N.J. Dept. of Institutions and Agencies.

Miscellaneous memoranda re:

Public Welfare.

THE BULLETIN SERIES IS A SERIES WHICH THEY ARE GRADUALLY DOING AWAY WITH AND WILL BE INCORPORATED IN THE MANUAL OF ADMINISTRATION. KEEPING 1 COPY OF SUPPLEMENTS ONLY.

MRS. RATTENBURY OF EXTENSION 8525 IS THE PERSON WITH WHOM WE SHOULD CONFER ON THESE PUBLICATIONS.

N.J. Dept. of Institutions and Agencies.

Miscellaneous Memoranda re:
Public Welfare.

Number	Subject	Date
1	Changes in categorical assistance programs.	January 5, 1960
2	Municipal aid regulation 4.500, referrals to county welfare board for categorical assistance.	April 22, 1960
3	OASDI - benefit increases to surviving children under the 1960 amendments.	December 27, 1960
4	Cuban refugee program.	April 21, 1961
5	Temporary federal program for U.S. citizens repatriated from Cuba.	May 15, 1961
6	Dental fee schedules.	June 6, 1961
7	Effect on municipal settlement of residence on federal reservations.	November 23, 1961
8	Administrative action necessary to improve our welfare program (Memo. from HEW Secretary).	December 18, 1961
9	Ruling No. 11, Classification and Compensation plan.	December 26, 1961
10	Ruling no. 11, Time and leave regulations.	September 9, 1963
11	Ruling no. 11, Classification and Compensation plan.	September 30, 1963

Number	Subject	Date
12	Ruling No. 22, revised, Welfare Board Minutes.	March 1, 1962

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FOR YOUR INFORMATION

DEPARTMENT OF INSTITUTIONS AND AGENCIES

INTER-OFFICE COMMUNICATION

January 5, 1960

TO: Elmer V. Andrews, Director, Division of Welfare
Dr. V. Terrell Davis, Director, Division of Mental Health & Hospitals

FROM: Irving Engelman, Chief, Bureau of Assistance IE

RE: Changes in Categorical Assistance Programs

Assistance for Dependent Children

On January 1, 1960 the former Home Life Assistance program administered by the State Board of Child Welfare was superseded by Assistance for Dependent Children, administered by the county welfare boards under a new law, R.S. 44:10. This involves not only a transfer of administrative responsibility, but certain changes in the eligibility requirements as well.

The significant policy changes are as follows:

1. There is no state residence requirement of one year prior to application in Assistance for Dependent Children as there was in Home Life Assistance, and as there continues to be in OAA, DA and AB.

2. In the new ADC program either the mother or the father may apply on behalf of minor children (in the care of either or both) who have been deprived of support or care by reason of the death, incapacity or continued absence from the home of either or both natural or adoptive parents.

   Also, the following relatives may apply as "parent persons" for minor children in their care who have been deprived of parental support or care by reason of the death, incapacity or continued absence from the home of one or both natural or adoptive parents: grandfather, grandmother, brother, sister, stepfather, stepmother, stepbrother, stepsister, uncle, aunt, first cousin, nephew or niece.

3. The following persons may be found eligible for inclusion in the ADC grant:

   The needy, dependent children under 18,

   The needy natural or adoptive parent or parent person relative (if not separately eligible for OAA, DA or AB), and

   The needy, incapacitated spouse of the parent or parent person relative (if not separately eligible for OAA, DA or AB).

Changes which are significant in respect to referrals of institutional patients are as follows:

1. Referrals of adults or children for Home Life Assistance which have been routed to the State Board of Child Welfare, will now be routed to the appropriate county welfare board for ADC, in accordance with the same general instructions as for OAA, DA or AB.

   The exception would be in respect to a patient who was a member of and is to return to an ADC recipient family. In this instance referral will be to the welfare board of the county where the family lives regardless of the patient's residence at the time of admission.

2. Current policy states that individuals who were admitted to State institutions as voluntary patients are eligible upon leaving the institution for any form of public assistance for which they otherwise qualify. There is no change in this policy.

   In respect to individuals involuntarily committed, eligibility for ADC is as follows:

   a) A child under 18 who is discharged or released on Extended Visit to an ADC recipient family is eligible for inclusion in the assistance payment.

   b) Likewise, if a child is to be released to a parent or relative eligible by law to act as a parent, there may be basis for eligibility for ADC even though the family is not currently receiving such assistance. This should be kept in mind in planning for the release of the child in situations where the parent or parent person relative is unable to provide support for the child but could otherwise provide adequate supervision and care for the child.

   c) An adult patient who is the spouse of an ADC recipient parent or parent person relative, who is released to his or her family on Convalescent Leave and who is incapacitated to the extent that he or she cannot engage in full time employment or function as a homemaker, is eligible for inclusion in the ADC grant.

   d) Likewise, such an incapacitated spouse who is to be discharged from an institution will be eligible for inclusion in the ADC grant unless and until eligibility for another form of categorical assistance is established (OAA, DA, AB).

   e) An adult who is to be discharged from an institution may wish to establish or reestablish a home for one or more children. Such a plan may be presented to and discussed with the county welfare board for joint evaluation of the patient's ability to provide supervision and care for minor children.

   An adult who leaves an institution who is not officially discharged may not be an applicant for ADC nor payee for the grant.

Other Categorical Assistance Programs

One change in the policy for determination of need which affects OAA, DA and AB may have significance for institutional patients in a limited number of cases.

Revised policy effective January 1, 1960 authorizes inclusion of the budgetary requirements of a needy spouse of an OAA, DA or AB recipient in the recipient's grant. This means that a patient who is being either discharged or released on Convalescent Leave to live with a husband or wife who is a recipient of OAA, DA or AB may have his or her requirements included in the grant although not separately eligible to apply for such assistance. Until now such a person, if in need, had to apply for General Assistance.

Referral of a patient to the county welfare board for consideration under this revised policy should be specially identified since it will not involve an application by the patient.

****

Until such time as revisions are completed for the "Instructions to State Institutions on Referrals to Public Assistance Agencies" issued jointly 5/10/59 by the Division of Welfare and the Division of Mental Health and Hospitals, the social service personnel of the State Institutions should be guided by this information.

Informational copies of this memorandum are being sent to the county welfare boards.

~~State Library~~ (3)

#2

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

April 22, 1960

TO: MUNICIPAL DIRECTORS OF WELFARE

RE: Municipal Aid Regulation 4.500, Referrals to County Welfare Board for Categorical Assistance

Attached is one copy of the above regulation. Additional copies for distribution to staff, where appropriate, are being forwarded under separate cover.

This new regulation takes the place of the following regulations, which are hereby cancelled and are to be destroyed:

Municipal Series No. 1, Temporary Instructions - Disability Assistance, issued 1951

M.A. 4.501, Old Age Assistance, issued 1944

Regulation M.A. 4.500 also partly replaces M.A. 4.525, State Board of Child Welfare, which regulation was cancelled by our letter of January 14, 1960. As stated in that letter, we are developing a new regulation covering "Referrals to State Board of Child Welfare for Child Welfare Services." This will provide information concerning programs for children other than ADC; e.g., Guardianship (Foster Home program), Care, adoption services, etc.

Any questions concerning the procedures in regulation M.A. 4.500 may be directed to your Field Representative.

Very truly yours,

Irving Engelman

Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved
Elmer V. Andrews, Director
Division of Welfare

TITLE: OTHER AGENCIES

SUBJECT: Referrals to County Welfare Board for Categorical Assistance (AB, ADC, DA, OAA)

A. CATEGORICAL ASSISTANCE PROGRAMS FOR WHICH APPLICATIONS ARE PROCESSED BY THE COUNTY WELFARE BOARD

1. Aid to Needy Blind

Any needy person who has resided in New Jersey for one year, who is 18 years old or over and who is blind as defined by law (has 20/200 vision or less in the better eye with refraction or field limitation reduced to 20 degrees) may be found eligible for Blind Assistance. The needs and resources of the spouse of such a person are considered in the budget when husband and wife are living together, even though only one is eligible for a categorical assistance program.

2. Assistance for Dependent Children

A needy dependent child and the parent(s) or relative(s) acting as a parent person(s) may be eligible for assistance if the child:

a. Is under 18 years of age;

b. Has been deprived of parental support or care by reason of the death, continued absence from home or physical or mental incapacity of a natural or adoptive parent;

c. Is living in the State of New Jersey (no prescribed "duration of residence" is required) with a parent person who is related to the child, as grandfather, grandmother, brother, sister, uncle, aunt, first cousin, nephew or niece, and such related person is capable of providing adequate care, protection and normal family life.

The needs and resources of the spouse of the parent, or of the spouse of the specified relative acting as the parent-person may be considered in the budget if he is incapacitated and is not receiving or eligible to receive Blind, Disability, or Old Age Assistance.

3. Disability Assistance

Any needy person who has resided in New Jersey for one year, who has attained the age of eighteen, but is less than 65 years of age, and who is determined to be permanently and totally disabled by reason of a physical or mental defect, disease or impairment, other than legal blindness, may be eligible for Disability Assistance. The needs and resources of the spouse are considered in the budget as described under 1, Aid to Blind.

4. Old Age Assistance

Any needy person who has resided in New Jersey for one year and who has attained the age of sixty-five may be eligible for Old Age Assistance. The needs and resources of the spouse are considered in the budget as in 1, Aid to Blind, and 3, Disability Assistance.

B. MUNICIPAL WELFARE DEPARTMENT RESPONSIBILITY

1. Meeting Immediate Need

a. The primary purpose of the first interview with an applicant for General Assistance is to determine whether or not immediate need exists.

The municipal director of welfare is charged by law to grant assistance promptly when immediate need exists and to provide assistance as long as the client is eligible.

b. No applicant for General Assistance shall be required to apply for categorical assistance prior to determination of need for immediate General Assistance.

c. When the municipal director of welfare has reason to believe a client may be able to qualify for a categorical assistance program, there does not need to be conclusive proof of such eligibility prior to making referral. However, information already on file should be made available to the county welfare board.

d. The municipal welfare director shall be alert at all times to the possibility that persons receiving General Assistance may at some future time qualify for categorical assistance. For example:

1) A GA client may not be eligible for AB, DA or OAA until some future date because he presently does not meet the age requirement for the particular program, or because he has not resided in New Jersey for the past twelve months.

In such situation referral to the county welfare board should be made, when possible, two months in advance of the month in which the client will become of eligible age or will gain twelve months residence.

2) A GA family which includes minor children may become eligible for ADC if a natural or adoptive parent dies, is no longer in the home because of divorce, separation, desertion, imprisonment or deportation, or becomes physically or mentally incapacitated.

3) A GA client who was initially found to be in need because of what at first appears to be an acute or temporary illness or condition, may continue to be ill or disabled on a long-term basis and may, therefore, be able to qualify for DA at a later time.

2. Referral to County Welfare Board of Clients Potentially Eligible for Categorical Assistance

a. It is incumbent upon the municipal director of welfare to explore the applicant's resources and possible means of support at the time initial determination of need is made. This includes inquiry as to whether the applicant may be potentially eligible for any other form of public assistance.

b. When it appears that the applicant may be eligible and has not applied for one of the categorical assistance programs, he should be advised immediately to do so and be instructed how and where to apply.

3. Procedures for Referral

a. Referral shall be made by use of the Interagency Referral Form PA-11, made out in triplicate.

1) One copy shall be given to the client to present to the representative of the county welfare board in that county wherein he is presently living,

2) Another copy shall be mailed directly to the county welfare board, and

3) The third copy shall be retained by the municipal welfare department as a control for follow-up.

A sample copy of Form PA-11 is attached to this regulation. **You are requested to duplicate the form for your own use until you are advised that it is available on order from the Bureau of State Use.**

C. ELIGIBILITY FOR GENERAL ASSISTANCE OF REFERRED CLIENT WHILE AWAITING ACTION OF COUNTY WELFARE BOARD

1. Referral to the county welfare board of a person believed to be eligible for categorical assistance, or even official registration of an application for such person by the welfare board, does not of itself terminate eligibility for General Assistance.

2. The eligibility of a client so referred continues as it would for any person receiving General Assistance, until need no longer exists because of a person's resources, or because of a grant by the county welfare board, or by the Commission for the Blind.

3. However, the client disqualifies himself for further General Assistance if he refuses to apply for categorical assistance following referral to the county welfare board, or if he withdraws his application, or if his application is officially rejected for reasons relating to his resources (determined not to be a needy person).

4. If a person ceases to be eligible for General Assistance during the period between the application for categorical assistance and the notice of action, the municipal director of welfare shall notify the county welfare board promptly of the reason for discontinuing GA.

D. COUNTY WELFARE BOARD RESPONSIBILITY

1. Prompt Disposition of Application

County welfare boards are under legal obligation to make prompt disposition of applications. In AB, ADC, and OAA, applications are normally processed within thirty days. Applications for DA usually require sixty days because, in addition to establishing other eligibility factors, medical information and selected social data must be referred to Medical Service Section of the Bureau of Assistance for determination of permanent and total disability.

2. Procedures

a. The county welfare board will complete the "tear sheet" portion of the PA-11 as appropriate to the situation and return it to the municipal welfare office within two weeks, in order that the client's continuing eligibility for GA can be determined.

b. When an application has been filed by the referred client, the county welfare board will advise the municipal welfare office of its determination as to whether or not the client is eligible.

1) If the person is found eligible, notice of the date of first grant will be given in advance, in order that no further General Assistance shall be given after such date.

2) If the person's application is rejected, the reason for the rejection will be given.

E. ELIGIBILITY FOR GENERAL ASSISTANCE OF REFERRED CLIENT OR FAMILY MEMBERS AFTER COUNTY WELFARE BOARD ACTION

1. When Application is Rejected

a. When the reason for the rejection of any application is based on any of the following causes, the client shall be considered, for the same reason, no longer eligible for General Assistance:

1) Lack of need,

2) Determination that the person's requirements can be met without the use of public funds,

3) Voluntary withdrawal of the application by client,

4) Refusal to comply with a program requirement, or

5) Refusal to provide information required by the welfare board.

b. When the reason for rejection of any application for categorical assistance is based upon a cause other than those in a, above, the person's eligibility to continue receiving General Assistance, if in need, is not affected. Such causes may relate to age, residence, extent of incapacity or disability, etc.

2. When Application has been Approved

a. Persons who are receiving categorical assistance may not receive assistance from any other public or private agency at the same time, unless the supplementary assistance provided by the other agency is not in the form of cash, and is for a special purpose or requirement of the client which is not within the function of the particular county welfare board; for example, costs for care in a private general hospital. [See M.A. 2.301 and 2.301A, Hospitalization.]

E. 2. b. There will be situations in which the needs of some members of a family are not included in the amount of categorical assistance approved by the county welfare board for one or more other members. Such persons continue to be eligible for General Assistance for their per capita share of basic needs and their necessary variable needs.

F. REVIEW BY STATE SUPERVISING AGENCIES

1. Bureau of Assistance

If the municipal welfare department is in disagreement with the action taken by the county welfare board on referrals or applications for AB, ADC, or OAA, and the issues are not resolved by conference between the agencies concerned at the local level, a written statement of the relevant facts should be submitted to the Bureau of Assistance for review and consideration.

2. Commission for the Blind

In AB, such a statement may be submitted to the Commission for the Blind.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Irving Engelman

Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved
Elmer V. Andrews, Director
Division of Welfare

Official Regulation M.A. 4.500, dated 4/60

Destroy: Municipal Series No. 1, Temporary Instructions - Disability Assistance, issued 1951

M. A. 4.501, Old Age Assistance, issued 1944.

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

FORM PA-11 12/10/57

Date: ....

INTER-AGENCY REFERRAL

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

FROM: ....

Mr. ☐; Mrs. ☐; Miss ☐ ....

now residing at ....

has applied to this agency for:

☐ financial assistance

☐ advice or service (specify) ....

....

....

is receiving:

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

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

....

....

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

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

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

....

Reply requested: No ☐; Yes ☐.

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

Remarks: ....

....

....

....

Name and Title of Agency Representative: ....

(Referring agency completes form above this line.)

TEAR LINE -

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

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

FROM: .... Case No.: ....(if assigned)

Re: Mr. ☐; Mrs. ☐; Miss ☐ ....

Application:

☐ Client did not contact agency.

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

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

Present status:

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

☐ Eligible as of ....(date)

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

Remarks: ....

....

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

State Library (3) #3
Att: Mrs. Prager.

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

December 27, 1960

TO: COUNTY WELFARE BOARDS

RE: OASDI - Benefit Increases to Surviving Children Under the 1960 Amendments

In our letter dated October 4, 1960 we advised you that further information concerning the above increases would be issued. We have now received the following information and instructions from the Federal Bureau of Assistance.

The families which will be receiving increases in their December payments (to be received about January 3, 1961) are:

(1) Two children only
(2) Two children and one other beneficiary (mother, parent, etc.)
(3) Three children only
(4) Four children only
(5) Other families where less than the family maximum is paid because one or more beneficiaries are working

For the "two children only" group, a conversion table showing the amounts of increases is attached. For the other groups it was not feasible to develop conversion tables, but the attached "screening guides" will enable you to determine whether or not a family in groups 2, 3, or 4 will receive an increase in benefits.

To use the screening guide effectively for groups 2, 3, and 4, it is necessary to know

(1) The total family benefit presently being received,
(2) The size and composition of the family, and
(3) When the family first became entitled to OASDI benefits.

If the date of entitlement is not known, the screening guide gives clues for locating families according to the amount of benefit received. In any case, it must be pointed out that a family's present entitlement to the benefit rates indicated may mean only a small increase or no increase at all. When these families have been identified they should be requested to notify you of the amount of the benefit payment received on January 3, 1961. Where this does not prove feasible the BOASDI district office will give information regarding specific cases upon request.

(o v e r)

To County Welfare Boards
Re OASDI - Benefit Increases to Surviving Children
Under the 1960 Amendments

According to the Bureau of Old Age, Survivors and Disability Insurance, the fifth group of families comprises a small number of cases nation-wide, and a complicated and lengthy description would be necessary to identify such cases. The district offices will give information regarding increased benefits in such cases upon request.

If you have been able to identify those ADC cases which may receive the increases based on the data in our October 4 letter, the attached conversion table and screening guides should enable you to obtain information necessary to accomplish appropriate adjustments in grants prior to the issuance of the February 1 payments. There is no expectation that adjustments will be made in the January 1 payments nor that retroactive adjustments for January will be made at any later date.

Very truly yours

E. F. Hann, Jr., Chief
Bureau of Assistance

MCR/d

Approved
Irving Engelman, Director
Division of Welfare

December 27, 1960

Old-Age Survivors and Disability Insurance
Benefit Increases to Surviving Children - 1960 Amendments

Two Children Only

Family benefit paid December 3, 1960	Benefit to be paid January 3, 1961	Increase
$41.40	$ 49.60	$ 8.20
42.60	51.00	8.40
43.80	52.60	8.80
45.00	54.00	9.00
46.40	55.60	9.20
47.60	57.00	9.40
48.80	58.60	9.80
50.00	60.00	10.00
51.40	61.60	10.20
52.60	63.00	10.40
53.80	64.60	10.80
55.00	66.00	11.00
56.40	67.60	11.20
57.60	69.00	11.40
58.80	70.60	11.80
60.00	72.00	12.00
61.40	73.60	12.20
62.60	75.00	12.40
63.80	76.60	12.80
65.00	78.00	13.00
66.40	79.60	13.20
67.60	81.00	13.40
68.80	82.60	13.80
70.00	84.00	14.00
71.40	85.60	14.20
72.60	87.00	14.40
73.80	88.60	14.80
75.00	90.00	15.00
76.40	91.60	15.20
77.60	93.00	15.40
78.80	94.60	15.80
80.00	96.00	16.00
81.40	97.60	16.20
82.60	99.00	16.40
83.80	100.60	16.80

Two Children Only (Contd.)

Family benefit paid December 3, 1960	Benefit to be paid January 3, 1961	Increase
$ 85.00	$102.00	$17.00
86.40	103.60	17.20
87.60	105.00	17.40
88.80	106.60	17.80
90.00	108.00	18.00
91.40	109.60	18.20
92.60	111.00	18.40
93.80	112.60	18.80
95.00	114.00	19.00
96.40	115.60	19.20
97.60	117.00	19.40
98.80	118.60	19.80
100.00	120.00	20.00
101.40	121.60	20.20
102.60	123.00	20.40
103.80	124.60	20.80
105.00	126.00	21.00
106.40	127.60	21.20
107.60	129.00	21.40
108.80	130.60	21.80
110.00	132.00	22.00
111.40	133.60	22.20
112.60	135.00	22.40
113.80	136.60	22.80
115.00	138.00	23.00
116.40	139.60	23.20
117.60	141.00	23.40
118.80	142.60	23.80
120.00	144.00	24.00
121.40	145.60	24.20
122.60	147.00	24.40
123.80	148.60	24.80
125.00	150.00	25.00
126.40	151.60	25.20
127.60	153.00	25.40
128.80	154.60	25.80
130.00	156.00	26.00
131.40	157.60	26.20
132.60	159.00	26.40
133.80	160.60	26.80
135.00	162.00	27.00
136.40	163.60	27.20

Two Children Only (Contd.)

Family benefit paid December 3, 1960	Benefit to be paid January 3, 1961	Increase
$137.60	$165.00	$27.40
138.80	166.60	27.80
140.00	168.00	28.00
141.40	169.60	28.20
142.60	171.00	28.40
143.80	172.60	28.80
145.00	174.00	29.00
146.40	175.60	29.20
147.60	177.00	29.40
148.80	178.60	29.80
150.00	180.00	30.00
151.40	181.60	30.20
152.60	183.00	30.40
153.80	184.60	30.80
155.00	186.00	31.00
156.40	187.60	31.20
157.60	189.00	31.40
158.80	190.60	31.80

Old-Age Survivors and Disability Insurance
Benefit Increases to Surviving Children - 1960 Amendments

Larger Families

There will be an increase in benefits on January 3, 1961, only for families whose December 3, 1960, benefit was one of the following:

Family first entitled August 1954 or earlier:

3 children only	$126.10 or more
4 " "	232.80 or more
widow and 2 children	164.30 or more

Family first entitled September 1954 thru December 1958:

3 children only	$131.90 or more
4 " "	232.80 or more
widow and 2 children	170.70 or more

Family first entitled January 1959 thru November 1960:

3 children only	$135.20 or more
4 children only	between 232.90 and 253.90
widow and 2 children	176.80 or more

Month and year of first entitlement unknown

3 children only	$126.10 or more
4 children only	232.80 or more
widow and 2 children	164.30 or more

Other families are already receiving the maximum benefits possible under the law. However, when a family group decreases in size until it meets one of the above descriptions or consists of only 2 children, adjustment in the benefit rate will be made.

