

*Thompson*  
*File*

August 22, 1957

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

Dear Secretary Patten:

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

SUPPLEMENT NO. 4 TO RULING NO. 21  
Limitations on Services for Rejected and Closed Cases.

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

*John W. Trumburg*  
John W. Trumburg, Commissioner

JWT:4

CC - Brendan T. Byrne, Secretary to the Governor ✓  
Mr. Elmer V. Andrews, Director, Division of Welfare  
Mrs. Elizabeth Feehan, Assistant to the Commissioner

CHIEF EXECUTIVE  
OFFICE OF

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STATE OF NEW JERSEY



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

BUREAU OF ASSISTANCE

REGULATION # RULING 21  
Supplement No. 4ISSUED: 9/1/57  
(Date)REV.: \_\_\_\_\_  
(Date)TITLE: Limitations on Services for Rejected and Closed Cases

SUBJECT: \_\_\_\_\_

STATUTORY REFERENCE: R.S. 44:7-27

*[Signature]*, Chief  
Bureau of Assistance

Approved:

By: *John H. Trumburg*





State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES  
TRENTON 8

September 1, 1957

BUREAU OF ASSISTANCE  
148 WEST STATE STREET

TO: COUNTY WELFARE DIRECTORS

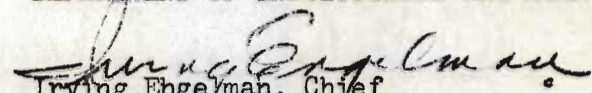
RE: Supplement No. 4 to Ruling No. 21

Attached is one copy of the above Supplement entitled "Limitations on Services for Rejected and Closed Cases." Additional copies for distribution to staff are being forwarded under separate cover.

Any questions about this policy should be directed to the Field Representative or this office.

Very truly yours,

DEPARTMENT OF INSTITUTIONS AND AGENCIES

  
Irving Engelman, Chief  
Bureau of Assistance

IE/MCRd

Approved  
Elmer V. Andrews, Director  
Division of Welfare



State of New Jersey  
Department of Institutions and Agencies  
Division of Welfare-Bureau of Assistance

DR 9/1/57

SUPPLEMENT NO. 4 TO RULING NO. 21

LIMITATIONS ON SERVICES FOR REJECTED AND CLOSED CASES

1. Explanation

Item 4 of Supplement No. 3 to Ruling No. 21 authorizes certain services "...during a reasonable period (not more than 3 months) after the termination of the assistance payment."

The need to continue services to clients following rejection of the application or following discharge from assistance rolls will occur in relatively few cases. However, in order that any such services may be subject to Federal participation, it is necessary to maintain certain control procedures.

2. Services Not Subject to Three-Month Limitation

The following activities for or on behalf of clients rejected for assistance or no longer receiving assistance are not subject to the three-month limitation:

- a. Information and referral services;
- b. Interviews, correspondence, etc., related to inquiries about reapplications or reopening of applications for assistance;
- c. Activities in relation to funeral and burial arrangements, payment of terminal bills for medical and nursing care, and refunds from boarding and nursing home operators or public medical institutions;
- d. Activities related to the closing of estates (including disposition of real and personal property) of deceased clients.

3. Control of Continuing Services

In respect to any service or activity for a client whose application has been rejected or grant discontinued, other than the activities specified in 2, above, the following procedures shall be observed:

- a. The plan for continuing service shall be specifically approved by supervisory personnel (e.g., casework supervisor, director or deputy);
- b. There shall be a summary statement of the plan in the case record, signed and dated by the approving supervisor. Chronological entries of all subsequent activity shall be recorded;
- c. The supervisor directly responsible shall maintain a "tickler file" of the cases, and shall review the cases at regular intervals, not less than once a month. Determination shall be made in consultation with the caseworker as to whether service should be continued or terminated;

d. If, at the end of the second month, it is determined the client still requires the service, plans shall be made for the client to obtain the service from another source by the end of the third month. In no instance shall the welfare board provide the service beyond the end of the third month subsequent to the month in which the application was rejected or the grant officially discontinued.

4. Matchability of Expenditures

Administrative expenditures incurred for continuing services on rejected and closed cases will be subject to disallowance of Federal participation if not authorized within the limitations of the control procedure required by this Supplement.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

  
Irving Engelman, Chief  
Bureau of Assistance

IE/MCRd

Approved  
Elmer V. Andrews, Director  
Division of Welfare

Ruling Series.  
Supplement No. 4 to Ruling No. 21

Insert in Handbook under section  
"Rulings and Bulletins."