

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
Transmittal Letter #137

October 30, 1974.

TO: COUNTY WELFARE BOARDS

Attached is one copy of the new manual material on Recoupment of Overpayments, including Form PA-51 Important Reminder of Your Obligation to Report Changes. Staff copies of material are being forwarded under separate cover.

Attached Pages:

2540. (12/74) - Recoupment of Overpayments

This regulation applies to both the AFDC and AFWP programs.

Explanation:

This regulation was adopted on October 16, 1974 and is effective as of December 1, 1974 for all new applicants and redeterminations, as well as for other clients who have previously signed the obligation to report changes (PA-51).

Instructions:

Insert attached pages in appropriate sequence.

Very truly yours,

Gerald Malanga

Gerald Malanga, Acting Director
Division of Public Welfare

GM:MPHm
Attachment

JPM
11/4/74

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
Transmittal Letter #136

June 7, 1974

TO: COUNTY WELFARE BOARDS

Attached is one copy of revised material. Staff copies are being forwarded under separate cover.

Attached Page

2203. (6/74)

Superseded Page

(Reverse side of ADC
Insert 2202. (8/73)

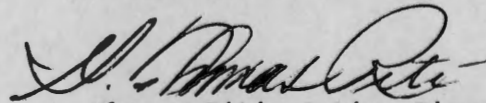
Explanation

This regulation was adopted May 10, 1974 to conform with recent Federal regulations. It is effective immediately.

Instruction

Insert the attached page in appropriate sequence in the Manual of Administration.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MPH:g
Attachment

6/21/74
GTR

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton, 08625

MANUAL OF ADMINISTRATION
Transmittal Letter #135

March 5, 1974

TO: COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Page

2370. - 2372. (3/74)

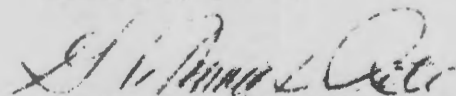
Explanation:

This regulation was adopted March 1, 1974 as directed by the amended decision of the N. J. Supreme Court in JoAnn Hausman v. Department of Institutions and Agencies. It provides procedure for situations where an applicant or recipient contends that a non-eligible member of the household is not and cannot contribute his share of household expenses.

Instructions:

Insert attached page in appropriate sequence. This regulation is effective as of March 1, 1974.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MPH:g

Attachment

NJ/KAS

IS/P 2

1971-

State of New York
Department of Health and Mental Hygiene
Division of Public Health
Albany, N.Y.

BOARD OF HEALTH
Township of ...

March 1, 1914

TO THE COUNTY BOARD OF HEALTH

Reference is made to the copy of the report of the Board of Health for the year 1913, which was forwarded to the County Board of Health on March 1, 1914.

Respectfully,
[Signature]

1914 - 1913

Respectfully,
[Signature]

This report was prepared by the Board of Health of the Township of ... and is submitted to the County Board of Health for their consideration and approval. The Board of Health of the Township of ... is composed of the following members: ...

Respectfully,
[Signature]

The Board of Health of the Township of ... is composed of the following members: ...

Respectfully,
[Signature]

Dr. Thomas ...
Director of Public Health

Respectfully,
[Signature]

Respectfully,
[Signature]

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton, 08625

MANUAL OF ADMINISTRATION
Transmittal Letter #134

January 30, 1974

TO: COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages

2281.2 - p. 4 (1/74)
2281.2 - p. 4a (1/74)
2287.5 - 2287.6 (1/74)

Superseded Pages

2281.2 - p. 4 (5/73)
2281.2 - p. 4a (5/73)
2287.5 - 2287.6 (5/73)

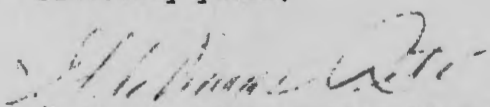
Explanation

In order to comply with the recent court decision in Shirley v. Lavine, 365 F. Supp. 818 (D.N.Y.1973), Sections 2281.2 c. 2) b. (3), 2281.2 c. 3) b., and 2287.6 c. have been revised to ensure that there is no denial of assistance when a parent or parent person refuses to cooperate in naming the reputed father of a child born out of wedlock or in seeking support from a person legally responsible to support the child.

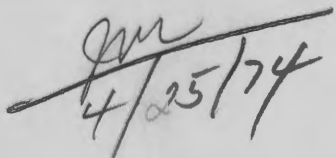
Instructions

Remove superseded pages and replace with attached pages as listed above. These regulations are effective immediately.

Sincerely yours,


G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MPH:g



State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton, NJ 08622

MANUAL OF ADMINISTRATION
Transmittal Letter 4134

January 30, 1978

TO: COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Revised Pages</u>	<u>Attached Pages</u>
2281.2 - p. 4 (2/73)	2281.2 - p. 4 (1/78)
2281.3 - p. 4a (2/73)	2281.3 - p. 4a (1/78)
2281.5 - 2281.6 (2/73)	2281.5 - 2281.6 (1/78)

Explanation

In order to comply with the recent court decision in Shapiro v. Levine, 383 F. Supp. 615 (D.N.J. 1977), certain 2281.2-c, 21 b, (2) - 2281.3, c, 21, and 2281.5-c, have been revised to ensure that there is a denial of assistance when a parent or parent partner refuses to cooperate in carrying the required father of a child part of a medical or dental report from a person legally responsible to support the child.

Instructions

Remove superseded pages and replace with attached pages as listed above. These revisions are effective immediately.

Sincerely yours,

Ed Thomas Hill, Acting Director
Division of Public Welfare

DTM:BNB

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #133

August 29, 1973

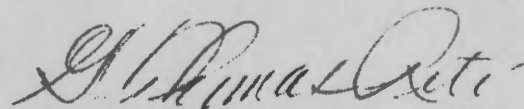
TO COUNTY WELFARE BOARDS

Revised material attached to Manual of Administration Transmittal Letter #132 and pertaining to Photo Identification Cards was inadvertently printed on both sides of a single page. Please correct as follows:

- 1) Insert page 2202. and ADC Insert 2202. in their proper place in the Manual.
- 2) X-out page 2102.1-2102.2 on the reverse side of page 2202.
- 3) Insert new page 2102.1-2102.2, attached to this letter, replacing superseded page dated 6/72.

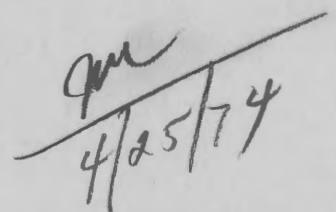
We regret the need for this corrective action.

Sincerely yours,


G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MH:m

Attachment.



State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #132

August 27, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages

2102.1 - 2102.2 (8/73)

2202. (8/73)

2202. - ADC (8/73)

Superseded Pages

2102.1 - 2102.2 (6/72)

- - -

"Intentionally deleted"
ADC (1/60)

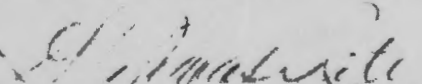
Explanation

Sections 2102.2 and 2202. establish regulations regarding mandatory issuance of Photo Identification Cards.

Instructions

Remove superseded pages and replace with attached pages as listed above. This material is effective immediately.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MH:g

Attachments

Jan
4/25/74

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #131

August 6, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (8/73)

Entire 2580. section

Superseded Pages (7/68)

Entire 2580. section

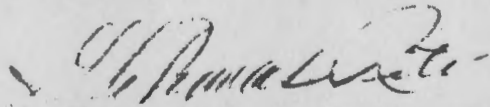
Explanation

2580.2 - establishes a cost limitation within which county welfare boards may participate in payment of burial and funeral expenses of deceased recipients. Nothing else is new.

Instructions

Remove entire 2580. section and replace with attached pages which are being reissued for technical reasons.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MG:d

Attachment

MA
8/10/73

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MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #~~129~~
130

June 7, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Page (6/73)

2281.2 p. 7 (ADC)

Superseded Page

2281.2 p. 7 (ADC) 9/71

Explanation

2281.2 c. 7) - in conformity with a Supreme Court Ruling, the definition of eligibility for ADC for a child whose parent is separated from his family because of military service has been liberalized.

Instructions

Please remove superseded page and replace with attached page as listed above.

This material is effective immediately.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MG:d

Attachment

pph
6/11/73

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #129

May 4, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (5/73) (ADC)

2281.2 p. 2 ✓
2281.2 p. 3 ✓
2281.2 p. 4 ✓
2281.2 p. 4a ✓
2281.3 p. 1 ✓
2281.3 p. 2 ✓
2281.3 p. 3 ✓
2281.3 p. 4 ✓
2281.3 p. 5 ✓
2281.3 p. 6 ✓
2287. -2287.3 ✓
2287.5-2287.6 ✓

Superseded Pages (ADC)

2281.2 p. 2 (1/60)
2281.2 p. 3 (1/60)
2281.2 p. 4 (4/69)
2281.2 p. 4a (4/69)
2281.3 p. 1 (11/70)
2281.3 p. 2 (11/70)
2281.3 p. 3 (11/69)
2281.3 p. 4 (11/70)
2281.3 p. 5 (1/69)
2281.3 p. 6 (11/70)
2287. -2287.3 (7/62)
2287.5-2287.6 (7/62)

Explanation

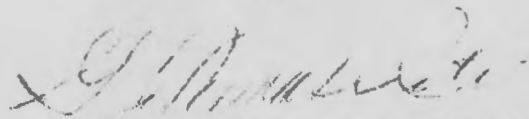
- 2281.2 - describes the action to be taken when mother is unwilling or refuses to give information which might lead to establishing desertion and the financial resources through a support order.
- 2281.3 - has been rewritten to clearly define the responsibilities of each agency in the determination of incapacity.
2287. - clarifies policy on establishing paternity of the child born out of wedlock.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

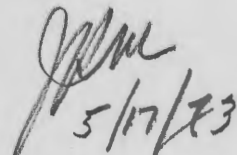
Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MGd

Attachment



SECRET

TOP SECRET

CONFIDENTIAL

Office of the Director, Federal Bureau of Investigation
Washington, D. C. 20535

Reference to (SAC)

Reference to (SAC)

1. On 10/15/64, [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64.

2. On 10/15/64, [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64.

3. On 10/15/64, [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64.

4. On 10/15/64, [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64. [redacted] advised that [redacted] had been observed at [redacted] on 10/14/64.

G. J. [redacted]
Director of [redacted]

CONFIDENTIAL

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #128

February 21, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages</u>	<u>Superseded Pages</u>
✓ 2270. - 2271.2	2270. - 2271.2 (4/69)
✓ 2273. - 2273.3 (ADC)	2273. - 2273.3 (ADC) (4/69)

Explanation

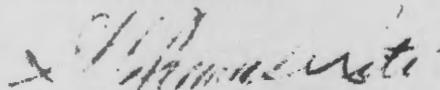
2270.1: Note - provides the change in regulations necessitated by the decision of the Supreme Court in the Philpott Et Al. v. Essex County Welfare Board case re: retroactive Social Security payments.

Instructions

Remove superseded section and replace with attached pages as listed above.

This material is effective February 1, 1973.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GM:MG:d

Attachment

MEMORANDUM FOR THE BOARD OF DIRECTORS

February 10, 1954

TO: BOARD OF DIRECTORS

Re: Report on the progress of the work of the Board of Directors during the period from January 1, 1953, to January 31, 1954.

1. Financial Statement

2. Report of the Treasurer

3. Report of the Secretary

4. Report of the Board of Directors

5. Report of the Board of Directors

The Board of Directors has reviewed the financial statement and the report of the Treasurer and the report of the Secretary and has approved the same. The Board of Directors has also reviewed the report of the Board of Directors and has approved the same.

6. Report of the Board of Directors

The Board of Directors has reviewed the financial statement and the report of the Treasurer and the report of the Secretary and has approved the same. The Board of Directors has also reviewed the report of the Board of Directors and has approved the same.

Sincerely yours,

W. W. [Name]

W. W. [Name]

W. W. [Name]

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #127

February 5, 1973

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages</u>	<u>Superseded Pages</u>
✓ 2286. Entire Section	2286. (8/71) Entire Section

Explanation

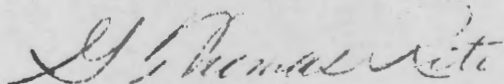
2286. - Employment and Training has been completely rewritten to conform with the Talmadge Amendment which requires that every individual, unless specifically exempt, shall personally register for manpower services, training and employment, as an eligibility requirement.

Instructions

Remove superseded section and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,



G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MG:d

Attachment

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 4127

February 5, 1973

TO COUNTY WELFARE BOARD

Attached is one copy of revised material for the Manual of Administration. Draft copies are being furnished in separate cover.

Subscribed Pages

Attached Pages

2288 (8/71) Public Section

2288, Public Section

Explanation

Employment and Training has been completely revised to conform with the Public Section which reflects that every individual unless specifically exempt shall normally register for manpower services, training and employment as an eligibility requirement.

Instructions

Please subscribed section and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,

G. Thomas Pitt, Acting Director
Division of Public Welfare

GTR:MJD

Attachment

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 126

December 27, 1972

PROPERTY OF
RECEIVED

JAN 2 1973

Division of State Library
Archives and History
Trenton, N. J.

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (12/72)

- ✓ General Table of Contents p. iii
- ✓ 2400. Table of Contents
- ✓ 2400.-2401.1 (ADC)
- ✓ 2400.-2401.1
- ✓ 2822.1-2822.3
- ✓ 2822.3-2822.5
- ✓ 2900. Table of Contents (i)
- ✓ 2900. Appendix - Table of Contents
- ✓ 2900. Appendix VI (p. 6)

Superseded Pages

- General Table of Contents p. iii (1/69)
- 2400. Table of Contents (11/70)
- 2400.-2401.1 (ADC) (11/70)
- 2400.-2401.1 (11/70)
- 2822.1-2822.3 (5/72)
- 2822.3-2822.5 (5/72)
- 2900. Table of Contents (1/69)
- 2900. Appendix - Table of Contents (9/68)
- 2900. Appendix VI (p. 6) (11/72)

Explanation

- 2400. - has been expanded to include Medical Assistance and Health Services.
- 2401.3 - alerts CWB to the potential availability of other resources for medical care and health services.
- 2823. - updates the Special Age-72 benefit provision.
- 2900. Appendix VI p. 6 - corrects a typographical error in Transmittal Letter 125.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,

G. Thomas Riti
G. Thomas Riti, Acting Director
Division of Public Welfare *J.P.*

GTR:MGp

Attachment

State of New Jersey
 Department of Institutions and Agencies
 Division of Public Welfare
 Trenton 08625

MANUAL OF ADMINISTRATION
 TRANSMITTAL LETTER #125

2910-2918.4

November 17, 1972

TO: COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (11/72)</u>	<u>Superseded Pages</u>
✓2000.-2003.1 (ADC)	✓2000.-2003.1 ADC (1/60)
✓2004.11-2004.15	2004.11-2004.15 (11/70)
✓2004.11-2004.15 (ADC)	2004.11-2004.14 ADC (1/60)
✓2115.2 (ADC) page 2	✓2115.2-2115.3 ADC (6/72)
✓2115.2 page 2	2115.2-2115.3 (6/72)
✓2115.2-2115.3	✓2116.-2116.2 (6/72)
✓2115.2-2115.3 (ADC)	2115.2-2115.3 ADC (6/72)
✓2116.-2116.2 (ADC)	✓2116.3-2118.1 ADC (6/70)
2116.-2116.2	2116.3-2118.1 (6/72)
2116.2-2116.5	2118.1-2118.2 (6/72)
2116.2-2116.5 (ADC)	2118.1-2118.2 ADC (6/72)
2117.-2117.3 (ADC)	2118.2-2119. ADC (2/72)
2117.-2117.3	2118.2-2119. (2/72)
2118.-2118.2	-----
2118.-2118.2 (ADC)	-----
2118.2-2119. (ADC)	-----
2118.2-2119.	-----
<i>gm</i> ✓2910. (Entire Section)	2910. (Entire Section)
✓2920. (ADC)	2920. ADC (9/67)
✓2920.	2920. (9/67)
✓2900. Appendix I p. v, vi	2900. Appendix I, p. v, vi (10/59)
✓2900. Appendix I, p. vii, viii	2900. Appendix I, p. vii, viii (4/70)
✓2900. Appendix VI (Entirety)	2900. Appendix VI (9/67)
✓2900. Appendix VI Attachment #1	2900. Appendix VI Attachment #1 (6/67)
✓2900. Appendix VIA	

Explanation

The material in this letter incorporates Circular Letters 72-2-2; 72-3-3; 72-3-6 and Informational Transmittal #39. Among other changes, please note the following:

2004.14 states that a client has the right to request an administrative review by the local agency.

November 17, 1972

- 2115.2f prescribes specific agency requirements in respect to informing the client of his right to Fair Hearing at time of Application.
2910. clarifies term "Agency decision" particularly in respect to actions taken by Medical Review Team.
- 2911.2 describes specific notification requirements.
- 2900 Appendix VI has been completely revised including a new Attachment #1. Attachment #2 is retained.
- 2900 Appendix VI Attachment #1 - (PA-15 and PA-16) are new mandatory forms for Notice of Intention to Reduce and Notice of Intention to Terminate which CWB shall reproduce.
- 2900 Appendix VI A - Fair Hearing Monitoring and Implementing Procedures are mandatory.
- Until such time as PA-15 and PA-16 forms are reproduced, the current format being used by CWB for notice of termination, reduction, suspension and denial will be accepted for purposes of implementing the Monitoring system. A standard form for notice of denial and suspension will be forwarded at a later date.

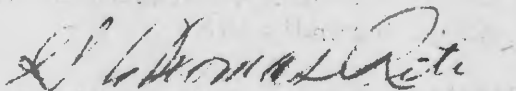
Further clarification will be provided in a subsequent transmittal in respect to the procedures relating to the State funded programs (AFWP and MAA).

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,


G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MGd

Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 124

June 28, 1972

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration.
Staff copies are being forwarded under separate cover.

Attached Pages

2100.-Table of Contents (i) (ii)
2100. to 2120. (Entire Section)
2630.-2631.2 (ADC)

Superseded Pages

2100.-Table of Contents (i) (ii) 1/69
2100. to 2120. (Entire Section)
2630.-2631.2 (ADC) 4/69

Explanation

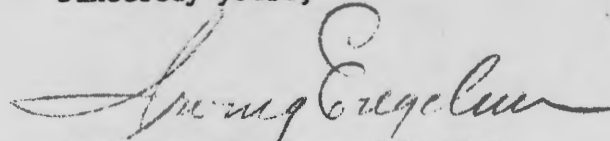
2101., 2102., 2103. and the entire section of 2110. have been updated and revised to conform with the concept of separation and simplified eligibility in the application process. 2631. - deletes references to unemployment and insufficient income as they relate to eligibility for ADC which should have been included in the material for deletion issued in Transmittal Letter #116.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGd

Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 123

June 9, 1972

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages

2870.-2872.
2800. Appendix V
2800. Appendix VA
2800. Appendix VB

Superseded Pages (6/67)

2870.-2872.
2300. Appendix V
2300. Appendix VA
2300. Appendix VB

Explanation

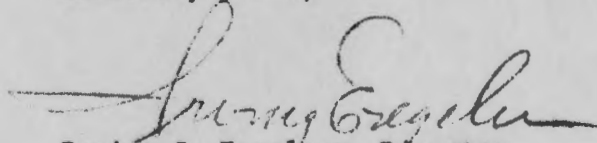
The Agreement of Cooperation between the New Jersey Rehabilitation Commission and the Division of Public Welfare has been updated to conform with current policy for meeting medical and health needs.

Instructions

Remove superseded pages with the exception of forms PA-13 and PA-14 and replace with attached pages as listed above. Please make note that the only new form is the sample Application for Vocational Rehabilitation (SR-5).

This material is effective immediately.

Sincerely yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGd

Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 122

May 5, 1972

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separated cover.

Attached Pages

2820.-2821.2 (ADC)
Entire 2820. Section

Superseded Pages

2820.-2821. (11/65) (ADC)
Entire 2820. Section (5/67)
2800. Appendix II
2800. Appendix IIA

Explanation

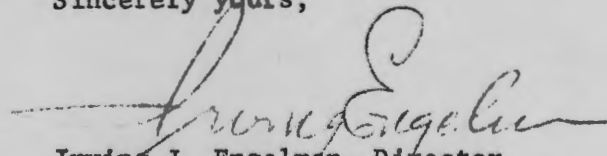
Section 2820. - Retirement, Survivors and Disability Insurance, has been up-dated in conformity with Social Security regulations. SSA-1610 (5/67) is obsolete; SSA-1610 (9/71) is now to be used by County Welfare Boards. However, this form is not available in sufficient quantity for insertion in the Manual of Administration at this time.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Sincerely yours,


Irving J. Engelman, Director
Division of Public Welfare

LJE:MGd

Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 121

January 3, 1972

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration.
Staff copies are being forwarded under separate cover.

Attached Page 1/72
2980.-2981.1

Superseded Page 9/71
2980.-2981.1

Explanation

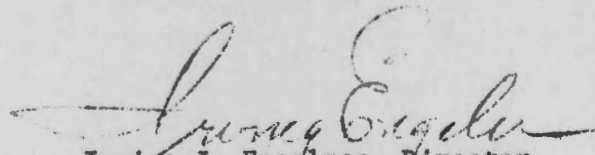
2980. - incorporates Circular Letter No. 71-10-3 into the Manual of
Administration.

Instructions

Remove superseded page and replace with page as listed above.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

LJE:MGD

Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 120

November 8, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages 11/71

2993.1-2994.1
2994.1-2994.3
2994.3-2994.5
2994.5-2994.6

Superseded Pages 9/68

2993.1-2994.1
2994.1-2994.3
2994.3-2994.5
2994.5-2994.6

Explanation


- 2993.1 and 2994.1 and .2 - have been revised to conform with new procedures for notification to vendors of their obligation to comply with Title VI of the Civil Rights Act of 1964.
- 2993.2 - changes the responsibility for an on-site Title VI compliance review of licensed nursing homes from the Division of Public Welfare to the Department of Health.
- 2994.5 c. - adds the State Division of Medical Assistance and Health Services to the list of agencies to which county welfare boards shall afford full cooperation in the investigation of complaints of discrimination.

Instructions

Remove superseded pages and replace with pages as listed above.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 119

September 1, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of new material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages - 9/71

2003.2
2003.2-2004.
2004.1-2004.4
2281.2 p.7 (ADC)
Chapter 2800, Table of Contents iv, v
2880. Entire Section
Chapter 2900, Table of Contents iii, iv
2980. Entire Section
2900. Appendix III

Superseded Pages

2003.2-2004.2 1/69
2004.3-2004.4 4/68
--
2281.2 p.7 (ADC) 6/69
Chapter 2800, Table of Contents iv, v 1/69
2880. Entire Section
Chapter 2900, Table of Contents iii,iv 1/69
2980. Entire Section
2900. Appendix III 6/65

Explanation

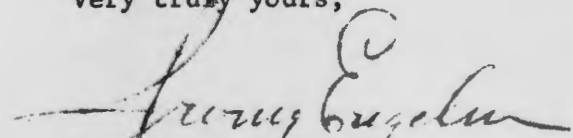
2003. - specifically defines the public assistance programs available in New Jersey.
- 2281.2 c.7) - deletes reference to insufficient income which was inadvertently omitted in Transmittal Letter 116.
2882. - reorganizes and clarifies previously issued material on services and programs of BCS.
2883. - defines the relationships between the Bureau of Children's Services District Offices and the County Welfare Boards.
2980. - is revised in its entirety. We suggest that you review this material carefully since there have been several important changes.

Instructions

Remove superseded pages and replace with pages as listed above.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

LJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 118

August 23, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of new material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages</u>	<u>Superseded Pages</u>
2253.2 p.3	2253.2 p.3 11/70
2253.2 p.3 (ADC)	2253.2 p.3 (ADC) 11/70
2253.2 p.4 (ADC)	--
2253.2 p.4	--
2254.1 p.1 (ADC)	2254.1 p.1 (ADC) 6/62

Explanation

2253.2 d. - defines an Intermediate Care Facility and changes reference to Financial Assistance Manual.

Instructions

Remove superseded pages and replace with pages as listed above. Insert page 2253.2 p.4 directly opposite buff page 2253.2 p.4.

This material is effective immediately.

Very truly yours,

Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #117

August 11, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (8/71)</u>	<u>Superseded Pages</u>
General Table of Contents i, ii	General Table of Contents i, ii (1/69)
0000. -0001.4	0000. -0002.1 (2/59)
0002. -0003.4	0002.2-0003.5 (2/59)
0003.4-0003.6	0003.5-0004. (2/59)
0004. -0006.1	0004.1-0006. (2/59)
0006.2-0007.	--
2010. -2014.2 (ADC)	"intentionally deleted" (1/60)
2010. -2014.2	--
2286. -2286.2 (ADC)	2286. -2286.2 (3/70) (ADC)
2600. -2602.1 (ADC)	2600. -2602.1 (6/71) (ADC)

Explanation

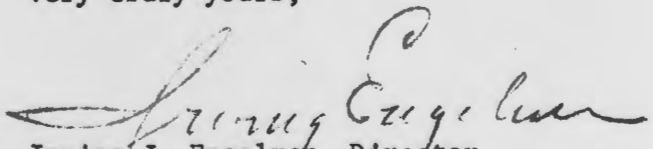
0000. - "Information on the Manual" has been clarified and updated.
0006. - revises the availability of manuals in conformity with Federal regulations.
2010. - defines the separation of financial assistance and social services.
2286. and 2602. - delete references to unemployment and insufficient income which were inadvertently omitted in Transmittal Letter 116.