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State of New Jersey
Department of Institutions and Agencies
Division of Welfare--Bureau of Assistance
Trenton 8

P. O. Box 1627

April 20, 1961

TO: COUNTY WELFARE BOARDS

RE: Supplement No. 1 to Bulletin No. 1, Cuban Refugee Program

We are issuing as Supplement No. 1 to Bulletin No. 1 the contents of State Letter No. 465 together with informational attachments in respect to the newly established program of Federal aid to Cuban refugees, and the further simple instructions which are indicated at this time.

Commissioner Tramburg has informed the New York Regional Office of the Department of Health, Education, and Welfare that New Jersey will participate in this program for any Cuban refugees who apply for assistance to the county welfare boards. It is not considered necessary to enter into any formal agreement with the Federal agency.

To date there is no indication that New Jersey will experience any sizeable case load from this group, but it is important that staff have an informed awareness of the program. We ask that staff be alert to the possibility that Cuban refugee families or individuals may be referred for help, and to bear in mind that as with the Hungarian group, these will be persons whose homeland ties have been broken and their lives disrupted through events beyond their control. Most of them will wish to return to Cuba as soon as possible. In the meantime they will be in need not only of funds to meet living expenses and/or medical care, but also guidance in locating employment, and above all sympathetic understanding of their situation.

Should you have any immediate questions about the material, please consult your Field Representative.

Very truly yours

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

48516

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

SUPPLEMENT NO. 1 TO BULLETIN NO.1

FEDERAL ASSISTANCE PROGRAM FOR CUBAN REFUGEES

A. Cuban Refugees are Eligible for Public Assistance: State Letter No. 465

The following reproduced State Letter from the Department of Health, Education, and Welfare establishes an emergency assistance and service program for the current influx of refugees from Cuba to be financed by Federal funds. While the program will be operative chiefly in the Miami, Florida area it is likely that some of these persons will be relocated in other states and may subsequently find it necessary to apply for assistance.

The only eligibility requirements are need and identification showing that the individual or family is registered at the Cuban Refugee Emergency Center in Miami, Florida.

B. State Letter No. 465 and Attachments

1. "State Letter No. 465 March 17, 1961

TO STATE AGENCIES ADMINISTERING APPROVED PUBLIC ASSISTANCE PLANS

Subject: Cuban Refugee Program - State Agency Participation

The purpose of this letter is to inform State public welfare agencies of the program for Cuban refugees authorized by the President and solicit their cooperation, when necessary, in participating in it.

The President has directed the Department of Health, Education, and Welfare to develop an emergency program to meet the needs of Cuban refugees in Miami, Florida. This emergency has arisen because of the large number of refugees in Miami, their lack of personal resources and employment, and inability of public and voluntary agencies to carry the entire burden.

A Federal program was authorized, after an appeal for aid by Florida State and local authorities, because the Miami area, which has the largest concentration of Cuban refugees in the United States, is considered an impacted area. This is similar to the basis for appropriating Federal funds to local schools which are considered to be impacted areas (near military installations, etc.) due to the attendance of a large number of children of Federal employees. Similar consideration may be given to other areas if the number of Cuban refugees needing help would result in any community being considered an impacted area and thereby qualifying for special Federal aid if available.

Scope of Program

The Cuban Refugee Program authorized by the President is being financed from Federal funds and is outlined in his press release of February 3, 1961, a copy of which is enclosed. The total program includes aid to public schools in Miami, health services, employment service, resettlement, welfare services to unaccompanied children and financial assistance. Overall responsibility for this program has been assigned to the Secretary of Health, Education, and Welfare, who has delegated to the Commissioner of Social Security the responsibility for organizing and coordinating the necessary services. The Bureau of Public Assistance has operating responsibility for financial assistance and medical care. The Children's Bureau is responsible for child welfare service, including care and protection of unaccompanied children, and Mrs. Oettinger is writing to you regarding this part of the program.

Principles Governing Administration of Financial Assistance and Medical Care

The Bureau of Public Assistance is carrying out its responsibility for financial assistance and medical care in accordance with the following principles:

1) Federal funds will be used to meet the economic needs of Cuban nationals, temporarily in the United States, who are currently unable to provide for their own maintenance. Assistance will be limited to those in the Miami area and those who are resettled from the Miami area through the efforts of voluntary agencies.

2) The use of Federal funds for this purpose will be viewed as a temporary measure to meet the basic needs of this displaced population pending return to their homeland.

3) To the extent possible, Federal funds made available for this purpose will be administered by established State public welfare agencies, acting as agents of the Federal Government.

4) Federal funds will be used to meet (a) costs of basic maintenance and supporting services, and (b) costs of medical care.

5) The standards used in determining the extent of help to be provided will be in keeping with those used in the Aid to Dependent Children programs and directed toward preserving the well-being and dignity of the individual

It is in respect to Cuban refugees who are unable to maintain themselves after resettlement in another State that the help of State public welfare agencies is needed. No matter how much care is exercised in developing a resettlement program, circumstances

beyond the control of the agency or the person resettled may handicap him temporarily after resettlement. For example, costly illness may strike the family or a job may be lost unexpectedly due to the curtailment of employment in an industry. For these reasons the availability of support, when needed, from a social agency in the new community is indispensable to the success of resettlement activities. Although a relatively small number of resettled persons may need help, it is necessary that there be an organized means to provide such help. It is important, therefore, that State agencies join with the Bureau in making available their services to Cuban refugees who may need assistance in accordance with the principles outlined above.

Initially, all requests for assistance will be cleared through the regional public assistance representative who will give written authorization on each case. The regional public assistance representative, when giving such authorization, will also send the State agency the instructions regarding the necessary statistical and expenditure reports. This will enable us to maintain up-to-date information of actual and potential expenditures for this program which is important since the funds allocated to it are in a fixed amount. If a formal instrument, such as an agreement, is necessary for your participation, we will be glad to prepare one. It seems to us that generally this should not be necessary in view of the relatively small number of requests for assistance anticipated.

Organization in Florida

In order that you may have a better view of your role in this program, we are sketching the organization in Miami and the conditions governing the rendering of assistance to these refugees.

The focal point of the operation is the Cuban Refugee Emergency Center, 223 N.W. Third Avenue, Miami, Florida. The Center is under the direction of the Social Security Administration. Within the Center there is a registration unit which determines refugee status, provides identification, and makes referrals to the voluntary agencies for resettlement and to the welfare unit (see below) for assistance and other services. The following voluntary agencies are participating in this program under contract with the Federal Government: Catholic Relief Services of the National Catholic Welfare Conference, Church World Services, United HIAS, the International Rescue Committee, and the National Committee for Resettlement of Foreign Physicians, Inc.

Arrangements have been concluded with the Florida State Department of Public Welfare to represent the Federal Government in meeting the needs of Cuban refugees in the Miami area for financial assistance and medical care, and in providing for the care and protection of unaccompanied children. The State agency has set up a welfare unit in the Center responsible for assistance, child welfare services, and medical care, a nd began to make assistance payments on February 28. The cooperative efforts among these various services are greatly facilitated by being housed within the same facility.

Policies for State Use

The purpose of the program is to provide financial assistance including medical care, when needed, at the same level available in the Aid to Dependent Children program. The following conditions will be observed in providing financial assistance and medical care under this program:

1) Procedures.--to the extent possible, the State agency's plan for aid to dependent children will be followed in receiving applications, determining need, type and amount of assistance, and method and frequency of payment. Any forms utilized, e.g., authorization forms, should be clearly marked "Cuban Refugee Program." The number appearing on the identification issued by the Center (see Eligibility, below) should be entered on these forms.

2) Eligibility.--The individual's status as a Cuban refugee will have been determined prior to departure from Miami and he will have identification furnished by the Center which establishes that he is a Cuban refugee and has been registered at the Cuban Refugee Emergency Center, Miami, Florida. The date of resettlement is unimportant so long as he has the above identification and resettlement was arranged by one of the aforementioned voluntary agencies. Interviewing with the refugee will determine the voluntary agency auspice of his resettlement. If any individual applying for assistance is unable to furnish his identification or his auspice is in question, the matter should be referred to the regional public assistance representative for clearance with the Cuban Refugee Emergency Center. (Definition of a Cuban refugee is enclosed.)

Need is the only other factor of eligibility to be determined by the State or local agency.

3) Medical Care.--Medical care available to aid to dependent children recipients will be furnished to eligible Cuban refugees.

4) Related Social Services.--The full range of social services available to aid to dependent children recipients should be furnished to eligible Cuban refugees. These services should be available to any Cuban refugee who requests them, without regard to eligibility for financial assistance.

5) Financing the Program.--The cost of the Cuban Refugee Program will be met from Federal funds. We propose that financing be on the basis of Federal reimbursement to States for financial assistance expenditures with respect to Cuban refugees under the conditions outlined above.

6) Accounting and Control.--Separate accounts will be maintained for this program in order that the transactions may be readily segregated from those of other programs operated by the agency. The accounts will reflect all disbursements of this program by the following types of expenditures: "Financial Assistance," "Medical Care," and "other."

7) Records.--Case records should be kept by the agency and should show, clearly and accurately, who was aided, the assistance or service given and the purpose, and the data substantiating the need for the assistance or service. A separate case history should be established for each individual or family receiving assistance or services. For continuing-care cases, all changes in the status of each case and the dates on which changes occurred should be recorded.

The cooperation of State agencies in this program will be deeply appreciated.

Sincerely yours,

s/KATHRYN D. GOOD WIN

Kathryn D. Goodwin, Director"

2. State Letter No. 465 Attachment - Definition of a Cuban Refugee

"I. The Cuban Refugee Program has been established as a temporary measure to cope with the problems created by the influx of individuals who are refugees from oppression in their Cuban homeland. Within the limitation of funds which may be available, benefits will be provided to individuals to alleviate their hardship until such time as circumstances permit them to return voluntarily to their homes. The nature and extent of the benefits provided will be determined from time to time under authority delegated by the Secretary of Health, Education, and Welfare and the conditions under which individuals may participate will vary according to the type of benefit. No right is created for any individual to obtain a benefit or to continue to receive a benefit once given.

II. Subject to disqualification under item III below, an individual may be considered to be a Cuban refugee for the purposes of the Cuban Refugee Program if he is registered at the Cuban Refugee Emergency Center, Miami, Florida, as meeting the following criteria:

He is a national of Cuba presently living in the Miami area (or in another area of the United States as a result of resettlement under the program); and

He left Cuba on or after January 1, 1959, or the Director of the Cuban Refugee Emergency Center finds that the withholding of benefits would tend to defeat the purposes of the program; and

He bears proper identification from the Immigration and Naturalization Service and is:

A parolee under section 212(d)(5) of the Immigration and Nationality Act; or

An alien granted indefinite voluntary departure; or

An alien who is a permanent resident of the United States.

III. A refugee within the foregoing criteria may be denied assistance if the Director of the Cuban Refugee Emergency Center determines that the provision of such assistance is inimical to the interests of the United States. In such case, the individual shall be denied registration at the Cuban Refugee Emergency Center, or if already registered, such registration shall be deleted."

3. State letter No. 465 Attachment - Statement of the President following his Conference with the Honorable Abraham Ribicoff, Secretary, Health, Education and Welfare

"I have conferred with Secretary Abraham Ribicoff concerning the Secretary's on-the-spot investigation made at my direction on the problems of Cuban refugees in southern Florida.

Secretary Ribicoff paid tribute to the refugees as a proud and resourceful people, whose courage and fortitude in the face of tragic disruption of their lives is magnificent.

At the same time he reported that many of the refugees are now in serious need. They are living in extremely crowded quarters. Their resources have been exhausted or greatly depleted. Health and educational facilities are badly overtaxed.

Secretary Ribicoff praised the exceptional efforts of voluntary welfare agencies, and State and local officials, to cope with the problems which have been created by the influx of refugees from oppression in their homeland. But he emphasized that the increasing number of refugees, and the personal circumstances of many of them, had become more onerous than private and local agencies could any longer bear alone.

The Secretary said that immigration authorities estimated there are already 66,000 Cubans in this country, with at least 32,000 in the Miami area. To meet their minimal needs, the personal resources of many of the refugees have been exhausted and the available resources of voluntary and local authorities badly overstrained.

As a result of the conference this afternoon, I have directed Secretary Ribicoff to take the following actions on behalf of the United States Government:

1) Provide all possible assistance to voluntary relief agencies in providing daily necessities for many of the refugees, for resettling as many of them as possible, and for securing jobs for them.

2) Obtain the assistance of both private and governmental agencies to provide useful employment opportunities for displaced Cubans, consistent with the over-all employment situation prevailing in Florida.

3) Provide supplemental funds for the resettlement of refugees in other areas, including transportation and adjustment costs to the new communities and for their eventual return to Miami for repatriation to their homeland as soon as that is again possible.

4) Furnish financial assistance to meet basic maintenance requirements of needy Cuban refugee families in the Miami area as required in communities of resettlement, administered through Federal, State and local channels and based on standards used in the community involved.

5) Provide for essential health services through the financial assistance program supplemented by child health, public health services, and other arrangements as needed.

6) Furnish Federal assistance for local public schools operating costs related to the unforeseen impact of Cuban refugee children on local teaching facilities.

7) Initiate needed measures to augment training and educational opportunities for Cuban refugees, including physicians, teachers, and those with other professional backgrounds.

8) Provide financial aid for the care and protection of unaccompanied children -- the most defenseless and troubled group among the refugee population.

9) Undertake a surplus food distribution program to be administered by the county welfare department, with surplus foods distributed by public and voluntary agencies to needy refugees.

I hope that these measures will be understood as an immediate expression of the firm desire of the people of the United States to be of tangible assistance to the refugees until such time as better circumstances enable them to return to their permanent homes in health, in confidence, and with unimpaired pride.

I am particularly interested in Secretary Ribicoff's proposal to make effective use of the faculty of the University of Havana, three-fourths of which are reported to be in south Florida at the present time. I have asked Secretary Ribicoff to examine how this community of scholars could be most effectively used to keep alive the cultural and liberal traditions for which this faculty has been justly noted. It represents a great inter-American asset, for their own people, for this country and for the entire hemisphere. I have asked the Secretary to report by March 1st on how these great intellectual abilities can be most effectively employed.

I also want to commend Secretary Ribicoff for the constructive, humanitarian and immediate program proposed to assist the Cuban refugees. He said that he hoped that it would be considered first and foremost an essential humanitarian act by this country. But he also wanted it to indicate the resolve of this nation to help those in need who stand with the United States for personal freedom and against Communist penetration of the Western Hemisphere.

I have consulted with Budget Director David E. Bell on means for financing these interim measures, which are expected to cost about 4 million dollars through the remainder of this fiscal year."

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C. Instructions

1. Clearance with State Bureau, Regional Office

When an individual applies to or is referred to CWB showing credentials identifying him as a registered Cuban refugee, and preliminary investigation of the situation indicates immediate need for financial assistance, the following procedure shall be followed:

a. Telephone the Bureau Field Representative giving him identifying information on the case to include the "identification number" appearing on his identification card issued by the Miami Center.

b. Bureau Field Representative will telephone the New York Regional office for clearance and verbal authorization to grant assistance, and will thereupon telephone CWB. The Regional office will subsequently confirm the authorization in writing and provide any necessary further instructions.

2. Initial Grant of Assistance

As promptly as possible (on the same day, if necessary) after clearance, an initial grant shall be issued by executive action drawn on the assistance account, all records being specially identified as instructed in State Letter No. 465.

In some instances it may be necessary to issue a grant even though complete details for final determination of extent of need are not immediately available. This will be necessary in these cases because municipal welfare directors have been instructed not to grant General Assistance to these persons, but to refer any Cuban refugee to County Welfare Board.

3. Continuing Assistance

Subsequent to the initial grant the procedures established in Manual of Administration 2518, Formal Board Action, shall be observed, and continuing payments of assistance will be issued in the usual manner, with maintenance of a specially identified case record as required in State Letter No. 465.

Any special instructions for listing in Board Minutes, reports to State Bureau, etc., will be issued when necessary.

4. Federal Reimbursement

It is our understanding that reimbursement from Federal funds will be accomplished through the State Bureau. The specifics of this procedure will be available in more detail at a later date.

5. Eligibility of Persons without Official Identification

In the event that a person claiming to be a Cuban refugee cannot produce the proper identification, the same clearance procedure through the Bureau shall be followed. However, in such a case the Regional Office will need to clear with the Cuban Refugee Center in Miami prior to authorization for granting assistance.

Should such a case present need of an emergency nature pending clarification of status, it is recommended that the person be referred to one of the cooperating private agencies enumerated in the State Letter if these have local units, or to the Salvation Army, or American Red Cross with appropriate explanation. Do not refer to General Assistance.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

Bulletin Series
Supplement No. 1 to Bulletin No. 1
4/20/61

Insert in Handbook under section "Rulings and Bulletins."

State Library 3
ATTENTION Mrs. Prager

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

May 15, 1961

TO: COUNTY WELFARE DIRECTORS

RE: Supplement No. 2 to Bulletin No. 1, Temporary Federal Program for U.S. Citizens Repatriated from Cuba

A. Explanation

A temporary program has been established in the Department of Health, Education, and Welfare to provide financial assistance and welfare services to United States citizens and their dependents who have been identified by the Department of State as having been repatriated, or returned, or otherwise brought to the United States because of the imminence of, or following the severence of, diplomatic relations with the Cuban government.

B. Financing

The program will be financed through total reimbursement from Federal funds of assistance expenditures by the states. Current funds are available only to June 30, 1961, but if there is continuation of the program beyond that date, further notification will be given.

C. Eligible Persons

Eligible persons are U.S. Citizens and their dependents who have been or will be returned on or after September 1, 1960, the date the State Department first advised Americans to leave Cuba, and who are without resources. You may have observed in the press that such advice has again been issued to Americans remaining in Cuba in view of recent developments there.

Many of these persons will have left Cuba with little if any cash resources and without personal possessions. However, most of them will require help for a relatively short time since they will be coming back to relatives, may appeal for help to American companies who employed them in Cuban branches or may have resources in the U.S. which can be readily liquidated, etc. Some of them may only require money to travel from port of entry to a given destination. Others may need help for temporary maintenance until employment or other means of support can be developed. Although relatively few cases are expected, it is essential that assistance, if needed, be made available promptly and sympathetically.

[O V E R]

To County Welfare Directors
Supp. No. 2 to Bulletin No. 1

D. Clearance with State Bureau

For the time being, if any such individual(s) or others on their behalf, inquire about assistance, the following minimum information should be obtained and telephoned to the appropriate Field Representative in the State Bureau:

1) Full name of individual and of each member of a family and relationship to head of family

2) Date and place of birth

3) Date of departure from Cuba

The Bureau of Assistance will make the required clearances by telephone with the Region II Office of HEW in New York, and thereafter telephone the necessary further instructions to the welfare board. Do not refer these persons for General Assistance unless so advised by the Bureau.

In respect to standards of assistance, the State standards for ADC will apply as in the program for "Cuban Refugees."

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

Insert in Handbook under section "Rulings and Bulletins."

Bulletin Series
Supp. No. 2 to Bulletin No. 1

#6

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 25

June 6, 1961

TO: COUNTY WELFARE BOARD DIRECTORS

At the request of Dr. Bion R. East, Dental Consultant to the Division, an early reply to the following questions will be appreciated.

1. What is the current maximum payment authorized for the purchase of upper or lower dentures? _____

2. Does the County Welfare Board have difficulty in obtaining dentures for the above stipulated fee? _____

3. Does the County Welfare Board pay any fee for dental services in excess of the amount listed on the attached schedule? If so, please indicate the item and amount paid. _____

4. Does the County Welfare Board experience difficulty in obtaining dental services? _____ If so, is the difficulty related to the current fee schedule? _____

The attached fee schedule has been in existence for several years and was negotiated by the State Board of Child Welfare and the various County Dental Societies. This schedule is currently being used as a guide by some County Welfare Boards.

Any additional comments you may care to make concerning dental services would be most helpful.

Very truly yours,

Bertram M. Bernstein, M.D.

Bertram M. Bernstein, M.D.,
Medical Director, Division of Welfare

BMB:MC

Approved:
Irving Engelman, Director
Division of Welfare

DENTAL FEE SCHEDULES

Examination (if no full mouth x-rays)	$ 5.00
Prophylaxis	3.00
X-rays: Single x-rays	1.00
Full Mouth (14 exposures) plus 2 bite wing films. Includes examination.	10.00
Silver Amalgam Fillings:	
All fillings on one surface	4.00
Involving two surfaces	6.00
Involving three surfaces	7.00
Maximum for filling any one tooth	8.00
Cement step	2.00
Silicate Fillings:	
One surface	5.00
Maximum for one tooth	8.00
Porcelain Jacket Crown	40.00
Pulp Treatment, X-rays and filling of single rooted tooth	20.00
Vital Pulpotomy	5.00
Dentures (Acrylic Recommended)	
Full single	75.00
Full double	150.00
Partial with 2 clasps	85.00
(each additional clasp)	5.00
Gold Lingual bar with 2 full clasps	90.00
Extractions	
With local anesthesia - Deciduous teeth	2.00
With local anesthesia - Permanent teeth	3.00

Extractions (cont'd.)

With general anesthesia - 1st tooth	$ 5.00
Each additional tooth - same sitting	3.00
Impactions: (Exostosed roots additional $5)	25.00 - 50.00
Impacted roots	10.00 - 25.00

Denture repair

$8.00 - first tooth	on acrylic
3.00 - additional tooth	on acrylic

Inlays, gold crowns and bridge work, and any services not specifically listed above will, if approved, be considered on an individual basis.

#7

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P.O. BOX 1627
TRENTON 25, NEW JERSEY

November 23, 1961

TO: MUNICIPAL WELFARE DIRECTORS

RE: Supplement No. 5 to M.A. 0.003

Attached is one copy of the above Supplement No. 5, entitled Effect on Municipal Settlement of Residence on Federal Reservations. Additional copies for staff are being forwarded as appropriate.

While this problem has arisen in only a few instances to date, it is considered advisable to inform you of the policy that has been agreed upon as the result of considerable research by the Deputy Attorney General for this Department.

We call to your attention that eligibility for categorical assistance administered by the county welfare boards is not affected by residence on Federal reservations.

