to help such a client focus on his residual strengths rather than on his incapacities.

Opportunity should be provided for staff to learn about the services available in related fields; such as, employment counselling, homemaker service, public health services, psychology, and the various State affiliates of national health groups, etc.

Except in its initial sessions the time devoted to joint staff training should not be used to instruct staff on specifics of the inter-agency procedures already provided in written form. Responsibility for instruction in this area should rest with the individual agencies. Questions and problems arising in local agencies should be referred to the respective State agencies, which, when necessary or advisable, will refer them to the appointed liaison representatives for discussion and recommended action.

Responsibility for Planning

Responsibility for planning joint orientation and training activities shall be delegated to the Assistant Director of the Rehabilitation Commission and the Training Supervisors of the State Board of Child Welfare and the Bureau of Assistance, subject to the approval of the respective agency executives.

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The New Jersey Rehabilitation Commission
and
The Division of Welfare, Department of Institutions and Agencies

PURPOSE

It shall be the joint and common purpose of the two agencies to work together to improve and coordinate the services within the function of each agency to the end that all needy, disabled and handicapped residents of the State shall be afforded the opportunity to reach the highest possible level of self-dependence through the cure, correction or amelioration of their disabling conditions.

In order to achieve this common purpose the New Jersey Rehabilitation Commission and the Division of Welfare agree to:

1. Clearly identify the specific responsibilities of each agency in respect to providing to eligible persons maintenance costs, medical care and related services, so that there is at all times a mutual understanding in planning for the utilization of services for individual clients, and in order that there shall be no duplication of the assistance, goods or services to be provided.

2. Mutually recognize and give full consideration to the standards established by each agency for the determination of economic need of clients, and each agency to make copies of such standards available to the other.

3. Jointly develop procedures for inter-agency referral and follow-up of clients applying for assistance or services.

4. Provide for the initial and continuing exchange of information pertinent to the planning for and progress of an individual client, through written reports, exchange of case record material, and joint case conferences between agency staffs.

5. Develop and carry out plans for joint staff training to equip staff with knowledge and increased understanding of the functions, policy and procedures of the two agencies in achieving the common goal of rehabilitation of disabled, needy persons.

6. Protect the rights of the individual client and the mutual interests of the respective agencies by adherence to the principle of confidentiality of information by:

a. Securing the written consent of the client prior to the release of any information for publication, and

b. Review and approval by both agencies of any publicity releases involving identification of clients known to both agencies, or the functions and operations of the other agency in relation to identified clients, prior to release for publication.

7. Advise and confer with each other when contemplated or accomplished changes in the policy, procedure or laws governing the respective programs have direct or indirect bearing on the provision of assistance or services to disabled needy persons, or on the eligibility of persons for the services of either agency.

AGENCY FUNCTIONS - GENERAL UNDERSTANDING

8. The designation by each agency of one or more State staff member(s) who shall be responsible for maintaining a close working relationship between the two agencies; who shall have responsibility for the continuing review and evaluation of the effectiveness of the operation of this cooperative agreement.

Rehabilitation Commission

By law the Rehabilitation Commission is responsible for providing vocational rehabilitation services to any physically handicapped individual, excepting blind persons under care of the State Commission for the Blind, and deaf persons under care of the State School for the Deaf, and persons who in the judgment of the Commission are not feasible of rehabilitation. The law defines a "physically handicapped individual" as

"...any individual who is under a physical or mental disability which constitutes a substantial handicap to employment, but which is of such a nature that vocational rehabilitation services may reasonably be expected to render him fit to engage in a remunerative occupation;" and the law further defines "remunerative occupation" as including

"...employment in the competitive labor market; practice of a profession; self-employment; homemaking; farm or family work (including work for which payment is in kind rather than cash); sheltered employment; and home industries or other homebound work of a remunerative nature."

The law authorizes the Commission "to cooperate with and utilize the services of the State agency or agencies administering the State's Public Assistance program... and other public and private agencies providing services related to vocational rehabilitation."

The Commission is responsible for determination of the eligibility of persons for vocational rehabilitation, and of the nature and scope of the rehabilitation services to be provided; and such responsibility will not be delegated to any other agency or individual not of the Commission's staff.