Instructions

Remove superseded pages and replace with pages as listed above. Page 0006.2-0007. immediately follows 0004.-0006.1. Insert 2010. -2014.2 immediately following buff page 2010. -2014.2.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #116

June 28, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached copies (4/71)

2280.2
2281. -2281.1
2330.2-2330.4
2600. -2602.1

Superseded Pages

2280.2 (1/69)
2281. -2281.1 (1/69)
2330.2-2330.4 (4/69)
2600. -2602.2 (3/69)

Explanation

Public Law 1971, Chapter 210, effective June 30, 1971, necessitates deleting those sections of the Manual of Administration which relate to eligibility for ADC in situations where such children are living with both parents and eligibility is based upon the unemployment of the father or the insufficient earnings of the parents.

Instructions

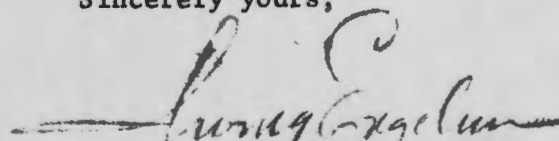
Remove superseded pages and replace with pages as listed above.

Remove and destroy the following pages:

2281.4 p.1, p.2, p.3
2281.5

This material is effective June 30, 1971.

Sincerely yours,



Irving J. Engelman, Director
Division of Public Welfare

LJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 115

April 1, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (4/71)

Chapter 2200, Table of Contents (ii)
Chapter 2200, Table of Contents (iii)
2220. -2221.3 (ADC)
2220. -2221.3
2221.3 p.1
2221.3 p.1 (ADC)
2221.3 p.2 (ADC)
2221.3 p.2
2221.3-2221.4
2221.3-2221.4 (ADC)
2222. -2225.3 (ADC)
2222. -2225.3
2225.3-2225.4
2225.4 p.1
2225.4 p.2
2225.5-2225.6
2228. -2228.2
2228.3 p.1
Chapter 2500, Table of Contents (i)
2530.

Superseded Pages

Chapter 2200, Table of Contents (ii) 11/70
Chapter 2200, Table of Contents (iii) 6/69
2220. -2221.2 8/69 (ADC)
2220. -2221.2 8/69
2221.3 p.1 8/69
2221.3 p.1 8/69 (ADC)
2221.3 p.2 8/69 (ADC)
2221.3 p.2 8/69
2221.3 p.3 8/69
2221.3 p.3 8/69 (ADC)
2221.3-2222. 8/69 (ADC)
2221.3-2222. 8/69
2225. -2225.3 1/69
2225.3-2225.4 11/70
2225.4 11/70
2225.4-2225.6 11/70
2228. -2228.2 8/69
2228.3 p.1 8/69
Chapter 2500, Table of Contents (i) 12/69
None

Explanation

All of the revisions in section 2220. clarify the definition of the term "residence" in determining eligibility for public assistance.

2225.3 a. 2) - establishes additional policy on county responsibility in respect to change of county residence.

2228. - defines very specifically the eligibility of recipients who leave New Jersey.

2530. - states what is meant by the term "suspended grant."

Transmittal Letter 115
TO COUNTY WELFARE BOARDS

April 1, 1971

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 115

Instructions

Remove superseded pages and replace with pages as listed above. Remove and destroy ADC insert page 2225. -2225.3 (11/70). Insert page 2530. following page 2520. -2520.2.

This material is effective immediately.

Very truly yours,

G. Thomas Riti
G. Thomas Riti, Acting Director
Division of Public Welfare

GTR:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 114

March 1, 1971

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages 3/71

2101.13-2101.15

2101.15-2101.19

Chapter 2200 Table of Contents (iv)

2237.5-2238.1

2238.2-2238.3

2238.4

2200 Appendix XIII

Superseded Pages

2101.13-2101.15 3/63

2101.15-2101.19 6/69

Chapter 2200 Table of Contents (iv) 11/70

2237.5 11/70

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Explanation

2101.15 b. - has been revised to clarify the definition of "parent-person" in relation to the out of wedlock child.

2238. - is a new section concerned with the policy and payment allowances for diagnostic examination services.

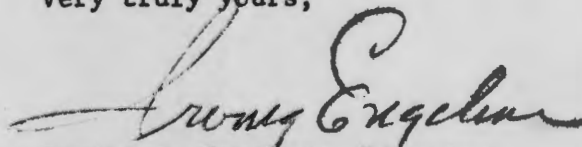
2200 Appendix XIII - lists professional fees for specialty evaluations and medical diagnostic studies.

Instructions

Remove superseded pages and replace with pages as listed above. Insert new pages in consecutive order. Insert 2200 Appendix XIII immediately following 2200 Appendix XII.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER 11A

March 1, 1971

TO COUNTY HEALTH BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Each section is being forwarded under separate cover.

Revised Pages	Appendix Pages
1101.13-1101.13.262	1101.13-1101.13
1101.13-1101.13.263	1101.13-1101.13
Chapter 1100 Table of Contents (iv)	Chapter 1100 Table of Contents (iv)
1100.13.1170	1100.13-1100.13
--	--
--	--
--	1100 Appendix XIII

Explanation

1101.13.26 - has been revised to clarify the definition of "parent-physician" in relation to the out of medical child.

1100.13.1170 - is a new section concerned with the policy and payment allowances for diagnostic examination services.


1100 Appendix XIII - lists professional fees for specialty evaluations and medical diagnostic studies.

Instructions

Have separated pages and replace with pages as listed above. Insert new pages in consecutive order. Insert 1100 Appendix XIII immediately following 1100 Appendix XII.

This material is effective immediately.

Very truly yours,


Irving L. Engelman, Director
Division of Public Welfare

HE:WJ
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #113

November 30, 1970

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages 11/70

2004.5-2004.10
2004.11-2004.14
Chapter 2200, Table of Contents (ii)
Chapter 2200, Table of Contents (iv)
Chapter 2200, Table of Contents (v)
2214.2-2215.3
2216. -2217.2 (ADC)
2221.3-2222. (reissued)]
2225. -2225.3
2225. -2225.3 (ADC)
2225.3-2225.4
2225.4
2225.4-2225.6
2225.6-2225.7
2225.8
2225.8-2225.9
2225.8-2225.9 (ADC)
2226. -2226.1 (ADC)
2228.3 p.3
2228.4-2228.6
2230. -2232.2
2234.3 p.1
2234.3 p.2
2234.3 p.3
2235.1-2235.2
2237.3-2237.5
2237.5
2240. -2242.1
2242.2-2243.1
2242.2-2243.1 (ADC)
2243.1
2243.1-2245.
2250. -2250.1 (ADC)
2250. -2250.1
2250.1-2251.1
2250.1-2251.1 (ADC)]
2251.1 (ADC)

Superseded Pages

2004.5-2004.10 2/59
2004.11-2004.14 7/63
Chapter 2200, Table of Contents (ii) 8/69
Chapter 2200, Table of Contents (iv) 6/69
Chapter 2200, Table of Contents (v) 1/69
2214.2-2215.3 1/69
2216. -2217.2 (ADC) 8/69
2221.3-2222. 8/69
2225. -2225.3 (ADC) 3/63
2225. -2225.3 1/69
2225.3-2225.4 4/59
2225.4 5/62
2225.4-2225.6 7/63
2225.9 5/62
2225.9-2225.10 7/63
2225.9-2225.10 (ADC) 7/63
2226. 2226.1 (ADC) 1/60
2228.3 p.3 8/69
2228.4-2228.6 11/62
2230. -2232.2 6/69
2234.3 p.1 6/69
2234.3 p.2 6/69
2234.3 p.3 6/69
2235.1-2235.2 6/69
2237.3-2237.5 6/69
2237.5 6/69
2240. -2242.1 7/63
2242.2-2243.1 7/63
2242.2-2243.1 (ADC) 1/60
2243.1 7/63
2243.1-2245. 7/63
2250. -2250.1 (ADC) 7/63
2250.1 p.1 7/66
2250.1 p.2 7/66
2251. -2251.1 (ADC) 1/60

2251.1	2251. -2251.1 8/59
2251.1-2251.2	2251.1-2251.2 8/59
2253.1-2253.2 (ADC)	2253.1 (ADC) 1/69
2253.1-2253.2	2253.1 7/66
2253.2 p.1	2253.1-2253.2 7/66
2253.2 p.1 (ADC)	2253.1-2253.2 p.1 (ADC) 1/69
2253.2 p.2 (ADC)	2253.2 p.2 (ADC) 6/62
2253.2 p.2	2253.2 p.2 12/69
2253.2 p.3	2253.2 p.3 12/69
2253.2 p.3 (ADC)	2253.2 p.3 (ADC) 6/62
2281.3 p.1 (ADC)	2281.3 p.1 (ADC) 1/69
2281.3 p.2 (ADC)	2281.3 p.2 (ADC) 1/69
2281.3 p.4 (ADC)	2281.3 p.4 (ADC) 1/69
2281.3 p.6 (ADC)	2281.3 p.6 (ADC) 1/69
2284.4-2284.7 (ADC)	2284.4-2284.7 (ADC) 9/68
22XX. -22XX.3	22XX. -22XX.3 7/63
22XX.3-22XX.4	22XX.3-22XX.4 7/63
22XX.5-22XX.7	22XX.5-22XX.7 7/63
22XX.8	22XX.8 7/63
Chapter 2300, Table of Contents (i)	Chapter 2300, Table of Contents (i) 9/68
2360. -2362. (ADC)	2360. -2365. (ADC) 9/68
Chapter 2400, Table of Contents	Chapter 2400, Table of Contents 7/66
2400. -2401.1 (ADC)	2400. -2404. (ADC) 1/61
2400. -2401.1	Entire Chapter 2400
2401.1-2402.	
2400, Appendix, Table of Contents	2400, Appendix, Table of Contents 4/68
2400. Appendix I	2400. Appendix I, II, III, IV
Chapter 2600, Table of Contents (ii)	Chapter 2600, Table of Contents (ii) 1/69
2624. -2627.	2624. -2627. 6/65
2629. -2629.2 p.1 (ADC)	2629. -2629.2 p.1 (ADC) 6/62
2631.2-2631.3 (ADC)	2631.2-2631.3 (ADC) 1/69
2631.3 p.1 (ADC)	2631.3 p.1 (ADC) 1/69
2712.	2712. 6/70
2720. -2720.11	2720. -2720.12 1/69
2720.12-2720.15	2720.12-2720.15 1/69
2750. -2750.3	2750. -2750.3 10/67
2982.4-2983.	2982.4-2983. 6/65
2983. -2984.1	2983. -2984.1 11/70

Explanation

The Manual of Administration has been extensively revised in order to delete or correct words, phrases, sections and procedures relating to medical services which have been made obsolete by the advent of the State Medicaid program, January 1, 1970. We suggest you examine the material carefully especially noting all revisions emphasized by a vertical line in the left-hand margin.

Transmittal Letter #113

November 30, 1970

Instructions

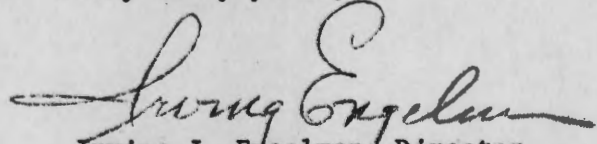
Remove superseded pages and replace with pages as listed above.

Remove and destroy the following pages:

2225.6-2225.7 7/63
2253.2 p.4 12/69
2253.2 p.5 12/69
2253.2 p.5 (ADC) 11/62
2253.2 p.6 (ADC) 6/62
2253.2 p.6 6/62
2253.2 p.7 1/69
2570. Entire Section, including ADC pages
2600. Appendix Table of Contents 6/62
2600. Appendix I (PA-4A) 6/62
2700. Appendix I and IA

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #112

October 9, 1970

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages 10/70

2111.2-2112.
2112.1
2112.1-2112.2
2112.1-2112.2 (ADC)
2113. -2113.2 (ADC)
2113. -2113.2
2227. -2227.2
2227.2 p.1
2227.2 p.2
2227.2 p.4 (ADC)
2227.2 p.4
2227.2 p.5
2227.2 p.5 (ADC)
2227.2 p.6 (ADC)
2227.2 p.6
2227.2 p.7
2227.2 p.7 (ADC)
2227.2 p.8 (ADC)
2227.2 p.8
2227.4 p.1 (ADC)

Superseded Pages

2111.2-2112. (1/69)
2112.1 (8/69)
2112.1-2112.3 (1/69)
2112.1-2112.3 (9/60) ADC
2113. -2113.2 (9/60) ADC
2113. -2113.2 (1/69)
2227. -2227.2 (8/69)
2227.2 p.1 (8/69)
2227.2 p.2 (4/69)
2227.2 p.4 (1/60) ADC
2227.2 p.4 (7/63)
2227.2 p.5 (7/63)
2227.2 p.5 (1/60) ADC
2227.2 p.6 (3/69) ADC
2227.2 p.6 (4/59)
2227.2 p.7 (4/59)
2227.2 p.7 (1/60) ADC
--
--
2227.4 p.1 (1/60) ADC

Explanation

2111. - limits registration of referrals from BIS to one working day in specified situations.
2112. - deletes necessity for an official discharge from a mental institution as an eligibility requirement.
2112. and 2227. - defines the policy and procedure established in processing an applicant for public assistance who is being released from a mental institution. These sections spell out the respective responsibilities of BIS and CWB and incorporate the legal requirement that a Disability Assistance applicant released directly from a State mental hospital to an Approved Boarding Home for Sheltered Care will be considered a resident (for purposes of registration of application and chargeability for county share) of that county in which he resided immediately prior to his last admission to the institution.

Transmittal Letter #112

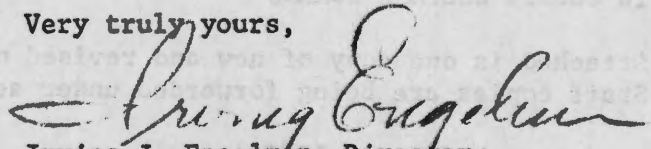
October 9, 1970

Instructions

Please remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

LJE:MGK
Attachment

3117.4 p.1 (ADD)	3117.4 p.1 (ADD)
3117.3 p.1 (ADD)	3117.3 p.1 (ADD)
3117.2 p.1 (ADD)	3117.2 p.1 (ADD)
3117.1 p.1 (ADD)	3117.1 p.1 (ADD)
3116.4 p.1 (ADD)	3116.4 p.1 (ADD)
3116.3 p.1 (ADD)	3116.3 p.1 (ADD)
3116.2 p.1 (ADD)	3116.2 p.1 (ADD)
3116.1 p.1 (ADD)	3116.1 p.1 (ADD)
3115.4 p.1 (ADD)	3115.4 p.1 (ADD)
3115.3 p.1 (ADD)	3115.3 p.1 (ADD)
3115.2 p.1 (ADD)	3115.2 p.1 (ADD)
3115.1 p.1 (ADD)	3115.1 p.1 (ADD)
3114.4 p.1 (ADD)	3114.4 p.1 (ADD)
3114.3 p.1 (ADD)	3114.3 p.1 (ADD)
3114.2 p.1 (ADD)	3114.2 p.1 (ADD)
3114.1 p.1 (ADD)	3114.1 p.1 (ADD)
3113.4 p.1 (ADD)	3113.4 p.1 (ADD)
3113.3 p.1 (ADD)	3113.3 p.1 (ADD)
3113.2 p.1 (ADD)	3113.2 p.1 (ADD)
3113.1 p.1 (ADD)	3113.1 p.1 (ADD)
3112.4 p.1 (ADD)	3112.4 p.1 (ADD)
3112.3 p.1 (ADD)	3112.3 p.1 (ADD)
3112.2 p.1 (ADD)	3112.2 p.1 (ADD)
3112.1 p.1 (ADD)	3112.1 p.1 (ADD)
3111.4 p.1 (ADD)	3111.4 p.1 (ADD)
3111.3 p.1 (ADD)	3111.3 p.1 (ADD)
3111.2 p.1 (ADD)	3111.2 p.1 (ADD)
3111.1 p.1 (ADD)	3111.1 p.1 (ADD)

3117.4 - Index registration of records from 3117 to and working day in special and assignments.

3117.3 - defines the policy and procedure established in processing an applicant for public assistance who is being referred from a hospital institution. These sections shall set the respective responsibilities of 3117 and 3118 and incorporate the final requirement that a hospital assistance applicant released directly from a hospital must be considered a total approved candidate for Medicaid care. It will be considered a total candidate for purposes of registration of applications and the resulting for county share of that county in which he resides and finally refer to the institution to the institution.

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

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #111

September 1, 1970

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages 9/70

Superseded Pages

2100. -2101.4	2100. -2101.4 (9/60)
2800. -2801.1	2800. -2802. (1/69)
2802.1-2802.2	2803.1-2803.2 (1/64)
2802.2-2803.	2803.2-2804. (1/64)
2804.1	2805.1 (1/69)
2804.1-2804.2	2805.1-2805.2 (7/67)
2804.2	2805.2 (7/67)
2804.2-2805.	2805.2-2806. (7/67)
2805. p.1	2806. p.1 (1/69)
2805. p.2	2806. p.2 (undated)
2805. p.3	2806. p.3 (1/69)
2805. p.4	2806. p.4 (1/69)
2805. p.5	2806. p.5 (1/69)
2805. p.6	2806. p.6 (1/69)
2805. p.7	2806. p.7 (undated)
2805. p.8	2806. p.8 (undated)
2805. p.9	2806. p.9 (undated)
2805. p.10	2806. p.10 (undated)
2805. p.11	2806. p.11 (undated)
2805. p.12	2806. p.12 (undated)
2806. -2806.2	2807. -2807.2 (1/64)
2806.3	2807.3 (7/67)
2806.4	2807.4 (1/64)
2806.5-2806.9	2807.5-2807.9 p.1 (1/69)
2806.9 p.1	2807.9 p.2 (1/69)
2806.9 p.2	2807.9 p.3 (1/69)
2806.9 p.3	2807.9 p.4 (1/69)
2806.9-2806.10	2807.9-2807.10 (1/64)
2806.10	2807.10 p.2 (1/64)
2807.	2808. (1/64)
2808. -2808.1	2809. -2809.1 (1/69)
2808.1	2809.1 (7/67)
2808.2-2809.	2809.2 (1/69)

Explanation

The attached material incorporates into the Manual of Administration all material previously transmitted as draft by Circular Letter No. 812.

Transmittal Letter #111

September 1, 1970

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #111

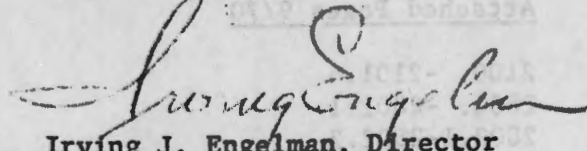
Instructions

September 1, 1970

Please remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

Superseded Pages

1807-2101.4 (1/69)
1807-2801 (1/69)
1807-2803.1 (1/69)
1807-2804.2 (1/69)
1807.1 (1/69)
1807-1-2803.3 (7/67)
1807.2 (7/67)
1807-2-2806 (7/67)
1807.1 (1/69)
1807.2 (1/69)
1807.3 (1/69)
1807.4 (1/69)
1807.5 (1/69)
1807.6 (1/69)
1807.7 (1/69)
1807.8 (1/69)
1807.9 (1/69)
1807.10 (1/69)
1807.11 (1/69)
1807.12 (1/69)
1807-2807.1 (1/69)
1807.3 (7/67)
1807.4 (1/69)
1807-2-2807.8 p.1 (1/69)
1807.9 p.2 (1/69)
1807.9 p.3 (1/69)
1807.9 p.4 (1/69)
1807-9-2807.10 (1/69)
1807.10 p.2 (1/69)
1808 (1/69)
1809-2809.1 (1/69)
1809.1 (7/67)
1809.2 (1/69)

LJE:MGK
Attachment

Attached Pages
1807-2101.4 (1/69)
1807-2801 (1/69)
1807-2803.1 (1/69)
1807-2804.2 (1/69)
1807.1 (1/69)
1807-1-2803.3 (7/67)
1807.2 (7/67)
1807-2-2806 (7/67)
1807.1 (1/69)
1807.2 (1/69)
1807.3 (1/69)
1807.4 (1/69)
1807.5 (1/69)
1807.6 (1/69)
1807.7 (1/69)
1807.8 (1/69)
1807.9 (1/69)
1807.10 (1/69)
1807.11 (1/69)
1807.12 (1/69)
1807-2807.1 (1/69)
1807.3 (7/67)
1807.4 (1/69)
1807-2-2807.8 p.1 (1/69)
1807.9 p.1 (1/69)
1807.9 p.2 (1/69)
1807.9 p.3 (1/69)
1807.9 p.4 (1/69)
1807-9-2807.10 (1/69)
1807.10 (1/69)
1807 (1/69)
1808-2809.1 (1/69)
1809.1 (7/67)
1809-2-2809 (1/69)

Attachment

The attached material incorporated into the Manual of Administration will be previously transmitted as described by Circular Letter No. 211.

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

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #110

July 1, 1970

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

This material is effective immediately.

Attached Pages 7/70

2911.1 -2911.3
2911.3
2911.3-2911.4
2900 Appendix VI pp. 7, 8
2900 Appendix VI p. 9

Superseded Pages

2911.1-2911.4 (10/59)
-
-
2900 Appendix VI pp. 7, 8 (9/67)
-

Explanation

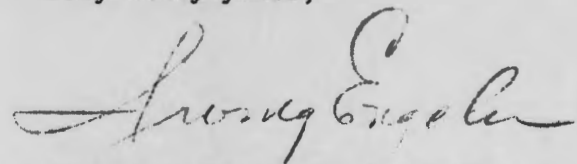
2911.3 - clarifies the new procedure to be followed when notifying clients of any adjustment in grant.

2900 Appendix VI, Complaints, Appeals and Fair Hearings - has been revised to comply with Federal requirements.

Instructions

Remove all superseded pages and replace with attached pages as listed above, inserting new pages in sequence.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

LJE:MGK
Attachment

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

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #108

April 1, 1970

TO COUNTY WELFARE BOARDS

Attached is a copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages - 4/70

2911.5
2911.5 -2911.6
2911.7 -2911.8
2911.9 -2912.3
2912.3 -2912.4
2900 Appendix I (vi)
2900 Appendix I (vii)
2900 Appendix I (viii)

Superseded Pages

2911.5 -2911.6 (10/59)
2911.7 -2911.8 (10/59)
2911.9 -2912.3 (10/59)
2912.3 -2912.4 (10/59)
--
2900 Appendix I (vi) (10/59)
--
--

Explanation

2911.5 - incorporates into the Manual of Administration the required elements of "due process" that must be observed in the proceeding for termination of assistance payments in compliance with the order of the U.S. District Court in Bailey vs. Engelman. (Circular Letter 703)

2900 Appendix I (vii) - suggested format and content for notification letter of intention to terminate assistance

2900 Appendix I (viii) - suggested format and content for notice of termination of assistance

Instructions

Remove superseded pages and replace with attached pages as listed above.

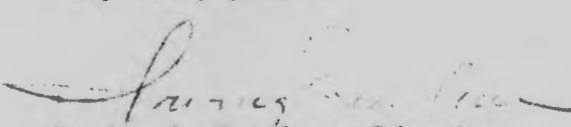
Insert 2900 Appendix I, pages (vii) and (viii) in consecutive order following page (vi).

Pen and Ink Correction

Change numbering - (vii) (10/59) change to (ix).
- (viii) (10/59) change to (x).

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

LJE:MGK
Attachment

State of New Jersey
Department of Institutions and Services
Division of Public Welfare

MANUAL OF ADMINISTRATION
GENERAL LETTER 113

April 1, 1970

TO COUNTY WELFARE BOARDS

Attached is a copy of new and revised material for the Manual of Administration. These copies are being furnished under separate cover.

Revised Pages	Attached Pages - 4/1/70
2011.1 - 2011.2 (10/69)	2011.1
2011.3 - 2011.4 (10/69)	2011.3 - 2011.4
2011.5 - 2011.6 (10/69)	2011.5 - 2011.6
2011.7 - 2011.8 (10/69)	2011.7 - 2011.8
2011.9 - 2011.10 (10/69)	2011.9 - 2011.10
2011.11 - 2011.12 (10/69)	2011.11 - 2011.12
2000 Appendix I (vi) (10/69)	2000 Appendix I (vi)
	2000 Appendix I (vii)
	2000 Appendix I (viii)

Explanation

2011.1 - Incorporated into the Manual of Administration the revised elements of the process that have been observed in the proceeding for revision of administrative practice in compliance with the order of the U.S. District Court in *Baker vs. Carr*. (Revised letter 103)

2000 Appendix I (vii) - suggested format and content for notification letter of intention to terminate assistance.

2000 Appendix I (viii) - suggested format and content for notice of termination of assistance.

Instructions

Remove unattached pages and return with attached pages as listed above. Insert 2000 Appendix I, pages (vii) and (viii) in consecutive order following page (vi).

Fee and Ink Correction

Change numbering - (vii) (10/69) change to (vi).
Change numbering - (viii) (10/69) change to (vii).

This material is effective immediately.