Very truly yours

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

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

M.A. 0.003
Supp.No.5
11/61

TITLE: LAWS

SUBJECT: Supplement No. 5 to M.A. 0.003, Effect on Municipal Settlement of Residence on Federal Reservations

A. Explanation

From time to time questions are raised about the applicability of R.S. 44:8A, Legal Settlement Law, to persons applying for assistance who are, or who have been living on Federal reservations as employees, or dependents of employees, of the Federal government (e.g., Veterans Administration Hospital at Lyons, Fort Monmouth, Fort Dix, etc.)

This matter has been the subject of investigation and discussion, and the following policy is hereby established:

B. Statement of Policy

1) Time spent in residence on any Federal reservation located within the State of New Jersey cannot be computed in the establishment of municipal settlement. (However, time spent in residence on a Federal reservation shall not be considered an interruption of continuous residence in the State.)

2) If there has been a prior period of one year's residence in any municipality then settlement is established there and is not lost by the subsequent period of residence on the Federal reservation.

3) If there has been no prior or subsequent municipal residence sufficient to establish settlement, then any assistance provided by the municipality of the person's current residence will be subject to 80% reimbursement from State Aid in compliance with the provisions of N.J.R.S. 44:8A and State regulation M.A. 0.003 relating to "non-state settled cases."

4) If a person becomes needy while continuing to reside on a Federal reservation, then such need should be provided for by the Federal Government.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

Official Regulation M.A. 0.003,
Supplement No. 5, 11/61

State Library 3
ATTENTION Mrs. Prager

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State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P. O. BOX 1627
TRENTON 25, NEW JERSEY

December 18, 1961

TO: COUNTY WELFARE BOARD DIRECTORS

RE: Secretary of HEW memorandum "Administrative Action Necessary to Improve our Welfare Programs"

We are forwarding under separate cover for your attention and review copies of the above document as received by the Bureau of Assistance. This is the original text of the statement upon which the recent widespread publicity has been based, and we are forwarding sufficient copies for your Board members and for circulation to staff.

As further information is available on the implementation of the objectives stated by the Secretary we will keep you advised to the greatest extent possible.

Very truly yours,

E. F. Hahn, Jr., Chief
Bureau of Assistance

EFH-MEC

Approved
Irving Engelman, Director
Division of Welfare

COPY COPY

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. W. L. Mitchell
Commissioner of Social Security

Date: December 6, 1961

FROM : Abraham Ribicoff
Secretary of Health, Education, and Welfare

SUBJECT: Administrative Actions Necessary to Improve our Welfare Programs

Revision of our welfare programs has been one of my principal objectives since becoming Secretary of Health, Education, and Welfare. At my confirmation hearing in January I told the Senate Finance Committee that these programs deserved a fresh, new look, that we would review existing laws and policies carefully during the year and that we would propose significant legislative revisions for consideration by the second session of the 87th Congress. I have discussed these matters with Chairman Harry F. Byrd and other members of the Senate Finance Committee and with Chairman Wilbur Mills and other members of the House Ways and Means Committee, and have been encouraged to move forward with this effort.

During this year we have sought and received advice and reports from several groups of distinguished individuals. The staff of this Department has carefully evaluated this material and contributed valuable suggestions.

What has emerged from this review is a clear recognition of the fact that today in 1961 the outlook of 1935 is not up to date. Born of depression emergencies, the original Federal welfare legislation well met the problems of that time. But the quarter of a century that has passed has taught us many new things. We are not satisfied with our welfare programs, and we know there is much that can be done to improve them.

We must move towards two objectives: eliminating whatever abuses have crept into these programs and developing more constructive approaches to get people off assistance and back into useful roles in society.

Many revisions will require legislation. These will be presented to the Congress in January.

I wish to make several changes in our welfare programs that can be accomplished by administrative action. Some of the patterns of 1935 have got to be overhauled, and the steps we take today can make a substantial start in that direction.

In addition to moving more effectively against such problems as locating deserting fathers and fraud, these administrative changes are designed to (1) promote rehabilitation services and develop a family centered approach, (2) provide children with adequate protection, support and a

maximum opportunity to become responsible citizens, and (3) reshape our administrative structure so it may be more helpful to the States in accomplishing these objectives. These changes will help carry out the purposes of Title IV of the Social Security Act (the Aid to Dependent Children program) which specifically include strengthening "family life" and assuring the "proper and efficient administration" of State public assistance plans.

The steps taken today are the first part of a broad action program for welfare revision. Legislative proposals early next year will carry this effort forward. Let me emphasize that the success of this revision will require close cooperation with State, local and voluntary welfare groups. I am anxious to work with all those in and out of Government who can help move forward this important endeavor. I would like you to proceed immediately to implement the following decisions:

1. More Effective Location of Deserting Parents. One problem warranting prompt attention is the large number of welfare cases caused by the desertion of a parent. The number of desertions across State lines is increasing. Efforts must be spurred to locate parents who have deserted their dependent families. These efforts should involve the following course of action by the States:

Each State shall establish within its administrative organization for Public Assistance a special unit responsible for locating deserting parents of children who are applicants or recipients of Public Assistance. This unit will be separately identified and adequately staffed. It will assist law enforcement officers and others in their efforts to require effective discharge of family responsibilities. The objectives of this special unit will be to reunite families whenever feasible and to obtain financial support.

Among the responsibilities which this unit would help perform would be:

(a) Handling intra-State and inter-State inquiries concerning deserting parents, and coordinating and supervising such activities of local public welfare agencies within the State;

(b) Reciprocal cooperation with other States in helping to locate deserters, obtain support from parents who live in States other than where their dependents are, and assess ways of restoring broken homes; and

(c) Establishing procedures for analyzing all desertion cases to make sure the agency is making every possible effort to locate the deserter.

2. Administrative Actions to Reduce and Control Fraud. Control and prevention of fraud must be a constant objective of welfare administration. Information from administrative reviews and special studies by independent experts all indicate that the proportion of ineligible persons who receive assistance is not more than 1.5%. Those who receive it as a result of willful misrepresentation are a small part of that percentage. Nevertheless, effective steps and constant vigilance are necessary by Federal and State agencies both to prevent fraud and to deal effectively with it when it occurs.

"Proper and efficient operation" of State plans under Titles I, IV, X and XIV of the Social Security Act requires that provision will be made to assure that assistance by the States is provided only to those who are eligible for it. To this end State and local welfare departments already maintain extensive procedures for investigation and control of improper payments, but improvements can and must be made.

Existing administrative requirements should be strengthened by inclusion in the State plan of the following:

(a) A definition of fraud in accordance with State law as it relates to receipt of assistance payments;

(b) The administrative procedures by which the State will assure that it has proper and efficient methods for identifying, investigating, evaluating, and referring cases in which there is reason to believe there may be fraud by assistance applicants or recipients;

(c) Methods that will be used in investigation of instances of suspected fraud that are consistent with the legal rights of individuals;

(d) Designation of a point of responsibility within the State Welfare Department for the follow-up, and, if indicated, referral for legal action, of cases in which fraud appears likely;

(e) State supervision, review and control, by which the agency will assure that the plan provisions for dealing with cases of suspected fraud are carried out; and

(f) Keeping records and making periodic reports.

The States should make periodic reports to the Department of Health, Education, and Welfare on the nature and extent of the problem so that it can be kept under continuous and careful surveillance with a view to making any future administrative or legislative changes that may be indicated.

3. Allowing Children to Conserve Income for Education and Employment. Title IV of the Social Security Act provides that assistance be given only to dependent children who are in need. The existing policies make it clear that States may permit a child with income to use it to meet certain special needs without a deduction from the public assistance grant. These include costs for medical care, school expenses, extra clothing and transportation needed for employment, etc. All of these needs for which the child's income may be used relate to something which is currently needed by the child. Not enough emphasis has been given, however, to the possibilities of recognizing certain additional needs of children that require expenses in the future for which their own income should be conserved. These needs include education, medical services and preparation for employment. We must not stifle incentives for children to earn money that will contribute to their future independence.

The present policy should therefore be modified to permit the States to develop their own arrangements under which income of children can be dedicated to appropriate future needs without a deduction from the public assistance payment. States should be encouraged to take full advantage of the opportunities this change in policy affords.

4. Safeguarding the Children in Families of Unmarried Parents. In about one-fifth of all ADC families a parent is unmarried. These families face serious social problems, which are of concern not only to themselves but to the entire community.

For all ADC families, but specially for this particular group of cases, receiving an assistance payment is not a complete answer. If we are going to avoid as far as possible more illegitimate births, if we are going to help these families become responsible citizens, we have to render to this category of families special services that we have seen can be effective. Providing these special services will involve the following steps in each State:

(a) Careful examination of ADC families with an unmarried parent, and of the special problems they face, to see which families are most in need of special services and which problems can best be resolved by services;

(b) Placing the selected families in caseloads sufficiently small so that effective services can be provided to them and making sure that special services are in fact rendered;

(c) Assigning to these cases staff members who are best qualified by education and experience to provide the kind of services that are needed;

(d) Increasing the frequency of home visits to these families so that those with serious social problems are seen at least once every three months; and

(e) Coordination with the child welfare services program to assure the maximum use of child welfare staff in providing consultation and services for the special problems of these families.

Developing plans to provide these special services will require close cooperation between the States and the Federal Government. I therefore propose we proceed initially by issuing to the States within the next few weeks materials outlining these important responsibilities. This will enable the States to make an early start in coming to grips with these unusually difficult problems. Shortly thereafter we will meet with the State welfare administrators in Washington so that we can discuss with them whatever practical problems there may be in providing these special services. On the basis of this advice and the experience gained in the coming months, we can expect to issue formal policies by the middle of next year.

5. Safeguarding Children in Families in Which the Father has Deserted. A second group of ADC families where special services should be provided are those in which the father has deserted. Desertion of a parent with the accompanying evasion of family responsibility is one of the serious indicators of family breakdown in our society. The families broken by desertion are faced, in most instances, by many serious social, economic and other problems. This is particularly true within the period just after the desertion occurs.

Therefore, in addition to the steps outlined with respect to the location of deserting fathers, the same kind of standards should be established as to the identification of such families, caseloads of limited size, the provision of services by trained personnel and the provision for home visits at least once each three months, that are established for families in which the parents are not married. The procedure for developing these special services should be the same for this group of families as applies to the group discussed in paragraph 4.

6. Safeguarding Children in Hazardous Home Situations. In addition to families in which the mother is unmarried and those in which the father has deserted, there are other family situations in which the physical and moral development of children is seriously threatened and where the home is in dangerof becoming unsuitable for the children. Here preventive and protective services are clearly called for. While no single problem generally accounts for these threats to the development of children into responsible citizenship, we know there is a need to identify such situations at the earliest possible moment and to afford them the best appropriate services that we are capable of providing. These families may have special problems such as money mismanagement, or may have home conditions or conduct by the parents that is likely to result

in inadequate care, inadequate protection or neglect of the children. Such families should be made a third group subject to the same standards of intensive casework service, using the best available personnel, that are established for the families whose problems arise from unmarried parents or desertion.

With respect to this third group, arrangements should also be made for including in the State plan (a) the conditions under which various protective methods will be used in making payments to such families when appropriate to the individual case, i.e., weekly and bi-monthly issuance of assistance checks, use of legal representatives, and guardianship, and (b) a program for increased State and local leadership and participation in the development of community services for rehabilitation in these cases.

7. Improvement of State Staff Training and Development Programs. The central core of proper and efficient administration is personnel -- adequate in number and appropriately trained to do the job required. With the changing characteristics of the public assistance caseload, and the need to emphasize more and more the preventive and rehabilitative aspects of public welfare, the existence in each State of an adequate staff development program is imperative.

Studies show an alarming shortage, in the public assistance programs, of personnel with the necessary professional and technical training needed to deal with difficult problems such as illegitimacy, deserting fathers, and protective services for children and the aging. Federal financial participation is now available for the administration of staff development programs, including in-service training and educational leave, as a part of the costs of administering public assistance. However, States vary in their present implementation of a balanced and comprehensive staff development program.

Each State should have a State-wide staff development plan which would include both in-service training and opportunities for professional and technical education.

In issuing new requirements in this area we must recognize that States will need time before they can be expected to have the fully developed training program which is contemplated. Accordingly, provision should be made for permitting the various steps to be implemented gradually, starting with the requirement for the submittal of a five-year plan and at least one full-time training position in each State agency by July 1, 1962. An annual report should be submitted by each State indicating the progress made in implementing the plan it has developed.

8. Developing Services to Families. Too much emphasis has been placed on just getting an assistance check into the hands of an individual. If we are ever going to move constructively in this field, we must come to

recognize that our efforts must involve a variety of helpful services, of which giving a money payment is only one, and also that the object of our efforts must be the entire family.

To emphasize these ideas the name of the Bureau of Public Assistance shall be changed to the Bureau of Family Services. This new designation will more accurately express the major emphasis in our activities and policies in the future.

9. Encouraging States and Localities to Provide More Effective Family Welfare Services. There shall be established within the newly designated Bureau of Family Services, as one of its major units, a division to be known as the Division of Welfare Services. This division will give special attention to activities carried on by the States in the reduction of dependency; services to children of unmarried mothers and deserting fathers; services to families with special problems arising from financial mismanagement or mental or physical inadequacy; studies of work relief activities and incentives to employment; and other activities of this nature which can contribute to the prevention and alleviation of dependency among aged, blind, and disabled persons, including the development of more effective legislative proposals to accomplish these objectives. This new division will absorb the functions of the former Division of Program Standards and Development; additional staff will be shifted as required to the new Division of Welfare Services in view of its new responsibilities.

10. Coordination of Family and Community Welfare Services. In order to assure that the maximum benefits are derived from our programs for the protection and well-being of children carried on by the Children's Bureau and the related ADC program administered by the Bureau of Family Services, there shall be established a new position of Assistant Commissioner in the Social Security Administration. The Assistant Commissioner will give full time directing the coordination of these programs and to the development and stimulation of welfare services that will involve the resources of community organizations, both public and private, in dealing with welfare problems. This effort should give special emphasis to all services and activities contributing to the strengthening of family life.

Other Action Required

The ten actions outlined above involve, in my judgment, the beginning of a significant reorientation of our welfare programs. In order that we may be able to have the advice and full cooperation of the States, I am extending an invitation to all State Welfare Administrators to meet with me and our staff here in Washington on January 29, 30 and 31. Please make the necessary arrangements for this meeting with the view of obtaining the suggestions of the State Administrators for any improvements, changes, or additions.

Please arrange also for the further development by the staff of other possible changes in policy some of which have already been discussed but on which the staff work is not yet completed. I should like to have a further report on these items by not later than March 15.

* * * *

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State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P. O. BOX 1627
TRENTON 25, NEW JERSEY

December 26, 1961

TO: COUNTY WELFARE DIRECTORS

RE: Revision of Ruling No. 11, Part I

Attached is one copy of Part I, Classification and Compensation Plan, revised, and effective 1/1/61. Additional copies for distribution to staff are being forwarded.

Explanation of Amendments

1. The titles of Training Supervisor, Field Office Supervisor, and Senior Addressograph Machine Operator have been added to the list of competitive titles.

2. The titles of Mechanical Repairman and Messenger have been transferred from the non-competitive to the competitive title group.

3. The title of Child Welfare Consultant has been transferred from the unclassified to the competitive title group.

4. In paragraph 7, sub-paragraphs b, c, d, e, h, i, j and k, the phrase starting "...and provided further that no employee..." has been amended to provide that any person having served two years in a classification must not receive less compensation than the highest paid person in the next lower classification. It is considered that the variation of the minimum of four ranges will provide sufficient incentive, even though there is overlapping, and in any event the overlapping will cease after a two-year period.

5. In the schedule of ranges, 8 ranges have been added to Plan A and 5 ranges to Plan B.

Instructions

1. Retain Ruling No. 11, INTRODUCTION, Rev. 11/60.

2. Destroy Ruling No. 11, Part I (pages 1 through 9) and insert attached Part I, rev. 11/61.

RULING NO.11

PART I

CLASSIFICATION AND COMPENSATION PLAN

1. Compensation Plans heretofore adopted by county welfare boards, which are in effect as of the date of issue of these regulations, and which have been specifically authorized and approved by the Bureau of Assistance prior to such date, stand approved on the part of the State Bureau as of their respective effective dates.

2. Each county welfare board shall hereafter continue to maintain a Compensation Plan, as defined and governed by these regulations, covering all positions concerned in whole or in part with the administration of any public assistance program.

3. The Compensation Plan shall consist of a designation, for each authorized position except those of consultants listed in the unclassified service, of a salary range which shall apply to such position. Such designation shall be at the discretion of the county welfare board, within the limits of these regulations, subject to approval by the State Bureau of Assistance.

4. The Compensation Plan as established by each county welfare board shall be subject to revision or amendment at the discretion of the welfare board, within the limits of these regulations, except that no revision or amendment shall take effect on dates other than July 1 or January 1, except in the event that the County Board of Freeholders may provide for revised salary ranges on a county-wide basis, to be effective on a date other than January 1 or July 1, in which event corresponding action by the county welfare board may be submitted to the Bureau of Assistance for consideration and special approval.

5. The following title classifications are hereby authorized for use by the county welfare boards. Positions under the class titles identified by asterisk (*), where they do not already exist within the approved table of organization of any county welfare board, are not authorized to be established except upon specific review and approval by the Bureau of Assistance.

Competitive Titles

Director of Welfare
*Deputy Director of Welfare
*Administrative Supervisor of Case Work
*Child Welfare Consultant
*Field Office Supervisor
*Training Supervisor
Supervisor of Case Work
*Supervisor of Property & Resources
*Medical Social Service Assistant
Case Worker
*Legal Assistant
*Chief Clerk
*Head Clerk
*Head Clerk Bookkeeper
*Administrative Secretary
*Principal Clerk
*Principal Clerk Bookkeeper
*Principal Clerk Stenographer
*Senior Addressograph Machine Operator
Senior Clerk
Senior Clerk Bookkeeper
Senior Clerk Stenographer
Senior Clerk Typist
*Senior Telephone Operator
Clerk
Clerk Bookkeeper
Clerk Stenographer
Clerk Typist
Clerk Transcriber
Addressograph Machine Operator
*Telephone Operator
*Mechanical Repairman
*Messenger

Non-Competitive Titles

*Building Maintenance Worker

Exempt Title

Counsel

Unclassified Titles
(Part-Time Positions Only)

*Medical Consultant
*Pharmaceutical Consultant
*Dental Consultant

6. The title of Claims Settlement Agent continues to be authorized only for those county welfare boards having permanent incumbents in such title. However, when these positions become vacant, the title classification of Claims Settlement Agent shall be abolished.

7. In adopting a revised Compensation Plan, the county welfare boards shall allocate a salary range to each position, except as set forth in paragraph 3 of this ruling, according to either Plan A or Plan B as set forth in paragraph 8, below, subject to the following conditions:

a. The salary ranges designated for the basic clerical positions Clerk Typist, Clerk Stenographer, Clerk Bookkeeper, Clerk Transcriber, Telephone Operator, and Addressograph Machine Operator shall be not less than the range designated for Clerk, (where applicable), and the maximum range variation among such positions shall not exceed a sequence of four ranges.

b. The salary range designated for each clerical position classified in Senior grade shall be at least four ranges higher than the range designated for the corresponding basic clerical position and provided further that no employee who has been serving in a Senior grade position for at least two years shall receive a rate less than the amount being paid to any employee in a basic clerical position.

c. The salary range designated for each clerical position classified in Principal grade shall be at least four ranges higher than the range designated for the corresponding Senior grade position and provided further that no employee who has been serving in a Principal grade position for at least two years shall receive a rate less than the amount being paid to any employee in a Senior grade position.

d. The salary range designated for each clerical position classified in the Head grade shall be at least four ranges higher than the range designated for the corresponding Principal grade position and provided further that no employee who has been serving in a Head grade position for at least two years shall receive a rate less than the amount being paid to any employee in a Principal grade position. The title of Administrative Secretary shall, for all intents and purposes, be considered as comparable to a Head grade position.

e. The salary range designated for each clerical position classified in the Chief grade shall be at least four ranges higher than the range designated for the corresponding Head grade position and provided further that no employee who has been serving in a Chief grade position for at least two years shall receive a rate less than the amount being paid to any employee in a Head grade position.

f. The salary range for the position of Case Worker shall be not less than the highest range designated for any clerical position of Senior grade. The range for Claims Settlement Agent, where presently authorized, shall be identical with Case Worker.

g. The salary range for the position of Medical Social Service Assistant shall be not less than the range designated for the title of Case Worker, nor more than the range designated for the title of Supervisor of Case Work.

h. The salary range designated for the positions of Supervisor of Case Work and Supervisor of Property and Resources shall be identical and shall be at least four ranges higher than that designated for Case Worker and provided further that no employee who has been serving in a Supervisor of Case Work or Supervisor of Property and Resources position for at least two years shall receive a rate less than the amount being paid to any Case Worker or Claims Settlement Agent (whichever is applicable).

i. The salary range designated for the position of Field Office Supervisor, where presently authorized, will be at least four ranges higher than that designated for Supervisor of Case Work and Supervisor of Property and Resources and provided further that no employee who has been serving as Field Office Supervisor for at least two years shall receive a rate less than the amount being paid to any employee in a Supervisor of Case Work or Supervisor of Property and Resources position.

j. The salary range designated for the position of Administrative Supervisor of Case Work shall be at least four ranges higher than the range for Field Office Supervisor, where such position is presently authorized. Where the title of Field Office Supervisor is not authorized, then the salary range designated for Administrative Supervisor of Case Work shall be at least four ranges higher than the range for Supervisor of Case Work and Supervisor of Property and Resources; and provided further that no employee who has been serving as Administrative Supervisor of Case Work for at least two years shall receive a rate less than the amount being paid to any Field Office Supervisor or Supervisor of Case Work whichever is applicable.

k. The salary range designated for the position of Deputy Director shall be at least four ranges higher than the highest range designated for any other position in the organization subordinate to the Deputy Director and provided further that no employee who has been serving as Deputy Director for at least two years shall receive a rate less than the amount being paid to any employee in a subordinate position.

l. The salary range designated for the position of Director of Welfare, where such position is staffed on a full time basis, shall be at least four ranges higher than the maximum designated for any other authorized subordinate position in the organization. Where the position of Director of Welfare is staffed on a part-time basis, then the range designated may be the same as, but not less than the highest range designated for any other authorized subordinate position and salary payment pro-rated.

m. Salary ranges for the positions of Mechanical Repairman, Building Maintenance Worker and Messenger shall be not greater than the highest range designated for any one of the positions set forth in 7a.

n. The salary range for the position of Legal Assistant shall be not greater than the range designated for the title of Administrative Supervisor of Case Work.

o. The county welfare board shall, for the position of Counsel, establish an authorized salary range according to Plan A or Plan B, whichever is applicable. Such range shall be reasonable in relation to the volume and character of the professional service to be rendered, and to the estimated proportion of the appointee's time to be devoted to such service, and the range shall be subject to the specific approval of the State Bureau as a condition for administrative matching funds.

p. Salary rates for titles in the unclassified service will be designated by the county welfare board at its discretion in relation to the services to be rendered subject to the approval of the Bureau of Assistance.

q. Where a position is staffed on an hourly basis, an hourly rate may be designated by the welfare board pro-rated on a salary rate within the authorized salary range.

