

CHAPTER 90

WORK FIRST NEW JERSEY PROGRAM

Authority

N.J.S.A. 30:1-12.

Source and Effective Date

R.2007 d.240, effective July 16, 2007.
See: 39 N.J.R. 832(a), 39 N.J.R. 3936(a).

Chapter Expiration Date

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 90, Work First New Jersey Program, expires on July 16, 2014. See: 43 N.J.R. 1203(a).

Chapter Historical Note

Chapter 90, The Handbook for Home Services Program, was filed and became effective prior to September 1, 1969. Chapter 90, The Handbook for Home Services Program, was repealed by R.1980 d.208, effective May 9, 1980. See: 12 N.J.R. 192(a), 12 N.J.R. 323(a).

Chapter 90, Monthly Reporting Policy Manual, was adopted as R.1982 d.399, effective November 15, 1982. See: 14 N.J.R. 958(a), 14 N.J.R. 302(a).

Pursuant to Executive Order No. 66(1978), Chapter 90, Monthly Reporting Policy Manual, was readopted as R.1987 d.454, effective November 16, 1987. See: 19 N.J.R. 1517(a), 19 N.J.R. 2193(a). Pursuant to Executive Order No. 66(1978), Chapter 90, Monthly Reporting Policy Manual, expired on October 14, 1992.

Chapter 90, Work First New Jersey Program, was adopted as R.1997 d.311, effective July 1, 1997 (to expire January 1, 1998). See: 29 N.J.R. 3287(a).

Pursuant to Executive Order No. 66(1978), Chapter 90, Work First New Jersey Program, was readopted as R.1998 d.42, effective December 10, 1997. See: 29 N.J.R. 3971(b), 30 N.J.R. 389(a).

Subchapter 17, Early Employment Initiative (EEI), was adopted as R.1998 d.383, effective July 20, 1998. See: 30 N.J.R. 1489(a), 30 N.J.R. 3656(a) (operative August 1, 1998).

Subchapter 18, Essex/Atlantic Substance Abuse Research Demonstration, was adopted as R.1999 d.66, effective March 1, 1999. See: 30 N.J.R. 3629(a), 31 N.J.R. 685(a).

Subchapter 19, Kinship Care Subsidy Program (KCSP), was adopted as R.2002 d.349, effective November 4, 2002. See: 33 N.J.R. 4191(a), 34 N.J.R. 3778(b).

Chapter 90, Work First New Jersey Program, was readopted as R.2003 d.226, effective May 5, 2003. As a part of R.2003 d.226, Subchapter 18, Essex/Atlantic Substance Abuse Research Demonstration, was repealed and Subchapter 18, Substance Abuse, and Subchapter 20, The Family Violence Option Initiative, were adopted as new rules, effective June 16, 2003. See: 34 N.J.R. 2713(a), 35 N.J.R. 2670(a).

Chapter 90, Work First New Jersey Program, was readopted as R.2007 d.240, effective July 16, 2007. See: Source and Effective Date.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL PROVISIONS

- 10:90-1.1 Purpose, philosophy and scope of the WFNJ program
- 10:90-1.2 Opportunity and decision to apply
- 10:90-1.3 Immediate need
- 10:90-1.4 Notice and information to client
- 10:90-1.5 Prompt disposition by the county or municipal agency
- 10:90-1.6 Primary source of information

- 10:90-1.7 Nondiscrimination
- 10:90-1.8 Adherence to law and regulations
- 10:90-1.9 No duplication of assistance
- 10:90-1.10 Assistance to non-English speaking applicants
- 10:90-1.11 Release of information by county or municipal agency
- 10:90-1.12 Refusal to apply for eligible benefits
- 10:90-1.13 Change in circumstances
- 10:90-1.14 Issuance of summons or subpoena
- 10:90-1.15 Voluntary quit
- 10:90-1.16 Assignment or transfer of property