Very truly yours,

Irving J. Fogelman, Director
Division of Public Welfare

LEADER
Attachment

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

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #107

March 2, 1970

TO COUNTY WELFARE BOARDS

Attached is a copy of new and revised material for Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages - 3/70 (ADC)</u>	<u>Superseded Pages (ADC)</u>
2286. -2286.2	2286. -2286.2 (1/69)
2286.2-2286.3	2286.2-2286.3 (1/69)
2560. -2560.2	2560. -2560.2 (8/64)
2560.3	--
2560.3-2560.4	--
2560.4-2562.1	--
2562.1	--
2562.2-2562.4	--
2562.5-2562.6	--
2562.7-2563.1	--
2563.2-2564.1	--
2624. -2627.	2624. -2627. (8/66)
2633. -2633.3	2633. -2633.3 (1/69)
2885.3-2886.	2885.3-2886. (8/64)

Explanation

2286.2 - adds acceptance of training as an eligibility factor for mothers in ADC.

2560. - entire section establishes policy on methods of payment for incompetent recipients in ADC.

2625.3 - changes the competency in ADC from "inapplicable" to "applicable."

2633.1 - adds reference to possibility of incompetency as family life factor.

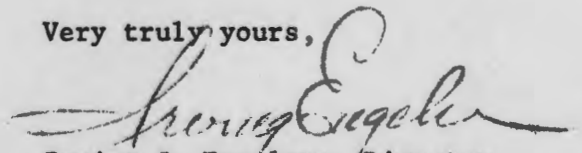
2885.3 - corrects the reference to allow for appropriate adjustment in grant to correspond to changes in need in ADC.

Instructions

Remove superseded pages and replace with attached pages as listed above. All new pages shall be inserted opposite corresponding number on white page.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

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

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #106

February 9, 1970

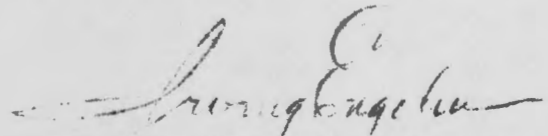
TO COUNTY WELFARE BOARDS

Enclosed is one copy of Part I, Manual of Administration. A limited number of additional copies for selected staff will be forwarded on request.

This Part sets forth the internal organization, functions and responsibilities of the Division of Public Welfare, and is therefore not being distributed on the same basis as Manual material which directly regulates local operations and activities of local staff.

It is recommended that the material be inserted in a separate loose-leaf binder which will permit additions and revisions, and to which all interested persons may have access.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MCK
Attachment

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

MANUAL OF ADMINISTRATION
COMMUNITY WELFARE BOARD

February 2, 1968

TO COUNTY WELFARE BOARDS

Enclosed is one copy of Part D, Manual of Administration. A limited number of additional copies for selected state will be forwarded on request.

This part sets forth the general organization, functions and responsibilities of the Division of Public Welfare, and its various units being developed on the same basis as a general agency which directly regulates local operations and activities of local units.

It is recommended that the material be inserted in a separate letter-head under which will permit additions and deletions, and to which all future correspondence may have access.

Very truly yours,

Richard H. Graham, Director
Division of Public Welfare

LEWIS
Attachments

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #105

December 1, 1969

TO COUNTY WELFARE BOARDS

Attached is a copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages 12/69</u>	<u>Superseded Pages</u>
2253.2 p.2	2253.2 p.2 6/62
2253.2 p.3	2253.2 p.3 6/62
2253.2 p.4	2253.2 p.4 6/62
2253.2 p.5	2253.2 p.5 6/62
2290.-2294.1	2290.-2294.1 10/59
2294.2	2294.2 10/59
-	2200. Appendix III-A
-	2200. Appendix III-B
-	2200. Appendix III-C
-	2200. Appendix III-D
2340.-2344.	2340.-2344. 7/62
2411.2-2411.3	2411.2-2411.3 7/66
Chapter 2500 - Table of Contents (i)	Chapter 2500 - Table of Contents (i) 3/69
2520.-2520.2	2520. 3/69

Explanation

- 2253.2 b. 2) a) (2) - corrects reference to obsolete form.
- 2253.2 b. 2) b) (2) - corrects reference to Form PA-213.
- 2253.2 c. - inserts chapter number to identify where material on Rehabilitation Commission may be found.
- corrects the name of the consultative group from the obsolete title of Medical Service Section.
- 2253.2 d. 1) c) - changes the word "are" to "may" because there are certain situations where residents are not eligible.
- 2290.-2294.1 - brackets inserted to denote deletion of footnote which is no longer necessary.
- 2294.2 - brackets inserted to denote deletion of footnote which is no longer necessary.
- 2340.-2344. - updates form numbers.
- 2411.2 - corrects reference to Categorical Assistance Budget Manual.
- 2520.2 - incorporates into the Manual of Administration the policy previously incorporated into the Categorical Budget Manual, permitting an additional payment to be issued in specified cases of undue hardship.

(over)

December 1, 1969

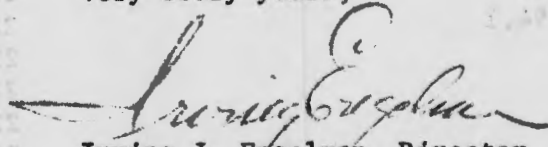
Instructions

Remove superseded pages and replace with attached pages as listed above.

Please remove and destroy 2200. Appendix III-A [Reciprocal Agreement with New York (Old Age Assistance)]; 2200. Appendix III-B [Reciprocal Agreement with Wisconsin (OAA and AB)]; 2200. Appendix III-C [Reciprocal Agreement with Pennsylvania (Assistance for the Blind)]; 2200 Appendix III-C [Reciprocal Agreement with Pennsylvania (Assistance for Dependent Children)]; and 2200. Appendix III-D (2) [Reciprocal Agreement with Delaware (AB)] which are now obsolete.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #104

August 25, 1969

TO COUNTY WELFARE BOARDS

Attached is a copy of revised and new material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (8/69)</u>	<u>Superseded Pages</u>
2410.12 p.2	2410.12 p.2 6/68
2410.12 p.3	2410.12 p.3 4/68
2400. Appendix II	2400. Appendix II 6/69
2400. Appendix III (i)	2400. Appendix III (i) 3/69
2400. Appendix III (v)	2400. Appendix III (v) 6/69
Chapter 2900. Table of Contents (ii)	Chapter 2900. Table of Contents (ii) 1/69
2956.1-2956.3 (ADC)	--
2956.1-2956.3	--
2956.3	--

Explanation

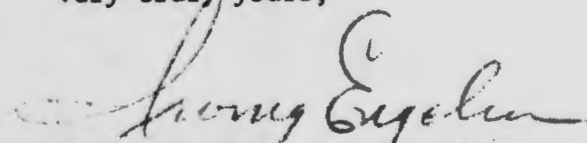
- 2410.12 (e), (5), (6) - add two more conditions under which clinic services may be approved.
- 2410.12 (f) (2) - clarifies allowable fee paid by or for public assistance clients for clinic services in another state.
- 2400. Appendix III - corrects address of Florence Crittenton Mission in Atlantic City.
- 2400. Appendix III - corrects address of West Bergen Mental Health Center and adds the Family Planning Clinic of Lakewood.
- 2956. - incorporates into the Manual of Administration the policy and procedure for reporting criminal offenses to law enforcement authorities.

Instructions

Remove superseded pages and replace with attached pages as listed above. Insert the new pages of 2956. immediately following page 2955.4-2955.5.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08622

JOURNAL OF ADMINISTRATION
MEMORIAL LETTER #104

August 22, 1968

TO COUNTY WELFARE BOARDS

Attached is a copy of revised and new material for the Journal of Administration. Draft copies are being forwarded under separate cover.

Revised Pages

2410.12 p. 3
2410.12 p. 3
2400, Appendix II
2400, Appendix III (i)
2400, Appendix III (v)
Chapter 2900, Table of Contents (ii)
--
--
--

Revised Pages (8/75)

2410.12 p. 3
2410.12 p. 3
2400, Appendix II
2400, Appendix III (i)
2400, Appendix III (v)
Chapter 2900, Table of Contents (ii)
2925.1-2925.3 (ADD)
2925.1-2925.3
2925.3

Explanation

- 2410.12 (a), (2), (8) - add two more conditions under which clinic services may be approved.
- 2410.12 (2) (5) - clarify allowable fee paid by or for public assistance clients for clinic services in another state.
- 2400, Appendix III - correct address of Florence Crittenton Hospital in Atlantic City.
- 2400, Appendix III - correct address of West Bergen Mental Health Center and add the Family Planning Clinic at Lakewood.
- 2925 - incorporate into the Journal of Administration the policy and procedure for reporting criminal offenses to law enforcement authorities.

Instructions

Remove superseded pages and replace with attached pages as listed above. Insert the new pages of 2925. Immediately following page 2925.4-2925.5. This material is effective immediately.

Very truly yours,

Irving J. Krasman, Director
Division of Public Welfare

138-1000
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #103

August 25, 1969

TO COUNTY WELFARE BOARDS

Attached is a copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages 8/69</u>	<u>Superseded Pages</u>
2112.1 p.2 (ADC)	2112.1 p.2 (ADC) 1/69
2112.1	2112.1 9/60
2113.2-2113.4	2113.2-2113.4 1/69
2113.2-2113.4 (ADC)	2113.2-2113.4 (ADC) 9/60
Table of Contents 2200 p.ii	Table of Contents 2200 p.ii 1/69
Table of Contents 2200 p.vi	Table of Contents 2200 p.vi 2/62
2220.-2221.2 (ADC)	2220.-2221.1 (ADC) 1/60
2220.-2221.2	2220.-2221.1 7/63
2221.3 p.1 (ADC)	2221.1-2221.2 (ADC) 7/63
2221.3 p.2	2221.3 p.1 7/63
2221.3 p.3 (ADC)	2221.3 p.2 (ADC) 7/63
2221.3-2222.	2221.3 p.3 7/63
--	2221.3 p.4-2221.4 (ADC) 7/63
--	2222.-2224.1 7/63
2225.-2225.3 (ADC)	2225.-2225.3 (ADC) 3/63
2227.-2227.2 (ADC)	2227.-2227.2 (ADC) 1/60
2227.-2227.2	2227.-2227.2 7/63
2228.-2228.2	2228.-2228.2 4/59
2228.3 p.1	2228.2-2228.3 12/64
2228.3 p.1 (ADC)	2228.2-2228.3 (ADC) 1/60
2228.3 p.2	2228.3 p.1 11/62
2228.3 (ADC)	2228.3 p.2 (ADC) 1/60
--	Entire 2229. Section
2272.6	Reverse of 2272.5
Table of Contents 2200 Appendix (i)	Table of Contents 2200 Appendix (i) 10/67
2200 Appendix II	2200 Appendix II 4/59
2890.4-2890.6	2890.4-2890.6 1/69

Explanation

The Manual of Administration has been revised in accordance with Circular Letter No. 642, which invalidated "duration of residence" as an eligibility requirement for public assistance.

Many deletions were required which necessitated changes in the page numbering.

Transmittal Letter #103

August 25, 1969

Please take particular notice of the following new material:

2221.1 - defines the term "resident."

2222. - clarifies policy on returning an individual to his state of origin.

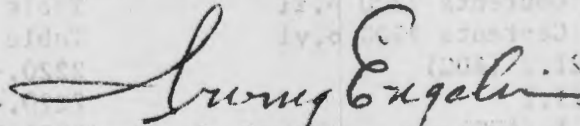
2272. - Reciprocal Agreements with other states have been deleted but policy pertaining to assets and burial costs of recipients who have received assistance in more than one state has been retained in 2272.6.

Instructions

Remove all superseded pages and replace with attached pages as listed above. Please note that several superseded pages have no replacement.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #102

June 25, 1969

TO COUNTY WELFARE BOARDS

Attached is a copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (6/69)

2200. Table of Contents (iii, iv)
2227.2 p.3
2230.-2232.2 (ADC)
2230. (Entire Section)
2200. Appendix IV

Superseded Pages

2200. Table of Contents (iii, iv) 1/69
2227.2 p.3 7/63
2230.-2232.2 (ADC) 1/60
2230. (Entire Section)
2200. Appendix IV 8/64

Explanation

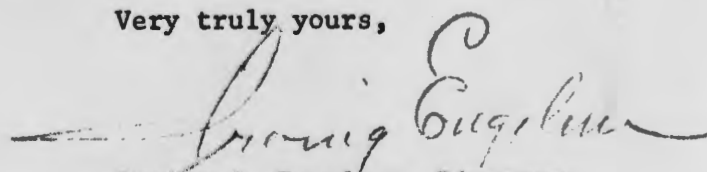
- 2227.2 d. - clarifies the role of the Bureau of Institutional Services in the cooperative planning with institutional authorities for the return of a patient to the community when such person is in need of public assistance. It also deletes the PA-5 as a routine form to be completed by the institution.
2230. - is reissued in its entirety. We suggest that you examine the material carefully. Although many pages merely update form numbers, delete obsolete material, and substitute "Medical Review Team" for "Medical Service Section" there have been several important revisions, specifically the following:
2232. - describes policy and procedure to be followed when immediate financial need is indicated; and
2235. - permits the acceptance of an abstract of the hospital record in lieu of PA-5 if the applicant has been hospitalized within three (3) months.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08646

MANUAL OF ADMINISTRATION
GENERALIST, PART I-102

June 22, 1969

TO COUNTY WELFARE BOARDS

Attached is a copy of revised material for the Manual of Administration. Copy
copies are being forwarded under separate cover.

2100, Appendix IV	2100, Appendix IV
2200, (Public Section)	2200, (Public Section)
2300--2302, (ADC)	2300--2302, (ADC)
2400, p. 3	2400, p. 3
2500, Table of Contents (11, 12)	2500, Table of Contents (11, 12)
2600, Table of Contents (13, 14)	2600, Table of Contents (13, 14)
2700, p. 3	2700, p. 3
2800, Appendix IV	2800, Appendix IV

Instruction

2100, 2. d. - Clarifies the role of the Bureau of Institutional Services in the
cooperative planning with institutional authorities for the return of
a patient to the community when such return is in the best of public interest.
It also deletes the 21-3 as a routine form to be completed by
the institution.

2200, - is retained in its entirety. We suggest that you examine the material
carefully. Although many pages merely update form numbers, a few
changes are made, and a new "Medical Review Form" for "Medical
Service Section" there have been several important revisions, especially
in the following:

2300, - describes policy and procedure to be followed when immediate clinical
need is indicated; and

2400, - permits the acceptance of an applicant of the hospital record in lieu
of 24-3 if the applicant has been hospitalized within three (3) months.

Instruction

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,

Irving J. Engelmann, Director
Division of Public Welfare

ALBION
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #101

June 20, 1969

TO COUNTY WELFARE BOARDS

Attached is one copy of new or revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (5/69)</u>	<u>Superseded Pages</u>
2101.15-2101.19 (ADC)	2101.15-2101.19 (ADC) 1/69
2102.2-2103.1	2102.2-2103.1 1/69
2281.2 p.7 (ADC)	2281.2 p.7 (ADC) 1/69
2404.	2404. 7/66
2400. Appendix II	Circular Letter 11/63
2400. Appendix III (v)	2400. Appendix III (v) 4/68
2400. Appendix IV (iv)	--
2829.-2829.2 (ADC)	2829.-2829.2 (ADC) 10/67
2800. Appendix Table of Contents	2800. Appendix Table of Contents 12/67
2800. Appendix III-C	--

Explanation

- 2101.15 b. 3), 4) - clarifies the previous statement which interpreted the parent person relationship of a child born out of wedlock.
- 2103.1 - permits an immediate grant of assistance in Disability Assistance and Assistance for the Blind for those applicants who are otherwise eligible when there has been a professional review and determination by a Medical Consultant. Final validation is still the responsibility of the Bureau of Medical Affairs.
- 2402.2 c. - establishes \$160 per month as the maximum approved all-inclusive rate for maternity home care.
- 2281.2 c. 7) - defines eligibility for ADC when a parent is serving in the armed forces.
2400. Appendix II - lists approved maternity facilities.
2400. Appendix III - lists two additional "clinic services" facilities in Monmouth County.
2400. Appendix IV - authorizes vendor payments for services at the Atlantic Area Guidance Center, Inc.

Transmittal Letter #101

June 20, 1969

- 2829. - explains the new policy and procedure to be used to locate the whereabouts of deserting parents in ADC.
- 2800. Appendix III-C - Form PA-21B - to be sent by CWB to Bureau of Business Services when requesting information concerning deserting ADC parents. An initial supply of Form PA-21B will be sent to each CWB; additional forms will be available on order from State Use.

Instructions

Remove superseded pages and replace with attached pages as listed above.

- 2400. Appendix IV, page iv, is to be inserted immediately after page iii and
- 2800. Appendix III-C, immediately following 2800. Appendix III-B.

This material is effective immediately.

Very truly yours,

Irving J. Engelman
 Irving J. Engelman, Director P.P.
 Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #100

April 23, 1969

TO COUNTY WELFARE BOARDS

Attached is copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (4/69)</u>	<u>Superseded Pages</u>
2227.2 p.2	2227.2 p.2 7/63
2227.4 p.2	2227.4 p.2 7/63
2260. -2261.1	2260. -2261.1 1/69
2270. -2271.2	2270. -2271.2 7/63
2273. -2273.3 (ADC)	2273. -2273.3 (ADC) 2/68
2281.2 p.4 (ADC)	2281.2 p.4 (ADC) 7/62
2281.2 p.4a (ADC)	2281.2 p.4a (ADC) 7/62
22XX.8-22XX.12	22XX.8-22XX.12 7/63
2320. -2320.2	2320. -2320.2 3/69
2330.2-2330.4 (ADC)	2330.2-2330.4 (ADC) 1/69
2350. -2350.2	2350. -2350.2 (7/63)
2410.12 p.1	2410.12 p.1 6/68
2410.13 p.3	2410.13 p.3 5/68
2501. -2501.1	2501. -2501.1 6/59
2575. -2576.1	2575. -2576.1 3/62
2630. -2631.2 (ADC)	2630. -2631.2 (ADC) 1/69
2730. -2730.3	2730. -2730.3 10/67
2831.2-2831.3	2831.2-2831.3 10/59

Explanation

All Manual revisions with the exception of 2501.1 correct Categorical Budget Manual references.

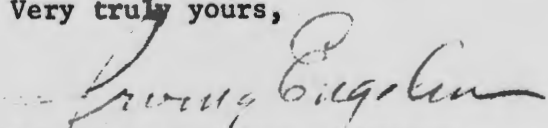
2501.1 c. (Note) - has been deleted because the potential use of vendor payments is not necessarily limited exclusively to medical services.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #99

March 13, 1969

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (3/69)

2227.2 p.6 (ADC)
2320.-2320.2
2400 Appendix III
2500 Table of Contents (i)
2510.1-2511.
2520.
2520. (ADC)
2600.-2602.2 (ADC)

Superseded Pages

2227.2 p.6 (1/60 - ADC)
2320.-2320.2 (6/67)
2400 Appendix III (4/68)
2500 Table of Contents (i) (1/69)
2510.1-2511. (1/69)
2520.-2523. (1/69)
2520.-2523. (1/69 - ADC)
2600.-2602.1 (1/69 - ADC)

Explanation

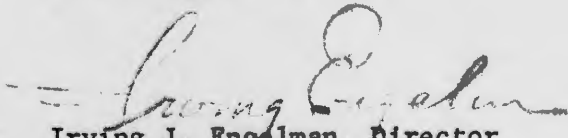
- 2227.2 e. (ADC) - corrects error in reference to policy or grant adjustment.
2320.2 b. 1) - conforms with new budgeting policy.
2400 Appendix III - adds a clinical facility.
2510.2 - deletes reference to additional payments.
2520. - deletes additional payments.
2600. - specifies that a three month redetermination is necessary when eligibility is based upon unemployment.

Instructions

Remove superseded pages and replace with attached pages as listed above.

This material is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #98

February 6, 1969

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (2/69)

2103.1 - 2103.2
2281.4 p.2 (ADC)
2281.4 p.3 (ADC)

Superseded Pages (1/69)

2103.1 - 2103.2
2281.4 p.2 (ADC)
2281.4 p.3 (ADC)

Explanation

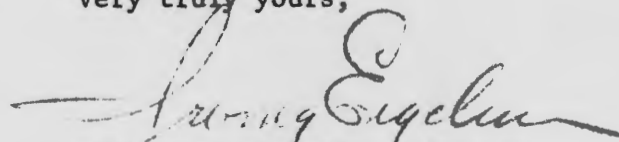
- 2103.1 - clarifies the "date of effective disposition."
- 2281.4 d. 2) - specifies that the criteria for Federal matching in regard to refusal of bona fide offer of employment or training for employment are limited to the 30-day period prior to the receipt of public assistance.
- 2281.4 d. 5) - recognizes the fact that not all counties have a Work Incentive program. In any case, unemployed father must be referred to a local office of the Division of Employment Security for participation in a manpower training program.

Instructions

Remove superseded pages and replace with pages as listed above.

This material is effective immediately.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #97

January 17, 1969

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (1/69)

General Table of Contents (entire)
2100. Table of Contents (entire)
2200. Table of Contents (entire)
2500. Table of Contents (entire)
2600. Table of Contents (entire)
2800. Table of Contents (entire)
2900. Table of Contents (entire)

Superseded Pages

General Table of Contents (entire)
2100. Table of Contents (entire)
2200. Table of Contents (entire)
2500. Table of Contents (entire)
2600. Table of Contents (entire)
2800. Table of Contents (entire)
2900. Table of Contents (entire)

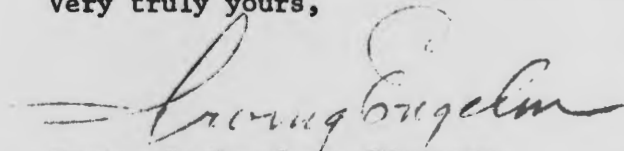
Explanation

The attached tables of contents have been completely revised in conformity with the previously issued pages of the Manual.