8. The county welfare board shall choose one of the following Plans, A or B, of standarized salary ranges and shall allocate salary ranges from within the Plan selected, to all authorized county welfare board positions concerned.

PLAN A

Salary Range Number	Minimum Rate (Normal Hiring Rate	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step (Maximum Rate)
1.	2160	2280	2400	2520	2640	2760	2880
2.	2280	2400	2520	2640	2760	2880	3000
3.	2400	2520	2640	2760	2880	3000	3120
4.	2520	2640	2760	2880	3000	3120	3240
5.	2640	2760	2880	3000	3120	3240	3360
6.	2760	2880	3000	3120	3240	3360	3480
7.	2880	3000	3120	3240	3360	3480	3600
8.	3000	3120	3240	3360	3480	3600	3720
9.	3120	3300	3480	3660	3840	4020	4200
10.	3300	3480	3660	3840	4020	4200	4380
11.	3480	3660	3840	4020	4200	4380	4560
12.	3660	3840	4020	4200	4380	4560	4740
13.	3840	4020	4200	4380	4560	4740	4920
14.	4020	4200	4380	4560	4740	4920	5100
15.	4200	4380	4560	4740	4920	5100	5280
16.	4380	4560	4740	4920	5100	5280	5460
17.	4500	4740	4980	5220	5460	5700	5940
18.	4740	4980	5220	5460	5700	5940	6180
19.	4980	5220	5460	5700	5940	6180	6420
20.	5220	5460	5700	5940	6180	6420	6660
21.	5460	5700	5940	6180	6420	6660	6900
22.	5700	5940	6180	6420	6660	6900	7140
23.	6000	6300	6600	6900	7200	7500	7800
24.	6300	6600	6900	7200	7500	7800	8100
25.	6600	6900	7200	7500	7800	8100	8400
26.	6900	7200	7500	7800	8100	8400	8700
27.	7200	7500	7800	8100	8400	8700	9000
28.	7500	7800	8100	8400	8700	9000	9300
29.	7800	8100	8400	8700	9000	9300	9600
30.	7920	8340	8760	9180	9600	10020	10440
31.	8340	8760	9180	9600	10020	10440	10860
32.	8760	9180	9600	10020	10440	10860	11280
33.	9180	9600	10020	10440	10860	11280	11700
34.	9600	10020	10440	10860	11280	11700	12120
35.	10020	10440	10860	11280	11700	12120	12540
36.	10440	10860	11280	11700	12120	12540	12960
37.	10860	11280	11700	12120	12540	12960	13380
38.	11280	11700	12120	12540	12960	13380	13800
39.	11700	12120	12540	12960	13380	13800	14220
40.	12120	12540	12960	13380	13800	14220	14640
41.	12540	12960	13380	13800	14220	14640	15060
42.	12960	13380	13800	14220	14640	15060	15480
43.	13380	13800	14220	14640	15060	15480	15900
44.	13800	14220	14640	15060	15480	15900	16320
45.	14220	14640	15060	15480	15900	16320	16740
46.	14640	15060	15480	15900	16320	16740	17160
47.	15060	15480	15900	16320	16740	17160	17580
48.	15480	15900	16320	16740	17160	17580	18000

PLAN B

Salary Range Number	Minimum Rate (Normal Hiring Rate)	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step (Maximum Rate)
1.	2400	2520	2640	2760	2880	3000	3120
2.	2520	2646	2772	2898	3024	3150	3276
3.	2646	2778	2910	3042	3174	3306	3438
4.	2778	2917	3056	3195	3334	3473	3612
5.	2917	3063	3209	3355	3501	3647	3793
6.	3063	3216	3369	3522	3675	3828	3981
7.	3216	3377	3538	3699	3860	4021	4182
8.	3377	3546	3715	3884	4053	4222	4391
9.	3546	3723	3900	4077	4254	4431	4608
10.	3723	3909	4095	4281	4467	4653	4839
11.	3909	4104	4299	4494	4689	4884	5079
12.	4104	4309	4514	4719	4924	5129	5334
13.	4309	4524	4739	4954	5169	5384	5599
14.	4524	4750	4976	5202	5428	5654	5880
15.	4750	4988	5226	5464	5702	5940	6178
16.	4988	5237	5486	5735	5984	6233	6482
17.	5237	5499	5761	6023	6285	6547	6809
18.	5499	5774	6049	6324	6599	6874	7149
19.	5774	6063	6352	6641	6930	7219	7508
20.	6063	6366	6669	6972	7275	7578	7881
21.	6366	6684	7002	7320	7638	7956	8274
22.	6684	7018	7352	7686	8020	8354	8688
23.	7018	7369	7720	8071	8422	8773	9124
24.	7369	7737	8105	8473	8841	9209	9577
25.	7737	8124	8511	8898	9285	9672	10059
26.	8124	8530	8936	9342	9748	10154	10560
27.	8530	8957	9384	9811	10238	10665	11092
28.	8957	9405	9853	10301	10749	11197	11645
29.	9405	9875	10345	10815	11285	11755	12225
30.	9875	10369	10863	11357	11851	12345	12839
31.	10369	10887	11405	11923	12441	12959	13477
32.	10887	11431	11975	12519	13063	13607	14151
33.	11431	12003	12575	13147	13719	14291	14863
34.	12003	12603	13203	13803	14403	15003	15603
35.	12603	13233	13863	14493	15123	15753	16383
36.	13233	13895	14557	15219	15881	16543	17205
37.	13895	14590	15285	15980	16675	17370	18065

9. Upon the adoption by a county welfare board of a revised Compensation Plan pursuant to these regulations, the authorized salary rates of persons in employ on the effective date of such plan shall be affected as follows:

a. The salary rate of each person, if less than the minimum of the new range designated for his position, shall be adjusted to not less than the minimum of the new range.

b. The salary rate of any person, if in excess of the maximum of the new range designated for his position, may be continued at the discretion of the county welfare board, but that portion of any compensation paid in excess of the authorized maximum rate shall be disallowed for administrative matching funds.

c. Under Plan A, a standard step of the range is any multiple of $60, within the established range.

d. Under Plan B, the salary range of any person not at a standard step within the authorized range shall be adjusted to the next higher step of the range adopted as set forth in Plan B, and a standarized step will be one of the rates of the range as expressly listed in Plan B.

10. a. The minimum rate of the range shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel, or if a person of unusual qualifications is engaged, the county welfare board may, upon the showing of such cause in the appointment resolution, appoint at the first or second step, or at a higher step if necessary to comply with Regulation #7. In cases where former employees of the welfare board are rehired on a temporary basis or where qualified employees are hired for an emergency period, then the welfare board may consider a rate in excess of the second step but not in excess of the maximum of the authorized range, to be submitted to and approved by the State Bureau.

b. Increments may be granted by the welfare board to any employee for satisvactory service, upon the specific recommendation of the Director of Welfare provided, however, that sufficient funds are available for such purpose.

c. Under Plan A, increments may be granted in multiples of $60 units per annum within the range designated for the position. Under Plan B, increments will be at the rate of 5% of the minimum rate of the range. All increments are subject to review and approval by the State Bureau, subject to the further approval of the Department of Civil Service.

c. The maximum rate specified in the range designated for the position is the highest rate that may be paid to any employee while occupying the position to which such maximum rate applies, regardless of the number of years of service rendered, unless otherwise provided in a local plan for "longevity increments" specifically approved by the State Bureau.

e. These regulations shall not be construed as granting any employee entitlement to automatic increments based solely on the completion of specific periods of employement. All increments and rates above the minimum entrance rate are at the discretion of the county welfare board to be based on meritorious service and availability of funds.

11. Where salary advancement for the Director of Welfare is concerned, recommendation and report shall be made by the welfare board itself, rather than by the Director of Welfare, with regard to the specific recommendation for salary advancement to the Director.

12. Notwithstanding the provisions of Regulation #10, an employee who is promoted or reclassified from one class or title to another having a higher salary range shall be adjusted to at least the minimum of the new range or to the next step above his old rate, whichever is higher.

13. Rates and compensation provided for in these regulations are, for all positions except that of Counsel and Consultant positions, fixed on the basis of full-time positions. If any position is, by action of the county welfare board, established on a basis of less than full-time service, or if, with the approval of the county welfare board, the incumbent of any full-time position is accepted for employment on a part-time basis only, the rate of compensation provided shall be proportionately reduced in computing the rate of compensation payable for the part-time service, subject to review and approval by the State Bureau of Assistance.

14. Whenever a proportionate reduction computation, as referred to in Regulation #13, is required with respect to any position, or group of positions, such computation shall be made according to whichever of the following methods is found by the State Bureau to be most appropriate:

a. By an actual time-study, to be conducted by or under the direction of the State Bureau; or

b. By an acceptable time-estimate, recommended by the county welfare board and approved by the State Bureau; or

c. By deducting, from the established rate for full-time service, that amount which the incumbent of the position actually receives, in the form of regular salary on another public payroll, as compensation for services performed substantially during the same working hours.

15. a. The position of Counsel is construed to require an employee who is engaged in his professional capacity as an attorney-at-law on a call basis or on a consultant basis to be available and to render service whenever needed. Any county welfare board may at any time appoint to such position any attorney duly admitted to practice in this State, on an annual compensation basis.

b. The appointment of Counsel on an annual compensation basis, or the retention of Counsel previously appointed on an annual compensation basis, shall be understood to include all of the following duties, and may include such additional duties as the county welfare board may prescribe:

1) Renders legal opinions and gives legal guidance on all matters affecting welfare board administration;

2) Prepares all legal documents necessary for welfare board administration of the old age assistance, disability assistance, and assistance for dependent children programs;

3) Acts as proctor to and/or administrator of estates of deceased clients, where appropriate and necessary;

4) Represents the welfare board in all court proceedings pertaining to welfare board administration of the old age assistance, disability assistance, and assistance for dependent children programs;

5) Full responsibility for carrying through all guardianship proceedings on behalf of incompetent clients.

c. Any appointee to the position of Counsel, such position being excluded from the competitive class of the classified service under the provisions of R.S. 44:7-9, shall serve at the pleasure of the welfare board. The County Counsel, or any qualified member of the County Counsel's staff, may be appointed to such position and may be paid compensation by the welfare board (at an authorized rate within an appropriate range to be established) separate and apart from the compensation otherwise paid by the Board of Chosen Freeholders. Any member of the welfare board staff serving in a classified position may, if qualified, be appointed to the position of Counsel and may in that event be paid compensation by the welfare board for services rendered in such office additional to the compensation otherwise authorized for services rendered in the classified position; or may be granted leave of absence from the classified position to accept appointment to the exempt position for Counsel at a range and rate to be established as above specified.

16. The salary ranges and rates authorized under these regulations shall be interpreted as exclusive of any bonus payments authorized pursuant to statute, longevity increases, and non-standard rate increases approved on a county-wide basis.

17. These regulations are effective January 1, 1961.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/ADw

Approved
Irving Engelman, Director
Division of Welfare

Ruling Series
Part I of Ruling No. 11, Rev. 11/61

Insert in Handbook under section "Rulings and Bulletins."

Destroy Part I revised 11/60

To County Welfare Boards 12/26/61
Re Revision of Ruling No. 11, Part I

3. Retain Attachment #1, Classification of Class of Positions, etc.

4. Retain Ruling 11, Part II, Time and Leave Regulations, rev. 11/60. On page 7 in item (5) a, please strike out the word "shall" and write in "may" so that the phrase reads "...with the armed forces may be granted:"

This change is made in accordance with recent State regulations which do not provide for payment of one month's extra salary in the form of military leave with pay for those employees entering extended active military service. The permissive language will be available for those counties which, as a matter of policy, do grant such extra one month's salary.

5. Retain Ruling 11, Part III, Public Assistance Training and Staff Development Program, and Attachment #1.

Very truly yours

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

BUREAU OF ASSISTANCE

#10

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P. O. BOX 1627
TRENTON 25, NEW JERSEY

08625

September 9, 1963

TO: COUNTY WELFARE DIRECTORS

RE: Revision of Ruling No. 11, Part II.

Attached is one copy of Part II of Ruling No. 11, Time and Leave Regulations, revised, effective retroactive to 1/1/63. Additional copies for distribution to staff are being forwarded.

Explanation of Amendments

1. Under 4 (b) Paragraph (10) "Variant local policies" becomes Paragraph (11).

2. Under 4 (b) Paragraph (10) added to cover payment for earned vacation leave to estates of deceased employees.

3. Under 4 (h) (4) Overtime Pay computation deleted and payment to be made subject to employing agency policy.

Very truly yours,

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH:ADgb

Att.: 1

Approved
Irving Engelman, Director
Division of Public Welfare

RULING NO. 11

PART II

TIME AND LEAVE REGULATIONS

1. Employees of county welfare boards shall be granted leaves of absence for sick and vacation purposes, with or without pay, to the extent specified in Regulation No. 4 of this Part II.

2. Expenditures for salaries and wages to employees, with respect to periods of leaves of absence and other time off within the limitations of Regulation No. 4, will be approved for administrative matching if the amounts of such payments to authorized employees are in conformity with the requirements of Part I of this Ruling.

3. Expenditures for salaries and wages to employees, with respect to leaves of absence and other time off in excess of the limitations specified in Regulation No. 4, or in amounts or to persons not authorized under Part I of this Ruling, will be disallowed for administrative matching.

4. (a) SICK LEAVE

Definition - sick leave means the absence of an employee from duty because of illness, injury, maternity leave (during the period of actual incapacitation as shown by a physician's certificate but not in excess of one month following date of confinement), exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or attendance at a funeral of close friend or distant relative. A physician's certificate will be required where duration of illness is five (5) consecutive working days or more for a single period.

(1) Permanent Employees

Permanent employees will accumulate sick leave privilege on the basis of one (1) day per month of service or major fraction thereof during the remainder of the first year of employment and fifteen (15) days annually thereafter. Permanent employees may be credited with fifteen (15) working days sick leave at the beginning of the year and may be permitted to use sick leave on the basis and in accordance with established welfare board and/or established county policy. Employees resigning or terminating their services with the county welfare board shall be permitted to use only that sick leave which has been earned and accumulated up to the date of termination on a pro-rated basis. THE UNUSED PORTION OF SICK LEAVE WILL BE ACCUMULATED WITHOUT LIMIT.

(2) Temporary Employees

Temporary employees shall be granted sick leave with pay on the basis of one (1) day sick leave for each full month of service or major fraction thereof. Sick leave may be taken by temporary employees not exceeding the amount earned. Temporary employees will be permitted to accumulate sick leave without limit. Temporary employees becoming permanent during the year will continue to accumulate sick leave at the rate of one (1) day sick leave for each full month of service or major fraction thereof for the remainder of that year and will thereafter be granted fifteen (15) days annual sick leave thereafter the same as set forth for permanent employees.

(3) Part-time Employees

Part-time employees, permanent or temporary, shall receive sick leave on a pro-rated basis subject to the provisions of Regulation No. 4, (1) and (2).

(4) Seasonal Employees

Whether permanent or temporary, seasonal employees may receive sick leave on a pro-rated basis of one (1) day per month of service or major fraction thereof for full time employment or in accordance with the established policy of the welfare board and/or the Board of Chosen Freeholders.

(5) Variant Local Policy

Where established county policy differs from the above, then such policy will be submitted to the Bureau of Assistance for review and further determination.

(b) VACATION LEAVE

(1) Permanent employees shall be granted minimum vacation leave as follows:

Up to one year of service, one (1) working day vacation for each full month of service or major fraction thereof;

After one year of service, and up to 10 years of service twelve (12) workings days vacation per year;

After ten years years and up to 20 years of service, fifteen (15) working days vacation per year;

After twenty years of service twenty (20) working days vacation per year.

Service includes all temporary continuous service immediately prior to permanent appointment with the welfare board or other county office provided there is no break in service of more than one week.

(2) Temporary employees shall be granted one (1) working day vacation leave for each full month of service or major fraction thereof during temporary employment. No vacation leave in excess of the amount actually earned will be approved in anticipation of continued employment.

(3) Part-time employees, permanent or temporary, will earn vacation leave on a pro-rated basis in accordance with the regulations stated in Regulation No. 4 (b) (1) and 4 (b) (2).

(4) Seasonal employees may be granted vacation leave on the basis stated above in accordance with the established policy of the welfare board and/or the Board of Chosen Freeholders.

(5) Administrative Personnel - At the discretion of the county welfare board, but in accordance with established policy of the Board of Chosen Freeholders of such county, administrative personnel in the grades of Administrative Supervisor of Case Work, Deputy Director and Director may be granted vacation leave up to one (1) calendar month, or if pro-rated, then on the basis of twenty-two (22) working days in each year.

(6) Permanent employees resigning or whose services are otherwise terminated for reasons other than retirement shall be granted vacation leave earned and accumulated only on the basis of one (1) vacation day for each full month of service or major fraction thereof during that particular year.

(7) Permanent employees retiring shall be granted vacation leave prorated on the basis of current annual allowance divided by 12, multiplied by the months of service completed within the particular year.

(8) Accumulation of vacation leave - At the instance of either the welfare board or the employee, vacation leave may be accumulated and carried forward into the following calendar year, but no further, if approved by the welfare board and consented to by the employee.

(9) Vacation for veterans - A returning veteran shall be entitled to full vacation time for the year of return and for the year preceding, provided the latter can be taken the year of return.

(10) Deceased Employees - Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set forth in (8) above, based on the last approved compensation rate for the deceased employee. (Chapter 196, P.L. 1962)

(11) Variant local policies - Where established county policy differs from the above, such policy will be submitted to the Bureau of Assistance for review and further determination.

(c) LEAVE WITHOUT PAY

(1) Reasons for Granting

Leaves without pay may be granted, at the discretion of the welfare board, to permanent employees for any reason considered good by the welfare board, but not in excess of one year, subject to approval by the Bureau of Assistance and the Department of Civil Service.

Temporary employees may be granted authorized leave of absence without pay for a maximum period of fifteen (15) days for reasons deemed appropriate by the Welfare Board, and such leave may not be consecutively renewed or extended.

In all cases a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and terminating of the leave, shall be submitted to the county welfare board. No leave of absence without pay shall become effective without prior approval of the county welfare board or the county Director of Welfare.

Employees granted leave of absence without pay shall have annual sick leave and vacation leave credits each reduced by one (1) day for every full month or major fraction thereof that employee is on such leave without pay for the year in which such leave is taken.

(2) Military Leave Without Pay

Any permanent employee who enters the military or naval service including service in the United States Merchant Marine, or similar organization, in time of war, either voluntarily or pursuant to law, or in time of peace pursuant to law, shall upon his or her request, be granted leave of absence for the period of such service and three months thereafter. In case of service-connected illness or wound, the employee shall be allowed three months after recovery to return to his position up to a maximum of two years after discharge. All rights, privileges, and benefits formerly enjoyed and accrued during service are retained, except compensation.

(d) LEAVE WITH PAY FOR EDUCATIONAL PURPOSES

(1) Educational leave with pay may be authorized by the welfare board, when, in its discretion, it will tend to increase the quantity and quality of service to be rendered by the employee concerned subject to approval by the Bureau of Assistance, and subject to any additional rules and regulations governing such leave which may separately be issued by the Bureau. Such leave with pay may not exceed one year on a continuing basis but may be renewed by the welfare board for a second year providing there is a return to active duty of at least one month between the two periods.

(d) (Cont'd.)

Such leave with pay may be approved by a welfare board with full pay for the entire period, with full pay for a certain number of months and partial pay for the remaining months of the period, or a combination of full pay, partial pay, and leave without pay subject to the provisions of Part III of this Ruling.

(e) LEAVE WITHOUT PAY FOR EDUCATIONAL PURPOSES

(1) Leave of absence without pay shall be granted to permanent employees who are veterans desiring to further their education under the G.I. Bill of Rights or other Federal authorization providing educational opportunities for veterans. Such leave shall be approved for the period of training up to one school year and such leave shall be reviewed on request until the veteran employee has completed his educational work under the appropriate Federal authorization. If any veteran employee on leave hereunder is released from the institution which he is attending or discontinues such attendance for any reason, authorized leave of absence will terminate automatically and he must return to duty within thirty (30) days of the effective date of such release. Failure to return within the authorized period will result in loss of status and separation from the service. An employee desiring leave for educational purpose shall request such leave in advance, specifying the institutions which he is to attend, the date of matriculation, the course or courses to be taken, and the probable length of attendance.

(2) Leaves of absence for non-veterans for further educational training may be granted, at the discretion of the county welfare board, on the merits of the individual case in the same manner as any other leave of absence without pay, except that the limitation of one year otherwise applicable to leaves of absence without pay shall not apply to leaves of absence without pay for educational purposes. Educational leaves of absence without pay granted non-veterans, however, will not exceed two consecutive years, provided there is a return to active duty of at least one month between the two periods of leave.

(f) LEAVE WITH PAY AS RESULT OF DISABILITY

(1) Definition - Leave with pay as result of disability refers to leave granted, with full pay or with part pay, to an employee who is disabled by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his employment without contributory negligence on his or her part. Such leave is separate from and in addition to normal sick leave, and any leave with pay granted as a result of disability as thus defined shall not be charged against the employee's normal sick leave.

(f) (2) Extent and Duration - Leave of absence as a result of disability may be granted with full pay, with reduced pay, or with full pay for a certain period and reduced pay thereafter, but such leave is limited to a maximum of one year unless similar disability or injury in private industry would entitle the employee to compensation for a longer period under the Workmen's Compensation laws, in which case payments as provided under such laws may be paid.

