

**CHAPTER 80**  
**ORGANIZATION OF THE DIVISION**  
**OF FAMILY DEVELOPMENT**

**Authority**

N.J.S.A. 52:14B-3 and 52:14B-4(b).

**Source and Effective Date**

R.2008 d.85, effective March 7, 2008.  
 See: 40 N.J.R. 1867(a).

**Chapter Expiration Date**

Chapter 80, Organization of the Division of Family Development, expires on March 7, 2013.

**Chapter Historical Note**

Chapter 80, Organization of the Division of Public Welfare, was adopted as R.1984 d.409, effective August 23, 1984. See: 16 N.J.R. 2434(a).

Chapter 80, Organization of the Division of Public Welfare, was repealed and Chapter 80 was adopted as new rules by R.1989 d.316, effective May 19, 1989. See: 21 N.J.R. 1700(a).

The Division of Welfare was redesignated the Division of Economic Assistance, effective December 4, 1989, pursuant to the provisions of P.L. 1989, c.88, and subsequently was redesignated the Division of Family Development.

Pursuant to Executive Order No. 66(1978), Chapter 80, Organization of the Division of Family Development, was readopted as R.1993 d.518, effective September 27, 1993. See: 25 N.J.R. 4931(a).

Pursuant to Executive Order No. 66(1978), Chapter 80, Organization of the Division of Family Development, was readopted as R.1998 d.452, effective August 13, 1998. See: 30 N.J.R. 3286(a).

Chapter 80, Organization of the Division of Family Development, was readopted as R.2003 d.194, effective April 15, 2003. See: 35 N.J.R. 2178(b).

Chapter 80, Organization of the Division of Family Development, was readopted as R.2008 d.85, effective March 7, 2008. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. ORGANIZATION**

**10:80-1.1 Division of Family Development responsibilities**

(a) The Division of Family Development (DFD) is charged by statute (N.J.S.A. 30:4B-1 et seq.) with the responsibility for the administration or supervision of specific program functions required or authorized under all public as-

sistance programs in the State of New Jersey. To accomplish this, DFD must establish, maintain and supervise an orderly, uniform and efficient public assistance system for those New Jersey residents in need of income maintenance services. DFD must ensure the provision of temporary financial assistance and related services, based on existing standards of need and funding allocated by the Legislature, to all eligible individuals and families and assist such individuals and families in their efforts to regain financial self-sufficiency. DFD must also ensure that the public is kept informed of public assistance program needs, priorities and developments.

(b) Currently, DFD is responsible for administering, directing and overseeing the following public assistance programs, which are implemented through the county welfare agencies (CWAs):

1. Temporary Assistance for Needy Families (TANF) (Public Law 104-193, the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA)). In New Jersey, the TANF program is the Work First New Jersey (WFNJ) Program (N.J.A.C. 10:90), which provides assistance to families with dependent children;
2. Refugee Resettlement Program (RRP) (Immigration and Nationality Act, Section 412(a)(9); 45 CFR Part 400);
3. Federal Food Stamp Program (FSP) (Food Stamp Act of 1977 as amended; 7 CFR Part 200; N.J.S.A. 30:4B-2 et seq.).
4. Child Support and Paternity Program (CSP) (Title IV-D, Social Security Act; 45 CFR Part 300); and
5. Child Care and Development Fund (CCDF) (45 CFR Parts 98 and 99).

(c) DFD directs and oversees the WFNJ/General Assistance (GA) Program component for single adults and couples without dependent children (N.J.S.A. 44:8-107 et seq.) which is either administered through municipal welfare departments (MWDs) or pursuant to P.L. 1997, c.37, consolidated with CWAs.

Amended by R.1998 d.452, effective August 13, 1998.  
 See: 30 N.J.R. 3286(a).

In (a), inserted "and funding allocated by the Legislature," following "need" in the third sentence; in (b), rewrote 1 and 3; and rewrote (c).  
 Amended by R.2003 d.194, effective April 15, 2003.

See: 35 N.J.R. 2178(b).

Added (b)6.  
 Amended by R.2008 d.85, effective March 7, 2008.  
 See: 40 N.J.R. 1867(a).