Instructions

Remove superseded tables and replace with attached tables as listed above.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #95

November 20, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

<u>Attached Pages (1/69)</u>	<u>Superseded Pages</u>
2000. - 2003.1	2000. - 2003.1 (2/59)
2003.2 - 2004.2	2003.2 - 2004.2 (7/63)
2101.4 - 2101.7	2101.4 - 2101.7 (9/60)
2101.15 - 2101.19 (ADC)	2101.15 - 2101.19 (7/64) (ADC)
2102.2 - 2103.1	2102.2 - 2103.1 (7/63)
2103.1 - 2103.2	2103.1 - 2103.3 (7/63)
2103.3 - 2103.4	2103.3 - 2103.4 (7/63)
2111.2	2111.2 (7/63)
2111.2 - 2112.	2111.2 - 2112. (9/60)
2112.1 p.1 (ADC)	2112.1 p.1 (9/60) (ADC)
2112.1 p.2 (ADC)	2112.1 p.2 (9/60) (ADC)
2112.1 p.3 (ADC)	2112.1 p.3 (9/60) (ADC)
2112.1 - 2112.3	2112.1 - 2112.3 (7/63)
2113. - 2113.2	2113. - 2113.2 (7/63)
2113.2 - 2113.4	2113.2 - 2113.4 (7/63)
2113.4 - 2113.5 (ADC)	2113.4 - 2113.5 (9/60) (ADC)
2113.4 - 2113.5	2113.4 - 2113.5 (7/63)
2113.5 - 2113.6	2113.5 - 2113.6 (7/63)
2113.6	2113.6 (7/63)
2114.2 - 2115.3	2114.2 - 2115.3 (12/64)
2116.2 - 2118.	2116.2 - 2118. (2/64)
2120. - 2122. (ADC)	2120. - 2122. (9/60) (ADC)
2122.1 - 2123.2	2122.1 - 2123.2 (4/68)
2124. - 2126.	2124. - 2126. (9/60)
2126. - 2127.2	2126. - 2127.2 (9/60)
2200. - 2201.1	2200. - 2201.1 (2/59)
2201.2 - 2201.3	2201.2 - 2201.3 (1/60)
2210. - 2212.2	2210. - 2212.2 (7/63)
2212.3 - 2214.1	2212.3 - 2214.1 (7/63)
2212.3 - 2214.1 (ADC)	2212.3 - 2214.1 (8/66) (ADC)
2214.2 - 2215.3	2214.2 - 2215.3 (7/63)
2216. - 2217.2 (ADC)	2216. - 2217.2 (8/66) (ADC)
2224.1 - 2224.2	2224.1 - 2224.2 (7/63)
2227.2 p.2 (ADC)	2227.2 p.2 (8/66) (ADC)
2227.4 p.2 (ADC)	2227.4 p.2 (1/60) (ADC)
2237.5	2237.5 (8/59)

Attached Pages (1/69) (Cont'd) Superseded Pages (Cont'd)

2253.1 (ADC)	2253.1 (6/62) (ADC)
2253.1 - 2253.2 p.1 (ADC)	2253.1 - 2253.2 p.1 (9/68) (ADC)
2253.2 p.7	2253.2 p.7 (6/62)
2253.2 p.7 (ADC)	2253.2 p.7 (6/62) (ADC)
2260. - 2261.1	2260. - 2261.1 (7/62)
2272.1 - 2272.2	2272.1 - 2272.2 (2/68)
2280.2 (ADC)	2280.2 (8/66) (ADC)
2281. - 2281.1 (ADC)	2281. - 2281.1 (1/60) (ADC)
2281.2 p.5 (ADC)	2281.2 p.5 (1/61) (ADC)
2281.2 p.6 (ADC)	2281.2 p.6 (1/61) (ADC)
2281.2 p.7 (ADC)	2281.2 p.7 (1/61) (ADC)
2281.3 p.1 (ADC)	2281.3 p.1 (1/61) (ADC)
2281.3 p.2 (ADC)	2281.3 p.2 (1/61) (ADC)
2281.3 p.3 (ADC)	2281.3 p.3 (1/61) (ADC)
2281.3 p.4 (ADC)	2281.3 p.4 (1/61) (ADC)
2281.3 p.5 (ADC)	2281.3 p.5 (1/61) (ADC)
2281.3 p.6 (ADC)	2281.3 p.6 (1/61) (ADC)
2281.4 p.1 (ADC)	--
2281.4 p.2 (ADC)	--
2281.4 p.3 (ADC)	--
2281.5 (ADC)	--
2282. - 2282.2 (ADC)	2282. - 2282.2 (1/61) (ADC)
2282.2 - 2282.3 (ADC)	2282.2 - 2282.3 (1/60) (ADC)
2282.3 (ADC)	2282.3 (1/61) (ADC)
2286. - 2286.2 (ADC)	2286. - 2286.2 (8/66) (ADC)
2286.2 - 2286.3 (ADC)	2286.2 - 2286.3 (8/66) (ADC)
2290. - 2294.1 (ADC)	2290. - 2294.1 (1/60) (ADC)
2330. - 2330.1 (ADC)	2330. - 2330.1 (8/66) (ADC)
2330.2 - 2330.4 (ADC)	2330.2 - 2330.4 (8/66) (ADC)
2510.1 - 2511.	2510.1 - 2511. (6/59)
2512. - 2515.2	2511.1 - 2512. (6/59)
2512. - 2515.2 (ADC)	2511.1 - 2512. (1/60) (ADC)
2515.2 - 2517. (ADC)	2513. - 2515.2 (1/60) (ADC)
2515.2 - 2517.	2513. - 2515.2 (6/59)
2518. - 2519.	2515.2 - 2517. (7/62)
2518. - 2519. (ADC)	Intentionally Deleted (1/60)
2520. - 2523. (ADC)	2520. - 2522. (1/60) (ADC)
2520. - 2523.	2520. - 2523. (7/63)
2550. - 2550.2 (ADC)	2550. - 2550.2 (3/63) (ADC)
2600. - 2602.1 (ADC)	2600. - 2602.1 (7/63) (ADC)
2600. - 2602.1	2600. - 2602.1 (10/59)
2602.1 - 2602.2	2602.1 - 2602.2 (10/59)
2602.1 - 2602.2 (ADC)	2602.1 - 2602.2 (1/60) (ADC)
2610. - 2612.1	2610. - 2612.1 (7/63)
2620. - 2622.2	2620. - 2622.2 (6/65)
2629. - 2629.2 p.1	2629. - 2629.2 p.1 (11/60)
2630. - 2631.2 (ADC)	2630. - 2631.2 (6/65) (ADC)

Attached Pages (1/69) (Cont'd) Superseded Pages (Cont'd)

2631.2 (ADC)	2631.2 (1/61) (ADC)
2631.2 - 2631.3 (ADC)	2631.2 - 2631.3 (1/61) (ADC)
2631.3 p.1	2631.3 p.1 (1/61)
2633. - 2633.3 (ADC)	2633. - 2633.3 (1/61) (ADC)
2633.3 - 2634.2 (ADC)	2633.3 - 2634.2 (1/61) (ADC)
2640. - 2640.2	2640. - 2640.2 (7/63)
2712.	2712. (11/67)
2720. - 2720.12	2720. - 2720.12 (10/67)
2720.12 - 2720.15	2720.12 - 2720.15 (11/67)
2800. - 2802.	2800. - 2802. (7/67)
2805.1	2805.1 (7/67)
2806. p.1	2806. p.1 (undated)
2806. p.3	2806. p.3 (undated)
2806. p.4	2806. p.4 (undated)
2806. p.5	2806. p.5 (undated)
2806. p.6	2806. p.6 (undated)
2807.5 - 2807.9 p.1	2807.5 - 2807.9 p.1 (1/64)
2807.9 p.2	2807.9 p.2 (1/64)
2807.9 p.3	2807.9 p.3 (1/64)
2807.9 p.4	2807.9 p.4 (1/64)
2809. - 2809.1	2809. 2809.1 (7/67)
2809.1	2809.1 (8/65)
2809.2	2809.2 (7/67)
2882.9 - 2882.12 (ADC)	2882.9 - 2882.11 (8/64) (ADC)
2890. - 2890.3	2890. - 2890.3 (8/60)
2890.3 - 2890.6	2890.3 - 2890.6 (8/60)
2891. - 2891.2	2891. - 2891.2 (8/60)
2891.2 - 2894.2	2891.2 - 2894.2 (8/60)
2800. Appendix IV	2800. Appendix IV (10/67)
2800. Appendix IV-A	2800. Appendix IV-A (10/67)
2910. - 2911.1	2910. - 2911.1 (10/59)
2911.9 - 2912.3	2911.9 - 2912.3 (10/59)
2983. - 2984.1	2983. - 2984.1 (6/65)
2984.2 - 2985.3	2984.2 - 2985.3 (6/65)

Explanation

Policy and procedure in the Manual has been revised and new sections have been written for those chapters affected by enactment of Chapters 138 and 139, P.L. 1968.

We suggest that you examine the material carefully. In the course of a review of some chapters, an effort was made to up-date many pages. These may be easily ascertained by noting the vertical line in the left-hand margin. The WIN program referred to as 2200. Appendix XIII, corrected tables of contents and a corrected index will be issued as promptly as possible.

Transmittal Letter #95

November 20, 1968

Instructions

Remove superseded pages and replace with pages as listed above. Insert 2281.4 and 2281.5 in chronological order following 2281.3.

Remove and destroy the following pages:

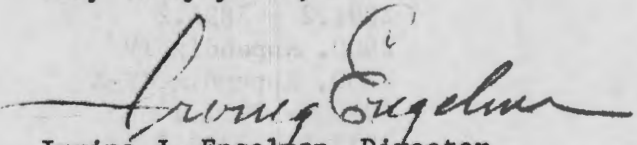
2228.2 - 2228.3 (insert) - 7/63
2281.3 p.7 (ADC) - 1/61
2281.3 p.8 (ADC) - 1/61
2281.3 p.9 (ADC) - 1/61
2281.3 p.10 (ADC) - 1/61
2281.3 p.11 (ADC) - 1/61
2289. - 2289.4 (ADC) - 3/63
2518. - 2519. - 6/59
2523. - 2524 (ADC) - 1/60
2540. - 2541.2 (ADC) - 1/61
Circular Letter - 8/26/63
2631.3 p.2 (ADC) - 1/61
2640.3 - 7/63

Pen and Ink Correction

2512. - 2515.2 - please add "d. PA-3A - Budgetary Statement" to 2515. Minimum Requirements for Case Record.

This material becomes effective January 1, 1969.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #93

September 4, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of revised material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (9/68)

2900 Table of Contents (iv) ✓
2990 Entire Section ✓
2900 Appendix, Table of Contents (i) ✓
2900 Appendix IV, Attachment #1 ✓
2900 Appendix IV, Attachment #2 ✓
2900 Appendix IV, Attachment #3 ✓

Superseded Pages

2900 Table of Contents (iv) 6/65 ✓
2990 Entire Section 6/65 ✓
2900 Appendix, Table of Contents (i) 9/67 ✓
2900 Appendix IV, Attachment #2, 6/65 ✓
2900 Appendix IV, Attachment #4, 6/65 ✓
2900 Appendix IV, Attachment #5, 6/65 ✓

Instructions

Remove superseded pages and replace with attached pages as listed above. Remove ADC insert 2990.-2993.3; 2900 Appendix IV, Attachments #1 and #3 which are now obsolete.

Explanation

The statement of policy and procedure on nondiscrimination in Federally-aided programs which was previously issued as Appendix IV, Attachment #1, has been incorporated into the 2990. section of the Manual. The method of obtaining assurance of compliance by vendors with the Civil Rights Act of 1964 has been changed. We direct your attention to the specific instructions in 2994.2.

This material is effective immediately.

Very truly yours,

Irving J. Engelman
Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #92

July 31, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of new material for the Manual of Administration. Staff copies are being forwarded under separate cover.

Attached Pages (7/68)

Superseded Pages

2580. (Entire section) ✓
2500. Appendix section ✓
2500 Appendix I ✓
2500 Appendix II ✓
2930. (Entire section) ✓

2580. (ADC only) (11/62) ✓
--
--
--
2930. (ADC only) (1/60) ✓

Explanation

2580. - incorporates Ruling No. 2 and Supplement No. 2 to Ruling No. 2 into the Manual of Administration. Funeral and burial costs as listed in 2580.2 are effective for any client whose death occurred on or after July 19, 1968. Supplement No. 1 to Ruling No. 2, Payment of Terminal Bills for Medical and Nursing Care, is no longer applicable because of vendor payment procedure. Please note that as stated in 2580., this material also applies to ADC unless otherwise noted.
2500. Appendix II - Funeral and Burial Expenses (PA-18, Affidavit) - may be used at the discretion of the county welfare boards and is to be duplicated by them if needed.
2930. - incorporates Ruling No. 20 and Supplements No. 1, No. 2 and No. 3 to Ruling No. 20 into the Manual of Administration. This applies to all categorical assistance programs.

Instructions

Remove superseded pages and replace with pages as listed above. Remove 2590., Payment of Terminal Bills, which is now obsolete. Insert 2500. Appendix material immediately following Chapter 2500. Destroy Ruling 2, Supplements No. 1 and No. 2 to Ruling 2; Ruling 20, Supplements No. 1, No. 2, and No. 3 to Ruling 20.

Transmittal Letter #92

July 31, 1968

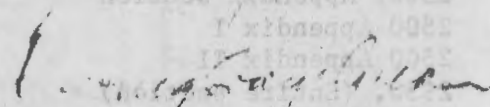
Pen and Ink Corrections

Chapter 2500 Table of Contents (iv) - delete asterisk from 2580. and add page number 2580.-2580.2. Delete 2590., Payment of Terminal Bills

Chapter 2900 Table of Contents (i) - delete asterisk from 2930. and add page number 2930.-2933.2.

This material, with the exception of that stated in 2580., is effective immediately.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

Instructions

Remove superseded pages and replace with pages as shown above. Remove 2590. Payment of Terminal Bills, which is now obsolete. Insert 2580.2. Appendix A. Insert 2930.2. Appendix A. Director's Office, Trenton, New Jersey, July 31, 1968.

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #91

June 24, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration; staff copies of which are being forwarded under separate cover. This material is effective immediately.

Attached Pages (6/68)

2410.12 p.1
2410.12 p.2
2400. Appendix III p.vii
2954.2 - 2954.3
2900. Appendix V Att. #1

Superseded Pages

2410.12 p.1 (4/68)
2410.12 p.2 (4/68)
2400. Appendix III p.vii (4/68)
2954.2 - 2954.3 (6/67)

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Explanation

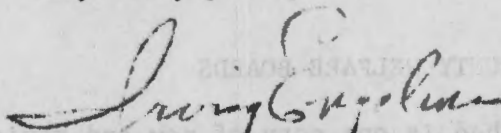
- O.K. 8/26/68*
- 2410.12 b. 1) - extends the definition of "outpatient hospital services" to include those hospitals approved by the Committee on Hospitals of the American Osteopathic Association.
- 2410.12 c. 1) (e) (2) - includes the New Jersey Commission for the Blind as an additional agency which may approve a "Clinic Services" facility which is administered or operated under auspices other than an institution licensed as a hospital.
2400. Appendix III (vii) - lists Planned Parenthood Association of the Tri-County League as an additional "Clinic Services" facility.
- 2954.3 b. - second paragraph - extends the same procedure followed by the Juvenile and Domestic Relations Courts to the Chancery Division of the Superior Court in regard to alimony and support cases where public assistance recipients are involved.
2900. Appendix V, Attachment #1 - incorporates Mr. McConnell's letter to the chief probation officers re payment of support to welfare authorities in Chancery Division cases. The memorandum referred to has already been issued as 2900. Appendix V.

June 24, 1968

Instructions

Remove superseded pages and replace with attached pages as listed above.
2900. Appendix V, Attachment #1 should be inserted immediately following
2900. Appendix V.

Very truly yours,


Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

2900. Appendix V, Attachment #1 - Incorporates Mr. Johnson's letter to the chief probation officers re payment of support to welfare authorities in Chancery Division cases. The memorandum relating to this already been issued as 2900. Appendix V.

2900. Appendix V, Attachment #1 - extends the same procedure followed by the Juvenile and Domestic Relations Courts to the Chancery Division of the Superior Court in regard to alimony and support cases where public assistance recipients are involved.

2900. Appendix III (VII) - Lists Planned Parenthood Association of the County League as an additional "Child Services" facility.

2900. Appendix III (VI) - Includes the New Jersey Commission for the Blind as an additional agency which may approve a "Child Services" facility which is administered or operated under auspices other than an institution licensed as a hospital.

2900. Appendix III (V) - Includes the New Jersey Commission for the Blind as an additional agency which may approve a "Child Services" facility which is administered or operated under auspices other than an institution licensed as a hospital.

2900. Appendix III (IV) - extends the definition of "outpatient hospital services" to include those hospitals approved by the Commission on Hospital of the American Osteopathic Association.

2900. Appendix III (III) - extends the definition of "outpatient hospital services" to include those hospitals approved by the Commission on Hospital of the American Osteopathic Association.

2900. Appendix III (II) - extends the definition of "outpatient hospital services" to include those hospitals approved by the Commission on Hospital of the American Osteopathic Association.

2900. Appendix III (I) - extends the definition of "outpatient hospital services" to include those hospitals approved by the Commission on Hospital of the American Osteopathic Association.

State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #90

May 21, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration; staff copies of which are being forwarded under separate cover. This material is effective immediately.

Attached Pages (5/68)

2252.3 p. 1
2252.3 p. 2
2252.3 p. 3
2252.3 p. 4
2200. Appendix XII

Superseded Pages

2252.3 p. 1 - (6/62)
2252.3 p. 2 - (6/62)
2252.3 p. 3 - (6/62)
2252.3 p. 4 - (6/62)
2200. Appendix XII (6/62)

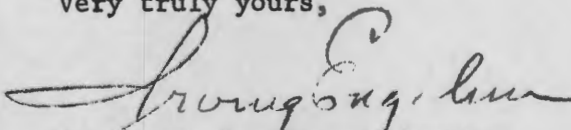
Explanation

- 2252.3 p.1 - references to Bureau of Assistance changed to Division of Public Welfare
- 2252.3 c. 1) - deletes qualifying parenthetical statement in reference to other than "pay-as-you-go" arrangements
- 2252.3 c. 2) a) (2) - clarifies the conditions in the "pay-as-you-go" agreement in reference to the "life-care" contract
- 2252.3 p.4 - references to Bureau of Assistance changed to Division of Public Welfare
2200. Appendix XII - Agreement (Homes) - revision contains a note describing the use of this specimen form

Instructions

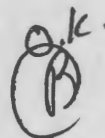
Remove superseded pages and replace with attached pages as listed above.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment



State of New Jersey
Department of Institutions and Agencies
Division of Public Welfare
Trenton 08625

MANUAL OF ADMINISTRATION
TRANSMITTAL LETTER #89

PROPERTY OF
RECEIVED

MAY 14 1968

Division of State Library
Archives and History
Trenton, N. J.

May 13, 1968

TO COUNTY WELFARE BOARDS

Attached is one copy of new and revised material for the Manual of Administration; staff copies of which are being forwarded under separate cover. This material is effective immediately.

Attached Pages

2410.13 - p.3 (5/68) ✓
2716.1-2716.2 (5/68) ✓
2716.2 (5/68) ✓
2716.3 (5/68) ✓
2720.-2720.11 (10/67) ✓
2720.12-2720.13 (10/67) ✓
2730.-2730.3 (10/67) ✓

Superseded Pages

2410.13 - p.3 (8/65) ✓
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2720.-2720.11 (10/67) ✓
2720.12-2720.13 (10/67) ✓
2730.-2730.3 (10/67) ✓

EJG
5/16/68

Explanation

2410.13 - p.3 - has been corrected to conform with new allowances for physicians' services. The Multiple Visit fee has been deleted when it pertains to an office visit.

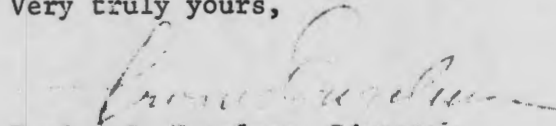
2716. - provides specific instruction for the retention and destruction of case records.

2720. and 2730. - reissued to maintain Manual format.

Instructions

Remove superseded pages and replace with attached pages as listed above. New pages are to be inserted in chronological order.

Very truly yours,



Irving J. Engelman, Director
Division of Public Welfare

IJE:MGK
Attachment

**STATE OF NEW JERSEY
DEPARTMENT OF INSTITUTIONS AND AGENCIES
DIVISION OF WELFARE**

**BUREAU OF ASSISTANCE
MANUAL OF ADMINISTRATION**

FEBRUARY 1959

INSTRUCTIONS FOR INDEX

Explanation

This is the official revised Index to the Manual of Administration; however, you may find need for additional entries to make it more usable to you. Each staff member should feel free to enter items for his own purposes. From time to time the Division will request each county welfare board to submit suggestions for both content and format.

Plan of Index

Each page contains two columns divided by a double center line.

Key words or topics are capitalized; sub-topics are indented and in lower case.

In view of the fact that official documents regulating the ADC, AB, DA and OAA programs have not yet all been incorporated into the Manual of Administration, the Index is designed to provide a key to other existing materials officially affecting policy and procedure for these programs. (This Index does not include references to material to be found in the MAA or MAA-S Manuals.)

When the source is the Manual, the appropriate numerical reference appears under the column headed Manual. If the source is not "Manual" or is in addition to "Manual" an entry will appear under the column headed Other, with the following code designations:

- R - Ruling (series)
- B - Bulletin (series)
- S - Supplement (following either "R" or "B" as appropriate)
- Att - Attachment (following either "R" or "B" as appropriate)
- BM - Categorical Assistance Budget Manual
- App - Appendix (with appropriate identification)
- * - To indicate "not yet developed for Manual"

No attempt has been made to identify specific sections in references shown as "BM", Categorical Assistance Budget Manual.

On references marked with asterisk (*), you will be advised concerning appropriate deletions as these portions are completed and issued.

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0000 Information on the Manual

0000. INFORMATION ON THE MANUAL

This Manual is the official statement of the policies and procedures of the Division of Public Welfare, Department of Institutions and Agencies.

The policy and procedures are in conformity with the provisions of the Federal Social Security Act, as amended, the State laws governing Assistance for Dependent Children, Assistance for the Blind, Disability Assistance, Old Age Assistance and Cuban Refugee program, Department regulations applicable to the categorical assistance programs, and opinions of the Attorney-General.

0001. Definitions

.1 Policy

Policy is the guideline controlling CWB and Division of Public Welfare staff in accomplishing their responsibilities for the program. Policy is limited by law and is effective only as it is consistent with law.

.2 Procedure

Procedure provides the enabling process to assure orderly and uniform methods for carrying out the policy and administrative responsibilities, and describes the systematic steps or activities necessary to accomplish the daily job. Procedure includes such tools as control files, records, schedules and reports.

.3 Requirements

Requirements include policy and procedure which are mandatory by intent of law and binding on CWB and Division staff. They are indicated by the use of "shall," "must," "required" and similar words.

.4 Recommendations

Recommendations are suggestions which are not required by law or established policy and are discretionary, optional or advisory in effect. They are indicated by the use of "may," "can" or similar descriptive context.

0000. Information on the Manual

0002. Responsibility for Effective Use of the Manual

.1 County

It is the responsibility of the CWB to see that the Manual is used to achieve uniform and objective performance by staff. Each staff member to whom a Manual is assigned shall learn how to use the Manual, be familiar with its contents and apply the required policy and procedures consistently.

.2 State

It is the responsibility of the Division of Public Welfare to observe through its supervisory function whether effective use is made of the Manual by county staff, whether policy and procedure proves valid in actual operation, and whether there is need to initiate new policy or procedure, or to revise or cancel policy or procedure.

0003. Organization and Content

The Manual will consist of several parts, each covering a major area of the administrative functions of the CWB.

.1 Table of Contents

There is a general table of contents presenting the major division of material in the order in which they appear in the Manual and a table of contents at the beginning of each part and each chapter.

.2 Subject Index

[There is a subject index which will be updated and reviewed periodically.

.3 Appendices

An appendix follows a chapter when extensive lists, tables, schedules, etc., accompany procedure.

.4 Coding

The coding is designed to facilitate reference by identifying divisions of material as follows:

- a. Part is designated in the heading by Roman numeral and in the body by first Arabic digit in the thousands. Example: Part II, The Individual and Public Assistance, 2000. -2999.

0000

Information on the Manual

0003. Organization and Content (Cont'd)

- .4
 - b. Chapter is designated by the second Arabic digit, 100, in the series.
 - c. Sub-chapter is designated by the third Arabic digit, or tens (10) of the series.
 - d. Section is designated by the fourth Arabic digit or 1 through 9.
 - e. Item is designated by decimals .1 through .99 and may be used following any larger division; i.e., chapter, section, subsection.
 - f. Further divisions will be designated by alphabetical or numerical breakdowns or offsets.

.5 Page Identification

Each page will be identified in the upper right-hand corner by appropriate numbers corresponding to the material presented on that particular page. Thus, the first page of the Introduction to Part II with material from 2000. to 2003.1 is identified by these numbers in the right-hand corner.

When the first number on the page is continued throughout the page, it will be the only page number as 2003.2.

The bottom of each page will carry the Transmittal Letter number; the issue date of that page; and the date of the page which it replaces, when appropriate.

Each appendix item will carry the number of the material to which it relates, followed by a Roman numeral to indicate its place in the series; as 2200., Appendix I.

.6 Cross References

Cross references will appear as "(See _____.)" under or within material which is related to other pertinent material(s) of the Manual.

0000

Information on the Manual

0004.

Issuance

The Division of Public Welfare will issue the Manual of Administration as revisions and additions are made. Material applicable to ADC only will be issued on buff paper directly opposite the white page to which it relates.

.1 Transmittal Letters

A transmittal letter accompanies each new or revised piece of Manual material. It will be dated and numbered and will include a list of pages or forms being sent with appropriate identification; specific instructions for insertion; effective date and such comments as may be necessary.

A copy of each transmittal letter shall be filed for ready reference. The transmittal letter number at the bottom of each page provides a method of checking the currency and completeness of material by the consecutive number of the letters.

.2

Circular Letters

Circular Letters will be issued when it is necessary to provide for immediate changes in policy or procedure and shall be effective until such time as appropriate Manual sections are developed or revised.

0005.

Maintenance of Manual

Each set of Manual material shall be kept in a standard, loose-leaf ring binder.

There shall be administrative planning to assure prompt interpretation to and orientation of staff to any new or revised policy and procedure prior to its insertion in the Manual.

All material which becomes obsolete and is so designated by the Division of Public Welfare shall be removed from the Manual. One administrative copy of obsolete material shall be kept by the CWB.

0006.

Availability

.1

Staff

Sufficient copies will be distributed to the CWB to be assigned to each member of the administrative and selected staff. In addition, portions of Manual material will be distributed for other staff members relative to their special field. CWB shall distribute its supply of Manuals and revisions promptly.