SUBCHAPTER 2. NON-FINANCIAL ELIGIBILITY REQUIREMENTS

- 10:90-2.1 General provisions
- 10:90-2.2 WFNJ TANF/GA eligibility requirements
- 10:90-2.3 Time limits on eligibility for WFNJ TANF/GA benefits
- 10:90-2.4 Exemptions from the 60-cumulative-month time limit
- 10:90-2.5 Extensions to the 60-cumulative-month time limit
- 10:90-2.6 Family violence
- 10:90-2.7 Composition of the WFNJ/TANF and WFNJ/GA eligible assistance unit
- 10:90-2.8 Individuals ineligible for WFNJ TANF/GA
- 10:90-2.9 Definition of employable/unemployable persons in WFNJ/GA
- 10:90-2.10 WFNJ TANF/GA citizenship/eligibility requirements
- 10:90-2.11 WFNJ TANF/GA residency requirements
- 10:90-2.12 County/municipal residence for identification
- 10:90-2.13 Temporary absence from the State (WFNJ TANF/GA)
- 10:90-2.14 Responsibility of a parent to report temporary absence of a child from the home
- 10:90-2.15 Child, parent or WFNJ/GA individual in an institution
- 10:90-2.16 Absence for reasons other than institutionalization
- 10:90-2.17 Provisions for minor parents
- 10:90-2.18 Family cap provision for WFNJ/TANF
- 10:90-2.19 Refusal to cooperate with Quality Assurance reviews
- 10:90-2.20 The Supportive Assistance for Individuals and Families (SAIF) Program

SUBCHAPTER 3. FINANCIAL ELIGIBILITY—INCOME, RESOURCES, BENEFITS

- 10:90-3.1 General financial eligibility provisions
- 10:90-3.2 Determining initial financial eligibility for WFNJ/TANF assistance units with dependent children
- 10:90-3.3 WFNJ/TANF-initial allowable maximum income and maximum benefit payment levels (Schedules I and II)
- 10:90-3.4 Determining initial financial eligibility for employable WFNJ/GA assistance units
- 10:90-3.5 WFNJ/GA employable, initial allowable maximum income and maximum benefit payment levels (Schedules III and IV)
- 10:90-3.6 Eligibility/maximum benefit payment levels for WFNJ/GA unemployable single adults and couples without dependent children (Schedule V)
- 10:90-3.7 Computing prorated cash assistance benefits for WFNJ TANF/GA recipients
- 10:90-3.8 Computing the WFNJ TANF/GA monthly cash benefit using disregards for earned and unearned income
- 10:90-3.9 Income—WFNJ TANF/GA
- 10:90-3.10 Resources—WFNJ TANF/GA
- 10:90-3.11 Determining the income of WFNJ TANF/GA assistance units
- 10:90-3.12 Treatment of income and resources from eligible and noneligible individuals in the WFNJ TANF/GA household, as appropriate
- 10:90-3.13 Treatment of income for needy stepparents who are married to a WFNJ recipient parent
- 10:90-3.14 Treatment of income for a non-needy stepparent who is married to a natural or adoptive WFNJ recipient parent

- 10:90-3.15 Eligibility of sponsored aliens and deeming of sponsor's income and resources to a sponsored alien for eligible aliens who entered the United States after August 22, 1996
- 10:90-3.16 Deeming income of parents of minor parents
- 10:90-3.17 WFNJ/GA special payment provisions for other living arrangements
- 10:90-3.18 Treatment of lump sum income WFNJ TANF/GA
- 10:90-3.19 Exempt income
- 10:90-3.20 Exempt resources
- 10:90-3.21 Overpayments and underpayments
- 10:90-3.22 WFNJ TANF/GA case redetermination process
- 10:90-3.23 Payees in WFNJ

SUBCHAPTER 4. WFNJ WORK REQUIREMENTS

- 10:90-4.1 General work requirement provisions
- 10:90-4.2 Work activity participation
- 10:90-4.3 Description of work activities
- 10:90-4.4 (Reserved)
- 10:90-4.5 Conditions under which CWEP and AWEP shall be regarded as employment
- 10:90-4.6 Work activity placement parameters
- 10:90-4.7 The "Individual Responsibility Plan (IRP) Development Tool and Employability Profile" (IDT) (assessment)
- 10:90-4.8 Individual responsibility plan (IRP)
- 10:90-4.9 WFNJ comprehensive social assessment (CSA)
- 10:90-4.10 Deferrals from the work requirement
- 10:90-4.11 Good cause
- 10:90-4.12 (Reserved)
- 10:90-4.13 Sanctions
- 10:90-4.14 Voluntary quit (recipients)
- 10:90-4.15 Removal/lifting and rescission of sanctions
- 10:90-4.16 Sanction accruals
- 10:90-4.17 Effective date of sanctions
- 10:90-4.18 Intent to comply
- 10:90-4.19 Appeals
- 10:90-4.20 Injury compensation for CWEP and AWEP participants
- 10:90-4.21 Failure to comply with work requirements for individuals in post 60-month extension or exemption status