In the introductory paragraph of (b), inserted a comma following "programs"; in (b)3, substituted a period at the end for "and New Jersey Supplemental Food Stamp Program (NJSFSP). NJSFSP provides nutritional assistance to certain categories of noncitizens who were rendered ineligible for the Federal Food Stamp Program by Section 402 of PRWORA;" deleted former (b)4; and recodified (b)5 and (b)6 as (b)4 and (b)5.

### 10:80-1.2 Division of Family Development organizational unit functions

(a) The Office of the Director is responsible for the entire operation of DFD. The Director sets priorities, coordinates efforts, resolves disputes, ensures implementation of Federal and State laws, Federal regulations and applicable court decisions, adheres to departmental policies and ensures that DFD operates in a professional and prudent manner through a network of components.

(b) The responsibilities described in N.J.A.C. 10:80-1.1 are accomplished through functions assigned to the various constituent units of DFD.

1. Office of Information Systems (OIS): The OIS leads and coordinates the design, development and implementation of effective and reliable automated systems in support of DFD programs that promote personal responsibility and self-sufficiency. In order to achieve and maintain overall information systems support, the OIS is organized by major areas of responsibility, as follows:

i. Systems Design and Development is responsible for ensuring that the systems that support DFD programs are effectively maintained. OIS analysts work closely with DFD functional staff, Office of Information Technology (OIT) programming staff and contracted vendor staff in coordinating the process of defining business requirements, documenting those requirements and ensuring that the core support systems accurately reflect those requirements.

ii. Network Operations and Technical Support is responsible for maintaining end user access to DFD supported mainframe and PC based applications for Division staff, CWAs, county probation departments and child care resource and referral agencies (CCR&R). This area is also responsible for supporting DFD's electronic mail system, software distribution and virus protection for over 7,000 PCs Statewide.

iii. Federal Financing and Procurement is responsible for ensuring that all Information Technology (IT) related Advanced Planning Documents (APDs), Requests for Proposals (RFPs) and procurements are effectively documented, submitted timely, and conform to DFD's IT Spending Plan. This area is also responsible for project management of major IT initiatives.

iv. Operational Support and Maintenance is responsible for maintaining Help Desk support for all State and local users of DFD Applications/Systems and for maintaining a distribution operation for the daily delivery of printed systems output (reports, checks, client notices, and so forth) through DFD's contracted courier service. This area is also responsible for developing, implementing and maintaining support systems for internal DFD functions such as contract administration.

2. Office of Budget and Financial Management: The Office of Budget and Financial Management is responsible for preparing, monitoring and revising DFD's spending and budget plans, and providing financial evaluations for new program proposals. Additionally, it participates with administrators within DFD in the development of managerial policies in the area of administrative budgets and spending plans, administrative accounting and purchasing/inventory control. The Office of Budget and Financial Management is organized under the following units with the major areas of responsibility as follows:

i. The Budget Operations Unit performs the following functions:

(1) Preparation of the annual budget for DFD. Additionally, this unit prepares the quarterly spending plan and continuously monitors spending against the annual budget;

(2) Analysis of legislation affecting DFD. This analysis covers expenditures, revenues and cost savings related to legislation affecting DFD. Analysis also includes impact on DFD programs of legislation affecting related programs in other State agencies; and

(3) Preparation of CWA annual budget instructions, CWA Budget allocations and the review of 21 CWA operational budgets.

ii. The Contract and Management Services Unit performs the following functions:

(1) Establishes funding for Division contracts on the Department of Treasury's MACS-E system, processes payments to providers, compiles Federal reporting and management reports and executes contract close outs; and

(2) Provides administrative support services to Division staff, including, coordination of building maintenance services, management of State vehicles, management of building security and provision of mail and delivery services.

iii. The Federal Reporting Unit performs the following functions:

(1) Preparation of reports of expenditures to various Federal agencies on the TANF, Child Care, Child Support and Food Stamp (FS) programs. These reports include both administrative and client benefit expenditures; and

(2) Preparation of reports of expenditures for the GA Program, including client benefit expenditures made by CWAs and municipalities.

iv. The Cost Accounting Unit performs the following functions:

(1) Prepares the Division and CWA cost allocation plans, identifying all administrative costs asso-