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

Division of Public Welfare
Manual of Administration

Part I - Organization, Functions and Responsibilities

1. The first part of the document
describes the general situation
of the country in 1950.

2. The second part of the document
describes the situation in 1951.

3. The third part of the document
describes the situation in 1952.

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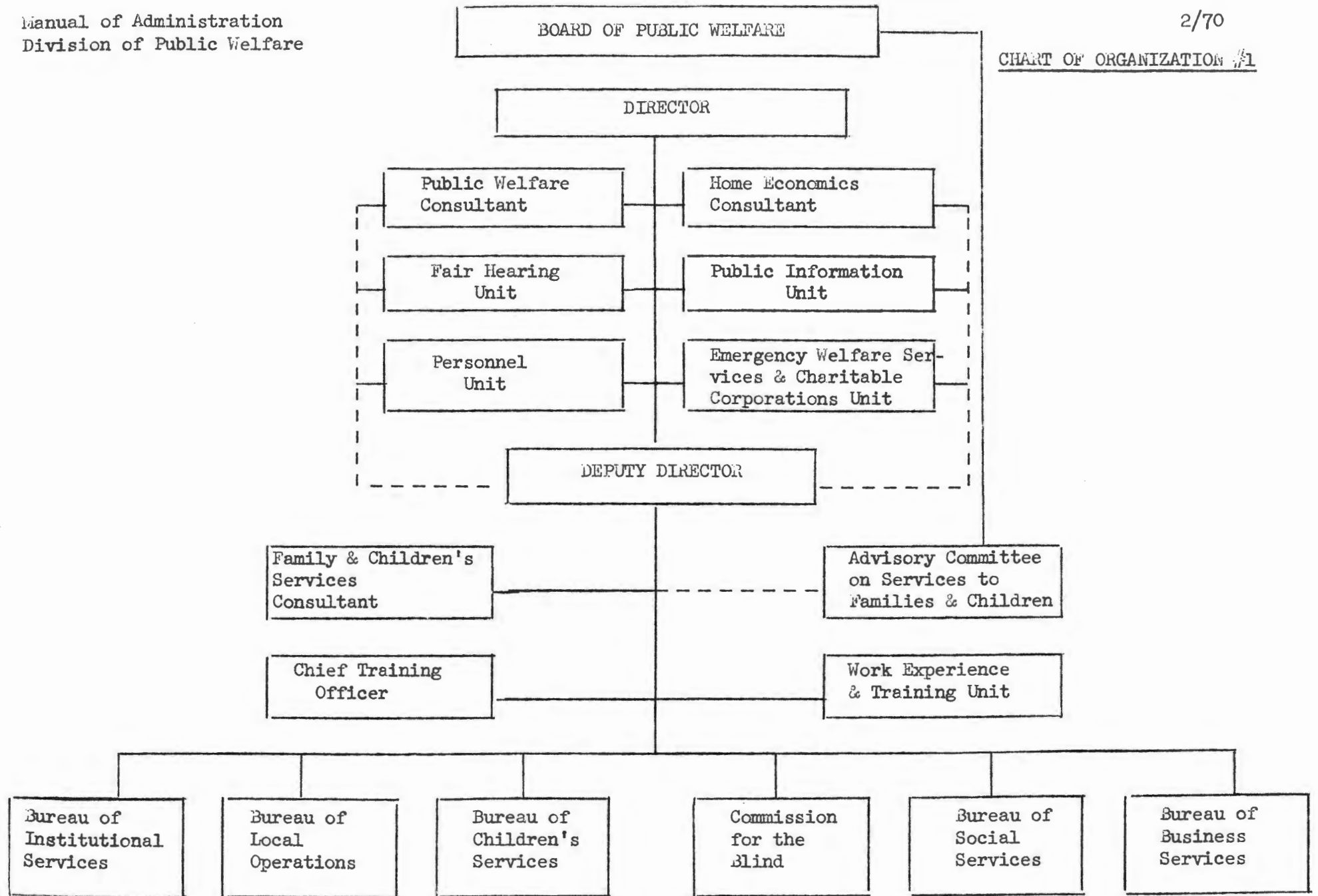
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Part I Organization, Functions and Responsibilities
1000 Introduction

1013. Principles Governing Division of Public Welfare

Basic operating units of the Division of Public Welfare are the various Bureaus*, which have been created by the State Board of Control or by enabling legislation such as that creating the Bureau of Children's Services and the Commission for the Blind. Such units are charged with the responsibility for the direct provision, or for the supervision of the direct provision by another level of government, of specified services required or authorized to be provided under all public welfare programs administered in this State. Such public welfare programs shall be administered in accordance with applicable statutes, basic child welfare principles, public assistance and related services standards, and effective public welfare and business administration principles as outlined in the various Administrative and Service Manuals issued by those units identified above and comprising the Division of Public Welfare.

All other Units established by executive authority are so established in order to provide consultation and/or direction, when required, to other Bureaus or Units in order to assure the carrying out of this charge uniformly throughout the State; to assure that any person in need of and eligible for public assistance and services, no matter where he may be living in the State, will be afforded the opportunity to apply for and, if eligible, to receive the benefits of the applicable program; to provide for uniform interpretation and application of the programs under the supervision of or direct administration by the Division; and to provide for continuing evaluation of programs and needs.

Thus, a direct operational relationship between the Bureaus, staff and the executive authority is provided consistent with the overall responsibility for Division administration.

* Unless otherwise designated, the term Bureau shall include the Commission for the Blind.

Part I Organization, Functions and Responsibilities
1100 Divisional Organization and Functions

1100. DIVISIONAL ORGANIZATION AND FUNCTIONS

1110. DIRECTOR

Under the general direction of the Commissioner of Institutions and Agencies, to whom he is immediately responsible, the Director is the administrative head and chief executive officer of the Division and is ultimately responsible for all staff activities and Bureau and Unit operations. He is directly accountable to the Board of Public Welfare representing the Board of Control of Institutions and Agencies. Included within his responsibility, but not limited thereto, and acting independently or through Bureaus and through the various administrative Units are the following:

- .1 Active leadership in the development and implementation of the public welfare program.
- .2 The establishment and enforcement of standards, regulations, policies and procedures in accordance with the principles stated above and with applicable Federal and State statutes and regulations and administrative orders of the Department of Institutions and Agencies, for the public welfare programs administered by State, county or municipal agencies.
- .3 Consultation, direction and coordination of staff and activities related to the administration of New Jersey's public welfare program.
- .4 Planning and decision-making with respect to all phases of Division operation.
- .5 Establishing and maintaining appropriate working relationships with the Commissioner, other Division Directors and the Board of Control of the Department of Institutions and Agencies.
- .6 Developing and interpreting budget requirements and fiscal policies for the Division and ensuring, as applicable, adequate budget preparation by local agencies administering public welfare programs, to include establishing staffing patterns for county welfare boards as required and appropriate.
- .7 Fostering the creation and effective operation of staff development programs in all governmental agencies engaged in public welfare.
- .8 Interpreting agency programs.
- .9 Direct responsibility for all appointments, promotions, and disciplinary actions and for the evaluation of the adequacy of performance for all employees in the office of the Director and, as deemed necessary and appropriate, for all other personnel of the Division of Public Welfare.

Part I Organization, Functions and Responsibilities
1100 Divisional Organization and Functions

1110. DIRECTOR (Cont'd)

- .10 Direct responsibility for the administration, supervision and coordination of the functions and staff of those staff Units identified immediately below.

1111. Personnel Unit

The Personnel Unit, headed by a Personnel Officer, is attached to the office of the Director and functions under his direct supervision.

The Unit is directly responsible for:

- .1 Supervision of the Merit System Administration of all county welfare boards in New Jersey which includes, but is not limited to:
- a. Reviewing, acting on and processing, in accordance with prescribed regulations (Federal and State), all personnel transactions of county welfare boards which relate to administration of the Categorical Assistance Programs;
 - b. Providing consultant services to all county welfare boards on all personnel matters, including surveys of positions, salary rates and ranges, establishment of new positions, etc.;
 - c. Coordinating all of the above activities with the Department of Civil Service.
- Such responsibility carries with it appropriate responsibility for enforcement.
- .2 Reviewing annual county welfare board budgets to determine if staffing requests are in accordance with Divisional requirements and making appropriate recommendations where necessary.
- .3 Preparing annual Federal reports and other special reports as are required by the Department of Health, Education and Welfare and the Division of Public Welfare.
- .4 Providing personnel services to the Office of the Director of the Division of Public Welfare, Bureau of Business Services, Bureau of Local Operations, Bureau of Social Services, and Bureau of Institutional Services and preparing the necessary forms covering appointments, promotions, leaves of absence, resignations, etc.*

*Future planning for the Division contemplates that the same services will be provided by the Personnel Unit for the Bureau of Children's Services and the Commission for the Blind.

Part I Organization, Functions and Responsibilities
1100 Divisional Organization and Functions

1111. Personnel Unit (Cont'd)

- .5 After consultation with appropriate Bureau and Unit Heads, preparing necessary documents covering reclassifications of positions upon specific approval of the Director of the Division of Public Welfare.*
- .6 Maintaining all personnel records, including time and leave records, of all employees in the above-noted Bureaus and Units for payroll and record purposes for proper adherence to State rules and regulations..*
- .7 Assisting in the preparation of the annual State budgets by completing the personnel sections for each of the Bureaus indicated.*
- .8 Assuming primary responsibility for the recruitment of qualified persons for vacant positions in the Bureaus and Units noted above.*

1112. Fair Hearing Unit

The Fair Hearing Unit, headed by a Chief Hearing Officer, is attached to the office of the Director and functions under his direct supervision.

The Unit is directly responsible for:

- .1 Processing of appeals from applicants and recipients of public assistance and related public welfare programs under the jurisdiction of the Division, exclusive of the programs administered by the municipal welfare departments (General Assistance), the Bureau of Children's Services (Child Welfare Services), and the Commission for the Blind (services for the blind).** It also does not process appeals related to the Food Stamp Program.

The processing of such appeals includes responsibility and authority for:

- a. Receiving and evaluating complaints, appeals and requests for hearings from applicants and recipients of public assistance and related welfare services to determine whether the scheduling of a formal hearing is appropriate and necessary.
- b. Arranging for the holding of hearings, where indicated, including the development of relevant pre-hearing information, notification of parties to the hearing and arranging for the attendance of other persons whose presence may be necessary for a full and fair determination of the issues involved.

*Future planning for the Division contemplates that the same services will be provided by the Personnel Unit for the Bureau of Children's Services and the Commission for the Blind.

**These agencies have separate appeal processes identified in their respective operating manuals.

Part I Organization, Functions and Responsibilities
1100 Divisional Organization and Functions

1112. Fair Hearing Unit (Cont'd)

- .1 c. Designating as required, and with the approval of the Director or Deputy Director, appropriate qualified staff members and/or other qualified persons to serve as hearing officers.
- d. Preparing, or supervising the preparation of, hearing decisions for subsequent approval by the Director of the Division and the Commissioner of the Department of Institutions and Agencies.
- e. Preparing and disseminating a digest of fair hearing decisions.
- .2 Assuring, either directly or through the Bureau of Local Operations, compliance by the appropriate operating agency in the implementation of all fair hearing decisions.
- .3 Maintaining an accurate and current listing, together with other appropriate statistical data, of pending and completed hearings.

1113. Public Information Unit

The Public Information Unit, headed by a Public Information Officer, is attached to the office of the Director and functions under his direct supervision.

The Public Information Unit is primarily responsible for keeping the general public informed of the benefits, services, policies and procedures related to the public welfare programs under the jurisdiction of the Division and for the training of staff in the methods of effective public relations. It carries out this responsibility through all communications media, through planned in-service training (in collaboration with the Chief Training Officer) and through a planned information program which involves:

- .1 Internal communications, which consists of interpreting good public relations to all State and county staff members on a continuing basis since it is recognized that every staff member is a "public information officer". Although the majority of staff members do not normally come in contact with members of the mass media, there are times when they are called upon to respond to printed comments and it is recognized that first impressions received by the public often determine a later printed image.
- .2 External communications, which consists of keeping the public informed of the programs of the Division of Public Welfare. This charge is carried out through contact with newspapers, radio stations, television, publications, newsletters, and face-to-face contact with the public.

Part I Organization, Functions and Responsibilities
1100 Divisional Organization and Functions

1114. Emergency Welfare Services and Charitable Corporations Unit

The Emergency Welfare Services and Charitable Corporations Unit is headed by a Representative, Defense Welfare Services, and is attached to the office of the Director and functions under his direct supervision.

The Unit is responsible for:

- .1 Supervising all defense and disaster welfare services and operations in a disaster area.
- .2 Preparing such pre-disaster plans as are necessary for the efficient coordination of welfare operations throughout the State in time of disaster.
- .3 Coordinating all welfare operations in times of disaster when the resources of the stricken area are inadequate.
- .4 Consolidating the detailed information contained in the several County Resource Summaries and maintaining this data, for appropriate dissemination, in a readily usable form.
- .5 Collecting and disseminating information concerning the welfare resources of the State government and allied agencies to supplement that contained in the County Resource Summaries.

The Unit is further responsible for the processing of all Certificates of Incorporation of nonprofit and charitable corporations in New Jersey as required by N.J.R.S. 15:1-15. Relevant activity includes:

- a. Reviewing appropriate documents which include the Original Certificate of Incorporation and the Departmental Questionnaire.
- b. Determining whether or not the corporation is subject to approval by the Department of Institutions and Agencies.
- c. Developing through appropriate sources information relevant to a determination whether or not approval shall be granted.
- d. Recommending to the Division Director appropriate action consistent with the determination reached.

Part I Organization, Functions and Responsibilities
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1115. Public Welfare Consultant

The Public Welfare Consultant is attached to the office of the Director and functions under his direct supervision.

He is responsible for:

- .1 Providing, as required, consultative services on public assistance matters to all Bureaus and Units of the Division of Public Welfare.
- .2 Preparing, as assigned, detailed analyses and recommendations on public assistance issues for possible policy issuances of the Division.
- .3 Maintaining, reviewing and interpreting Departmental Administrative Orders and, when appropriate, preparing Divisional policy documents related thereto.
- .4 Preparing appropriate circular letters as assigned on public assistance matters.
- .5 Conducting, as assigned, research studies relating to policy and operations and preparing appropriate recommendations.
- .6 Processing and otherwise exercising responsibility for Welfare Rent Schedules as negotiated between the various housing authorities and the county welfare boards.
- .7 Processing approvals for nonprofit or charitable homes as eligible institutions for the provision of care for public assistance recipients.
- .8 Representing, as assigned, the Division of Public Welfare on designated intra and inter-departmental committees and by participation in meetings with other public and private agencies.
- .9 Representing the Department of Institutions and Agencies in Model Cities programs at both the local and State levels of government.

1116. Home Economics Consultant

The Home Economics Consultant is attached to the office of the Director and functions under his direct supervision.

The Consultant is responsible for:

- .1 Providing, as required, consultative services on home economics and budgetary standards to all Bureaus and Units of the Division of Public Welfare.

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1116. Home Economics Consultant (Cont'd)

- .2 Preparing, as assigned, detailed analyses and recommendations on public welfare issues relating to home economics and budgetary standards for possible policy issuances of the Division or of its constituent units.
- .3 Conducting, as assigned, research studies relating to public assistance standards.
- .4 Serving, as assigned, as representative of the Department of Institutions and Agencies on committees appropriate to home economics matters.

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1120. DEPUTY DIRECTOR

The Deputy Director functions under the direct supervision of the Director and carries, but is not limited to, the following functions:

- .1 Acting for and on behalf of the Director in his absence and upon special assignment.
- .2 Serving as the staff representative to the Board of Public Welfare's Advisory Committee on Services to Families and Children and assisting the Committee in securing expert advice within or without the Division on matters within such Committee's jurisdiction and competence.
- .3 Serving as alternate appointing authority and approval officer for the Division.
- .4 Assuming responsibility for the administration, supervision and coordination of the functions of the staff, Units and Bureaus, acting independently or through such staff, Units and Bureaus, identified below.
- .5 As required by the provisions of the Federal Social Security Act, serving as the chief executive officer of the single organizational unit responsible for policy development related to services for families and children (CWS and AFDC) and for assuring the proper implementation of such policies by those Bureaus, Units and County Welfare Boards providing such services.

1121. Family and Children's Services Consultant

The Family and Children's Services Consultant is attached to the office of the Deputy Director and functions under his direct supervision. He is responsible for:

- .1 Providing, as required, consultative services on child welfare and ADC services to all Bureaus and Units of the Division of Public Welfare.
- .2 Continually evaluating service policies to assure a unified program.
- .3 Suggesting appropriate courses of action to assure uniform application of service policies.
- .4 Monitoring service activities of the field staff of the Division, Bureaus and Units.
- .5 Recommending appropriate and required changes or additions to service policies.

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1122. Chief Training Officer

The Chief Training Officer is attached to the office of the Deputy Director and functions under his direct supervision.

He is responsible for assisting and overseeing the development of and, when necessary, for the actual development and continuous implementation of, independently or through resources of the Department of Institutions and Agencies, a formalized, meaningful and effective program of staff development for all Bureaus and Units of the Division of Public Welfare and for all county welfare boards administering public assistance programs. The staff development program encompasses all levels of staff, including, but not limited to, administrators, supervisors, program directors, specialists, caseworkers, clerks, sub-professionals and fiscal personnel. It covers all educational and in-service training programs which help agency staff members, individually and collectively, to deliver public welfare programs in an effective manner. Such training must be appropriately related to Divisional goals and objectives.

To carry out the above functions, the duties of the Chief Training Officer include:

- .1 In collaboration with appropriate operating Boards, Units or Bureaus:
 - a. assessment of training and educational needs related to Divisional goals and objectives.
 - b. assisting in the development of progressive staff development policies, standards, programs and methods and in their evaluation.
 - c. devising, demonstrating and testing experimental approaches to staff training.
- .2 Offering consultation to State agencies on staff development problems.
- .3 As assigned, coordinating staff development activities of State agencies.
- .4 Serving as liaison with the Federal Department of Health, Education and Welfare relating to all aspects of staff development for the Division.
- .5 Serving as liaison with educational institutions, to include undergraduate and graduate schools of social work, and maintaining a current file of graduate schools of social work and undergraduate curricula in the field of social work.
- .6 Maintaining library.

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1122. Chief Training Officer (Cont'd)

- .7 Advising on and disseminating, as appropriate, pertinent publications and films for use by staff development components of the various Bureaus.
- .8 Alerting staff, Units and Bureaus on staff development meetings; training programs; institutes; conferences and programs and in relation thereto, maintaining file on CS#94 requests and issuing, as appropriate, required vendor forms.
- .9 Coordinating the preparation of Departmental and Federal reports on staff development.
- .10 Maintaining awareness of Federal or other funds available for staff development and training and initiating appropriate action to obtain same.
- .11 Maintaining current file of instructors, speakers and educational resources for all components of the Division.
- .12 Serving as Chairman and exercising appropriate responsibility for the Division's Educational Leave Committee (excluding the Bureau of Children's Services and the Commission for the Blind) and formulating, in conjunction with members of the Educational Leave Committee, rules and regulations relating to educational leave.

1123. Work Experience and Training Unit

The Work Experience and Training Unit, headed by a Coordinator, Work Experience and Training Programs, functions under the direct supervision of the Deputy Director.

It is responsible for:

- .1 Coordination of all activities related to the competitive labor market, or training for employment, as a resource for public welfare clients, including but not limited to those activities specifically required by the WIN (Work Incentive) program as they involve related activities of the U.S. Departments of Health, Education and Welfare and Labor, the New Jersey Department of Labor, the WIN designated counties, and the Bureau of Children's Services.
- .2 Stimulation of the referral process for all appropriate ADC recipients to the WIN program and to other training and employment programs.
- .3 Gathering and disseminating required statistical data relating to work experience and training programs.

1130. BUREAU OF LOCAL OPERATIONS

The Bureau of Local Operations, headed by a Chief, who is designated the appointing authority, is directly responsible to the Deputy Director of the Division. The Chief, acting independently or through the various sections of the Bureau, is responsible for supervising the operations of local welfare agencies (county welfare boards and municipal welfare departments) and evaluating their achievement in terms of current policy and procedure, as contained in the Division's Manual of Administration and related documents, providing consultation and interpretation to such agencies on administrative policy and procedure, and providing a channel of communications to and from such agencies and the Division of Public Welfare. It exercises special statutory responsibilities relative to the General Assistance program, including approval of eligibility of municipalities for State Aid, approval of appointments of Directors of Welfare, and decisions on questions of State and municipal settlement. It also exercises responsibility for implementation of the Federal Food Stamp and Cuban Refugee programs.

These responsibilities are carried out through an organization design consisting of four sections as follows:

1131. Field Services Section

This section of the Bureau maintains a constant surveillance of the operation of local agencies and carries on-going responsibility for overseeing the proper and efficient administration by the twenty-one county welfare boards of the six categorical programs and by the 567 municipal welfare departments of the General Assistance program. It is charged with responsibility for testing the use and effectiveness of policy and procedures to ensure accountability in all public welfare programs in order that reasonable uniformity and effectiveness in the delivery of service are achieved. In addition, it is responsible for the approval of municipalities for State Aid, review of the organization of Local Assistance Boards and approval of the appointment of Municipal Directors of Welfare.

The functions of this section are carried out through an organization consisting of Field Representatives, each with a specific county assignment. Field Representatives serve through personal contact with the agencies, primarily by field visits, in carrying out the duties outlined above. Their responsibilities include observation, evaluation and reporting together with assistance to the local agencies in policy interpretation and application. The functions of the section, of necessity, require extensive correspondence in reply to inquiries from clients and prospective clients, and as a source of information to the Chief in handling such inquiries.

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1134. Food Stamp Section

This section is responsible for implementation of the Federal Food Stamp Act of 1964 (P.L. 88-525) which is designed to increase the food purchasing power of low-income families.

This responsibility is carried out through:

- .1 Maintaining and periodically updating the Plan of Operations.
- .2 Amending the Plan of Operations and the Food Stamp Manual as required.
- .3 Supervising the activities of the Food Stamp certification units in each of the participating counties.
- .4 Reviewing and supervising issuance procedures.
- .5 Interpretation of plan material to the county welfare boards.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

Furthermore, it is noted that regular audits are essential to identify any discrepancies or errors in the accounting system. By conducting these audits frequently, potential issues can be resolved before they become significant problems.

The document also highlights the need for clear communication between all parties involved in the financial process. This includes providing timely updates to stakeholders and ensuring that all team members are aware of their responsibilities.

In conclusion, the document stresses that a strong foundation of accurate record-keeping and regular audits is crucial for the long-term success and stability of any organization.

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1140. BUREAU OF CHILDREN'S SERVICES (Cont'd)

.1 d. Protective services.

A major service provided by the agency is protective services and relates to complaints which allege that a parent, parents, guardian, or other persons having custody and control of any child is immoral, unfit, fails to provide for a child's proper maintenance, protection and education, or endangers a child's welfare by virtue of vicious, careless or dissolute habits. Protective services is defined as a specialized intensive social service for the child who is neglected, abused, abandoned, exploited or cruelly treated and whose condition or situation gives observable evidence of the injurious effects of failure on the part of parents or others responsible for him to meet at least his minimum needs.

e. Services to unmarried mothers.

The agency is responsible for providing service on behalf of an unborn child provided that the prospective mother is unmarried and is within New Jersey at the time she is seeking the aid of the Bureau. Service includes consultation, counseling, referral to other appropriate resources, and expenditure of funds for board, lodging, clothing, medical, dental and hospital care.

f. Adoption services.

- 1) The agency is responsible for effecting placements of children for adoption who are unable to be maintained or returned to their own homes or to homes of relatives.
- 2) It also provides assistance to public out-of-state adoption agencies in placing children for adoption in this State, as well as working closely with International Social Service in the placement of foreign-born children for adoption in the homes of New Jersey families.
- 3) It is also responsible for investigating and supervising, upon order of the court, those independent adoptive placements which were made without the participation of a certified adoption agency. The report of the investigation is prepared for a preliminary hearing. The court, if satisfied that the interests of the child will be served by the placement, usually appoints the agency as "next friend," authorizing the agency to supervise the placement for one year, and to submit a report for the final hearing, at which time the court will decide if the adoption should be granted.

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1100 Divisional Organization and Functions

1140. BUREAU OF CHILDREN'S SERVICES (Cont'd)

- .1 m. Parole supervision. By administrative action of the State Board of Control of the Department of Institutions and Agencies, the agency has been delegated the responsibility for parole supervision of children under age 14 released from the State Home for Boys, The Training School for Boys and the State Home for Girls. For youngsters between the ages of 14 and 16 who are released on parole, the determination of which agency will provide supervision is decided on the basis of a joint conference in each individual situation. Parole supervision of children 16 years and over is carried by the Central Parole Bureau of the Department of Institutions and Agencies, unless both agencies and the specific institution determine that the best interest of the child requires supervision by the Bureau of Children's Services.
- n. Visitation and inspection of selected children's institutions. The agency is responsible for inspecting and consulting with certain intra-State institutions which provide service to children. These inspections consist of observing the physical plant and reviewing with administration and board the total program offered by the institution, with the view to offering consultation in relation to the upgrading and maintenance of sound institutional practices in accordance with standards established by the Department.
- o. Certification of adoption agencies. The agency certifies all agencies both within and outside the State who wish to place children for adoption in New Jersey. A certificate of approval is issued annually to each agency which applies for certification and which meets specified standards of adoption practice.
- In addition, consultation is provided to agencies applying for certification for the first time for the purpose of exploring in full the awareness of the many ramifications of establishing an adoption service in the State.
- p. Receipt and administration of Workmen's Compensation awards on behalf of minor children who have no adequate guardian.