(3) Fiscal Limitations - All disability leave with pay or part pay granted under this section shall be contingent upon the availability of sufficient funds appropriated to the county welfare board which are legally usable for this purpose. Where disability leave with pay or with part pay is granted to an employee with respect to a certain period of absence, and the employee subsequently recovers an award under the Workmen's Compensation laws which includes pay or part pay with respect to the same period, restitution shall be required of the employee to the extent necessary to avoid duplication or augmentation of pay for the same period.

(4) Proof - The county welfare board must satisfy itself by reasonable proof that the disability exists and must be prepared to furnish to the State Bureau or the Department of Civil Service such medical or other proof as they may require. Medical proof will be required in all cases of claims arising out of illness alleged to be a direct result of or arising out of the employment.

(g) SPECIAL LEAVE WITH OR WITHOUT PAY

(1) Military Conventions - Accredited representatives of organizations stemming from the military shall be given leaves of absence with pay to attend New Jersey State or national conventions of such organizations, including reasonable allowance for travel time.

(2) Official Conventions, Conferences, etc. - Time, including reasonable travel time, required for attendance at conferences, conventions, meetings, training institutes, etc., officially arranged or sponsored by the Department of Institutions and Agencies, the Bureau of Assistance, or the county welfare boards, shall be considered as time on duty and no employee whose attendance is required or authorized shall suffer any loss of pay by reason of such attendance nor shall the time, including reasonable travel time, required for such attendance be counted as a period of absence.

(3) Other Conferences, Conventions, etc. - In the case of State, regional, or national conferences, conventions, or committee meetings of the organizations listed below, or similar professional organizations, leave of absence without pay may be granted to any employee desiring to attend at his own expense, and leave of absence with pay may be granted, at the discretion of the welfare board, to all employees directed or authorized by the board to attend. Period of authorized leave of absence with pay for such purpose shall in any event be not greater than the period of actual attendance plus reasonable travel time.

(g) (3) (Cont'd.)

American Public Welfare Association
National Conference of Social Welfare
New Jersey Welfare Council
New Jersey Association of County Welfare Directors
Meetings of Freeholders Association
New Jersey League of Municipalities
Various Health Association Meetings
Various Rehabilitation Group Meetings
New Jersey Civil Service Association
New Jersey Council of State Employees

(4) Military Field Training or Attendance at Service Schools

a Any employee with permanent status, and any employee having temporary status with one year or more of continuous service, who is required to undergo military field training or attendance at service schools for a prescribed period (two weeks or less) during any fiscal year shall be granted military leave of absence with pay.

b Whenever such military field training or attendance at service schools requires the participant to remain for a period longer than the prescribed two weeks during any fiscal year, such employees shall receive the difference between their welfare board salary and their military pay*, (if lower) for the remainder of such time, provided, however, that such additional time of training or service school attendance is not in excess of one calendar month during any fiscal year.

c Should additional military field training or attendance at service schools in excess of that granted in a and b, above, be required in the same fiscal year, military leave without pay for such additional period shall be granted.

d Unused vacation leave shall be granted and may be used before military leave without pay becomes effective.

NOTE: Any employee having temporary status with less than one year of continuous service shall be granted only earned and unused vacation leave and a leave of absence without pay.

(5) Extended Active Military Service

a Any employee with permanent status entering extended active military service with the armed forces may be granted:

* Military pay, as used in these regulations, means all the monies an officer or enlisted man or his dependents receive from the Federal treasury by reason of his military service, including base pay, longevity pay, flying or specialist's pay, and allowances received for commutation of quarters and subsistence.

(5) a (Cont'd.)

1 One month's extra salary in the form of military leave with pay.

2 Military leave without pay for the balance of his period of service.

3 The members of the National Guard and Naval Militia shall receive the difference between their welfare board pay and military pay*, (if lower), in accordance with Revised Statutes 38:12-4 and 38:12-5.

4 Earned and unused vacation leave. Such leave may be used by the employee before military leave without pay becomes effective.

b Any employee having temporary status with one year or more of continuous service who enters extended active military service with the armed forces:

1 Shall be granted one month's extra salary in the form of military leave with pay.

2 Shall be granted earned and unused vacation leave.

3 Shall not be granted leave of absence without pay and will be recorded as having "resigned".

NOTE: Any employee having temporary status with less than one year of continuous service, shall not be granted one month's extra salary in the form of military leave with pay, and shall not be granted a leave of absence without pay but shall be recorded as having "resigned". He shall, however, be granted earned and unused vacation leave.

(h) HOLIDAYS AND OVERTIME

(1) Definition - Holidays as referred to in this section include legal holidays as fixed by statutes, these being January 1, February 12, February 22, Good Friday, May 30, July 4, Labor Day, October 12, General Election Day, November 11, Thanksgiving Day, Christmas Day, and wherever any such day falls on a Sunday, the following day; additional holidays as established from time to time by gubernatorial proclamations; additional days which may be established from time to time by rule, proclamation, or order in a given locality as holidays for public employees in that locality.

Effect. No employee shall suffer any loss of pay by reason of absence from duty on any holiday as above defined.

(2) Overtime - Overtime means the officially required performance, by any permanent or temporary employee, of extra services entirely outside of the regularly prescribed hours of duty, in which services are independent of the regular routine duties of the employee so assigned, unless extraordinary circumstances or special projects require same.

(h) (3) Compensatory Time Off - When, by reason of official business an employee is required to work on a holiday as above defined, or to work overtime as above defined, he is entitled to compensatory time off.

(4) Overtime Pay - Whenever the allowance of compensatory time off is not possible or practicable by reason of shortage of available personnel or operating conditions, then overtime pay in lieu thereof may be allowed, on the specific recommendation of the director of welfare and specific approval thereof by the welfare board, duly entered in its Minutes, subject, however, to prior authorization and approval by this Bureau. Payment may be made for all time worked over and above the normal work week to be paid at a rate not to exceed one and one-half times the established hourly rate subject, however, to employing agency policy.

(i) RECORDS

(1) Each county welfare board shall maintain for each employee, an individual leave record showing all sick, vacation, military and other leaves of absence, with and without pay, accumulated by and granted to such employee, and all absences without leave taken by such employee and also other pertinent records deemed necessary for proper administration.

(2) Such records shall be maintained at all times on a current basis, and shall be available at all times for examination and use by State and Federal auditors in verifying the accuracy of payroll records and in establishing that payroll disbursements have been in conformance with the leave regulations herein promulgated.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/ HDm

Approved
Irving Engelman, Director
Division of Public Welfare

Ruling Series
Part II of Ruling 11.

Insert in Handbook under section "Rulings and Bulletins".

Destroy Part II of Ruling 11, Time and Leave Regulations, issued November, 1960.

11

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P.O. BOX 1627
TRENTON 25, NEW JERSEY

08625

September 30, 1963

TO: COUNTY WELFARE DIRECTORS

RE: Revision of Ruling No. 11, Part I.

Attached is one copy of Part I, Classification and Compensation Plan revised, and effective 1/1/62. Additional copies for distribution to staff are being forwarded.

Explanation of Amendments

1. In Paragraph 5:

   a) The following titles have been added to "Competitive Titles" Heading:

      *Assistant Field Office Supervisor
      *Vocational and Rehabilitation Consultant
      Investigator
      *Accountant
      *Head Account Clerk
      *Supervisor of Tabulating Machine Operations
      *Principal Account Clerk
      *Principal Tabulating Machine Operator
      Senior Account Clerk
      Senior Clerk Transcriber
      *Senior Key Punch Machine Operator
      *Senior Tabulating Machine Operator
      Account Clerk
      *Key Punch Machine Operator
      *Tabulating Machine Operator

   b) "Legal Assistant" title deleted from list of Competitive Titles.

   c) "Exempt Title" Heading and title of Counsel listed thereunder deleted.

   d) Heading "Unclassified Titles" changed to "Unclassified Service Titles".

To County Welfare Boards
Re Revision of Ruling No. 11, Part I

9/30/63

e) The following titles have by regulation of the Department of Civil Service been added to "Unclassified Service Titles":

Counsel
Associate Counsel
Legal Assistant
Seasonal Assistant

2. In paragraph 7a. the following titles have been included:

Account Clerk
Key Punch Machine Operator

3. In paragraph 7d. the title "Supervisor of Tabulating Machine Operations"has been added.

4. In paragraph 7g. the titles "Investigator"and "Accountant" have been added.

5. In paragraph 7i. the title "Vocational and Educational Consultant" has been added.

6. In the schedule of ranges, 3 ranges have been added to Plan A and one range to Plan B.

7. Paragraph 15c. has been changed to read "Counsel... shall serve for a term not exceeding one year but may be reappointed at the discretion of the Welfare Board."

8. Paragraph 15d. has been added as follows: "d. Appointees to the positions of Associate Counsel, Legal Assistant, Medical Consultant, Dental Consultant, and Pharmaceutical Consultant, shall serve for a term not exceeding one year but may be reappointed at the discretion of the Welfare Board."

Very truly yours,

E. F. Hann, Chief
Bureau of Assistance

EFH/ADc

Approved

Irving Engelman, Director
Division of Public Welfare

RULING NO. 11

PART I

CLASSIFICATION AND COMPENSATION PLAN

1. Compensation Plans heretofore adopted by county welfare boards, which are in effect as of the date of issue of these regulations, and which have been specifically authorized and approved by the Bureau of Assistance prior to such date, stand approved on the part of the State Bureau as of their respective effective dates.

2. Each county welfare board shall hereafter continue to maintain a Compensation Plan, as defined and governed by these regulations, covering all positions concerned in whole or in part with the administration of any public assistance program.

3. The Compensation Plan shall consist of a designation, for each authorized position except those of consultants listed in the unclassified service, of a salary range which shall apply to such position. Such designation shall be at the discretion of the county welfare board, within the limits of these regulations, subject to approval by the State Bureau of Assistance.

4. The Compensation Plan as established by each county welfare board shall be subject to revision or amendment at the discretion of the welfare board, within the limits of these regulations, except that no revision or amendment shall take effect on dates other than July 1 or January 1, except in the event that the County Board of Freeholders may provide for revised salary ranges on a county-wide basis, to be effective on a date other than January 1 or July 1, in which event corresponding action by the county welfare board may be submitted to the Bureau of Assistance for consideration and special approval.

5. The following title classifications are hereby authorized for use by the county welfare boards. Positions under the class titles identified by asterisk (*), where they do not already exist within the approved table of organization of any county welfare board, are not authorized to be established except upon specific review and approval by the Bureau of Assistance.

Competitive Titles

Director of Welfare
*Deputy Director of Welfare
*Administrative Supervisor of Case Work
*Child Welfare Consultant
*Field Office Supervisor
*Assistant Field Office Supervisor
*Training Supervisor
Supervisor of Case Work
*Supervisor of Property & Resources
*Medical Social Service Assistant
*Vocational & Educational Consultant
Case Worker
*Investigator
*Accountant
*Chief Clerk
Head Account Clerk
*Head Clerk
*Head Clerk Bookkeeper
*Supervisor of Tabulating Machine Operations
*Administrative Secretary
*Principal Account Clerk
*Principal Clerk
*Principal Clerk Bookkeeper
*Principal Clerk Stenographer
*Principal Tabulating Machine Operator
*Senior Addressograph Machine Operator

Competitive Titles (Contd.)

Senior Account Clerk
Senior Clerk
Senior Clerk Bookkeeper
Senior Clerk Stenographer
Senior Clerk Typist
Senior Clerk Transcriber
*Senior Key Punch Machine Operator
*Senior Tabulating Machine Operator
*Senior Telephone Operator
Clerk
Clerk Bookkeeper
Clerk Stenographer
Clerk Typist
Clerk Transcriber
Account Clerk
Addressograph Machine Operator
*Key Punch Machine Operator
*Tabulating Machine Operator
*Telephone Operator
*Mechanical Repairman
*Messenger

Non-Competitive Titles

*Building Maintenance Worker

Unclassified Service Titles

*Medical Consultant
*Pharmaceutical Consultant
*Dental Consultant
Counsel
*Associate Counsel
*Legal Assistant
Seasonal Assistant

6. The title of Claims Settlement Agent continues to be authorized only for those county welfare boards having permanent incumbents in such title. However, when these positions become vacant, the title classification of Claims Settlement Agent shall be abolished.

7. In adopting a revised compensation Plan, the county welfare boards shall allocate a salary range to each position, except as set forth in paragraph 3 of this ruling, according to either Plan A or Plan B as set forth in paragraph 8, below, subject to the following conditions:

a. The salary ranges designated for the basic clerical positions Clerk Typist, Clerk Stenographer, Clerk Bookkeeper, Clerk Transcriber, Telephone Operator, Addressograph Machine Operator, Account Clerk, Key Punch Machine Operator, and Tabulating Machine Operator shall be not less than the range designated for Clerk, (where applicable), and the maximum range variation among such positions shall not exceed a sequence of four ranges.

b. The salary range designated for each clerical position classified in Senior grade shall be at least four ranges higher than the range designated for the corresponding basic clerical position and provided further that no employee who has been serving in a Senior grade position for at least two years shall receive a rate less than the amount being paid to any employee in a basic clerical position.

c. The salary range designated for each clerical position classified in Principal grade shall be at least four ranges higher than the range disignated for the next corresponding lower grade position and provided further that no employee who has been serving in a Principal grade position for at least two years shall receive a rate less than the amount being paid to any employee in the next corresponding lower grade position.

d. The salary range designated for each clerical position classified in the Head grade shall be at least four ranges higher than the range designated for the next corresponding lower grade position and provided further that no employee who has been serving in a Head grade position for at least two years shall receive a rate less than the amount being paid to any employee in the next corresponding lower grade position. The titles of Administrative Secretary and Supervisor of Tabulating Machine Operations shall, for all intents and purposes, be considered as comparable to a Head grade position.

e. The salary range designated for each clerical position classified in the Chief grade shall be at least four ranges higher than the range designated for the next corresponding lower grade position and provided further that no employee who has been serving in a Chief grade position for at least two years shall receive a rate less than the amount being paid to any employee in the next corresponding lower grade position.

f. The salary range for the position of Case Worker shall be no less than the highest range designated for any clerical position of Senior grade. The range for Claims Settlement Agent, where presently authorized, shall be identical with Case Worker.

g. The salary range for the positions of Medical Social Service Assistant, Investigator and Accountant shall be not less than the range designated for the title of Case Worker, nor more than the range designated for the title of Supervisor of Case Work.

h. The salary range designated for the positions of Supervisor of Case Work and Supervisor of Property and Resources shall be identical and shall be at least four ranges higher than that designated for Case Worker and provided further that no employee who has been serving in a Supervisor of Case Work or Supervisor of Property and Resources position for at least two years shall receive a rate less than the amount being paid to any Case Worker or Claims Settlement Agent (whichever is applicable).

i. The salary range designated for the positions of Child Welfare Consultant, Training Supervisor, Vocational and Educational Consultant and Assistant Field Office Supervisor shall be at least two ranges higher than that designated for Supervisor of Case Work.

j. The salary range designated for the position of Field Office Supervisor, where presently authorized, shall be at least two ranges higher than that designated for Assistant Field Office Supervisor and provided further that no employee who has been serving as Field Office Supervisor for at least two years shall receive a rate less than the amount being paid to any Assistant Field Office Supervisor.

k. The salary range designated for the position of Administrative Supervisor of Case Work shall be at least four ranges higher than the range for Field Office Supervisor, where such position is presently authorized. Where the title of Field Office Supervisor is not authorized, then the salary range designated for Administrative Supervisor of Case Work shall be at least four ranges higher than the range for Supervisor of Case Work and Supervisor of Property and Resources and provided further that no employee who has been serving as Administrative Supervisor of Case Work for at least two years shall receive a rate less than the amount being paid to any Field Office Supervisor or Supervisor of Case Work (whichever is applicable).

l. The salary range designated for the position of Deputy Director shall be at least four ranges higher than the highest range designated for any other position in the organization subordinate to the Deputy Director and provided further that no employee who has been serving as Deputy Director for at least two years shall receive a rate less than the amount being paid to any employee in a subordinate position.

m. The salary range designated for the position of Director of Welfare, where such position is staffed on a full time basis, shall be at least four ranges higher than the highest range designated for any other authorized subordinate position in the organization. Where the position of Director of Welfare is staffed on a part-time basis, then the range designated may be the same as, but not less than the highest range designated for any other authorized subordinate position and salary payment pro-rated.

n. Salary ranges for the positions of Mechanical Repairman, Building Maintenance Worker and Messenger shall be not greater than the highest range designated for any one of the positions set forth in 7a.

o. The salary range for the position of Legal Assistant shall be not greater than the range designated for the title of Administrative Supervisor of Case Work.

p. The county welfare board shall, for the position of Counsel, establish an authorized salary range according to Plan A or Plan B, whichever is applicable. Such range shall be reasonable in relation to the volume and character of the professional service to be rendered, and to the estimated proportion of the appointee's time to be devoted to such service, and the range shall be subject to the specific approval of the State Bureau as a condition for administrative matching funds.

q. Salary rates for all other titles in the unclassified service will be designated by the county welfare board at its discretion in relation to the services to be rendered subject to the approval of the Bureau of Assistance.

r. Where a position is staffed on an hourly basis, an hourly rate may be designated by the welfare board pro-rated on a salary rate within the authorized salary range.

s. The title of Seasonal Assistant is approved for use from June 1 to September 30 and will be used only for clerical duties.

8. The county welfare board shall choose one of the following Plans, A or B, of standarized salary ranges and shall allocate salary ranges from within the Plan selected, to all authorized county welfare board positions concerned.

PLAN A

Salary Range Number	Minimum Rate (Normal Hiring Rate	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step (Maximum Rate)
1.	2160	2280	2400	2520	2640	2760	2880
2.	2280	2400	2520	2640	2760	2880	3000
3.	2400	2520	2640	2760	2880	3000	3120
4.	2520	2640	2760	2880	3000	3120	3240
5.	2640	2760	2880	3000	3120	3240	3360
6.	2760	2880	3000	3120	3240	3360	3480
7.	2880	3000	3120	3240	3360	3480	3600
8.	3000	3120	3240	3360	3480	3600	3720
9.	3120	3300	3480	3660	3840	4020	4200
10.	3300	3480	3660	3840	4020	4200	4380
11.	3480	3660	3840	4020	4200	4380	4560
12.	3660	3840	4020	4200	4380	4560	4740
13.	3840	4020	4200	4380	4560	4740	4920
14.	4020	4200	4380	4560	4740	4920	5100
15.	4200	4380	4560	4740	4920	5100	5280
16.	4380	4560	4740	4920	5100	5280	5460
17.	4500	4740	4980	5220	5460	5700	5940
18.	4740	4980	5220	5460	5700	5940	6180
19.	4980	5220	5460	5700	5940	6180	6420
20.	5220	5460	5700	5940	6180	6420	6660
21.	5460	5700	5940	6180	6420	6660	6900
22.	5700	5940	6180	6420	6660	6900	7140
23.	6000	6300	6600	6900	7200	7500	7800
24.	6300	6600	6900	7200	7500	7800	8100
25.	6600	6900	7200	7500	7800	8100	8400
26.	6900	7200	7500	7800	8100	8400	8700
27.	7200	7500	7800	8100	8400	8700	9000
28.	7500	7800	8100	8400	8700	9000	9300
29.	7800	8100	8400	8700	9000	9300	9600
30.	7920	8340	8760	9180	9600	10020	10440
31.	8340	8760	9180	9600	10020	10440	10860
32.	8760	9180	9600	10020	10440	10860	11280
33.	9180	9600	10020	10440	10860	11280	11700
34.	9600	10020	10440	10860	11280	11700	12120
35.	10020	10440	10860	11280	11700	12120	12540
36.	10440	10860	11280	11700	12120	12540	12960
37.	10860	11280	11700	12120	12540	12960	13380
38.	11280	11700	12120	12540	12960	13380	13800
39.	11700	12120	12540	12960	13380	13800	14220
40.	12120	12540	12960	13380	13800	14220	14640
41.	12540	12960	13380	13800	14220	14640	15060
42.	12960	13380	13800	14220	14640	15060	15480
43.	13380	13800	14220	14640	15060	15480	15900
44.	13800	14220	14640	15060	15480	15900	16320
45.	14220	14640	15060	15480	15900	16320	16740
46.	14640	15060	15480	15900	16320	16740	17160
47.	15060	15480	15900	16320	16740	17160	17580
48.	15480	15900	16320	16740	17160	17580	18000
49.	15900	16320	16740	17160	17580	18000	18420
50.	16320	16740	17160	17580	18000	18420	18840
51.	16740	17160	17580	18000	18420	18840	19260

PLAN B

Salary Range Number	Minimum Rate (Normal Hiring Rate)	First Step	Second Step	Third Step	Fourth Step	Fifth Step	Sixth Step (Maximum Rate)
1.	2400	2520	2640	2760	2880	3000	3120
2.	2520	2646	2772	2898	3024	3150	3276
3.	2646	2778	2910	3042	3174	3306	3438
4.	2778	2917	3056	3195	3334	3473	3612
5.	2917	3063	3209	3355	3501	3647	3793
6.	3063	3216	3369	3522	3675	3828	3981
7.	3216	3377	3538	3699	3860	4021	4182
8.	3377	3546	3715	3884	4053	4222	4391
9.	3546	3723	3900	4077	4254	4431	4608
10.	3723	3909	4095	4281	4467	4653	4839
11.	3909	4104	4299	4494	4689	4884	5079
12.	4104	4309	4514	4719	4924	5129	5334
13.	4309	4524	4739	4954	5169	5384	5599
14.	4524	4750	4976	5202	5428	5654	5880
15.	4750	4988	5226	5464	5702	5940	6178
16.	4988	5237	5486	5735	5984	6233	6482
17.	5237	5499	5761	6023	6285	6547	6809
18.	5499	5774	6049	6324	6599	6874	7149
19.	5774	6063	6352	6641	6930	7219	7508
20.	6063	6366	6669	6972	7275	7578	7881
21.	6366	6684	7002	7320	7638	7956	8274
22.	6684	7018	7352	7686	8020	8354	8688
23.	7018	7369	7720	8071	8422	8773	9124
24.	7369	7737	8105	8473	8841	9209	9577
25.	7737	8124	8511	8898	9285	9672	10059
26.	8124	8530	8936	9342	9748	10154	10560
27.	8530	8957	9384	9811	10238	10665	11092
28.	8957	9405	9853	10301	10749	11197	11645
29.	9405	9875	10345	10815	11285	11755	12225
30.	9875	10369	10863	11357	11851	12345	12839
31.	10369	10887	11405	11923	12441	12959	13477
32.	10887	11431	11975	12519	13063	13607	14151
33.	11431	12003	12575	13147	13719	14291	14863
34.	12003	12603	13203	13803	14403	15003	15603
35.	12603	13233	13863	14493	15123	15753	16383
36.	13233	13895	14557	15219	15881	16543	17205
37.	13895	14590	15285	15980	16675	17370	18065
38.	14590	15320	16050	16780	17510	18240	18970

9. Upon the adoption by a county welfare board of a revised Compensation Plan pursuant to these regulations, the authorized salary rates of persons in employ on the effective date of such plan shall be affected as follows:

a. The salary rate of each person, if less than the minimum of the new range designated for his position, shall be adjusted to not less than the minimum of the new range.

b. The salary rate of any person, if in excess of the maximum of the new range designated for his position, may be continued at the discretion of the county welfare board, but that portion of any compensation paid in excess of the authorized maximum rate shall be disallowed for administrative matching funds.

c. Under Plan A, a standard step of the range is any multiple of $60, within the established range.

d. Under Plan B, the salary range of any person not at a standard step within the authorized range shall be adjusted to the next higher step of the range adopted as set forth in Plan B, and a standarized step will be one of the rates of the range as expressly listed in Plan B.