SUBCHAPTER 5. SUPPORTIVE SERVICES

- 10:90-5.1 Introduction
- 10:90-5.2 Child care services
- 10:90-5.3 Child care for special circumstances
- 10:90-5.4 Transportation services
- 10:90-5.5 Work expense allowance
- 10:90-5.6 Medical support services
- 10:90-5.7 Retroactive Medicaid
- 10:90-5.8 Medicaid Special
- 10:90-5.9 Medicaid extension (employment-related)
- 10:90-5.10 Medicaid extension (child support-related)
- 10:90-5.11 Supplemental Work Support Program
- 10:90-5.12 Career Advancement Voucher Program
- 10:90-5.13 Housing Subsidy Program
- 10:90-5.14 Supplemental Living Support (SLS) Program
- 10:90-5.15 Mental Health Initiative
- 10:90-5.16 TANF Initiative for Parents (TIP) Program

SUBCHAPTER 6. EMERGENCY ASSISTANCE

- 10:90-6.1 Availability of emergency assistance
- 10:90-6.2 Persons eligible for emergency assistance
- 10:90-6.3 Kinds of emergency assistance authorized
- 10:90-6.4 Time limitations
- 10:90-6.5 Recipient contribution
- 10:90-6.6 Recipient/agency responsibilities
- 10:90-6.7 Payment for hotel or motel placements
- 10:90-6.8 Intercounty/municipality transfer of EA cases
- 10:90-6.9 Supportive Housing Assistance Program (SHAP) pilot project
- 10:90-6.10 (Reserved)

SUBCHAPTER 7. ADDITIONAL AGENCY RESPONSIBILITIES

- 10:90-7.1 Establishment and maintenance of case records
- 10:90-7.2 Contents of the case record
- 10:90-7.3 Maintenance, custody, movement and transfer of case records
- 10:90-7.4 Issuance of photo identification cards
- 10:90-7.5 Lost or stolen benefits
- 10:90-7.6 Reporting of child abuse and neglect
- 10:90-7.7 Confidential nature of information
- 10:90-7.8 Settlement of suits and claims

SUBCHAPTER 8. SPECIAL PROVISIONS FOR PAYMENT OF FUNERAL AND BURIAL EXPENSES

- 10:90-8.1 Payment of funeral and burial expenses
- 10:90-8.2 Persons who may be eligible
- 10:90-8.3 Funeral and burial contracts
- 10:90-8.4 Definitions and conditions
- 10:90-8.5 Authorization of payment
- 10:90-8.6 Time of payment
- 10:90-8.7 Irregularities
- 10:90-8.8 Requirements pertaining to SSI or Medicaid Only recipients

SUBCHAPTER 9. NOTICES AND HEARINGS IN WFNJ

- 10:90-9.1 Notice to applicant/recipient
- 10:90-9.2 Definitions related to hearings
- 10:90-9.3 Right to a fair hearing
- 10:90-9.4 Rules applicable to WFNJ/GA applicants/recipients
- 10:90-9.5 Responsibilities of the county/municipal agency in processing hearing requests
- 10:90-9.6 Responsibilities of the Division of Family Development
- 10:90-9.7 Responsibilities of the Office of Administrative Law upon transmittal of a contested case from DFD
- 10:90-9.8 Administrative hearings and administrative reviews
- 10:90-9.9 Complaints and adjustment procedures
- 10:90-9.10 Time limitations on entitlement to fair hearings (county and municipal)
- 10:90-9.11 Access to case file and documents prior to hearing
- 10:90-9.12 Representation at hearings
- 10:90-9.13 Disposition of hearing request through withdrawal, abandonment or settlement
- 10:90-9.14 Adjournments
- 10:90-9.15 Hearings involving medical issues
- 10:90-9.16 Decision by Director, Division of Family Development
- 10:90-9.17 Emergency fair hearings