.2 Central Office

The Central Office of the Bureau of Children's Services is the administrative arm of the agency and in addition to providing management functions of administration, planning and policy formulation and development, it provides consultative and coordinative services which enable its district offices to render direct services to or on behalf of children. These services are rendered through an organizational design which places direct responsibility for personnel functions, standards and procedures, and

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1140. BUREAU OF CHILDREN'S SERVICES (Cont'd)

.2 Central Office (Cont'd)

legal advisors in the office of the Chief. The Assistant Chief, who reports directly to the Chief, is responsible for the Field Services Section and the Consultant Services Section as follows:

a. Field Services Section

This Section, composed of the agency's Regional Representatives, each of whom is responsible for the over-all supervision of specified district offices, constitutes the primary liaison between the district offices and the agency administration and is constructed to assure the Chief that the total agency program is carried out in conformity with program objectives, rules and regulations. It is responsible for:

- 1) Analysis of district office performance in the areas of uniform policy interpretation and application, uniform program objective interpretation and application, case load management and supervision, and business management and supervision.
- 2) Provision of case analysis, treatment and consultation for all agency services.
- 3) Serving as district office supervisor when required.
- 4) Promotion of mutual understanding between the district offices and Central Office.
- 5) Participation in the development of agency program at the Central Office and district office levels.
- 6) Coordination of case load planning with program operations.

b. Consultant Services Section

This Section, headed by a Supervisor of Social Services, acts in a supporting and consultative capacity to the district offices concerning social services. In certain instances, it has assigned operational responsibilities and is composed of the following Units, each headed by an appropriate supervisory person:

Day Care Services Unit	Adoption Resource Exchange Unit
Group Care Services Unit	General Services Unit
Inter-Agency Services Unit	Adoption Services Unit
Staff Development Services Unit	Work Incentive (WIN) Unit

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1140. BUREAU OF CHILDREN'S SERVICES

- .2 c. The Business Administration Section, headed by an Assistant Chief, Fiscal Administration, reports directly to the Chief. The Section is responsible for providing supporting services to Central Office and the district offices in the areas of business management including fiscal activities and also for clerical services and research and statistical duties. The Section is composed of the following Units, each headed by an appropriate supervisory person:

Budget and Appropriation Unit

Accounting Unit

Office Services Unit

Research and Statistics Unit

Review Unit

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1150. BUREAU OF INSTITUTIONAL SERVICES

The Bureau of Institutional Services, headed by a Chief who is designated the appointing authority, is directly responsible to the Deputy Director of the Division. Acting independently or through the various Sections of the Bureau, he is responsible for those duties which must be performed in executing those aspects of the programs of Medical Assistance, and Medical Assistance for the Aged, which provide financial assistance and related services to persons 65 years and over who are patients in eligible public State and county hospitals for mental diseases and tuberculosis. Federal requirements include utilizing any additional matching funds resulting therefrom for strengthening and extending comprehensive mental health services, and for achieving improved coordination of public assistance and mental health services through developing and implementing individual plans for alternative methods of care which will enable the earliest possible readjustment of such persons to family and community living.

In meeting these objectives and responsibilities, the Bureau exercises many of the duties normally otherwise devolving upon a County Welfare Board. The Bureau has responsibility for assistance and service to Medical Assistance in-patient recipients in State and county institutions in cooperation with hospital staff and for on-going services, as necessary, for former recipients while under cognizance of a hospital. Also, the Bureau serves as a liaison and the single referral source for all adult patients whose discharge from a mental hospital, hospital for tuberculosis, or institution for the mentally retarded, is dependent on receipt of public assistance funding and service responsibility.

These responsibilities are carried out through an organizational design consisting of 4 Area Offices, each office serving a major State hospital and those counties in its catchment area, plus properly qualified county institutions and institutions for the retarded. The Area Offices conduct investigations to determine eligibility for Medical Assistance and to recertify this need on a 6-month basis. On institutional referrals for county categorical programs, the Area Offices serve the counties in a similar manner as their field staff. In this latter capacity, referrals are processed fully and then presented to the respective counties for initial eligibility determination and follow up. Placements are made by the Bureau or by the County Welfare Board at the discretion of the county. Follow up service, as required, may be assumed by the Bureau if requested by the counties and jointly agreed upon when placements are made out of county and distances would present travel problems for county staff.

When in-patient eligibility for Medical Assistance has been determined, direct payments for hospitalization are made by the Bureau to the hospitals as vendor payments on a monthly basis. Payments for personal expenses are made as money payments to the institutions as "authorized custodian" for patient recipients. These payments are usually made on the

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1150. BUREAU OF INSTITUTIONAL SERVICES (Cont'd)

first of the month for which the allowance is made. Supplemental payments are issued as authorized. The Bureau will assume similar planning and service responsibilities, under the special program of Medical Assistance for the Aged, for those patients over 65 years of age whose income exceeds Medical Assistance standards but who are unable to meet the costs of hospitalization.

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1170. BUREAU OF BUSINESS SERVICES

The Bureau of Business Services, headed by a Chief who is the appointing authority, is directly responsible to the Deputy Director of the Division. The Chief, acting independently or through the various Sections of the Bureau, is responsible for all fiscal, statistical and management services related to all Bureaus, Units and staff of the Division except those which are performed internally by the Bureau of Children's Services and the Commission for the Blind.* It is also responsible for the supervision of all fiscal and statistical activities of the County Welfare Boards and municipal welfare departments.

The Bureau carries out its responsibilities through the following activities:

- .1 Development and maintenance of fiscal and statistical programs, together with policies related thereto, for the public assistance programs, the Food Stamp Program and the Work Incentive Program (WIN).
- .2 Establishment and execution of accounting and auditing programs.
- .3 Preparation of State budget requests.
- .4 Collection and summarization of fiscal and statistical data from the County Welfare Boards and municipal welfare departments.
- .5 Preparation of claims for Federal participation in costs of assistance and administration.
- .6 Disbursement of State and Federal share of assistance and administration to County Welfare Boards and municipal welfare departments, as appropriate.
- .7 Issuance of instructions to County Welfare Boards for preparation of budgets.
- .8 Furnishing estimates of assistance costs to County Welfare Boards for incorporation in their budget requests.
- .9 Review and approval of County Welfare Board budgets.
- .10 Preparation of required State and Federal reports.

*[Future planning for the Division contemplates that the same services will be furnished for the Bureau of Children's Services and the Commission for the Blind. Once this is accomplished, all fiscal and statistical activities of the Division will be the responsibility of the Bureau of Business Services.]

Inventory

Inventory of Resources

Inventory of Resources

Inventory of Resources

The following is a list of the resources identified in the inventory. The resources are listed in alphabetical order of their name. The resources are listed in the following order: (1) Name of the resource, (2) Location of the resource, (3) Description of the resource, and (4) Date of the inventory.

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1180. BUREAU OF SOCIAL SERVICES

The Bureau of Social Services, headed by a Chief who is the appointing authority, is directly responsible to the Deputy Director of the Division. The Chief, acting independently or through the various sections of the Bureau, is responsible for those duties which must be performed in initiating, evaluating and revising policy and procedure for the public assistance programs and related welfare services which are locally administered; for developing and administering activities and social services which supplement the operations of local welfare agencies in administering policy promulgated by the State agency; for achieving uniformity of program throughout all jurisdictions of the State and to provide supplementary social services to public assistance recipients; and for providing consultation and training to develop professional capacity of local agency staff so that supportive and supplementary social services will become more effective and extensive.

These responsibilities are carried out through an organization design consisting of five Sections with major activities as follows:

1181. Standards and Procedures Section

This Section, headed by a Social Work Supervisor II, is responsible for:

- .1 The development of new, amended and revised policies and procedures, except those related to personnel and fiscal and statistical matters, to include required forms, and public assistance programs and related welfare services to implement and maintain consistency with Federal requirements, State legislation, divisional directives and departmental Administrative Orders. It maintains, in cooperation with other administrative units of the Division of Public Welfare, a continuing review and evaluation of policies, procedures and services as a basis for developing and recommending changes in legislation, regulations or directives for improvement in program.

Such analysis and recommendations may result from initiation at the local level through cooperation with other administrative units responsible for liaison with the local agencies, or may be initiated from the top level of administration.

- .2 Submitting all official copies of the State Plan, administrative manuals and other regulatory materials pertaining to the administration of public assistance and related welfare services in New Jersey to the Federal agency and the Secretary of State and maintaining records thereof.
- .3 Issuing approved copies of manual material by transmittal letters, explaining the content and instructions for insertion in the manuals.

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1181. Standards and Procedures Section (Cont'd)

- .4 Maintaining currently the official copies of Federal administrative manuals and other regulatory materials pertaining to the administration of public assistance and related welfare services which are mandatory upon each State or are permissive on the part of the State.
- .5 Maintaining the official copies of the State plan, administrative manuals and other regulatory materials pertaining to the administration of public assistance and related welfare services in New Jersey.
- .6 Maintaining a current resource file of regulatory and related materials issued by welfare agencies of other jurisdictions.
- .7 Recording, circulating and maintaining files on all materials received that may be of general staff interest.
- .8 Participating in training sessions, as appropriate, giving information on the Manual of Administration and instructions on its use.
- .9 Consulting with various administrative units on the intent of policy to assure uniform interpretation in the various jurisdictions.

1182. Homemaker Services Section

Homemaker Services augment and extend the broad range of Social Services of the Division, in the homes of families and adults, under agency supervision for the purpose of maintaining, strengthening, improving and safeguarding the home when family life or family functioning is threatened. The service is designed to assist the family with the maintenance and management of their homes, upgrade the family levels of living, care of children and other family members, and is used in situations in which the regular homemaker (usually the mother or mother person), is absent, ill, or unable to perform part or all of her usual duties because of other demands or lack of capacity, including lack of knowledge and skill. It may also be used to assist aged, chronically ill and disabled persons to remain in or return to their own homes through help in home management, shopping and personal care and to improve capacity for self-care and independent living.

This Section, headed by a Social Work Supervisor I (Homemaker Services) is responsible for:

- .1 Providing consultation to State and local agencies on Homemaker Services and undertaking program analysis to determine extent of need and uses of homemakers.

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1182. Homemaker Services Section (Cont'd)

- .2 Giving leadership in promoting, developing and extending homemaker service to public welfare recipients throughout the State.
- .3 Participating in program planning and development of policies, standards, and guide materials and forms.
- .4 Participating with the Bureau of Local Operations in consultation to county agencies in developing criteria relating to the initiation of a Homemaker Service.
- .5 Providing consultation to local agencies in the development, administration, and evaluation of Homemaker Service.
- .6 Participating with staff development personnel in devising content and methods of training for homemakers and of Social Service staff in the use of Homemaker Service.
- .7 Sharing in the training of Social Service staff and homemakers and assisting in securing subject matter specialists from the staff and/or community to participate in selected areas of training.
- .8 Cooperating with other staff responsible for public welfare administration in an effort to integrate Homemaker Service with other agency services and to expand the program in response to agency needs.
- .9 Planning for public interpretation to increase understanding of Homemaker Service as a means of achieving public welfare objectives.
- .10 Developing resources which support Homemaker Service and other social services.
- .11 Evaluating effectiveness of Homemaker Service as a part of the State's total social service program in an effort to maintain quality service.

1183. Family Economics Section

This Section, headed by a Principal Home Economist and who serves as Secretary to a Categorical Assistance Budget Manual Committee, is responsible for:

- .1 Developing, determining, defining and costing budgetary standards and allowances for the several categories of public assistance; making constant checks of these standards.
- .2 Developing policy pertaining to determination of need; drafting and revising Categorical Assistance Budget Manual as may be required.

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1184. Staff Development and Training Section

This Section, reporting directly to the Chief of the Bureau or his authorized designee, is responsible for:

- .1 Formulating staff development programs for all levels of administration and maintaining its consistency with staff needs and with Federal and State requirements at the State, county or municipal welfare agency levels.
- .2 Conducting a comprehensive staff development program for personnel engaged in the administration of public assistance and related welfare services.
- .3 Developing and providing consultation to local agencies concerning methods and standards for the implementation and evaluation of the various segments of program and related services.
- .4 Ascertaining those training needs which are required by local agencies in providing meaningful supportive and supplementary services and, as required, since uniformity of program and services must be achieved, providing such training through an Orientation Program for new service personnel and training program for other personnel as appropriate.
- .5 Providing consultation to and evaluating training programs of local agencies which conduct their own orientation and in service training programs in respect to content, goals and achievement.
- .6 Maintaining appropriate records of Section activities, assembling data, and preparing required Federal reports.
- .7 Reviewing qualifications and making recommendations on staff members of local agencies who are being considered for appointment as staff development or training supervisors.

1185. Consultant Services Section

This Section reporting directly to the Chief of the Bureau or his authorized designee, is responsible for:

- .1 Providing professional consultation to the County Welfare Boards, in cooperation with the Bureau of Local Operations, concerning development and implementation of social services in order to supplement the operations of local welfare agencies, and specifically those services which must be consistent with Federal requirements.

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1185. Consultant Services Section (Cont'd)

- .2 Assuming duties and responsibilities outlined below in providing consultation and services in special areas, such as aging, vocational rehabilitation, special education, community organization, migrant labor, volunteer services, non-English speaking population groups, casework services in the Federal program for repatriates, etc.
- a. Maintaining a continuous study, analysis, and interpretation of all information, data, programs and developments affecting such clientele.
 - b. Maintaining a continuous inventory of community resources pertinent to the programs and services provided.
 - c. Planning and developing community-based programs and services.
 - d. Disseminating and publicizing information concerning programs and services available.
 - e. Maintaining liaison with local agencies, and appropriate public and private State or Federal agencies in the development and utilization of community resources and initiation of programs.
 - f. Cooperating and consulting with other units of the Division in planning and developing program, and through analysis of present program, recommending changes in existing policy or program.
 - g. Maintaining resource file on materials pertinent to areas of service.
- .3 Assuming responsibility for gathering data incident to conflicts among agencies in providing services and for providing advice and consultation geared toward the resolution of such problems.

N.J. Dept. of Institutions and Agencies.

Division of Welfare.

Bureau of Assistance.

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2000. INTRODUCTION

All principles established herein apply in ADC. An additional basic principle is established in 2004.16.

Part II
2000

The Individual and Public Assistance
Introduction

2000. INTRODUCTION

2001. Basic Securities

The individual needs certain basic securities for himself and his dependents in order to achieve healthy and independent living in the community. Among these securities are: physical and mental health, protection from crime, fire and other catastrophes, adequate housing, education, and an assured minimum income.

Most individuals are able to maintain themselves and their families through their own efforts. However, some need help from outside sources, particularly when illness, unemployment, death or other misfortunes strike. Insecurity is even more persistent for individuals who are very young or old, chronically ill, disabled, not regularly employed or unable to earn sufficient income for the needs of themselves and their dependents.

2002. The Community Discharges Responsibility Through Public Services

The community recognizes that the welfare of the individual is essential to the welfare of the community as a whole. Therefore, it has created such services as public education, employment services, protective services, social insurance, and public assistance as part of a broad national system of social security.

The community has also created other services under private auspices.

2003. Public Assistance Defined

Public assistance, one aspect of public welfare, is a resource created by law to protect and promote the welfare of the State and community by providing financial assistance and other services to needy persons, in a manner which provides every such person opportunity to achieve his maximum capacity for independent living.

.1 Distinguishing Characteristics of Public Assistance

- a. It is established by law.
- b. It is accountable to the overall governmental unit and to the community for what it is and how well it is serving the public.
- c. It is financed by public funds.
- d. It is administered by public employees.

2003. Public Assistance Defined (Cont'd)

.2 Public Assistance Programs in New Jersey

a. Categorical

There are four categorical programs in New Jersey: Old Age Assistance, Disability Assistance, Assistance for Dependent Children and Assistance for the Blind.

b. Other Programs

There are three other programs available in New Jersey for those individuals or families meeting specific requirements.

1) Assistance to Families of the Working Poor

The program of Assistance to the Families of the Working Poor (AFWP) provides financial assistance and other services under specific eligibility provisions to families with children in which both parents who are ceremonially married to each other are present in the home and are the natural or adoptive parents of such children but where there is inadequate income or resources for the support of the family.

2) Medical Assistance for the Aged

Medical Assistance for the Aged provides payment for hospitalization, nursing home care or home health care because of continuing confinement at home to aged persons who might otherwise forego such services or become financially dependent in the course of obtaining them.

3) General Assistance

The General Assistance program provides for those needy persons who are not eligible for any assistance program administered by the county welfare board.

There are separate manuals for each of these programs.

Part II The Individual and Public Assistance
2000 Introduction

2004. Basic Principles of Administration (Cont'd)

.1 Opportunity to Make Application

Any person believing himself eligible shall be assured an opportunity to make application (includes reapplication) for financial assistance and other services provided through the assistance programs.

.2 Decision to Make Application

The decision to make application for assistance rests with the person or his authorized agent.

.3 Recognition of Individual and his Problem

The individual requesting help shall be recognized as a person who is seeking a solution to a problem. It is the responsibility of the agency to help him in identifying the problem, to explain to him whether the problem does or does not come within the scope of the agency's function, and to inform him of other appropriate services and resources in the community which are available.

.4 Client Primary Source of Information

The client shall be considered the primary source of information about himself and his circumstances in determining his eligibility for assistance. However, it is the basic legal responsibility of the agency to make the determination of eligibility. The agency has a statutory duty to explore all available information which is necessary, relevant and material to the issue of eligibility. Therefore, additional and secondary sources are used when necessary, with the client's knowledge and consent.

2004. Basic Principles of Administration (Cont'd)

.5 Client Self-Directing

The client shall direct his affairs insofar as he is physically and mentally able. This principle is based on the fact that economic dependency does not deprive a needy person of his civil rights nor does it release him from his normal duties as a responsible member of the community.

.6 Opportunity to Withdraw

An applicant shall be assured an opportunity to withdraw his application at any point between his request for assistance and determination of his eligibility or ineligibility by the agency.

The decision to withdraw rests with the applicant or his authorized agent.

.7 Prompt Consideration and Notification

Each application shall be considered promptly and impartially. Subsequently, each applicant shall be notified promptly in writing of the decision on his eligibility. These principles hold also for a recipient when any change in his circumstances indicates a change in his requirements or status.

.8 Uniform Basis for Determining Eligibility

The eligibility of all applicants for financial assistance, and of all recipients for continuing assistance, shall be determined by uniform and objective standards.

.9 Assistance to All Eligible Persons

Assistance shall be paid to every eligible applicant and shall not be withheld from any eligible person so long as any payments are being made under a specified categorical assistance program in this State.

.10 Assistance by Money Payments

Assistance shall be granted in the form of money payments through checks to the recipient, his legal guardian, or, under certain specified conditions, to other persons on the recipient's behalf.

2004. Basic Principles of Administration (Cont'd)

.11 No Duplication of Assistance

A recipient of one form of public assistance shall not receive assistance for the same period through another public assistance program except as permitted by the laws governing the respective programs. This does not preclude persons in the same household from receiving different forms of assistance, nor does it preclude a payee in ADC who is not included in the ADC grant, from receiving another form of public assistance.

.12 Adherence to Law and Administrative Policy

There shall be strict adherence to law and complete conformity with administrative policies. Requirements other than those established by law or pursuant thereto shall not be imposed on any person as a condition of receiving assistance.

.13 Appeal and Fair Hearing

The client shall have the right to request a Fair Hearing on the action or inaction of the agency whenever he believes that he has not been given full consideration under the law. A Fair Hearing shall be conducted by an impartial official of the Department of Institutions and Agencies in accordance with prescribed procedures.

.14 Administrative Review and Fair Hearing

The client shall have the right to request administrative review before the local agency whenever he believes that he has not been given by the county welfare board the consideration required by law and regulation.

He shall have the right to request review in a Fair Hearing conducted by an impartial officer of the Department of Institutions and Agencies in accordance with the prescribed procedures. Local agency review shall not be considered a prerequisite to a Fair Hearing before the State Agency and will not stay the time for scheduling of a Fair Hearing.

.15 Confidential Nature of Information

Information about the client and his circumstances shall not be disclosed except to those persons and agencies entitled to such information by law or regulation.

Part II The Individual and Public Assistance
2000 Introduction

2004. Basic Principles of Administration (Cont'd)

.16 Maintaining and Strengthening Family Life

Planning with ADC families shall be directed toward the strengthening of family life by helping parents (or parent persons) attain the maximum self-support and personal independence consistent with the maintenance of continuing parental care and protection. The best foundation for a child's security rests on the natural bond of affection and concern for his well-being that exists when he remains in the care and custody of his family.

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Introduction - Separation

2010. SEPARATION OF FINANCIAL ASSISTANCE AND SOCIAL SERVICES

Applies in ADC.

Part II
2000

The Individual and Public Assistance
Introduction - Separation

2010. SEPARATION OF FINANCIAL ASSISTANCE AND SOCIAL SERVICES

2011. Preliminary Statement

To improve delivery of social services and financial assistance to eligible persons, the function of arranging or providing social services to individuals should, to the maximum extent feasible, be performed by persons other than those who arrange, provide for, or determine financial assistance.

2012. Process

Because of the great diversity among the various county welfare boards in size, administrative structure, numbers and training, the policy and procedure is broadly stated so that the very best organizational plan can be developed by each to meet the purposes and goals of separation of the two functions of delivering social services and financial assistance.

2013. Eligibility and/or Income Maintenance Unit

The eligibility unit is responsible for the acceptance of applications and determination of eligibility of applicants and the continuing eligibility of recipients.

The unit is also responsible for computation of the budget, for authorization of payment, validation and any interim actions (changes in address, adding or removing a child from grant, changing payee, etc.).

2014. Social Services

Social services are those activities of social work staff, related specialists and auxiliary staff which are directed toward informing applicants and/or recipients of available services and helping individuals and families in one or more areas of functioning.

.1 Freedom of Choice

Services must be based on the individual's interest and desire for help with his problems, respecting his right of freedom of choice in accepting such services, except in referral for employment or training (WIN) and protective services for children.

.2 Services

Services to be given by the Social Service Unit(s) may be found in 2800.

The first part of the report deals with the general situation in the country. It is noted that the economy is showing signs of recovery, but that there are still many problems to be solved. The government is working to improve the situation and to bring about a more stable and prosperous future.

In the second part of the report, the author discusses the various factors that are influencing the economy. These include the state of the world economy, the domestic market, and the government's policies. It is pointed out that the government has taken a number of steps to stimulate the economy and to reduce unemployment.

The third part of the report deals with the social and cultural aspects of the country. It is noted that there is a growing awareness of social justice and that the government is working to improve the lives of the people. There is also a strong emphasis on education and on the development of the country's resources.

Finally, the author offers some suggestions for the future. It is suggested that the government should continue to work to improve the economy and to bring about a more stable and prosperous future. It is also suggested that there should be a greater emphasis on social justice and on the development of the country's resources.

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When the applicant, as defined above, is a natural or adopted parent he must apply for ADC for himself and child(ren).

When the applicant, as defined above, is a parent-person he may apply for himself and child(ren) or only for the child(ren).

When both natural or adoptive parents, or a parent and step-parent, are living, the "applicant" means both parents or a parent and step-parent, and both shall be required to execute the formal written application unless one such parent or step-parent is physically or mentally unable to execute the form.

When the child(ren) lives with a parent-person(s) the application shall be executed by the parent-person who is to be designated parent, and by any parent-person(s) who is to be included in the grant.

Authorized Agent (Legal Guardian)

Not applicable in ADC since an individual who has been adjudicated legally incompetent and for whom a guardian was appointed would not be acceptable as a parent or parent-person.

Authorized Agent for Persons Alleged to be Mentally Incompetent

Does not apply in ADC for the reason cited in 1. above.

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2100. THE APPLICATION PROCESS

2101. Definitions

.1 Application Process

Applies in ADC

.2 Applicant

In ADC "applicant" means the parent or parent-person who makes an affirmative decision to apply for financial assistance to enable him or her to maintain and provide for one or more children of eligible age who are in his or her care. [See ADC Insert 2101.15 for definition of "parent-person" and 2280.2 for definition of "eligible age."]

- a. When the applicant, as defined above, is a natural or adoptive parent he must apply for ADC for himself and child(ren).
- b. When the applicant, as defined above, is a parent-person he may apply for himself and child(ren) or only for the child(ren).
- c. When both natural or adoptive parents, or a parent and step-parent, are living in the home the term "applicant" means both parents or a parent and step-parent, and both shall be required to execute the formal written application unless one such parent or step-parent is physically or mentally unable to execute the form.

When the child(ren) lives with a parent-person(s) the application shall be executed by the parent-person who is to be designated payee, and by any parent-person(s) who is to be included in the grant.

.3 Authorized Agent (Legal Guardian)

Not applicable in ADC since an individual who has been adjudicated legally incompetent and for whom a guardian was appointed would not be acceptable as a parent or parent-person.

.4 Authorized Agent for Persons Alleged to be Mentally Incompetent

Does not apply in ADC for the reason cited in .3, above.

Part II The Individual and Public Assistance

2100 The Application Process

2100 THE APPLICATION PROCESS

2101. Definition

.1 Application Process

[The application process includes all activity performed by the Eligibility Section relating to a request for financial assistance. It begins with the first statement to the CWB that an individual wishes to receive financial assistance and continues in effect until there is an official disposition of his application.

[The application process is primarily geared toward the determination of basic eligibility and the amount of financial assistance to be provided. However, since intake by its very nature involves a combination of services and income maintenance functions, a service worker shall be made available as required during such process.

.2 Applicant

An applicant is an individual who has made an affirmative decision to apply for financial assistance and whose application has not been officially disposed of by the CWB.

The term "Applicant" also includes the individual on whose behalf such decision is made by his authorized agent in order to initiate an application for assistance as stated below in 2101.3 and 2101.4.

.3 Authorized Agent (Legal Guardian)

A legally appointed guardian shall be recognized as an authorized agent for the client to initiate an application for assistance and for all other purposes. Without such legal capacity, any individual who claims to be acting on behalf of a prospective applicant shall be considered only an inquirer, informant, or referring party. The sole exception to this policy occurs with respect to persons alleged to be mentally incompetent as provided below in 2101.4.

.4 Authorized Agent for Persons Alleged to be Mentally Incompetent

If the person is alleged to be mentally incompetent, and is not represented by a legal guardian, the CWB shall accept any one of the following in the order of preference indicated to act as his authorized agent for the sole purpose of initiating an application for assistance:

- a. in the case of a minor (under 21) who is mentally incompetent, the parent or person acting in loco parentis;
- b. a relative by blood or marriage;

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2101. Definitions (Cont'd)

.5 Inquiry

Applies in ADC.

.6 Referral

Applies in ADC.

.7 Application (Terms used to classify)

Applies in ADC.

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The Individual and Public Assistance
The Application Process

2101. Definitions (Cont'd)

.8 Registration

Applies in ADC.