10. a. The minimum rate of the range shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel, or if a person of unusual qualifications is engaged, the county welfare board may, upon the showing of such cause in the appointment resolution, appoint at the first or second step, or at a higher step if necessary to comply with Regulation #7. In cases where former employees of the welfare board are rehired on a temporary basis or where qualified employees are hired for an emergency period, then the welfare board may consider a rate in excess of the second step but not in excess of the maximum of the authorized range, to be submitted to and approved by the State Bureau.

b. Increments may be granted by the welfare board to any employee for satisfactory service, upon the specific recommendation of the Director of Welfare provided, however, that sufficient funds are available for such purpose.

c. Under Plan A, increments may be granted in multiples of $60 units per annum within the range designated for the position. Under Plan B, increments will be at the rate of 5% of the minimum rate of the range. All increments are subject to review and approval by the State Bureau, subject to the further approval of the Department of Civil Service.

d. The maximum rate specified in the range designated for the position is the highest rate that may be paid to any employee while occupying the position to which such maximum rate applies, regardless of the number of years of service rendered, unless otherwise provided in a local plan for "longevity increments" specifically approved by the State Bureau.

e. These regulations shall not be construed as granting any employee entitlement to automatic increments based ~~solely~~ on the completion of specific periods of employment. All increments and rates above the minimum entrance rate are at the discretion of the county welfare board to be based on meritorious service and availability of funds.

11. Where salary advancement for the Director of Welfare is concerned, recommendation and report shall be made by the welfare board itself, rather than by the Director of Welfare, with regard to the specific recommendation for salary advancement to the Director.

12. Notwithstanding the provisions of Regulation #10, an employee who is promoted or reclassified from one class or title to another having a higher salary range shall be adjusted to at least the minimum of the new range or to the next step above his old rate, whichever is higher.

13. Rates and compensation provided for in these regulations are, for all positions except that of Counsel and Consultant positions, fixed on the basis of full-time positions. If any position is, by action of the county welfare board, established on a basis of less than full-time service, or if, with the approval of the county welfare board, the incumbent of any full-time position is accepted for employment on a part-time basis only, the rate of compensation provided shall be proportionately reduced in computing the rate of compensation payable for the part-time service, subject to review and approval by the State Bureau of Assistance.

14. Whenever a proportionate reduction computation, as referred to in Regulation #13, is required with respect to any position, or group of positions, such computation shall be made according to whichever of the following methods is found by the State Bureau to be made most appropriate:

a. By actual time-study, to be conducted by or under the direction of the State Bureau; or

b. By an acceptable time-estimate, recommended by the county welfare board and approved by the State Bureau; or

c. By deducting, from the established rate for full-time service, that amount which the incumbent of the position actually receives, in the form of regular salary on another public payroll, as compensation for services performed substantially during the same working hours.

15. a. The position of Counsel is construed to require an employee who is engaged in his professional capacity as an attorney-at-law on a call basis or on a consultant basis to be available and to render service whenever needed. Any county welfare board may at any time appoint to such position any attorney duly admitted to practice in this State, on an annual compensation basis.

b. The appointment of Counsel on an annual compensation basis, or the retention of Counsel previously appointed on an annual compensation basis, shall be understood to include all of the following duties, and may include such additional duties as the county welfare board may prescribe:

1) Renders legal opinions and gives legal guidance on all matters affecting welfare board administration;

2) Prepares all legal documents necessary for welfare board administration of the Assistance for the Blind, Assistance for Dependent Children, Disability Assistance, Medical Assistance for the Aged and Old Age Assistance programs;

3) Acts as proctor to and/or administrator of estates of deceased clients, where appropriate and necessary;

4) Represents the welfare board in all court proceedings pertaining to welfare board administration of the Assistance for the Blind, Assistance for Dependent Children, Disability Assistance, Medical Assistance for the Aged and Old Age Assistance programs;

5) Full responsibility for carrying through all guardianship proceedings on behalf of incompetent clients.

c. Any appointee to the position of Counsel, such position being excluded from the competitive class of the classified service under the provisions of R.S. 44:7-9, shall serve for a term not exceeding one year, but may be reappointed at the discretion of the welfare board. The County Counsel, or any qualified member of the County Counsel's staff, may be appointed to such position and may be paid compensation by the welfare board (at an authorized rate within an appropriate range to be established) separate and apart from the compensation otherwise paid by the Board of Chosen Freeholders. Any member of the welfare board staff serving in a classified position may, if qualified, be appointed to the position of Counsel and may in that event be paid compensation by the welfare board for services rendered in such office additional to the compensation otherwise authorized for services rendered in the classified position; or may be granted leave of absence from the classified position to accept appointment to the exempt position for Counsel at a range and rate to be established as above specified.

d. Appointees to the positions of Associate Counsel, Legal Assistant, Medical Consultant, Dental Consultant and Pharmaceutical Consultant shall serve for a term not exceeding one year but may be reappointed at the discretion of the Welfare Board.

16. The salary ranges and rates authorized under these regulations shall be interpreted as exclusive of any bonus payments authorized pursuant to status, longevity increases, and non-standard rate increases approved on a county-wide basis.

17. These regulations are effective January 1, 1962.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/AD/c

Approved
Irving Engelman, Director
Division of Public Welfare

Ruling Series
Part I or Ruling No. 11, Rev. 9/63

Insert in Handbook under section "Rulings and Bulletins."

Destroy Part I revised 11/61

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P. O. BOX 1627
TRENTON 25, NEW JERSEY

March 26, 1962

TO: COUNTY WELFARE DIRECTORS

RE: Ruling No. 22, revised, Welfare Board Minutes

Attached is one copy of the official issue of Ruling No. 22. Additional copies for staff distribution are being forwarded as appropriate.

You will recognize that this material is the same as that already made available to your bookkeeping staff for discussion in our recent meeting with them.

Please note that the revision date is January 1962, but that the effective date is March 1, 1962.

All copies of Ruling No. 22 dated April 1956, and Supplement No. 1, Instructions for ADC Program, dated January 1, 1960, are to be destroyed.

Very truly yours

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/MCRd

Approved
Irving Engelman, Director
Division of Welfare

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

Rev. 1/62

RULING NO. 22

WELFARE BOARD MINUTES

Citation of Law

1. Section 44:7-7 of the Revised Statutes provides that: "They [the welfare board] shall meet regularly once each month, and at such other times as may be necessary or as they may by rule provide. Attendance at any meeting of any such board by four members, at least two of whom shall be citizen members, may constitute a quorum for the transaction of business under this chapter..."

Section 44:7-18 of the Revised Statutes provides that: "...The county welfare board shall at once report to the State Division [Bureau of Assistance] its decision in each case together with copies of such supporting records as the State division [Bureau] may require.."

Section 44:7-23 of the Revised Statutes provides that: "The county welfare board shall report to the State division [Bureau of Assistance] at such times and in such manner and form as the division [Bureau] may prescribe, the number of applications granted and the grants of old age assistance [disability assistance and assistance for dependent children] changed, revoked or suspended under this chapter..."

Maintenance of Official Minutes Required

2. Each county welfare board shall maintain formal Minutes of the proceedings of all regular and special meetings.

Legal and Administrative Significance of Minutes

3. The maintenance of Minutes is legally and administratively essential to:

a. Serve as the official and permanent record of all action duly authorized by the board and of all policy decisions, whether of general or special nature, established by the board for the governing of staff operations;

b. Establish the validity of executive acts of the director and ministerial acts of staff members in carrying out the board's authorization and policies;

c. Provide an official medium for monthly reporting to the State Bureau of those transactions on individual cases which are necessary for the Bureau to accomplish the audit and approval of monthly fiscal settlements and requisitions for advances of State and Federal funds for assistance payments.

Responsibility for Preparation of Minutes

4. Section 44:7-11 of the Revised Statutes provides that the director of welfare "...shall be the clerk of the county welfare board.." This is interpreted to mean that:

a. The director of welfare is legally charged with the responsibility of preparing and maintaining the Minutes, or of directing and supervising their preparation and maintenance; and

b. The official character and correctness of the Minutes is attested by the signature of the director of welfare.

General Requirements for Content of Minutes

5. Subject to the specific requirements established in this ruling, the Minutes shall be prepared in whatever style and form the director of welfare, with the approval of the board, shall determine; but they shall be so prepared as to include at least the following general categories of matters and information:

a. Time and place of meeting.

b. Roll call - identification of members and other persons in attendance and the establishment for a legal quorum as provided by 44:7-7 of the Revised Statutes.

c. Action on previous Minutes - approval or correction of Minutes of the previous meeting.

d. Disposition of applications - record of official determinations by the board on all applications which have become ready for disposition since the last meeting, including those already disposed of by authorization of the director, and those presented for initial consideration by the board itself. This will include new applications, reapplications, reopened and transferred cases.

With respect to applications previously disposed of by authorization of the director, the listing in Schedule I-B [as required by this Ruling] will constitute a sufficient record. With respect to applications presented to the board for initial consideration, because of a special problem involved, the listing in Schedule I-B shall be supplemented by an entry for each such case in the narrative portion of the Minutes indicating the reason the application was so held for initial determination by the Board, and the board's decision. [See Man. of Admin. 2127.2 and 2512]

e. Disposition of current cases - record of official determinations by the board on all current cases which have become ready for determination since the last meeting, including those where redeterminations have already been accomplished by authorization of the director, and those which are being presented to the board itself for redetermination. This will include continuance authorizations, changes in amount of grant, closings, allowances for burial, and for terminal medical and nursing care.

f. Statistical reports - records of any regular or special statistical tables or analyses submitted for the boards's information and study by the director of welfare on his initiative or at the board's request.

g. Financial reports - record in summary form of receipts, disbursements, and net final balances during the preceding month, for the Assistance, Administrative, Clearing and Trust Accounts, respectively; and record of any other regular or special fiscal

tables or analyses submitted for the board's information and study by the director of welfare on his initiative or at the board's request.

h. Fund Requisitions - authorizations for the secretary-treasurer to requisition from State and county treasurers specified amounts of funds for assistance and administration.

i. Administrative, Clearing, and Trust Account disbursements - approvals and authorizations for payment of itemized administrative bills, and approvals and authorizations for payment of itemized disbursements from Clearing and Trust Accounts.

j. Asset and recovery transactions - record of transactions authorized and intermediate decisions and instructions for executive guidance developed by the board, in matters affecting assignment of assets, handling or disposition of assets already assigned, and prosecution or settlement of claims for recovery.

k. Personnel transactions - record of all personnel actions accomplished, proposed, or discussed including appointments, leaves, separations, suspensions, promotions, salary changes, reclassifications, reassignments, etc.

l. Special case determinations - record of all determinations in individual cases for which the statute or the regulations of the Bureau require special review or hearing by the board itself. This will include authorizations for assistance to persons not residing in New Jersey [Man. of Admin. 2228.4], authorizations for assistance payments through legal guardians or authorized custodians [Man. of Admin. 2560.], and authorizations for granting assistance without joint execution of the agreement to reimburse by the spouse of the applicant, subject to the approval of the State Bureau [Man. of Admin. 2511.1b].

m. Communications - record of the receipt and disposition [where appropriate] by the board of all communications addressed officially to the board or otherwise requiring board attention, including published material and specially directed communications from the Bureau.

n. Policy determination - record of discussions and decisions on all matters of general or special policy considered by the board.

o. Adjournment.

Requirements for Specified Transaction Schedules

6. In order to facilitate the Bureau's use of the Minutes for the purpose stated in section 3 c., above, and to expedite the processing of monthly fiscal settlements and requisitions, certain designated transactions shall be made part of the Minutes in schedule form. The required Schedules to be completed for each program [OAA, DA, and ADC] shall be:

Schedule	I.	Disposition of Pending Applications
"	II.	Record of Cases Closed
"	III.	Changes in Amount of Grant
"	III. Supplement	- Medical Care Vendor Payment
"	IV.	Grants Formally Continued Without Change
"	V.	Burial and Funeral Expenses
"	VI.	Cancellations and Credits to Assistance
"	VII.	Reimbursements
"	VIII.	Special Case Determinations
"	IX.	Pre-Control of Assistance Payments Total

Preparation of Transaction Schedules

7. No special printed forms are required for the preparation of the transaction Schedules. Where the number of items permits, two or more Schedules may be entered on a single page, provided each Schedule is identified by number and title. Each Schedule shall, however, be prepared in conformity with the appropriate sample Schedule which is attached, and in compliance with the instructions appearing on such sample. All of the Schedules except I-C, II-C, III-C and IX may be prepared, if necessary, in advance of the board meeting. The Schedules I-C, II-C, III-C, III-C Supplement and IX shall be completed following the close of business for the month. These Schedules prepared as separate statements to supplement the formal Minute transactions will serve

a. As a prepared agenda, in part, for the meeting; and

b. When corrected, as an integral part of the Minutes, satisfying the requirements of sections 5 d, 5 e, 5 j, in part, and 5 i of this Ruling, and eliminating any need for additional narrative entries in the Minutes on the matters so covered except as specifically required by this Ruling.

Organization of Minutes

8. The welfare board Minutes shall include separate series of Schedules I through Schedule IX for the Old Age Assistance program, the Disability Assistance program, and the Assistance for Dependent Children program. General instructions as set forth in this Ruling will apply to all sets of Schedules.

For convenience in use of the Minutes at the State and county offices, Minutes shall be assembled in the following sections [each of such sections, if more than one page, to be stapled separately]:

a. Minute recordings as presented in narrative form, statistical reports, financial reports, assets and recovery transactions reported to the board, personnel transactions, communications, policy determinations, special reports, etc.;

b. Schedules I through Schedule IX covering Old Age Assistance transactions;

c. Schedules I through Schedule IX covering Disability Assistance transactions;

d. Schedules I through Schedule IX covering Assistance for Dependent Children transactions;

e. Schedules relating to programs or activities of the board other than Old Age, Disability Assistance, and Assistance for Dependent Children.

Transmittal of Minutes to Bureau

9. A copy of the Minutes of each regular and special meeting of the county welfare board, prepared and assembled in the manner provided in this Ruling, shall be transmitted to the State Bureau on or before the fifth working day of the month following close of business for that month.

Effective Date

10. The effective date of this Ruling is March 1, 1962.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH/WPb

Approved:
Irving Engelman
Director of Welfare

Ruling Series No. 22.

Insert in Handbook under section "Rulings and Bulletins."

Destroy Ruling No. 22 issued April 1, 1956

Destroy Supplement No. 1 to Ruling No. 22, issued January 1, 1960.

SCHEDULE I
DISPOSITION OF PENDING APPLICATIONS

SPECIAL INSTRUCTIONS

Schedule I-A

In order to meet provisions of law for formal Board action a report of ratification must be completed for all initial grants of assistance authorized by the Director during the period following the prior month's Board meeting and the close of that month. Ratification should include approval of the Director's action of the prior month, relating to both the initial portion of the approved grant [if any in the prior month] and the remainder of the approved grant to be released the first of this month. In the event the Welfare Board changes the Director's action for any case, Schedule I-A should report the case and final decision.

Schedule I-B

Cases are to be listed in this section <u>if</u> the application was pending at the end of the previous month, <u>or</u> the application was received this month, <u>and</u> the application was officially disposed of by the Director prior to the Board meeting this month or by the Board at the meeting this month.

The cases listed in this section should be in numerical order by blocks according to type of disposition; e.g., all APPROVED cases, and all REJECTED cases respectively blocked together.

The column [Previous Case Number] will usually have no applicability for new cases. However, the present case number and any case numbers previously assigned at the time of an earlier application in another County should be shown.

The section under "Applications Approved" should have only one of the two possible entries as follows:

APPROVED means that the application was found eligible for assistance as a result of:

1. grants approved by the Director prior to the meeting and ratified by the Board, and

2. grants approved by the Board.

Approved grants, as described above, represent payments to begin in the current month or payments to become effective the first of the subsequent month.

In the instance of an approved grant to be released in the current month, the full amount of the net payment shall be issued as a money payment to the client and listed in the "Current Month Initial Payment" column. The "Subsequent Month" column shall list only the net money payment, if any. The cost of patient care for the subsequent month shall be listed as a medical care vendor payment on the subsequent Schedule III, Supplement. In the instance of an approved grant in the current month covering an initial payment to be released the first of the subsequent month, such payment shall reflect only the net money payment, if any. The cost of patient care for the first of the next month shall be listed for that month as a medical care vendor payment on Schedule III, Supplement.

In reporting Welfare Board or Director authorization of ADC approval always include the coded number of persons in the case. [See instructions Form ODA-4].

REJECTED is an inclusive term (for statistical purposes) for the following actions:

DENIED means that the applicant has been determined to be ineligible for assistance for a specific reason.

WITHDRAWN means that the applicant or his authorized agent decides not to pursue his application further and requested orally or in writing that the CWB terminate its activity on the case.

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.

The cause for rejection should be entered by code in the "Reason" column, and is the source of the entries to be reported on Form OA-8 [DA 8 and ADC 8]. Additional columns or entries may be used, at the discretion of the county, to show address, worker, amounts or codes needed for local controls, or similar brief identifying data useful for local purposes.

SCHEDULE I-C

Cases are to be listed in this section if the application was cleared by the Director's administrative decision during the period subsequent to the current month's Board meeting and the close of business for the month.

The cases listed in this section should be in numerical order and the block type reporting explained in instructions for I-B above followed. The instructions for the columns under "Applications Approved" and "Applications Rejected" are the same as for comparable columns in I-B.

Ecks County Welfare Board

SCHEDULE II
RECORD OF CASES CLOSED

SPECIAL INSTRUCTIONS

Schedule II-A

In order to meet provisions of law for formal Board action a report of ratification must be completed for all cases ordered closed by the Director during the period following the prior month's Board meeting and the close of that month. The cases reported in this section include all cases which, by authorization of the Director, were closed effective the last day of the prior month.

Schedule II-B

Cases are to be listed, for closing effective the last day of the current month, if the case was listed for payment in the current month, or the case was carried as ACTIVE WITHOUT PAYMENT for the current month, and the individual is found to be, presently and for an indeterminate period ahead, INELIGIBLE for further assistance payments.

The cases should be listed in numerical order, double spaced.

In the column "Month of Last Payment Rec'd." the entry should be the last month for which the individual actually received a money payment check that was cashed, rather than the last month for which the individual was listed for payment.

The specific reason for the finding of loss of eligibility should be entered in the column "Remarks". The reason should be stated as one of the causes listed on Form OA-13 for OAA cases; the same classification shall be used so far as possible for DA cases. In ADC the following causes will apply, the reason for closing shall indicate the appropriate code number and may include a brief abbreviation of the narrative cause.

Code	Reason for Closing - ADC
00	Death [of the only dependent child in an ADC case].
Employment or increased earnings of:	
03	ADC father (natural or adoptive)
04	ADC mother (natural or adoptive)
05	ADC child
06	Other person
Receipt of or Increase in Support as a result of:	
11	Absent parent's return
12	Remarriage of Parent or Marriage of an Unmarried Mother
Receipt of or Increase in Support from Persons Outside home.	
21	Absent ADC father
22	Other person
Receipt of or Increase in Benefits or Pensions under:	
31	OASDI

32 Other Federal program
33 State or Local program
34 Non-governmental program
41 Other material change in income or resources

No Longer Meets Eligibility Requirement Other than Need

71 Change in State law or agency policy relating to eligibility requirement other than need.
72 Refusal after acceptance to comply with eligibility requirement.
73 ADC parent no longer incapacitated.
74 ADC parent returned.
75 Youngest [or only] ADC child attained age 18.
76 No eligible child in home.
77 Moved out of State.
78 Other.
80 Transferred to Another Public Program Providing Maintenance.
90 Transferred to another county in this State.
91 Other reasons.

SCHEDULE II-C

In this section report all cases closed by the Director [effective the last day of the current month] during the period subsequent to the Board meeting and the close of business for the current month. [These cases will be ratified in Schedule II-A of the next month].

The instructions for the designated columns are the same as the instructions for the comparable columns in Schedule II-B.

SCHEDULE III
CHANGES IN AMOUNT OF MONEY PAYMENT

SPECIAL INSTRUCTIONS

SCHEDULE III-A

In order to meet provisions of law for formal Board action a report of ratification must be completed for all money payments which were changed by the Director during the period following the prior month's Board meeting and the close of that month. Ratification should include approval of the Director's action of the prior month, relating to additional approved money payment allowances (if any in the prior month) and the change in money payment to be effective as of the first of this month. In the event the Welfare Board changes the Director's action for any case, Schedule III-A should report the case and final decision.

SCHEDULE III-B

Cases are to be listed in numerical order, double spaced, twenty-five cases on a page. The record of action taken on money payments will be listed in the appropriate columns or sections as follows:

Current Month				Subsequent Month Transaction			
				From		To	
Adults/ Children	Amount	Case Number	Surname of Payee	Adults/ Children	Amount	Adults/ Children	Amount
1	2	3	4	5	6	7	8

Column	Description of Information to be Reported
1	No entry is to be made in this column unless there has been an increase in the number of adults or children in the ADC case. The number to be entered will represent the number of increase only. Does not apply OAA,DA.
2	Enter in this column the amount of any approved additional money payment authorized for release during the current month.
3	Self evident.
4	Self evident.
5	Enter the number of persons in the ADC case reporting "adults/children" to correspond with the case entries on this month's Form ODA-4. Does not apply OAA,DA.
6	Enter the total amount of money payment assistance (regular and additional) approved for the current month and entered on this month's Form ODA-4 in columns 2 and 6.
7	Enter the number of persons in the ADC case (adults/children) included in the approved money payment to be released the first of the subsequent month. Does not apply OAA,DA.
8	Enter the amount of the assistance money payment authorized for release the first of the subsequent month.