SUBCHAPTER 10. REFUGEE RESETTLEMENT PROGRAM

- 10:90-10.1 Purpose and funding
- 10:90-10.2 Identifying refugees
- 10:90-10.3 INS statuses for RRP
- 10:90-10.4 Resettlement
- 10:90-10.5 Termination of RRP: continued eligibility for assistance
- 10:90-10.6 Eligibility
- 10:90-10.7 Medical assistance and medical expense spend-down
- 10:90-10.8 Social services
- 10:90-10.9 Fair hearings
- 10:90-10.10 Case records

SUBCHAPTER 11. INTENTIONAL PROGRAM VIOLATION

- 10:90-11.1 Definition of intentional program violation (IPV)
- 10:90-11.2 Methods of determining IPV
- 10:90-11.3 Referral for administrative disqualification hearing
- 10:90-11.4 Waiver of right to administrative disqualification hearing
- 10:90-11.5 Administrative disqualification hearing procedures

municipal agency intercession, the new county or municipality of residence shall assume responsibility for the TRA benefits, EA case management, WFNJ case management and cash assistance benefits provided the client remains eligible for EA payments after the recipient makes application for services in the new county/municipality, and pursuant to transfer requirements at N.J.A.C. 10:90-7.

3. When an EA recipient residing in one county or municipality voluntarily takes up residence in another county or municipality, without county or municipal agency intercession, the new county or municipality of residence shall assume responsibility provided the client remains eligible for EA payments, as well as all other monitoring requirements, including any cash assistance benefits, pursuant to transfer requirements promulgated by DFD. The recipient must apply for cash assistance in the new county or municipality and for NJ SNAP benefits in the new county. The time requirements for such transfers as found at N.J.A.C. 10:90-7 shall apply.

4. When a WFNJ recipient voluntarily moves from one county or municipality to another, with or without county or municipal agency intercession, and a subsequent change in circumstances results in the need for EA, the new county or municipality of residence shall immediately assume responsibility to determine eligibility for EA payments, as well as all other monitoring functions, pursuant to case transfer provisions at N.J.A.C. 10:90-7.

5. Any case transfer management disputes which cannot be resolved locally shall be referred to DFD to determine which county or municipal agency has responsibility for administration of the case. The decision of DFD shall be considered final and binding upon all parties involved.

Amended by R.1998 d.42, effective January 20, 1998.

See: 29 N.J.R. 3971(b), 30 N.J.R. 389(a).

Amended by R.2004 d.292, effective August 2, 2004.

See: 36 N.J.R. 1695(a), 36 N.J.R. 3545(a).

In (a), inserted "temporary" before "emergency housing" in the first sentence of 1, added 2, recodified existing 2 through 4 as 3 through 5.

Amended by R.2010 d.239, effective November 1, 2010.

See: 41 N.J.R. 3887(a), 42 N.J.R. 2621(a).

In (a)1, inserted "the" following "When" and inserted the last sentence.

Administrative change.

See: 44 N.J.R. 1529(a).

10:90-6.9 Supportive Housing Assistance Program (SHAP) pilot project

(a) The SHAP pilot project is established pursuant to P.L. 1997, c. 14, §10 (Work First New Jersey Act), approved January 29, 1997, wherein the Commissioner of the Department of Human Services is authorized to waive compliance with the requirements of the Work First New Jersey (WFNJ) program to the extent the Commissioner deems it necessary to conduct experimental, pilot, or demonstration projects, which are likely to help promote the objectives of the WFNJ program. The SHAP pilot project expands upon the provisions governing the granting of extensions of Emergency

Assistance (EA) to recipients of WFNJ/General Assistance (GA) EA as found at N.J.A.C. 10:90-6.4(c), WFNJ/Temporary Assistance for Needy Families (TANF) and Federal Supplemental Security Income (SSI) payments, as found at N.J.A.C. 10:90-6.4(d), provided such individuals continue to need EA and are otherwise eligible for EA in accordance with N.J.A.C. 10:90-6.1.