.9 Disposition of Application

Applies in ADC.

.10 Recipient

In ADC "recipient" means either the family unit of parent(s) or parent-person(s) and children of eligible age who have been found eligible for an initial payment of assistance, or any individual determined to be an eligible member of the family.

Each member of the family retains his status as a recipient until it has been officially determined that he is no longer eligible, or until the recipient family is determined to be ineligible.

Part II The Individual and Public Assistance
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2101. Definitions (Cont'd)

- .7 d. A transfer application is a written request for assistance under a specified program by an individual who at the time of registration is still receiving assistance from the welfare board of another county from which he has moved.
- e. Pending application is the general term for application, reapplication, reopened application, or transfer application prior to official disposition.

.8 Registration

Registration is the action of the CWB in making an official record of and assigning a control number to an application.

.9 Disposition of Application

The disposition of an application is the official determination by the CWB that one of the following actions is appropriate:

- a. Approved means that the applicant has been determined to be eligible for assistance.
- b. Rejected is an inclusive term (for statistical purposes) for the following actions:
- 1) Denied means that the applicant has been determined to be ineligible for assistance for a specific reason.
 - 2) Dismissed means official recognition that eligibility need not be considered further because:
 - a) the applicant died or moved to another jurisdiction within New Jersey during the application process; or
 - b) the applicant cannot be located; or
 - c) the application was registered in error.
 - 3) Withdrawn means that the applicant or his authorized agent decides not to pursue his application further and requests orally or in writing that the CWB terminate its activity on the case.

.10 Recipient

A recipient is an applicant who has been found eligible for an initial payment of assistance. The individual retains his status as a recipient until it has been officially determined that he is no longer eligible.

Part II The Individual and Public Assistance
2100 The Application Process

2101. Definitions (Cont'd)

.11 [Payment in Medical Assistance

Medical Assistance is the vendor payment by the Division of Medical Assistance and Health Services for health services rendered under the Medical Assistance program to an eligible recipient.

.12 Assistance Payment

An assistance payment is the money amount authorized by the CWB and issued in the form of a check to a recipient, his legal guardian or, under certain conditions, to other persons on the recipient's behalf.

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2100

The Individual and Public Assistance
The Application Process

2101. Definitions (Cont'd)

.11 Payment in Medical Assistance

Applies in ADC.

.12 Assistance Payment

In ADC, an assistance payment is the money amount authorized by CWB and issued in the form of a check to a parent or parent-person member of the eligible family who has been designated as payee (See 2101.19 and 2550.), or, under certain conditions authorized in this Manual, to other persons on behalf of the recipient family or individual member thereof.

TURN PAGE FOR ADDITIONAL ITEMS FOR ADC IN THIS SECTION 2101.

2101. Definitions (Cont'd)

.13 Child

In ADC the term "child" shall be understood to refer to one or more children as appropriate.

.14 Parent

In ADC, for purposes of this Manual, the term "parent" will be used broadly to refer to the natural or adoptive parent or parents, or to a parent-person or persons. (See 2101.15.)

Where law or policy relates only to natural or adoptive parents, the phrase "natural or adoptive parent" will be used.

.15 Parent Person

a. Legal Authority

In ADC, by law, certain relatives may be recognized as taking the place of a parent. The term "parent person" will be used to designate one or more such relatives who include grandfather, grandmother, brother, sister, stepfather, stepmother, stepbrother, step-sister, uncle, aunt, first cousin, nephew or niece. Such relative must be one with whom the dependent child is living in a place of residence in New Jersey maintained by one or more of such relatives as his or their own home.

b. Interpretation

The relatives enumerated in the law are interpreted to include the following:

- 1) Any such blood relatives, including those of half blood, and such persons of preceding generations as denoted by prefixes of "grand", "great", or "great-great" are within this definition.
- 2) Persons who legally adopt another person (the adopted person need not be a minor) as well as the natural and other legally adopted children of such adopted persons. Under New Jersey law, relatives of persons who adopt children become legally related to such adopted children to the same extent as they are related to natural children of the adopting person.
- 3) A maternal relative of an out of wedlock child, within the relationships enumerated in a. and b., may be considered as a parent person.

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2101. Definitions (Cont'd)

- .15 b. 4) A paternal relative of an out of wedlock child, within the relationships enumerated in a. and b., may be considered as a parent person only when the paternity of the child has been established by judicial process or by written voluntary admission of the father.
- 5) Spouses of any such persons named in above groups. Such relatives may be considered "parent-persons" even though the marriage is terminated by death or divorce.

.16 Eligible Persons

The persons eligible for ADC are defined in detail in 2330. (Includes instructions on Federal "recipient count")

.17 Incapacitated Parent

For definition of incapacitated natural or adoptive parent refer to 2281.3.

.18 Eligible Unit

See Financial Assistance Manual 111.

.19 Payee in ADC

In ADC, the payee shall be the one parent designated to receive assistance payments on behalf of the eligible members of the family, in accord with the provisions of 2550.

(See 2285. in respect to "temporary payee" in emergency situations.)

Part II
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The Individual and Public Assistance
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2102. Responsibilities in the Application Process

The provisions of this section apply in ADC.

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Part II The Individual and Public Assistance
2100 The Application Process

2102. Responsibilities in the Application Process

.1 [Responsibilities of State Division

[Pursuant to statutory authority, the Department of Institutions and Agencies, through the Division of Public Welfare, establishes policy and procedure on the application process and supervises the operation of and [compliance with the policy and procedure so established. The Division establishes and supervises such policy and procedure on a basis of conformity with the requirements of the Federal Social Security Act, which states that every approved State Plan for the administration of categorical assistance shall:

- "1. Provide that no person shall be refused the opportunity to apply...
- "2. Provide for prompt and efficient carrying out of the application process.

"State plans must

- "1. Specify a time period to serve as a standard of reasonable promptness for completing the application process in all but exceptional cases.
- "2. Provide for informing claimants (a) of the agency's standard of promptness so that each may know the time period within which he should expect action on his claim, and (b) of his right to request a hearing on the basis of the promptness requirement if action is not taken within the specified period to furnish assistance or notify him of his ineligibility.
- "3. Provide for a determination of eligibility or ineligibility with respect to each application, subject to an applicant's right to decide not to pursue his application further.
- "4. Provide that assistance shall be paid to each eligible applicant, and that assistance shall not be withheld from an eligible person so long as any payments are being made under the specific category.
- "5. Establish a basis for review of action on applications by providing for the maintenance of identifiable records concerning all applications.

Part II The Individual and Public Assistance
2100 The Application Process

2102. Responsibilities in the Application Process (Cont'd)

- .1 (Cont'd) "6. Provide applicants with a basis for taking appropriate steps to express dissatisfaction with agency action or failure to act by:
- "a. Establishing procedures for notifying applicants in writing that assistance has been authorized in a stated amount, or that it has been denied, giving the reason for denial.
 - "b. Establishing methods of notifying each applicant in writing of his rights to a fair hearing and the method by which he can obtain a hearing.
- "7. Provide for statistical reporting to the Department of Health, Education and Welfare on applications."

.2 Responsibilities of the County Welfare Board

The County Welfare Board has the responsibility in the application process to:

- a. interpret the purpose and eligibility requirements of a particular program and indicate the applicant's rights and responsibilities under its provisions;
- b. receive applications;
- c. make known to the applicant appropriate resources and services both within the agency and the community, and, if necessary, assist him in using them;
- d. assist the applicant in exploring his eligibility for assistance, including consideration of his allowances in relation to his available income and resources;
- e. determine and report initial eligibility promptly;
- f. assure the prompt issuance of payments to eligible persons and prompt notification to ineligible persons;
- g. promptly issue a photo identification card to a person who is to receive a money payment and is named as payee, for the purpose of identification to facilitate the cashing of the public assistance check only; and
- h. account to the Division of Public Welfare for all applications.

Part II The Individual and Public Assistance
2100 The Application Process

2102. Responsibilities in the Application Process

.1 [Responsibilities of State Division

[Pursuant to statutory authority, the Department of Institutions and Agencies, through the Division of Public Welfare, establishes policy and procedure on the application process and supervises the operation of and [compliance with the policy and procedure so established. The Division establishes and supervises such policy and procedure on a basis of conformity with the requirements of the Federal Social Security Act, which states that every approved State Plan for the administration of categorical assistance shall:

- "1. Provide that no person shall be refused the opportunity to apply...
- "2. Provide for prompt and efficient carrying out of the application process.

"State plans must

- "1. Specify a time period to serve as a standard of reasonable promptness for completing the application process in all but exceptional cases.
- "2. Provide for informing claimants (a) of the agency's standard of promptness so that each may know the time period within which he should expect action on his claim, and (b) of his right to request a hearing on the basis of the promptness requirement if action is not taken within the specified period to furnish assistance or notify him of his ineligibility.
- "3. Provide for a determination of eligibility or ineligibility with respect to each application, subject to an applicant's right to decide not to pursue his application further.
- "4. Provide that assistance shall be paid to each eligible applicant, and that assistance shall not be withheld from an eligible person so long as any payments are being made under the specific category.
- "5. Establish a basis for review of action on applications by providing for the maintenance of identifiable records concerning all applications.

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The Individual and Public Assistance

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2102. Responsibilities in the Application Process (Cont'd)

- .1 (Cont'd) "6. Provide applicants with a basis for taking appropriate steps to express dissatisfaction with agency action or failure to act by:

"a. Establishing procedures for notifying applicants in writing that assistance has been authorized in a stated amount, or that it has been denied, giving the reason for denial.

"b. Establishing methods of notifying each applicant in writing of his rights to a fair hearing and the method by which he can obtain a hearing.

"7. Provide for statistical reporting to the Department of Health, Education and Welfare on applications."

.2 Responsibilities of the County Welfare Board

The County Welfare Board has the responsibility in the application process to:

- a. interpret the purpose and eligibility requirements of a particular program and indicate the applicant's rights and responsibilities under its provisions;
- b. receive applications;
- c. make known to the applicant appropriate resources and services both within the agency and the community, and, if necessary, assist him in using them;
- d. assist the applicant in exploring his eligibility for assistance, including consideration of his allowances in relation to his available income and resources;
- e. determine and report initial eligibility promptly;
- f. assure the prompt issuance of payments to eligible persons and prompt notification to ineligible persons;
- g. promptly issue a photo identification card to a person who is to receive a money payment and is named as payee, for the purpose of identification to facilitate the cashing of the public assistance check only; and
- h. account to the Division of Public Welfare for all applications.

Part II The Individual and Public Assistance
2100 The Application Process

2102. Responsibilities in the Application Process (Cont'd)

- .1 (Cont'd) "6. Provide applicants with a basis for taking appropriate steps to express dissatisfaction with agency action or failure to act by:
- "a. Establishing procedures for notifying applicants in writing that assistance has been authorized in a stated amount, or that it has been denied, giving the reason for denial.
 - "b. Establishing methods of notifying each applicant in writing of his rights to a fair hearing and the method by which he can obtain a hearing.
- "7. Provide for statistical reporting to the Department of Health, Education and Welfare on applications."

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- f. assure the prompt issuance of payments to eligible persons and prompt notification to ineligible persons;
- g. promptly issue a photo identification card to a person who is to receive a money payment and is named as payee, for the purpose of identification to facilitate the cashing of the public assistance check only; and
- h. account to the Division of Public Welfare for all applications.

Part II The Individual and Public Assistance
2200 Determination of Eligibility Factors Other Than Need - Preliminary Statement

2202. Photo Identification Cards

Effective July 1, 1973, or as soon thereafter as is possible but in no event later than January 1, 1974, the County Welfare Board shall issue to each client who is receiving a money payment and who is the named payee, an All-Photo identification card to assist him in cashing the public assistance check.

Exception to the above may be made in those instances where the recipient is living in a nursing home, intermediate care facility, public institution, or is homebound. In those cases where a person is named as payee on behalf of a recipient, it is not mandatory that the recipient or the payee be provided an All-Photo I.D. card; however, the card shall be provided if in the judgment of the County Welfare Board the issuance of such a card is indicated.

The County Welfare Board must establish a procedure for completion of the All-Photo I.D. card that will ensure that the client need make only one visit to the agency for that purpose. Should the recipient fail to keep his appointment for photographing and completion of the I.D. card without just cause and a reasonable effort has been made to elicit cooperation of the client, such recipient's public assistance check shall be held until he reports to the agency for completion of the I.D. card.

Photo I.D. cards must contain at least the following:

1. Name of County Welfare Board
2. Color Photograph of recipient
3. Signature of recipient
4. Case Number and recipient's name
5. Social Security Number
6. The Following Statement:

"This card is issued by the _____
County Welfare Board for the sole purpose of
assisting welfare recipients in negotiating
welfare checks.

If this card should be found, please mail to
the:

_____ County Welfare Board

All postage guaranteed."

The card must be an All-Photo I.D. Card conforming to the following specifications:

1. Plastic lamination - 95% bond
2. Overall dimensions - approximately 2 1/8" x 3 3/8"
3. Color photograph - no smaller than 1 1/4" x 1 1/4"

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2100 The Application Process

2102. Responsibilities in the Application Process (Cont'd)

.3 Responsibilities of the Applicant

As a participant in the application process, the applicant has the responsibility to:

- a. complete, with assistance from the CWB if needed, any forms required by the CWB as a part of the application process;
- b. assist the CWB, within his capacity to assist, in securing evidence that corroborates his statements;
- c. report promptly any change affecting his circumstances; and
- d. understand that obtaining assistance falsely is a misdemeanor punishable accordingly and that future grants may be denied at the discretion of the CWB according to Revised Statute 44:7-32.

2103. Policy and Procedure on Prompt Disposition

.1 Normal Standards of Reasonable Promptness

The maximum period of time normally essential to process an application is thirty days for Old Age Assistance and Assistance for the Blind, and sixty days for Disability Assistance.

In any situation where it is determined by the CWB on the basis of the information provided by the applicant at intake that there is immediate financial need, assistance shall be granted immediately if categorical eligibility is demonstrated. However, categorical eligibility has not been demonstrated in Disability Assistance and Assistance for the Blind unless there has been a professional review and determination of the applicant's permanent and total disability or blindness by the Medical Review Team of the Bureau of Medical Affairs.

"Date of effective disposition," as used in the preceding paragraph means:

- a. in the case of an approved application, the date on which first payment is issued to the applicant, or the date on which written notice of approval is sent to him in advance of first payment specifying the future date (within three months) on which he will become eligible;

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2103. Policy and Procedure on Prompt Disposition (Cont'd)

.1 Normal Standards of Reasonable Promptness (Cont'd)

- b. in the case of a denied application, the date on which written notification informing the applicant of his lack of eligibility and the reasons therefor is sent to him;
- c. in the case of a withdrawn application, the date on which written notification confirming to the client that the agency has taken cognizance of his voluntary withdrawal is sent to him; or
- d. in the case of a dismissed application, the date on which written notification informing the applicant of the dismissal and the reasons therefor is sent to him; and, with respect to an applicant who died, whose whereabouts is unknown, or for whom an application was erroneously registered, the date on which the decision to dismiss the application is determined by the director of welfare or by the welfare board, whichever is earlier.

.2 Exceptions from Normal Standards

It is recognized that there will be exceptional cases where the proper processing of an application cannot validly be completed within the 30-day period for AB or OAA or the 60-day period for DA, specified above. Where there is no immediate need for financial assistance and where substantially reliable evidence, either of eligibility or ineligibility, is still lacking at the end of the designated period, the application may be continued in pending status. In each such case, however, the CWB shall be prepared to demonstrate that the delay resulted from one of the following:

- a. circumstances wholly within the applicant's control; or
- b. a determination to afford to an applicant, whose proofs of eligibility have been inconclusive, further opportunity to develop additional evidence of eligibility before final action on his application; or
- c. an administrative or other emergency that could not reasonably have been avoided; or
- d. circumstances wholly outside the control of both the applicant and the CWB.

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2100 The Application Process

2103. Policy and Procedure on Prompt Disposition (Cont'd)

Intentionally Deleted

2103. Policy and Procedure on Prompt Disposition (Cont'd)

Intentionally Deleted

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2100 The Application Process

2103. Policy and Procedure on Prompt Disposition (Cont'd)

.3 Notification

When the complete processing of an application for AB or OAA is delayed beyond 30 days, or an application for DA is delayed beyond 60 days, written notification shall be sent to the applicant on or before the expiration of such period, such notification to contain information as follows:

- a. If the reason for delay comes within the description of a. or b., above, the applicant shall be reminded that the CWB has been waiting for him to take certain action, or shall be informed that it is necessary for him to provide certain additional information, and that he should notify the CWB promptly whether or not he can furnish such additional information; and that unless the CWB hears from him within 30 days it will be assumed that he is no longer interested in establishing eligibility for assistance and the application will therefore be denied.
- b. If the reason for delay comes within the description of c. or d., above, the applicant shall be informed of the reason for delay and the time within which he may expect to receive either a notice of final action or further advice from the CWB. [See 2910., Agency Decisions.]

.4 Agency Controls

Each county director of welfare shall arrange operational procedures and establish appropriate operational controls within his staff organization to expedite the processing of applications and assure the maximum possible compliance with these standards.

Control records on the exceptional cases shall disclose at any time the identity of all AB and OAA applications which have been in pending status for more than 30 days, and all DA applications pending for more than 60 days, and the reasons therefor. Such records shall be adequate to make possible the preparation of a report of such information at any time that it might be requested by the welfare board or the State Division.

Part II The Individual and Public Assistance
2100 The Application Process - Intake

2110. INTAKE POLICY AND PROCEDURE

"Intake" is an inclusive term applied to the county welfare board's activities in relation to requests for information, financial assistance, [medical assistance and social services. Certain standard procedures have been established in order to assure an orderly method for receiving, considering and disposing of all requests.

2111. Inquiries and Referrals

The following procedures shall be observed in respect to

.1 Requests for Information

In response to simple requests for information in person, by letter or telephone, the CWB will provide as appropriate to the nature of the request:

- a. specific interpretation of CWB programs and functions, including a copy of the information pamphlets for the program(s) in which inquirer is interested;
- b. general interpretation of assistance programs, statutory benefit programs, and health and welfare services available from other public and private agencies and facilities, and how to seek help from these sources; and
- c. suggestions for other possible sources of information on the problem presented.

Requests for information shall be considered and recorded as "inquiries."

Official referral service to other agencies shall be limited to applicants for or recipients of assistance, or to members of their immediate household. Informal referral service may be furnished to other persons who specifically request such service. [See 2800., Social Services, for referrals to specific agencies.]

.2 Inquiries About Financial Assistance

a. From Individuals

- 1) When an individual, or his authorized agent, inquires about financial assistance in person, he shall be given an opportunity to arrange for an interview. If the individual or his authorized agent so desires he shall be given an application form (PA-1G) to fill out at that time or at his convenience.

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2100 The Application Process- Intake

2110. INTAKE POLICY AND PROCEDURE

The introductory provisions of this sub-chapter apply in ADC.

2111. Inquiries and Referrals

The provisions of this section apply in ADC.

[The application form used in ADC is PA-1J.

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2100 The Application Process - Intake

2111. Inquiries and Referrals (Cont'd)

Intentionally Deleted

2111. Inquiries and Referrals (Cont'd)

.2 a. From Individuals (Cont'd)

- 2) When the inquiry is by letter or telephone, an appointment, if requested, shall be arranged promptly. If the individual claims to be in immediate need of assistance, application shall be mailed. The appropriate informational pamphlet shall be sent with any written response to inquiries by letter. If the appointment is not kept, or the application is not returned, within a minimum of 10 days, the CWB will make a record of the inquiry and need take no further action.
- 3) When a person other than a prospective application, or his authorized agent, calls at the CWB office, telephones, or writes to inquire about financial assistance on behalf of a specific individual, he shall be informed about the program(s) and provided the appropriate informational pamphlet. It shall be explained that regulations require direct communication with the individual concerned regarding his wish to apply.

If the inquiry is by letter and gives incomplete information as to the identity of the individual, the letter in reply shall suggest that the prospective applicant be advised to communicate with the office.

A letter to the prospective applicant shall advise him that the CWB has been informed he may be interested in applying for assistance, and invite him to get in touch with CWB if he wishes an appointment in the office or in his home, if necessary or whether he wishes an application form sent to him. A copy of the appropriate information booklet shall be enclosed.

Such inquiries on behalf of an individual shall be recorded as inquiries unless and until there is a decision to make application for financial assistance.

b. Referrals from Other Agencies

- 1) When the referral is from the Bureau of Local Operations for an individual expected to be released from a public institution and is accompanied by an executed application form, case summary, and other data, it shall be registered within one working day after receipt.

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2100 The Application Process - Intake

2111. Inquiries and Referrals (Cont'd)

.2 b. Referrals from Other Agencies (Cont'd)

- [2) Upon receipt of a referral from an agency or institution other than BLO, an appointment shall be arranged within five (5) working days for the client in the CWB office or in the place where he is living, as appropriate to his situation. If immediate financial need is indicated an opportunity for application shall be arranged promptly. (See 2800. for referral procedures for specific agencies.)

All referrals from such agencies and institutions shall be treated as "inquiries" unless and until an application has been made.

.3 Clearance

All inquiries and referrals shall be cleared with the master index and any previous information on file shall be made available to the worker.

It will frequently be necessary or helpful to clear with other public or private agencies directly, when available information shows or indicates the client is known to another agency.

2112. Application Policy and Procedure

.1 Who Has Right to Apply

There shall be recognition of the individual's right to file an application and have his eligibility formally determined if that is his wish, even though the information immediately available indicates clearly that the individual is not eligible and this has been explained to him.

- a. The general principle shall be that any person 18 years of age or older who believes himself to be eligible has the right to apply for assistance for himself.
- b. Persons making an application must be residents of New Jersey at the time of application. (See 2221.1)
- c. An authorized agent, as defined in 2101.3 and 2101.4 has the right to apply for another person who is in need.
- d. Persons who are mentally incompetent shall have applications filed on their behalf according to the provisions of 2114.

Part II The Individual and Public Assistance
2100 The Application Process - Intake

2111. Inquiries and Referrals (Cont'd)

2112. Application Policy and Procedure

.1 Who Has Right to Apply

The following special provisions shall be observed in respect to ADC:

a. When an application is made for ADC by a parent who is under age 18 (to be known as a "parent-minor") there shall be an immediate evaluation of the total home situation by a service worker and the following actions taken in specific situations:

- 1) When a parent-minor who is maintaining a separate home for the child (i.e., in own home or in the home of persons who would not qualify as parent-persons) an application shall be accepted from such parent-minor.
- 2) When a parent-minor and child are living in the home of
 - a) one natural or adoptive parent (of the parent-minor), or
 - b) both natural or adoptive parents, who are themselves eligible for ADC, or
 - c) relatives who qualify as parent-persons of the parent-minor,

there shall be a discussion with the parent-minor and the adult(s) as to whether it is desirable to have the parent-minor apply or whether the adult parent(s) should do so.

- 3) When a parent-minor and child are living in the home of both natural or adoptive parents (of the parent-minor) and the parents are not eligible for ADC, then the application must be accepted from the parent-minor. This rule is made because in this situation the parent-minor, although perhaps a "needy child", is not a child "deprived of parental support or care"; hence, the parents cannot apply for ADC for such parent-minor.

[See 2550. for Payee in ADC.]

- b. Applicable in ADC.
- c. Does not apply in ADC.
- d. Does not apply in ADC.

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2112. Application Policy and Procedure (Cont'd)

- .1 e. Does not apply in ADC.
- f. Applicable only in respect to a parent who wishes to apply for ADC in connection with a plan to establish a home for a dependent child upon leaving such institution. [See 2227. and 2283.]
- g. Applies in ADC.
- h. A parent who inquires about ADC and who appears to be individually eligible for OAA, DA or AB, may, by choice be included in the ADC application. He would have the same choice among these programs as any other individual. Such a parent is not precluded from applying for ADC for the dependent child(ren) only.

.2 Where Application is Made

Applies in ADC.

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2100 The Application Process - Intake

2112. Application Policy and Procedure (Cont'd)

- .1 a. 3) When a parent-minor and child are living in the home of both natural or adoptive parents (of the parent-minor) and the parents are not eligible for ADC, then the application must be accepted from the parent-minor. This rule is made because in this situation the parent-minor, although perhaps a "needy child", is not a child "deprived of parental support or care"; hence, the parents cannot apply for ADC for such parent-minor.

[See 2550. for Payee in ADC.]

- b. Applicable in ADC
- c. Does not apply in ADC.
- d. Does not apply in ADC.
- e. Does not apply in ADC.
- f. Applicable only in respect to a parent who wishes to apply for ADC in connection with a plan to establish a home for a dependent child upon leaving such institution. [See 2227. and 2283.]

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2112. Application Policy and Procedure (Cont'd)

TURN BACK TO ADC 2112.1, p.1, p.2

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2100 The Application Process - Intake

2112. Application Policy and Procedure (Cont'd)

.1 Who Has Right to Apply (Cont'd)

- e. Needy individuals in eligible public or private medical institutions, or nonprofit or charitable homes, or an individual who plans to enter such an institution has the right to apply according to the provisions of 2250.
- f. Needy individuals in ineligible public or private institutions have the right to apply when assistance is necessary to complete a plan for the individual to leave the institution to live elsewhere.
- g. Persons who have been admitted to the United States as immigrants, displaced persons, or refugees have the right to apply in the same manner and subject to the same eligibility requirements as any other resident. (See _____ for information relative to problems of persons in these categories.) 1/
- h. A person under 65 who is believed to be blind (as defined in 22XX) who has physical or mental disabilities in addition to blindness, may choose to apply initially for AB or DA. (See 2234.1) Similarly, a person over age 65 who is blind, may apply for OAA or AB.