Ecks County Welfare Board

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Schedule III
Changes in amount of Grant
Special Instructions

The column or headings may be identified in this Schedule by column number. Additional space may be used by the County welfare Boards to report codes, case workers, etc.

The Minute information in Columns 3 to 6 (and 3 to 7 in some counties) may be completed by addressograph.

Cases presented to the Board this month for formal continuance of assistance, with a change in grant, are to be included in this listing, but indicated by an asterisk [*] following the case number.

Cases presented to the Board for change from payment status to ACTIVE WITHOUT PAYMENT status, and vice versa, are to be included in this listing.

Each page shall show totals for the respective money payment(and recipient count in ADC) columns which will produce the grand totals for the final page of the Schedule, or they may be carried forward cumulatively.

SCHEDULE III -C

In this section report all money payments which were changed by the Director's decision during the period subsequent to the current month's Board meeting and the close of business for that month.

The instructions for the data required and columnar arrangement are the same as the instructions for the comparable columns in Schedule III-B.

Schedule III, Supplement

Changes in Amount of Grant

For Approved Vendor Claims for Medical Care

Special Instructions

This schedule will list all eligible assistance cases on whose behalf Medical Care Vendor claims for services rendered are being ratified or approved for payment. Since all allowances appearing on this schedule are non-recurring, the schedules will be prepared each month from vouchers being ratified or approved for payment; however, the CWB may prepare an additional copy of the cases in approved medical institutions to be edited for use the following month.

The sections of Schedule III, Supplement, for each program, shall list the cases in numerical order with forty cases on each page. For the OAA and DA programs, the listings will identify the medical care services on behalf of clients receiving patient care in approved medical institutions and clients in other living arrangements. In order to accomplish this, each section of the Schedule may be prepared in two parts listing (1) medical institution cases and (2) other cases; or each section may be one listing with separate columns for the individual amounts being paid on behalf of medical institution cases and other cases. For the ADC program, Schedule III, Supplement will consist of one listing of cases in numerical order identified with the total amount of Medical Care Vendor payments being made on behalf of the respective case. Additional columns may be used at the discretion of the CWB to show any further data considered pertinent.

The Schedule will be divided into three sections as follows:

Section A - In order to meet provisions of law for formal Board action a report of ratification must be completed for the approval of Medical Care Vendor claims, covering medical care rendered on behalf of eligible assistance clients, and properly authorized by the Director during the period following the prior month's Board meeting and the close of business for that month. The cases reported in this section include all approved claims listed in Section C of Schedule III, Supplement, for the preceding month.

Section B - The cases reported in this section include all approved claims authorized by the Director's administrative decision prior to the Board meeting in the current month or by the Board for the current month.

Section C - The cases reported in this section include all approved claims authorized by the Director's administrative decision during the period following the current month's Board meeting and the close of business for the month.

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SCHEDULE IV
GRANTS FORMALLY CONTINUED WITHOUT CHANGE

SPECIAL INSTRUCTIONS

Cases are to be listed in numerical order, two columns, single-spaced, forty cases in each column.

Additional columns may be used, at the discretion of the county to show address, district, worker, or other amounts or codes needed for local controls.

Only cases which have been fully reinvestigated, and which are recommended for continuance with no change in budget allowances or in net amount of grant are to be listed in this schedule.

SCHEDULE V
BURIAL AND FUNERAL CLAIMS

SPECIAL INSTRUCTIONS

SCHEDULE V-A

All funeral claims officially presented to the Board are to be listed in this schedule, regardless of whether or not any allowance from public funds is contemplated and regardless of whether or not any payment from funds available to the Board is approved.

The amount to be entered in the column "Total Claim" is the full amount of the funeral director's bill, rather than the net amount which the Board is requested to pay. Therefore in some cases the total of allowances will not equal the amount of the claim, and in some cases there may be a complete disallowance of the claim. Such matters are explained in the "Remarks" column.

The entries in the "Remarks" column may be abbreviated, but should be sufficient to indicate the source of funds allowed to be paid from the Clearing Account, and to account for any difference between the total of approved allowances and the amount of the total claim submitted.

SCHEDULE V-B

Entries for terminal medical or nursing expenses previously reported in this section now will be entered in Schedule III, Supplement Medical Care Vendor Payments.

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SCHEDULE VI
CANCELLATIONS AND CREDITS TO ASSISTANCE

SPECIAL INSTRUCTIONS

SCHEDULE VI-A

In Section A, the entry of amounts of the checks cancelled is not essential for use of the schedule by the State Bureau, but such entry may be made, if desired by the county, in an additional column.

SCHEDULE VI-B

In Section B, the entry of months to which the cash credit will apply is not essential for use of the schedule by the State Bureau, but such entry may be made, if desired by county, in an additional column.

Under certain circumstances, the same case may appear in both Section A and Section B.

SCHEDULE VII
REIMBURSEMENTS

SPECIAL INSTRUCTIONS

The "Remarks" column may be used, if desired by the county, for a more detailed statement of the total transaction from which the net reimbursement results, where this will serve to eliminate duplicate narrative recording in the main body of the Minutes. However, the entries in the "Remarks" column of this schedule will not always be a complete substitute for detailed narrative recording in the main body of the Minutes, particularly where the net reimbursement is merely the end result of an involved series of receipt and disbursement transactions, or of a negotiated series of settlements, etc., the full details of which were reported to and discussed by the Board. All such detailed reporting and discussion should be recorded by narrative elsewhere in the Minutes, in compliance with Section 5[j] of the Ruling.

SCHEDULE VIII
SPECIAL CASE DETERMINATIONS

SPECIAL INSTRUCTIONS

All cases in which the Board was called upon to make special determinations pursuant to Manual of Administration 2228.4; 2561.2; 2562.5; ~~Ruling No. 10,~~ Ruling No. 12, III-4 are to be reported in this schedule. 2511.1b

No special order of listing is required, but all matters relating to any one of the specified Rulings shall be grouped together.

In most instances cases listed in this schedule will also appear in some other schedule. This should be indicated in the column "Schedule Reference."

SCHEDULE IX

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PRE-CONTROL OF ASSISTANCE PAYMENTS TOTAL

SPECIAL INSTRUCTIONS

The entries and computations on this schedule relate to gross assistance payments exclusive of burial payments from assistance funds, and without adjustment for credits, refunds, or recoveries.

Ecks County Welfare Board

OAA, DA, ADC 1/62
[Month of April 1962]

SCHEDULE I
DISPOSITION OF PENDING APPLICATIONS

I-A The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for the last month [as listed in Schedule I-C in the preceding month, is incorporated as a part of these Minutes] are hereby ratified unless otherwise noted.

To be used in OAA, DA, and ADC programs.

I-B The following pending applications, and applications already disposed of during the current month by authorization of the Director of Welfare under R. S. 44:7-12, were presented for consideration by the Board and dispositions voted as listed:

OAA AND DA PROGRAMS

Applications Approved

Identification of the Case			Column 1	Column 2
Case No. and [Previous Case No.]	Name	Class	Current Month Initial Money Payment	Subsequent Month Money Payment
X-6691 (Q-1275)	William Denver	RO	$73.00	$95.00
7699	Hannah Gibbs	RA	139.00	4.00
7700	Austin Carton	NA	51.25	75.50
7703	Willis Packard	NA	34.75	77.00

Applications Rejected

Identification of the Case				
Case No. and [Previous Case No.]	Name	Class	Class of Rejection	Reason
X-4713	Edward Lyons	RA	Denied	#13
7702	Josephine Baker	NA	Withdrawn	#19

ADC PROGRAM

Applications Approved

Identification of the Case			Column 1		Column 2	
Case No. and [Previous Case No.]	Name	Class	Current Month Initial Money Payment		Subsequent Month Money Payment	
			Ad/Ch	Amount	Ad/Ch	Amount
XC - 788	Jennie Doe	NA	-	$ -	1/4	$243.00
990 (QC-876)	Sadie Blank	RA	1/1	54.00	1/1	68.00
1091	Johanna River	TR	1/1	36.00	1/1	59.00

Applications Rejected

Identification of the Case: Case No. and [Previous Case No.]	Name	Class	Class of Rejection
XC-517	Anna East	RO	Denied
963	Mary Card	RA	Withdrawn
1089	Elizabeth Tent	RA	Dismissed

I-C The following dispositions of pending applications were accomplished by authority of the Director of Welfare under R. S. 44:7-12 subsequent to the April 1962 meeting of the County Welfare Board and the end of the current month.

OAA AND DA PROGRAMS

Applications Approved

Identification of the Case: Case No. and [Previous Case No.]	Name	Class	Column I: Current Month Initial Money Payment	Column 2: Subsequent Month Money Payment
X-4215	Edward Moore	RA	$ -	$ 4.00
7716	May Spring	NA	55.00	73.00

Applications Rejected

Identification of the Case: Case No. and [Previous Case No.]	Name	Class	Class of Rejection	Reason
X-5677	Mark Dawn	RA	Denied	#13
7714	John Doaks	NA	Dismissed	#21

ADC PROGRAM

Applications Approved

Identification of the Case: Case No. and [Previous Case No.]	Name	Class	Column 1: Current Month Initial Money Payment		Column 2: Subsequent Month Money Payment	
			Ad/Ch	Amount	Ad/Ch	Amount
XC-949	Jennie Howson	NA	2/5	$143.00	2/5	$234.00
956	Regina Jones	NA	1/3	41.00	1/3	146.00

Applications Rejected

Identification of the Case			
Case No. and [Previous Case No.]	Name	Class	Class of Rejection
XC-569	Julia West	RO	Denied

I-D Summary

OAA AND DA PROGRAMS

	Approved			Rejected			
	Current Month		Subsequent Month				Total
	Cases	Initial Money Payments	Money Payments	Denied	Withdrawn	Dismissed	Dispositions
Schedule I-B	4	$298.00	$251.50	1	1	-	6
Schedule I-C	2	55.00	77.00	1	-	1	4
Total	6	$353.00	$328.50	2	1	1	10

ADC PROGRAM

	Approved					Rejected			Total Disposition
	Current Month			Subsequent Month		Denied	Withdrawn	Dismissed	Cases
	Cases	Ad/Ch	Amount	Ad/Ch	Amount	C	C	C	
Schedule I-B	3	2/2	$ 90.00	3/6	$370.00	1	1	1	6
Schedule I-C	2	3/8	184.00	3/8	380.00	1	0	0	3
Total Cleared	5	5/10	$274.00	6/14	$750.00	2	1	1	9

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
Rev. 1/62
[Month of April 1962]

SCHEDULE II
RECORD OF CASES CLOSED

II-A] The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for the last month [as listed in Schedule II-C in the preceding month, which is incorporated as part of these minutes] are hereby ratified unless otherwise noted.

II-B] The following cases active at the beginning of the current month, representing cases already closed during the current month by authorization of the Director of Welfare under R. S. 44:7-12 and other cases recommended for closing, were ordered closed by the board, effective the last day of the current month, for the reasons indicated:

OAA - DA

Case No.	Name	Current Month Billing Money Payment	Month of Last Payment Received	Reason
X-5875	Joan East	$135.00	April 1962	#03

ADC

Case No.	Name	Current Month Billing Ad/Ch.	Amount	Month of Last Payment Received	Reason
XC-209	Jean North	1/4	$292.00	March 1962	#74
587	Eliz. South	0/0	0.00	" "	#04

II-C] The following cases, active during the current month, were closed effective the last day of the current month by authority of the Director of Welfare under R: S. 44:7-12 aubsequent to the April 1962 meeting of the County Welfare Board and prior to the end of the current month:

OAA - DA

Case No.	Name	Current Month Billing Money Payment	Month of Last Payment Received	Reason
X-8910	Ida Clare	$ 4.00	April 1962	#02 Died 4/2/62
X-6217	James Johnson	90.25	" "	#19

ADC

Case No.	Name	Current Month Billing Ad/Ch.	Amount	Month of Last Payment Received	Reason
XC-15	Rose Tuffy	1/2	$217.00	April 1962	#90

OAA - DA

			Amount
II-D Total cases closed Sections B and C		3*	$229.25 (a)
	Transferred out	1	
	Death and other Reasons	2	

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
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[Month of April 1962]

SCHEDULE II
RECORD OF CASES CLOSED

ADC

	Cases	Ad/Ch.	Amount
II-D] Total cases closed Sections B and C	3*	2/6	$509.00 (a)

(a) Forward to D (2) appropriate Schedule IX

* These figures should agree with Form OA(Da)-8, Items 28, 28a, and 28b respectively; Form ADC-8, Items 13a, 1 and 2.

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
[Month of April 1962]
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SCHEDULE III
CHANGES IN AMOUNT OF GRANT

III-A] The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting and prior to the close of last month relating to additional approved allowances for that month, and changes in grant which were effective as of the first day of the current month (as listed in Schedule III-C in the preceding month which is incorporated as a part of these minutes) are hereby ratified unless otherwise noted.

III-B] The following current cases, representing approved increased money payment allowances for the current month already authorized by the Director of Welfare under R.S. 44:7-12, and changes in money payments to be effective the first day of the subsequent month, were ordered by the Board as indicated:

Current Month Amount	Case Number	OAA - DA Surname of Payee	Subsequent Month Transaction From	To
$15.00	X-3999	Farler	$89.75	$74.75
	4004	Buechell	32.25	40.00
	4008*	McCloe	66.00	63.00
	4205	Poker	30.00	00.00
	4209	Bridge	00.00	25.00

Current Month Ad/Ch	Amount	Case Number	ADC Surname of Payee	Subsequent Month Transaction From Ad/Ch	From Amount	To Ad/Ch	To Amount
	$42.00	XC-35	Candy	1/1	$167.00	1/1	$167.00
	56.00	XC-39	Blade	1/1	104.00	1/1	48.00
		XC-40	Edge	1/1	49.00	1/3	252.00
		XC-42	Backe	1/6	292.00	1/5	238.00

SCHEDULE III
CHANGES IN AMOUNT OF GRANT

III-C] The following additional money payments of assistance for the current month and changes in money payments to be effective the first day of the subsequent month was authorized by the Director of Welfare under R. S. 44:7-12 subsequent to the April 1962 meeting of the County Welfare Board:

OAA - DA

Current Month Amount	Case Number	Surname of Payee	Subsequent Month Transaction From	Subsequent Month Transaction To
	X- 402	Walker	$61.00	$105.00
$90.00	4278	Murphy	154.00	64.00
	7691	Brewer	264.50	293.00

ADC

Current Month Ad/Ch	Current Month Amount	Case Number	Surname of Payee	Subsequent Month Transaction From Ad/Ch	Subsequent Month Transaction From Amount	Subsequent Month Transaction To Ad/Ch	Subsequent Month Transaction To Amount
		XC-73	Lazrus	1/6	$335.00	-	$ -
		XC-79*	Barney	-	-	1/2	195.00
		XC-26	White	1/2	217.00	2/2	267.00

III-D] Summary OAA - DA

Current Month Amount		Subsequent Month Transaction From Amount	Subsequent Month Transaction To Amount
$15.00	Section B	$218.00	$202.75
90.00	Section C	479.50	462.00
$105.00		$697.50	$664.75

III-D] Summary ADC

Current Month Ad/Ch	Current Month Amount		Subsequent Month Transaction From Ad/Ch	Subsequent Month Transaction From Amount	Subsequent Month Transaction To Ad/Ch	Subsequent Month Transaction To Amount
	$98.00	Section B	4/9	$ 612.00	4/10	$ 705.00
	-	Section C	2/8	552.00	3/4	462.00
	$98.00	Total	6/17	$1,164.00	7/14	$1,167.00

Indicate Program OAA, DA, ADC
1/62
Month of April 1962

Schedule III, Supplement
Changes in Amount of Grant
For Approved Vendor Claims for Medical Care

III Supplement

Section A - The transactions which were accomplished by direction and authority of the Director of Welfare subsequent to the Board meeting for the last month (as listed in Schedule III, Supplement, Section C, in the preceding month, which is incorporated as part of these Minutes) are hereby ratified unless otherwise noted.

Section B - Medical Care Vendor payments for the following cases representing medical care allowances for the current month already authorized by the Director of Welfare under R.S. 44:7-12 and other medical care allowances to be effective this month were ordered by the Board as follows:

Case No.	Name	OAA - DA Medical Institution Cases*	Other Cases*
X-2950	Young	$	$8.25
3889	Rose		6.50
3940	Davies	208.00	
4215	Moore	198.00	
5000	Dike	216.50	
5105	Doaks	208.00	8.25
	Total	$830.50	$23.00
		ADC	
XC-110	Fowler		$24.50
195	Rogers		30.00

Section C - Medical Care Vendor payments for the following cases for the current month were authorized by the Director of Welfare under R.S. 44:7-12 subsequent to the April 1962 meeting of the CWB.

In normal operations all eligible medical care vendor payments will be included in Section B.

* The individual total medical care vendor payments shall be entered on Form ODA-4, columns 8 and 9. Entry may be made by addressograph listing, ball point pen, or typing.

Ecks County Welfare Board

Indicate Program OAA,DA,ADC
Rev. 1/62
[Month of April 1962]

SCHEDULE IV
GRANTS FORMALLY CONTINUED WITHOUT CHANGE

The following current cases were presented to the Board after reinvestigation with formal recommendation for continuance of assistance, and were voted to be continued without change:

OAA-DA

Number	Surname	Amount
X-680	Cooper	$37.25
X-1809	Bair	67.25
X-2884	Brown	57.75

ADC

Case Number	Surname	Amount
XC - 17	Blackmore	$165.00
31	Evans	82.00
49	Stewart	114.00

Summary of Continuances Approved:	OAA-DA	ADC
Number of continuances included in Schedule III [Marked *]...	2	1
Number of continuances in this Schedule	3	3
Total continuances this month	5	4

Ecks County Welfare Board

Rev. 1/62
[Month of April 1962]

SCHEDULE V
BURIAL AND FUNERAL CLAIMS

V-A] Burial and Funeral Claims - ADC

The following burial and funeral claims were presented for consideration by the Board, and allowances voted as indicated:

Case Number	Surname	Total Claim	Allowance by Board From Clearing	Allowance by Board From Assistance	Remarks
XC- 9	Smithson	$255.00	$ 80.00	$175.00	Insurance
11	Fowler	125.00	-	125.00	-
23	Martin	350.00	-	-	Family Resp.
37	Schuyler	195.00	25.00	170.00	Death Benefit
	Totals	$925.00	$105.00	$470.00	

V-A] Burial and Funeral Claims - OAA, DA

The following burial and funeral claims were presented for consideration by the Board, and allowances voted as indicated:

Case Number	Surname	Total Claim	Allowance by Board From Clearing	Allowance by Board From Assistance	Remarks
X-5195	Young	$255.00	$125.00	$130.00	Insurance
5964	Naylor	255.00	-	255.00	-
7690	Hutton	350.00	-	-	Family Resp.