Division of Welfare

The Division of Welfare has been designated as the Departmental unit charged with the administrative supervision of the several public welfare programs, which are: Old Age Assistance, Disability Assistance, General Assistance, Aid to the Needy Blind, Home Life Assistance and other assistance and Child Welfare Services.

The Division of Welfare is responsible for seeing that the State, county and municipal units which administer the several programs provide assistance and service with respect to related problems, to all eligible persons on an equitable basis. Implicit in these responsibilities is a duty to assist persons to obtain services not within the scope of the public welfare agency programs, from other resources and facilities available in the community.

The Division of Welfare, through its administering units, is responsible for the determination of the eligibility of persons for public assistance and the related services provided by public assistance; and such responsibility will not be delegated to any other agency or individual not of the staffs of the Division of Welfare or its administering units.

CLIENTS RIGHT OF APPEAL AND HEARING

Rehabilitation Commission

By law any individual applying for or receiving vocational rehabilitation services who is aggrieved by any action or inaction of the Commission is entitled to a hearing by the Commission in accord with regulations established by the Commission.

Division of Welfare

The laws governing Old Age Assistance, Disability Assistance, Aid to the Blind, and Home Life Assistance provide that any applicant for or recipient of assistance who is dissatisfied with the decision made by or the inaction of the administering agency has the right of appeal and fair hearing. The State Board of Control has established specific regulations to carry out the Department's responsibility in this area.

In General Assistance, State regulations charge the local assistance boards with responsibility for review and action on written complaints submitted to them by dissatisfied applicants and recipients.

.....

It is further agreed that New Jersey Rehabilitation Commission and the Division of Welfare, Department of Institutions and Agencies, shall take immediate steps to designate appropriate staff to jointly develop the necessary supplementary instructions covering the operational details of policy and procedure, and that such instructions when mutually agreed upon and approved shall be filed as part of this agreement.

It is further agreed by the New Jersey Rehabilitation Commission and the Division of Welfare, Department of Institutions and Agencies, that this cooperative agreement and any jointly developed or mutually agreed upon written instructions on specific policy and procedure, are subject to joint review for revision or amendment upon the request of either agency.

Date: 6/1/56

s/ Lawrence O. Houstoun, Jr.

Lawrence O. Houstoun, Jr.

Director, Rehabilitation Commission

New Jersey Department of Labor and Industry

Date: 6/5/56

s/ Elmer V. Andrews

Elmer V. Andrews

Director, Division of Welfare

N.J. Department of Institutions and Agencies

DIRECTORY
NEW JERSEY REHABILITATION COMMISSION

Department of Labor and Industry

CENTRAL OFFICE
38-40 South Clinton Avenue
Trenton 25, New Jersey

HACKENSACK DISTRICT OFFICE
10 Banta Place, Hackensack

Telephone: Diamond 2-0804

Supervisor - Perry Sawyer

Serves the following counties:
Bergen
Hudson
Passaic

TRENTON DISTRICT OFFICE
38 South Clinton Avenue, Trenton 25

Telephone: Export 2-2131
Extensions 8117, 8118

Supervisor - W. F. Hankinson

Serves the following counties:
Monmouth
Burlington
Hunterdon
Mercer
Middlesex
Somerset
Union

NEWARK DISTRICT OFFICE
309 Washington Street, Newark

Telephone: Market 3-4235, -6, -7, -8

Supervisor - Jack Susselman

Serves the following counties:
Sussex
Morris
Warren

CAMDEN DISTRICT OFFICE
Broadway-Stevens Bldg., Room 1203, Camden Telephone: Woodlawn 6-2893

Supervisor - James Peters

Serves the following counties:
Atlantic
Camden
Gloucester
Salem

12/10/57

between the following countries:

Знаменатель - ток нагрузки

JOE MARTINSON 2100000 MEMPHIS
MEMPHIS DISTRICT OFFICE

Telephone: HAWKES 3-7532, 401-8-28

SHSGLATZOL - M' L' HSHKTHSOU

38 SOUTH CITICOR AVENUE, LONDON SE
INTERNATIONAL OFFICE

губернатор - бейли-гемлет

TO SAULT STEARNS HICKENSBACH
HICKENSBACH DISTRICT OFFICE

REFERRAL FOR REHABILITATION SERVICES

(INSTRUCTIONS: PREPARE IN DUPLICATE: SEND ONE COPY TO APPROPRIATE DISTRICT OFFICE OF REHABILITATION COMMISSION; RETAIN SECOND COPY FOR CASE RECORD. IF ANOTHER PUBLIC ASSISTANCE AGENCY IS TO BE INFORMED OF THE REFERRAL, PREPARE REFERRAL FORM IN TRIPLICATE AND SEND THE THIRD COPY TO SUCH AGENCY.)