.2 Where Application is Made

Application for financial assistance is made during normal business hours to the welfare board of the county where the person is living at the time of application. However, in respect to persons living in public and private medical, psychiatric or TB institutions and other Departmental institutions other than penal facilities, and nonprofit or charitable homes, who wish to make application for financial assistance, certain special provisions are necessary. (Refer to 2226. and 2227.)

When the application is being made as part of a plan for the person to leave those public TB, psychiatric or other Departmental institutions other than penal institutions with which BLO has a written agreement, the interview will be arranged at the institution by the BLO. (See 2227.2 d.)

When the application is made as part of a plan for the person to leave any other TB or mental institution to live elsewhere, the interview will be arranged at the institution by the CWB.

1/ Until issued, see Bulletin #1 and 2930. (Cuban Refugees)

2112. Application Policy and Procedure (Cont'd)

.3 Methods of Making Application

Applicant has the following choices:

- a. He may phone or write in for an application. Upon completion of the form, he may return it in person or by mail.
- b. He may come into the office of a CWB, receive an application to be completed and evaluated on the occasion of his visit, or he may take the application with him to complete later and return it in person or by mail.

CWB shall have appropriate staff available to answer any questions applicants may raise about the program and to provide help when requested.

2113. Preliminary Procedure by CWB

The county welfare board should

- a. provide the individual an opportunity to identify his problem through mutual discussion;
- b. interpret in clear simple terms the eligibility requirements, the scope of the investigation including resources and the ability of relatives to support, the periodic review of eligibility, and the assignment of assets, the execution of the agreement to reimburse, etc., to enable the individual to decide whether or not he wishes to make application, or to defer his decision; (When required by program)
- c. if he decides to make application, help with execution of Application Form;
- d. secure as much factual data as practical in relation to determination of eligibility;
- e. determine if immediate financial assistance is required; and
- f. plan the next steps to be taken by the applicant and the CWB.

The basic principle shall be that the individual shall make the decision whether or not to make application for assistance or to defer decision.
(See 2112.1)

It shall also be explained to the individual that he has the right to withdraw his application at any point before official determination of eligibility is completed by the CWB.

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2100 The Application Process - Intake

2112. Application Policy and Procedure (Cont'd)

.3 Methods of Making Application

Applies in ADC.

2113. [Preliminary Procedure by CWB

- b. The assignment of assets and execution of an Agreement to Reimburse, PA-10, are not applicable in ADC. However, as provided by law, when at time of application there is pending payment of funds arising from a claim or interest owned by such child, the CWB is authorized to secure a written Agreement to Repay, PA-10D. (See 2273. for policy.)

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2100

The Individual and Public Assistance
The Application Process - Intake

2114. When Application May be Accepted for Registration

[The general provisions of this item 2114. apply in ADC unless otherwise stated below. Applications may be processed two months in advance.

- a. Not applicable in ADC.
- b. Applicable in ADC.
- c. Applicable in ADC.
- d. Where a plan is being made for a parent to leave any institution (ineligible or eligible) to establish a home for a dependent child, the application may be accepted and processed two months in advance provided such home will be established within 30 days of receipt of initial payment. [See 2283.]

Note: Adults or children who leave institutions to become members of an active ADC case are not themselves applicants. For instructions in these situations refer to ADC inserts 2227.2 through 2227.4 b.

- e. Request for assistance by a woman who is not receiving ADC and who is pregnant, provided she will be otherwise eligible for ADC within two months and an advance application is desirable in planning for the future.

2115. Procedures Following Decision to Make Application

.1 Execution of Forms

- a. Where both parents are in the home, both shall execute Application Form (PA-1J), except in the situation where one parent is physically or mentally unable to execute the form.
- b. Provision regarding Form PA-10 and assignment forms for life insurance not applicable in ADC. However, the principle stated shall apply in respect to any ADC application where an "agreement to repay" (PA-10D) is required in accordance with 2273.

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2100 The Application Process - Intake

2114. When Application May be Accepted for Registration

As a general rule, application shall be accepted and processed as soon as an individual makes an affirmative decision to apply for financial assistance. There are, however, instances where at the time the person expresses a wish to apply, it is obvious that he cannot meet all eligibility requirements until some future date. Such situations arise particularly in respect to:

- a. age requirement,
- b. residence requirement,
- c. available resources,
- d. discharge from an eligible institution.

When such situations arise, application may be accepted and processed as long as two months in advance for AB and OAA, and three months in advance for DA.

In respect to an applicant who has resources for his immediate need, the determination of eligibility should be completed well in advance of estimated depletion of funds so that assistance will be available at the point it will be required. (For policy on Deferred Payment see 2514.)

2115. Procedures Following Decision to Make Application

[.1 Execution of Forms

- [
- a. Form PA-1G may be executed by the applicant himself or if requested with the assistance of a worker. If he is unable to read, the content of the forms including the data he has provided, shall be read to him before he signs them, and he shall be given duplicates of these forms for his own records.
 - b. Other required record forms will be completed by the worker insofar as practical. An applicant for OAA or DA shall not be required to execute Form PA-10, Agreement to Reimburse, nor forms for assignment of life insurance (if any) as a prerequisite to filing his application if he wishes time to consult relatives or others, or if the CWB has established a procedure for execution of these forms following determination of eligibility. The applicant for OAA or DA must understand, however, that these forms must be executed prior to receipt of an assistance payment. If an individual receives assistance at the conclusion of the initial interview on the basis of immediate need, the appropriate forms must be executed at that time.

2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation

The following special factors shall be interpreted as the individual's situation may require:

- a. If the applicant is currently receiving GA, an application shall be taken and assistance granted at the expiration of the current GA payment period if eligibility for a CWB program is demonstrated or if the applicant is subsequently determined to be ineligible for a CWB program he shall be referred back to the Municipal Welfare Department.
- b. The applicant shall be given information about fixed family allowances which will govern the amount of assistance he will receive if found eligible. This explanation shall refer to:
 - 1) the nature and amount of allowances;
 - 2) the principle that all income, including contributions from relatives and available cash resources are taken into consideration;
 - 3) the principle of adjusting the amount of payment as either requirements or income change;
 - 4) the responsibility of applicant to report changes in his circumstances; and
 - 5) the right and responsibility of the client to manage his assistance payment to meet his needs in the same manner as any other form of income.
- c. Every applicant shall be given preliminary information about payment procedures covering:
 - 1) issuance of initial payment following determination of eligibility;
 - 2) issuance of subsequent payments by check in single cash amount for the month (or other specified period) except for vendor payments (see d. below);
 - 3) date of issue of regular checks; and
 - 4) instructions for check endorsement.

Part II The Individual and Public Assistance
2100 The Application Process - Intake

2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation

a. Applicable in ADC.

b. Applicable in ADC.

c. Applicable in ADC.

- 5) There shall also be interpretation and discussion as to which parent is to be designated "payee" when both are present in the home. [See 2550.]

Part II

The Individual and Public Assistance

2100 The Application Process - Intake

2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation (Cont'd)

d. Applies in ADC.

e. Applies in ADC.

f. Applies in ADC.

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2100

The Individual and Public Assistance
The Application Process - Intake

2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation (Cont'd)

- d. The applicant shall be instructed how to obtain medical examination(s) required for determination of eligibility (e.g., AB - blindness, ADC - incapacity, DA - permanent and total disability) at agency expense, and shall be assisted as necessary in arranging for such examination.

General instructions on procedures for obtaining medical services shall also be given. It is recommended that simple written instructions for the payment procedure be sent with notice of approval and first payment.

- e. The provision for and policy governing funerals and burials shall be explained to the applicant.

- f. Every applicant shall have explained to him his right to Fair Hearing and his attention directed to the statements on the reverse of Application Form PA-1G and in the appropriate information booklet. Every applicant shall be informed in writing at the time of the application:

- 1) of his right to administrative review by the county welfare board;
- 2) of his right to a Fair Hearing before the State Agency;
- 3) of the method by which he may obtain such review and Fair Hearing;
- 4) of his right to be represented by legal counsel or to be assisted by a relative, friend or other spokesman, or to represent himself at such administrative review and/or Fair Hearing;
- 5) of his right, when his financial or medical assistance is to be suspended, reduced or terminated, to continuation of such assistance at an undiminished level when there exists an issue of fact or judgment affecting the basis of the decision to suspend, reduce, or terminate such assistance.

Such information in writing shall be provided by delivering to the applicant, if he presents himself in person, or otherwise by mail, a copy of the "Statement of Policy and Procedures on Complaints, Fair Hearings and Judicial Appeals" (2900 Appendix VI), and a copy of the release entitled "Your Right to a Fair Hearing". Additionally, if the application is made in person, there shall be supplementary explanation to him of the substance of the documents and their importance to him.

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2100 The Application Process - Intake

2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation (Cont'd)

g. Every applicant shall be informed of the provisions of Title VI of the Civil Rights Act of 1964, and shall be provided with a copy of Form WD-1C, A Statement Concerning Nondiscrimination in Programs of Public Assistance and Welfare Services.

.3 Assignment of Pending Application for Completion of Eligibility Determination

The method for routing an application through the registration process to the worker for completion of eligibility determination shall be established by the individual CWB to fit into its own operational pattern. However, each CWB shall provide a method to assure assignment to a worker within three working days; and, establish a follow-up or tickler system for all applications which shall be checked on a weekly basis by the person(s) immediately responsible for supervision of staff.

It will be necessary to identify those cases that have received assistance at the time of application on the basis of immediate financial need. In order to obtain Federal matching final validation of such cases must be completed within a period of three months beginning with the month in which payment was started.

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2115. Procedures Following Decision to Make Application (Cont'd)

.2 Special Factors for Interpretation (Cont'd)

g. Applies in ADC.

h. Whenever application for ADC is made on behalf of a child who has been deserted by a natural or adoptive parent, it must be explained that the welfare board is required by law to report the facts to the County Prosecutor if assistance is granted; and further, that the decision as to what legal action, if any, is to be taken rests with the Prosecutor. [See 2281.2 for details of policy.]

When appropriate to the situation, an applicant must also be informed about required procedures in respect to securing support from a parent who is absent from the home for reasons other than desertion. [See 2281.2, Absence from Home; 2287, Child Born Out of Wedlock.]

.3 Assignment of Pending Application for Completion of Eligibility Determination

Applies in ADC.

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2116. Applications for Mentally Incompetent Persons

.1 Applicant Represented by Legal Guardian

In ADC, a person who is under current adjudication of mental incompetency is not acceptable as a parent or parent person.

.2 Applicant Without Legal Guardian

In ADC, in respect to an applicant parent or parent person, the provisions of sub-item a. shall be observed.

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2116. Applications for Mentally Incompetent Persons

.1 Applicant Represented by Legal Guardian

When a prospective applicant has been adjudicated mentally incompetent, and is represented by a legal guardian, the CWB shall, upon proof of such appointment, recognize the guardian as full representative of the client for all purposes, including execution of an application form.

.2 Applicant Without Legal Guardian

a. Any person who applies for assistance in his own behalf shall be presumed to be mentally competent unless there is professional diagnostic evidence to the contrary, or question regarding competency because of certain observable and/or reported behavior or reactions such as:

- 1) inability or substantial difficulty in giving simple identifying information such as the date (day, month, and year), his correct name, address, names of members of his family, names of persons with whom he lives or has frequent association; (during the course of the interview reference should be made to these previously directed questions and the consistency of the response noted);
- 2) inability to recall logically simple factual information about his economic status, his education, his employment history (if any), and his medical history; i.e., when did he become ill or incapacitated? was he hospitalized? where? what treatment did he receive?;
- 3) insistence on relating irrelevant information which may be stated in extravagant, fantastic or bizarre terms; and
- 4) bizarre habits or behavior as observed by the interviewer or reported by persons having intimate knowledge of the client through continuous or regular association with him.

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2116. Applications for Mentally Incompetent Persons (Cont'd)

.2 Applicant Without Legal Guardian (Cont'd)

- b. If, after considering the client's response according to the above criteria, there is reasonable doubt of his mental competency, he shall nevertheless execute an application form and affidavit if physically able and willing; if physically unable or unwilling to do so the form shall be completed by an authorized agent as provided in 2101.4.

When the PA-1G is completed and executed by a person other than the applicant himself, it shall contain the signature of such other person and an explanation of the relationship or capacity in which he signs.

- .3 Determination of Need for Care in Mental Institution. [See 2240.]
- .4 Competency in Respect to Disability Assistance Applicants with Mental Defect, Disease or Impairment. [See 2234.3]
- .5 Methods of Payment to Incompetent Recipients. [See 2560.]

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2116. Applications for Mentally Incompetent Persons (Cont'd)

.2 Applicant Without Legal Guardian (Cont'd)

- b. In ADC, in respect to an applicant parent or parent person, the provisions of sub-item b. shall be observed.

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2117. Applications for Disability Assistance for Children Referred by
Bureau of Children's Services

This section not pertinent to ADC.

2117. Application for Disability Assistance for Children Referred by Bureau of Children's Services

Bureau of Children's Services will make direct referral to CWB of any child between the ages of 18 and 21 under Care or Guardianship who appears to be eligible for DA by reason of a physical or mental defect, disease or impairment. Assistance shall be granted immediately for any child who has attained the age of 18 at the time of referral.

.1 General Referral

If the child is able to go to the CWB office, a BCS worker will make an appointment for an application interview. The CWB shall confirm the appointment by written notice to the child and the normal application procedures shall apply.

.2 Physically Disabled Child

If the child is too physically disabled to apply at CWB office, the BCS will request an appointment for an application interview in the home, and will arrange to be present during the interview. CWB shall send the child written notice of the appointment.

.3 Mentally Disabled Child

If the child is mentally disabled, BCS will request appointment at the office or in the home as the circumstances require, and will arrange to be present during the interview to assist in filing the application and to supply information which the child may be unable to supply.

For determination of eligibility see 2230.

For methods of payment to incompetent recipients see 2560.

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2118. Registration Procedures and Record of Inquiries

.1 Application

Official registration of an application consists of the following steps:

- a. Entry in application register under appropriate classification as new, reapplication, reopened application, or transfer in.
- b. Assignment of case control number (registration number) to a new application, or reassignment of previous number to a reapplication, or reopened application in the series designated for each program.
- c. Preparation of appropriate Form PA-9, Registration Card, specified for each program. [See Ruling No. 4 for Instructions]

So far as possible registration shall be completed on the same day that application for assistance is made. If the application is made outside the CWB office, registration shall be completed within three working days.

.2 Inquiries

- a. All inquiries, whether by interview, correspondence or telephone, which do not immediately result in a decision to apply for assistance, shall be recorded on an index card of the same size but different in color than other cards in the master index for registered applications.
- b. The inquiry record shall contain the name and address (if available) of the person on whose behalf the inquiry was made, the name and address (if available) of the person making the inquiry, the date of the inquiry, and a brief summary of the nature of the request and what was done by CWB in respect to the inquiry. If the information obtained warrants a narrative report that cannot be given in full on the card, such a report shall be prepared.
- c. In a situation in which the inquiry may result in a decision to apply within a specified time limit, the record of inquiry shall be held in a follow-up file until determination is made that the individual concerned is or is not applying for assistance.

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2118. Registration Procedures and Record of Inquiries

.1 Application

b. Applies in ADC.

In ADC the registration number for a new application shall be the county designation letter, "C" for ADC, and the next open number; e.g., AC-360, BC-360, CC-360, etc.

c. Preparation of Form PA-9, Registration Card.

.2 Inquiries

The provisions of this item .2 apply in ADC.

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2118. Registration Procedures and Record of Inquiries (Cont'd)

In ADC the registration number for a new application shall be the county designation letter, "AD" for ADC, and the year number, e.g., AC-880, BC-880, CC-880, etc.

Preparation of form PA-9, Registration Card.

2119. Reports to the Commission for the Blind and Visually Impaired under Specified Circumstances

Applies in ADC.

The provisions of this part apply in ADC.

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2118. Registration Procedures and Record of Inquiries (Cont'd)

.2 Inquiries (Cont'd)

- d. If the inquiry results in an application, the record of inquiry shall immediately be made part of the official case record relating to such application.
- e. If the inquiry does not result in an application, the index card shall be filed alphabetically in the master index with notation of all action to that point and cross reference to any narrative report or correspondence on file.
- f. Narrative reports and correspondence on inquiries shall be filed appropriately. In the event of any subsequent inquiry or application, earlier material shall be collated with the reports and material relating to the subsequent action.

2119. Reports to the Commission for the Blind and Visually Impaired under Specified Circumstances

By Law, the CWB is required to report to the Commission for the Blind and Visually Impaired every individual coming to its attention who is known to be, or who is believed likely to become, legally blind. Therefore, when such individuals are identified during the application interview for any program, the pertinent information shall be registered with the Commission for the Blind and Visually Impaired in the prescribed form.

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2120. PROCESS OF ESTABLISHING ELIGIBILITY

The process of establishing eligibility, starting with the initial interview, involves the collection, verification, analysis and appraisal of information pertinent to the client's particular situation. Establishing eligibility means, in addition to determining such technical factors as age and residence, consideration of the client's total situation, his physical, emotional and social needs as well as his economic need, and how these can best be met.

The investigation will normally require a visit to the home, contacts with relatives and other persons or agencies, examination of various records and correspondence.

.1 Policy on Home Visit

A visit to the client's home (the place where he customarily lives regardless of the type of arrangement) is an essential element in developing an understanding of the client in relation to his particular needs and problems.

It is recognized, however, that in certain simple situations it may be possible to establish eligibility through office interviews and collateral investigation. In such cases, the granting of assistance should not be delayed merely to accomplish a home visit.

Whenever possible, a home visit shall be made before a second check is issued. In no event, however, shall more than 30 days elapse after the first payment before a home visit is made.

2121. Planning Completion of Eligibility Determination

The caseworker's first step upon assignment of an application is to review all recorded data to observe what kind of a person client is, what additional facts are needed, the most efficient methods to obtain the information, whether special problems exist and how urgent they are, and whether an appointment was made for a home visit or worker is to send an appointment notice. Systematic planning of the investigation will save time and effort and assure prompt service to the applicant.

2122. The Home Visit

A home interview with the applicant is an important step in the development of a satisfactory relationship with the client and other members of his household. The caseworker learns with experience to judge quickly the best method for putting client and family at ease so that there may be a satisfactory exchange of accurate information.

ADC Insert

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2123. Collateral Investigation (Contd.)

Intentionally Deleted

2123. Collateral Investigation (Contd.)

.3 Selection and Method

In planning the use of collateral sources of information, the selection should be in terms of their value to the client and the CWB in each case, and should not be made routinely. The client will usually be able to help select the most likely sources of information about himself.

The number of contacts required will depend upon the reliability of the information when obtained, the reliability of the informant, and the completeness and authenticity of the records consulted.

The method of contact, personal interview, telephone or correspondence (letter or standard form) will depend on the nature and purpose of the information sought.

a. Documents and Public Records

Judgment should be exercised in respect to checking or requesting information from such public records as vital statistics, court records, county property records (deeds and mortgages) and from financial institutions such as banks, postal savings, etc. Routine checking of all cases is time consuming, would unnecessarily delay eligibility determination for many cases, and add to administrative costs. For instance, unless there is good reason to believe the applicant once owned or had an interest in real property, it should not be necessary to check the county records; or, if the applicant has a piece of evidence showing him to be of eligible age and such evidence appears to be acceptable proof, it would be wasteful of time and effort to request proof from vital statistics records merely to build up further proof in the record.

It is usually desirable to obtain data from these sources in written form. However, where permission can be secured for inspection of records by CWB personnel the practice is acceptable and is often quicker and simpler.

b. Individuals and Agencies

Persons who know the client, or who have knowledge of his situation, should not be consulted unless it is believed they can provide information which is necessary to establish eligibility or helpful to a better understanding of the client and his needs.

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2123. Collateral Investigation (Contd.)

.3 b. (Contd.)

When practical, it is generally more satisfactory to interview individuals, particularly if their relationship with the client has been on a personal basis; but again, judgment must be used since some individuals will not wish to give the time for a personal interview, or the data desired is simple and a telephone call is satisfactory and quicker.

In respect to securing information from the staff and records of another agency, the same judgment should be exercised as to when and how to contact. Of course, any specific procedures agreed to by CWB and other community agencies, or provided for in State Bureau regulations should be observed.

[Refer to 2800 for contact with specific agencies.]

.4 Confidentiality and Collateral Investigation

Whether the collateral contact is made in person, by telephone, or correspondence, the information provided must be in sufficient detail to assure that the individual receiving the request understands what the CWB wants and to elicit interest and cooperation. However, the information given should be limited to relevant material and should never extend to discussion of social or economic aspects of the client's situation which are not essential to accomplish the purpose of the contact.

A like respect for confidentiality is accorded any information supplied by the collateral source. [See 2930 for policy on Safeguarding Information.]¹

2124. Assistance Plan and Recording

When the necessary collateral investigation is complete the worker makes a final evaluation of the data obtained. It is important to select and weigh the facts carefully to assure that all eligibility factors have been adequately verified to establish that the applicant is or is not eligible. Hearsay evidence and personal opinions of individuals should be weighed but discounted if not consistent with verified information.

¹ Until issued see Ruling No. 20

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2123. Collateral Investigation (Contd.)

2124. Assistance Plan and Recording

The provisions of this section apply in ADC.

In addition, in any situation where both parents are in the home, the assistance plan must include the decision as to which parent is to be designated "payee", and such decision shall be specifically recorded. [See 2550.]

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2124. Assistance Plan and Recording (Contd.)

2125. Recommendation for Agency Decision

The provisions of this section apply in ADC.

d. In ADC, the parent to be designated "payee," when appropriate to the situation.

2126. Supervisory Review and Approval

The provisions of this section apply in ADC.

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2124. Assistance Plan and Recording (Cont'd.)

In developing the assistance plan, the worker considers all basic requirements and all special circumstance requirements necessary on a recurring basis, as well as those which are to be allowed as the need occurs. This planning also includes evaluation of available and potential resources and the effect on immediate eligibility to receive an assistance payment, as well as on the amount of payment, for an approved application. [See 2300., Determination of Need, and Categorical Assistance Budget Manual.]

All facts pertaining to eligibility are recorded on required case record forms or in the narrative report as appropriate. [See 2700.] This includes preparation of the PA-3A, Budgetary Statement, and a summary statement of the assistance plan in respect to referral to other community resources, steps to resolve certain problems with applicant and his family, and follow-up on potential resources as appropriate to the individual situation.

2125. Recommendation for Agency Decision

The caseworker is initially responsible for the recommendation as to whether the application should be approved or denied. If the recommendation is for approval, the recommendation includes:

- a. the amount of assistance to be granted in the initial payment for a full or partial month and the period it covers;
- b. the amount of the regular payment; and
- c. if initial payment is to be deferred, the date on which client will be eligible to receive payment. [See 2514.]

The caseworker signs the PA-3A or initials a typescript signature.

2126. Supervisory Review and Approval

It is recognized that in some instances the caseworker will wish to consult supervisory personnel prior to arriving at the assistance plan and recommendation. A worker should be expected to complete the investigation and formulate the assistance plan in the average case prior to supervisory review.

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2126. Supervisory Review and Approval (Cont'd)

Every application, reapplication or reopened application shall be reviewed by a supervisory staff member prior to disposition, but the detail in which it is reviewed may vary according to the nature of the case and the supervisor's knowledge of the caseworker's competence.

Any difference of opinion between caseworker and supervisor should be resolved by a conference, and, if necessary, the issue should be referred to a higher administrative level for disposition.

All records of application shall be approved in writing by the supervisor following review, either by signature or initialed typescript signature.

2127. Disposition of Application

.1 Action by Executive Authority

It is the intent of State law and policy that the normal method for disposing of applications recommended for approval, shall be by the authority vested in the director of welfare to make decisions on eligibility and to issue initial payment. The director has the same authority to make case decisions other than approvals.

The Director may delegate such authority to any staff member or members as he may determine. He shall exercise this right of delegation in such a way as to assure the availability at all times of some staff member possessing the requisite authority to make decisions and to issue payments of assistance when required. Local determinations of such delegation shall be evidenced in writing.

.2 Action by Welfare Board

The only applications which may be held for the welfare board for initial action are those where immediate need is not indicated and which require special review of the facts or of certain problems affecting eligibility, for interpretation of policy, etc.

[See 2510., Initial Payments.]

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2126. Supervisory Review and Approval (Contd.)

2127. Disposition of Application

The provisions of this section apply in ADC.

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2128. Notice of Agency Decision

The provisions of this section apply in ADC.

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2128. Notice of Agency Decision

Each applicant shall receive prompt written notice of every agency decision which relates to his eligibility, except, of course, an individual who has died or who cannot be located.

Designation of personnel responsible for preparation of decision notices shall be at the discretion of the agency. However, it shall be the primary responsibility of the caseworker to see that prompt appropriate notice is sent. It shall be the responsibility of supervisory personnel to see that not only do all notices include the minimum content and enclosures required by State policy, but also sufficient explanatory detail to assure the client's understanding of the basis for the agency's decision.

[See 2910, Notice of Agency Decisions.]