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
Rev. 1/62
[Month of April 1962]

SCHEDULE VI

CANCELLATIONS AND CREDITS TO ASSISTANCE

The following cancellations and credits to assistance payments, for entry on Form ODA-6 for April, were directed by the Board:

OAA - DA

	Case Number	Surname	Months or Amount	Remarks
VI-A]	Assistance Checks Cancelled			
	X-1846	Dee	Feb. & Mar.	Hospitalized
	X-1921	Brown	March	Not needed
	X-7690	Hutton	March	Died 3/2/62
	X-7697	Young	March	Burial payment revoked
VI-B]	Cash credits to Assistance Payments			
	X-6209	Marks	$72.00	Nursing Home Refund
	X-7692	Jones	120.00	OASDI Burial Refund

The following cancellations and credits to assistance payments, for entry on Form ODA-6 for April, were directed by the Board:

ADC

	Case Number	Surname	Months or Amounts	Remarks
VI-A]	Assistance Checks Cancelled			
	XC-44	Wall	March	Not needed
	79	Barney	April	Check reissued
VI-B]	Cash Credits to Assistance Payments			
		ADC		
	XC-13	Dark	$200.00	Burial Refund
	62	Bryant	29.00	Child in Juvenile Shelter

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
Rev. 1/62
[Month of April 1962]

SCHEDULE VII
REIMBURSEMENTS

The following net reimbursements were approved for acceptance by the Board and directed to be entered for distribution on Form ODA-12 for April:

OAA-DA

Case Number	Surname	Amount	Remarks
X- 71	Morris	$182.00	Balance insurance
X- 910	Munro	918.00	Balance property
X-1440	Krammar	500.00	Inheritance
X-4114	Scott	318.50	Accident recovery
X-5107	Servis	201.18	Securities

ADC

Case Number	Surname	Amount	Remarks
XC - 9	Howard	$100.00	Inheritance
21	Hunt	125.00	Accident Recovery
38	Monroe	85.00	Securities
59	Kingston	50.00	Lump Sum Benefit
61	Cramer	190.00	Insurance

Ecks County Welfare Board

Indicate Program OAA, DA, ADC
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SCHEDULE VIII
SPECIAL CASE DETERMINATIONS

The following matters being brought before the Board for special review as required by statute or the regulation, and the Director reporting to the Board that an investigation of the relevant facts and circumstances was made and representing to the Board that the determinations hereinafter stated are in conformity with statutory requirements and the regulations of the Bureau of Assistance, the Board, accepting and approving the reports and recommendations of the Director, voted the following determinations:

Case Number	Surname	Reference	Determination	Schedule Reference
XC-79	Murphy	M.A. 2228.4	Continuance of assistance while in Delaware approved.	III
X-4205	Poker	M.A. 2228.4	Continuance of Assistance while in Florida disapproved. Grant suspended but not closed pending further report.	III
X-3773	Westhall	M.A. 2562.5	Payment thru an authorized custodian, pursuant to formal Resolution contained in the Minutes. [Does not apply ADC.]	III
X-4987	Scoles	Ruling #12 Ch. III-4	Restricted payment for $45. only of each monthly payment, pursuant to plan reported by Director. [Does not apply ADC.]	-
X-7699	Gibbs	M.A. 2511.1b	Grant of assistance without spouse's joinder on ODA-10 authorized. [Does not apply ADC.]	I
X-4221	Harris	2561.2	Payment thru legal guardian pursuant to court order. [Does not apply ADC.]	III

Ecks County Welfare Board

Identify Program OAA, DA
Rev. 1/62
April 1962

SCHEDULE IX (OAA & DA)
PRE-CONTROL OF ASSISTANCE PAYMENTS

	Number of Recipient Cases	Amount of Assistance
A. ADJUSTED GROSS ASSISTANCE MONEY PAYMENTS AS AUTHORIZED FOR PAYMENT FIRST OF CURRENT MONTH (ITEM G PRIOR MONTH)	279	$21,163.00
B. ADDITIONS		
1. Cases approved for Money Payments Schedule I-D, Total "Current Month" Column	5	353.00
2. Additional money payments authorized Schedule III, "Current Month" Column	-	105.00
3. Total Medical Care Vendor Payments Per Schedule III, Supplement	xxx	853.50
Closed cases eligible for Federal matching	-	-
4. Other Additions (Specify)	-	-
5. Total Additions	5	$1,311.50
C. GROSS ASSISTANCE PAYMENTS AUTHORIZED FOR CURRENT MONTH	284	$22,474.50
D. DEDUCTIONS END OF CURRENT MONTH		
1. Cases approved for Money Payments Schedule I-D, "Current Month" Column (Same as B.1.Above)	5	353.00
2. Cases Closed Schedule II-D	3	229.25
3. Total "From" Column Schedule III-D		697.50
4. Medical Care Vendor Payments (Item B.3. Above)		853.50
5. Other Deductions (Specify)	-	-
6. Total Deductions	8	2,133.25
E. SUB-TOTAL (C - D)	276	$20,341.25
F. ADDITIONS END OF CURRENT MONTH		
1. Cases approved for Money Payments Schedule I-D, "Subsequent Month" Column	6	328.50
2. Total "To" Column Schedule III-D		664.75
3. Other Additions	-	-
4. Total Additions	6	993.25
G. ADJUSTED GROSS ASSISTANCE MONEY PAYMENTS AS AUTHORIZED FOR FIRST OF SUBSEQUENT MONTH	282	$21,334.50

Ecks County Welfare Board

ADC PROGRAM
SCHEDULE IX
PRE-CONTROL OF ASSISTANCE PAYMENTS

ADC
Rev. 1/62
Month of April 1962

	No. of Recipients Cases	Adults	Children	Amount of Assistance
A. ADJUSTED GROSS ASSISTANCE MONEY PAYMENTS AS AUTHORIZED FOR PAYMENT FIRST OF CURRENT MONTH (ITEM G PRIOR MONTH)	210	80	295	$16,887.00
B. ADDITIONS				
1. Cases Approved for Money Payments Schedule I-D, "Current Month" Column	4	5	10	274.00
2. Additional Money Payments Authorized Schedule III "Current Month Column"				98.00
3. Medical Care Vendor Payments Schedule III Supplement				54.50
4. Other Additions (Specify)	-	-	-	-
5. Total Additions	4	5	10	$426.50
C. GROSS ASSISTANCE PAYMENTS AUTHORIZED FOR CURRENT MONTH	214	85	305	$17,313.50
D. DEDUCTIONS END OF CURRENT MONTH				
1. Cases Approved for Money Payments Schedule I-D, "Current Month" Column (Same as B.1. Above)	4	5	10	274.00
2. Cases Closed Schedule II-D	3	2	6	509.00
3. Total "From" Column Schedule III-D		6	17	1,164.00
4. Medical Care Vendor Payments (Item B.3. Above)				54.50
5. Other Deductions	-	-	-	-
6. Total Deductions	7	13	33	$2,001.50
E. SUB-TOTAL (C - D)	207	72	272	$15,312.00
F. ADDITIONS END OF CURRENT MONTH				
1. Cases Approved for Money Payments Schedule I-D, "Subsequent Month" Column	5	6	14	750.00
2. Total "To" Column, Schedule III-D		7	14	1,167.00
3. Other Additions (Specify)	-	-	-	-
4. Total Additions	5	13	28	$1,917.00
G. ADJUSTED GROSS ASSISTANCE MONEY PAYMENTS AS AUTHORIZED FOR FIRST OF SUBSEQUENT MONTH	212	85	300	$17,229.00

State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES
BUREAU OF ASSISTANCE

ADMINISTRATIVE OFFICES
STATE OFFICE BUILDING
SECOND FLOOR
135 WEST HANOVER STREET
TRENTON, NEW JERSEY

TELEPHONE
AREA CODE 609

ADDRESS REPLY TO:
STATE OF NEW JERSEY
BUREAU OF ASSISTANCE
P.O. BOX 1627
TRENTON, NEW JERSEY 08625

September 28, 1965

TO: MUNICIPAL WELFARE DIRECTORS

RE: General Assistance Budget Manual 2.300A, pages 9, 10 and 10a (Rev. 9/65); 19, 20 and 21 (Rev. 9/65); and Special Supplement, pages 1, 2 and 3

Attached is one copy of the above listed revisions in the General Assistance Budget Manual, Regulation 2.300A. Where appropriate, additional copies are being forwarded for distribution to staff.

Explanation

Pages 9, 10 and 10a - authorize maximum allowances for medical specialty consultant evaluation service. These allowances are effective as to payments for service on and after September 1, 1965.

Pages 19, 20 and 21 - authorize new schedule of allowances for food consistent with current adjustments for the Categorical Assistance programs. These allowances are effective on and after October 1, 1965.

Special Supplement, pages 1, 2 and 3 - authorize adjusted rates for visiting nurse service. These rates are effective as to payments and for service on and after July 1, 1965.

Instructions

Please remove from Regulation 2.300A pages 9, 10 and 10a (Rev. 6/62) and replace with new pages 9, 10 and 10a (Rev. 9/65). Please remove pages 19, 20 and 21 (Rev. 8/60) and page 22 (Rev. 1/1/59), and replace with pages 19, 20 and 21 (Rev. 9/65). Please remove Special Supplement pages 1, 2 and 3 (Rev. 10/63) and replace with Special Supplement pages 1, 2 and 3 (Rev. 9/65).

Very truly yours,

E. F. Hann, Jr., Chief
Bureau of Assistance

EFH:ak
Att.
Approved
Irving J. Engelman, Director
Division of Public Welfare

7. Medical Care Needs

General Policy: By law [44:8-124] medical care is specifically identified as an item of need authorized to be met. Furthermore the law [44:8-125] provides for the granting of assistance to supplement inadequate income. It shall therefore be understood that individuals or families who are normally self-supporting may receive assistance to defray the cost of medical care and related services, where there is insufficient income to meet such costs as determined by State budgetary standards.

a. Physician's Services

The following policy and procedure shall be understood to govern services rendered by general practitioners and specialists.

1) General Policy

a) Eligible services shall be understood to include those provided by fully licensed physicians to assistance recipients in their own or other family homes, in the offices of physicians, or in eligible private medical institutions subject to the conditions specified in 2) e) below.

b) Ineligible services include services rendered to

Recipients after admission to and while confined in public or private general hospitals, or

Recipients in the Out-Patient Department of hospitals, or

Recipients who are residents in any public medical institution, or

Recipients who are residents in licensed nursing homes, or in non-profit or charitable institutions, when the physician is the owner, operator, or stockholder of the nursing home or is employed or retained by the nursing home or by the non-profit or charitable institution, or

Recipients by a municipal physician employed on a salary basis if the nature of such employment requires him to provide such service to assistance clients.

c) The recipient shall, so far as possible and reasonable, be permitted to exercise free choice of physician. In the event a recipient has no physician, or his personal physician is not available, the municipal welfare department may assist him in obtaining a physician.

7. Medical Care Needs, a. Physician's Services (Cont'd.)

2) Maximum Allowances for Care and Treatment

The allowances stated below are not mandatory but are maxima which shall in no event be exceeded. They shall be interpreted as inclusive of any medications, drugs or supplies provided or administered by, and any treatment given by the physician or his agent (nurse, therapist, etc.).

a) Office Visit $4.00

b) Home Visit 5.00

c) Night Visit (Home) 7.50 when made between 9 p.m. and 7 a.m.

d) Distance Allowance 2.00 in addition to Home Visit (or Night Visit, if appropriate) may be allowed when the distance is in excess of five (5) miles one way from physician's home or office.

e) Multiple Visit - for the first patient the appropriate maximum allowance for Office, Home, or Night Visit plus the Distance Allowance where applicable; for second and third patient served an additional flat allowance for Office Visit $2.00, Home Visit $3.00 for each patient. In the rare instance where more than three patients are served during one visit there shall be no allowance made for such additional patients regardless of the number served.

The chart below provides the respective appropriate individual allowances and totals.

Class of Visit	First Patient	Second Patient		Three or More Patients	
		Add'l. Fee	Total Fee	Add'l. Fee	Total Fee
Office	$4.00	$2.00	$6.00	$2.00	$8.00
Home	5.00	3.00	8.00	3.00	11.00
Distance (Home) Visit	7.00	3.00	10.00	3.00	13.00
Night (Home) Visit	7.50	3.00	10.50	3.00	13.50
Night and Distance (Home)	9.50	3.00	12.50	3.00	15.50

7. Medical Care Needs, a. Physician's Services (Cont'd)

The "multiple visit" fee shall be understood to apply to any situation where two or more clients are served on the occasion of a single visit to the client's home, licensed nursing home, or boarding home, (or two or more clients in the same family are treated during the same office visit) and is allowable only when there is individualized examination and/or service for each client involved. The "multiple visit" fee does not apply to situations where the operator of an establishment (nursing or boarding home) arranges with a physician for "routine visits" or "rounds" involving a periodic and merely cursory check of all or a large group of the house population.

[For additional instructions concerning inclusion of physician's fees in the "inclusive patient care rate" in public and private medical institutions see G.A. 2.300A - p.13].

3) Special Policy Governing Use of Medical Specialty Consultant Evaluation Service

a) Definition

Medical Specialty Consultant Evaluation Services are those services provided by a medical specialist whose advice and recommendations are requested by another physician or by the municipal welfare department with respect to the evaluation and/or treatment of a patient.

b) Maximum Allowances for Medical Specialty Consultant Evaluation Service

The following schedule of fees is exclusive of laboratory, x-ray and other special diagnostic studies (except refraction and fluoroscopy as indicated below) which may be required.

(1) Consultation and report requiring examination and evaluation limited to a part of the body or a given system (e.g., E.N.T.; orthopedic; ophthalmologic, including refraction when indicated; dermatologic; physiatric; surgical; etc. - - -$15.00

(2) Consultation requiring complete and detailed diagnostic history, examination and report (e.g., psychiatric; neurologic; neurosurgical; pediatric; internal medicine, including fluoroscopy when indicated)- - - - - - - - - - - - - - - - - - - -$25.00

c) Limitations on Payment

Payment of the above fees is to be allowed only when:

(1) the specialist has received prior authorization from the Agency to perform the consultation and,

(2) the examination is performed by a qualified specialist (i.e. eligible for or certified by the appropriate American Board; recognized by hospital, community and peers as a specialist; and practice limited to specialty). See current Membership Directory of the Medical Society of New Jersey.

FOOD-STANDARDS AND ALLOWANCES

1. Standards

The low cost diet plan of the United States Department of Agriculture, Agricultural Research Service, as published by Home Economics Research Report 20, November 1962, is the standard for determining the monthly monetary food allowances. The diet plan meets the recommended dietary requirements of the Food and Nutrition Board of the National Research Council.

Differential standards and monetary allowances are established in relation to age and sex of children, adults, and according to family size. The per capita monthly food allowances appear in Schedule I. *

SCHEDULE I - MONTHLY ALLOWANCES FOR FOOD
(BLS Food Pricing - 3/64)
(Low Cost Diet Plan - 11/62)

AGE	FAMILY SIZE					
	1	2	3	4	5	6 or more
Child: Birth-3 years		$16.90	$16.20	$15.40	$14.60	$13.90
Child: 4 - 9 years		23.80	22.70	21.60	20.50	19.40
Child: 10 - 12 years		30.00	28.70	27.30	25.90	24.60
Girl: 13 - 21 years		31.70	30.20	28.80	27.40	25.90
Boy: 13 - 21 years		34.30	32.80	31.20	29.60	28.10
Adult:	$34.30	30.60	29.40	28.00	26.60	25.20
Adult: Blind 1/	42.90	38.50	36.70	35.00	33.20	31.50

Definitions: Family Size - Total number of people for whom marketing and food preparation is done in common. This number will, in some instances, not be identical with shelter unit.

Age - For purposes of budgeting, the age of the child means the age at his nearest birthday whether in the 6 months past or in the future 6 months.

1/ SPECIAL ADJUSTMENT FOR BLINDNESS - Appropriate food allowances are increased by 25% for those blind persons responsible for marketing and food preparation.

* To convert to semi-monthly amounts, divide appropriate monthly allowance by two (2).

To convert to weekly amounts, divide appropriate monthly allowance by four and one-third (4-1/3).

To convert for allowance for period of less than one week, divide appropriate monthly allowance by 30 and multiply the result by the number of days required.

2. Allowances for Restaurant Meals

a. An allowance for one or more restaurant meals per day shall be included in the client's budget if:

1) the client, because of a physical, mental or other limitation, is unable to prepare food; or

2) the client's shelter or living arrangement is such that there are no available facilities for food preparation or food service; and

3) the client in fact purchases one or more meals in a restaurant.

b. In evaluating the circumstances to determine whether a client requires an allowance to eat all or a portion of his meals in a restaurant, the following questions should be considered:

1) Does the client have cooking facilities available to him? If so, are the facilities adequate for preparation of all meals or are they make-shift facilities with which he can prepare only a light meal or snack?

2) Is ability to prepare all meals limited by inadequate facilities for storage of food?

3) Is the client physically able to prepare his meals? If not, is there a spouse or other person in the household able and willing to prepare the meals for him?

4) Does the client know how to buy and cook food or is his skill limited to the preparation of a very limited diet?

c. However, if a client requires a restaurant allowance in accordance with the conditions outlined in 5a, above, and it can be demonstrated by the agency that a satisfactory living arrangement, which includes equal or better shelter and equal or better eating arrangements, is actually available to the client at a more reasonable cost, then the lesser amount shall be the maximum allowance to be included in the client's budget.

d. The schedule of monthly allowances for restaurant meals gives the total food allowance for the client who purchases all his meals in a restaurant and also the total food allowances for the client whose living arrangement is such that he purchases some meals in a restaurant and prepares some meals in his home. Select the appropriate allowance according to the number of meals client purchases in the restaurant and eats at home. The total food allowance to be included in the client's budget shall include an amount for 3 meals per day.

SCHEDULE II - MONTHLY ALLOWANCES FOR RESTAURANT MEALS
(Pricing - 3/64)

MEALS	TOTAL FOOD ALLOWANCE
(a) client eats all meals in a restaurant	$65.50
(b) client eats only dinner in a restaurant	50.20
(c) client eats breakfast and lunch in a restaurant	49.30
(d) client eats breakfast and dinner in a restaurant	55.30
(e) client eats lunch and dinner in a restaurant	59.90
(f) client eats only lunch in a restaurant	44.10
(g) client eats only breakfast in a restaurant	40.40

3. Allowances for Therapeutic Diets

a. Therapeutic Diet - a diet necessary for a diagnosed physical condition. Diet must be prescribed and certified by a physician.

b. Current concept is that the therapeutic diet should adhere as closely as possible to a normal diet. Persons receiving therapeutic diets should have their continued need for the diet reviewed every six (6) months except in instances where the physician has previously stated how long the diet should be continued. It is the responsibility of the physician to determine the beneficial effect of the therapeutic diet.

c. When a physician prescribes for hypoallergenics, milk substitutes, formula modifiers and similar special foods, or when a physician prescribes two diets for a client, or prescribes for a client who must eat in a restaurant, the local office shall consult the Bureau for advice on the necessary monthly monetary allowance.

SCHEDULE III - MONTHLY ALLOWANCES FOR THERAPEUTIC DIETS
(Based on 3/64 Food Pricing)

TYPE OF DIET	ADDITIONAL ALLOWANCES
Bland Low Residue (All Ulcer Diets)	$ 7.80
Diabetic	6.60
High Vitamin, High Caloric, High Protein (Malnutrition, Tuberculosis, Anemia)	8.40
Low Fat, High Protein	7.20
Low Salt	4.20
Nursing Mother	11.00

TITLE: ADMINISTRATION

SUBJECT: Visiting Nurse Services

I. INTRODUCTION

Payments are authorized to purchase services for General Assistance clients from visiting nurse associations or organizations under the following policy and procedure.

II. STATEMENT OF POLICY

1. Payments or allowances for visiting nurse services provided to General Assistance clients by a non-profit association or organization, are authorized only if it has been demonstrated to the satisfaction of the Local Assistance Board that,

   a. The association or organization does in fact charge a minimum fee to be paid by or on behalf of all persons (other than persons covered by group contract or agreement) for whom such service is provided; and

   b. The General Assistance client for whom the service is provided does not fall within any group or class of persons for whom the association or organization is already under contract or agreement with another party (including another governmental agency or unit) to provide the service.

2. The payment or allowance for the service shall not be greater than the minimum fee which the association or organization otherwise charges for the same service to persons who are not General Assistance clients.

III. PROCEDURE

The Local Assistance Board shall maintain a current list of all visiting nurse associations or organizations which provide service to persons in the municipality, with the following information in respect to each:

1. Whether or not the association or organization is receiving payment through a State agency, or through a county or municipal appropriation, or any combination thereof;

2. If so receiving payment, whether or not there is a written contract, agreement, etc., specifying the class or classes of service to be provided, and identifying the class or classes of persons to whom the service is to be furnished;

3. Whether the association or organization provides service to any person not covered by an existing contract without charging a fee to be paid by such person or on his behalf; and

4. If a specified minimum fee is charged to all persons, the amount of such minimum fee.
[Refer to IV below for Rate Schedule]

IV. AUTHORIZED MAXIMUM RATE SCHEDULE (Effective July 1, 1965)

The following nursing organizations are certified by the State Department of Health as meeting standards promulgated by that Department, and approved to receive payment at the rates respectively noted for each organization. Not all of such organizations fall within the conditions stated in II. 2. above. However, in accordance with a directive of the Division of Public Welfare, for any organization which does fall within such conditions, and consistent with the policy stated in II. 2. above, the payment or allowance for services provided to public welfare clients shall in no event exceed the per-visit rate listed for the respective organizations.

COUNTY		MAX. RATE
Atlantic	Atlantic City Visiting Nurse Association	$ 3.82
Bergen	Central Bergen Visiting Nurse Services	5.00
	Englewood Hospital Public Health Services	4.75
	Ridgewood Nursing Service, Inc.	5.00
	Visiting Nurses of Northern Bergen County, Inc.	5.00
Burlington	Moorestown Visiting Nurse Association	4.00
	Riverton, Cinnaminson & Palmyra Visiting Nurse Assoc.	3.68
	Public Health Nursing Association of Burlington County, Inc.	4.00
Camden	Camden Visiting Nurse Association	5.00
	Collingswood Community Nursing Service, Inc.	5.00
Cumberland	Community Nursing Service of Bridgeton	4.00
	Cumberland County Health Dept. Nursing Service	4.00
Essex	Community Nursing Service of Montclair	5.00
	Neighborhood Association of Millburn Township	5.00
	Nutley Department of Health	5.00
	Visiting Nurse Association of Newark	5.00
	Visiting Nurse Association of Nutley	5.00
	Visiting Nurse Association of Oranges and Maplewood, Inc.	5.00
	West Essex Public Health Nursing Association, Inc.	5.00
Gloucester	Gloucester County Visiting Nurse Association	5.00
Hudson	Bayonne Visiting Nurse Association	3.79
	North Hudson Public Health Nursing Service	5.00
	Public Health Nursing Service of Hoboken	2.50
	Department of Health and Welfare of Jersey City	5.00
	Union City Public Health Nursing Service	2.00

TITLE: ADMINISTRATION

SUBJECT: Visiting Nurse Services

I. INTRODUCTION

Payments are authorized to purchase services for General Assistance clients from visiting nurse associations or organizations under the following policy and procedure.

II. STATEMENT OF POLICY

1. Payments or allowances for visiting nurse services provided to General Assistance clients by a non-profit association or organization, are authorized only if it has been demonstrated to the satisfaction of the Local Assistance Board that,

a. The association or organization does in fact charge a minimum fee to be paid by or on behalf of all persons (other than persons covered by group contract or agreement) for whom such service is provided; and

b. The General Assistance client for whom the service is provided does not fall within any group or class of persons for whom the association or organization is already under contract or agreement with another party (including another governmental agency or unit) to provide the service.

2. The payment or allowance for the service shall not be greater than the minimum fee which the association or organization otherwise charges for the same service to persons who are not General Assistance clients.

III. PROCEDURE

The Local Assistance Board shall maintain a current list of all visiting nurse associations or organizations which provide service to persons in the municipality, with the following information in respect to each:

1. Whether or not the association or organization is receiving payment through a State agency, or through a county or municipal appropriation, or any combination thereof;

2. If so receiving payment, whether or not there is a written contract, agreement, etc., specifying the class or classes of service to be provided, and identifying the class or classes of persons to whom the service is to be furnished;

3. Whether the association or organization provides service to any person not covered by an existing contract without charging a fee to be paid by such person or on his behalf; and

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	Riverton, Cinnaminson & Palmyra Visiting Nurse Assoc.	3.68
	Public Health Nursing Association of Burlington County, Inc.	4.00
Camden	Camden Visiting Nurse Association	5.00
	Collingswood Community Nursing Service, Inc.	5.00
Cumberland	Community Nursing Service of Bridgeton	4.00
	Cumberland County Health Dept. Nursing Service	4.00
Essex	Community Nursing Service of Montclair	5.00
	Neighborhood Association of Millburn Township	5.00
	Nutley Department of Health	5.00
	Visiting Nurse Association of Newark	5.00
	Visiting Nurse Association of Nutley	5.00
	Visiting Nurse Association of Oranges and Maplewood, Inc.	5.00
	West Essex Public Health Nursing Association, Inc.	5.00
Gloucester	Gloucester County Visiting Nurse Association	5.00
Hudson	Bayonne Visiting Nurse Association	3.79
	North Hudson Public Health Nursing Service	5.00
	Public Health Nursing Service of Hoboken	2.50
	Department of Health and Welfare of Jersey City	5.00
	Union City Public Health Nursing Service	2.00