TO:.....District Office, New Jersey Rehabilitation Commission.

FROM:.....
(Name of Agency) (Address) (Telephone)

CLIENT:..... CASE NO.
(Last Name) (First) (Middle)

ADDRESS:..... BIRTHDATE:.....
(Month) (Day) (Year)

MAJOR DISABILITY:.....

(INSTRUCTIONS: ITEMS 1, 2, AND 3, BELOW, RELATE TO THE STATUS OF THE CASE IN THE AGENCY MAKING THE REFERRAL TO THE REHABILITATION COMMISSION. CHECK AND COMPLETE APPLICABLE ITEM.)

PUBLIC ASSISTANCE STATUS:

1. ☐ Is receiving from this agency.
(Program)
2. ☐ Application for..... is pending in this agency.
(Program)
3. ☐ Application for..... has been denied by this agency.
(Program)

(INSTRUCTIONS: ITEMS 4, 5 AND 6 WILL PROVIDE INFORMATION KNOWN BY THE REFERRING AGENCY ABOUT THE CLIENT IN RELATION TO OTHER PUBLIC ASSISTANCE PROGRAMS. CHECK AND COMPLETE ANY APPLICABLE ITEM.)

4. ☐ Client is currently receiving.....
(Public Assistance Program)
5. ☐ Client has been referred toto apply for assistance.
(Agency)
6. ☐ Client is known to.....but is not receiving assistance.
(Agency)

The above client has been advised of this referral for Rehabilitation services, and the information known to this agency is available to the Rehabilitation Counselor upon request.

Date:.....
(Name and Title of Agency Representative)

TEARLINE

ACKNOWLEDGMENT

TO:.....

FROM:.....District Office, New Jersey Rehabilitation Commission

RE:..... Your Case No.....
(Client's Name)

This will acknowledge receipt of your referral for the above client. Assignment is being made to a Rehabilitation Counselor who will consult your agency at an early date.

Date.....
(Name and Title of Agency Representative)

INTER - AGENCY REFERRAL

Date:

TO: Case No.(if assigned)

FROM:

Mr. ☐; Mrs. ☐; Miss ☐

now residing at

has applied to this agency for:

☐ financial assistance

☐ advice or service (specify)

is receiving:

☐ financial assistance in the amount of \$..... for
(period covered)

☐ service, other than financial assistance, from this agency (specify)

The referred person is interested in the program(s) of your agency and informs us

☐ he plans to call at your office, in person, on or before.....(date)

☐ he is unable to call, in person, at your office.

Reply requested: No ☐; Yes ☐.

Information known to this agency will be made available to you upon request.

Remarks:

Name and Title of Agency Representative:

(Referring agency completes form above this line.)

TEAR LINE

(REPLYING AGENCY COMPLETES FORM BELOW THIS LINE. IF APPLICATION HAS BEEN FILED BUT DISPOSITION IS NOT KNOWN, REPLY RE PRESENT STATUS AND REPORT FINAL DISPOSITION LATER.)

TO: Date: Your Case No.(if assigned)

FROM: Case No.:(if assigned)

Re: Mr. ☐; Mrs. ☐; Miss ☐

Application:

☐ Client did not contact agency.

☐ No application filed. Give reason under "Remarks" below.

☐ Application filed.....(date). Specify type of public assistance or service requested under "Remarks", below.

Present status:

☐ Application filed on date shown above. Final decision pending.

☐ Eligible as of(date)

☐ Ineligible as of(date). Give reason under "Remarks", below.

Remarks:

Date:

(Name and Title of Agency Representative)