(b) One purpose of the SHAP pilot project is to extend EA benefits for WFNJ recipients who otherwise qualify for Temporary Rental Assistance (TRA) and may have exhausted at least six months of their 12 cumulative-month lifetime limit on receipt of EA benefits in temporary housing, such as a hotel, motel or shelter and subsequently locate permanent housing; and to recipients whose emergency assistance benefits terminated due to the 12 cumulative-month lifetime limit on receipt of EA benefits and who are experiencing a new housing crisis. The second purpose of the SHAP pilot is to provide WFNJ recipients who are determined permanently disabled, as well as SSI recipients with up to an additional 36 months of EA.

1. Under the SHAP pilot project, WFNJ recipients who are engaged or eligible to engage in employment or a program designed to prepare recipients for competitive employment, may receive up to an additional 12 months of EA, plus up to two six-month extensions (see N.J.A.C. 10:90-6.4), in accordance with the following provisions:

i. Recipients must be in compliance with all WFNJ program requirements, including the EA services plan;

ii. Recipients must be participating or eligible to participate in a Federally defined work activity or, as appropriate, the Substance Abuse Initiative (SAI) or the Mental Health Initiative (MHI);

iii. Recipients must be in receipt of EA benefits and residing in a hotel, motel, or shelter placement paid for by the county or municipal agency, and have exhausted at least six months of their 12-month lifetime limit; or the recipient's emergency assistance benefits terminated due to the 12 cumulative-month lifetime limit on receipt of EA benefits and he or she is experiencing a new housing crisis; and

iv. Recipients must have located permanent or transitional housing and are in need of TRA benefits. The housing must be considered likely to become affordable during the receipt of SHAP benefits, or the housing must be the least costly arrangement and serve to preserve the family structure.

2. SSI recipients and WFNJ recipients who are determined permanently disabled and are in imminent danger of homelessness, shall receive up to 36 months of SHAP when one or more of the following criteria are met:

i. The individual has applied for and is either pending approval or appealing a denial for Retirement, Survivors and Disability Insurance (RSDI) and/or SSI

disability benefits, which shall be supported by a WFNJ/MED-1 form substantiating at least 12 months of disability. The individual shall cooperate with all WFNJ requirements related to applying for RSDI/SSI disability benefits;

ii. The recipient is the sole caretaker of a severely disabled or seriously ill dependent child or family member;

iii. There is recent documentation of long-term medical or psychological problems, which indicates that the individual is unlikely to ever secure and/or maintain employment;

iv. There is documentation of a history of mental and/or physical inability to take care of oneself, resulting in serious potential or actual harm to the individual based on agency observation as documented in the case file. Documentation may be provided from the case record, worker's observations supported by Form WFNJ-6, Work First New Jersey Medical Social Information Report, and/or verification from community-based organizations regarding the individual's mental and/or physical incapacity;

v. There is documentation of a history of recurrent inpatient hospital care or institutionalization due to a clinically/medically diagnosed chronic medical/psychological condition, which renders the individual functionally incapacitated;

vi. The individual is age 62 or above. The individual shall be required to apply for other benefits for which he or she may be potentially eligible, such as RSDI or SSI; or

vii. The individual has been diagnosed as HIV positive with symptoms, or has active AIDS, or is terminally ill and unable to perform activities of daily living.

(c) After receipt of SHAP, if additional assistance is needed, the recipient shall be evaluated for a hardship extension in accordance with N.J.A.C. 10:90-6.4.

(d) Recipients who lost Section 8 housing for non-compliance with Section 8 housing rules and regulations are not eligible for SHAP.

(e) WFNJ recipients must agree to a mandatory vendor-restricted payment for the payment of rent and/or other utilities, as deemed appropriate by the agency.

(f) In accordance with N.J.A.C. 10:90-6.3, (f) the county and municipal agencies are authorized to make the following payments under SHAP:

1. Payment of security deposits shall be made for eligible recipients when permanent housing has been located. Security deposits shall not be counted toward the months in SHAP.

i. If a recipient is placed in temporary housing while awaiting final arrangements for permanent housing, the time spent in temporary housing shall not count toward the SHAP benefit, as long as the recipient is currently receiving EA or is in a hardship extension.

2. Payment of retroactive utilities may be made in accordance with N.J.A.C. 10:90-6.3(a)5 and shall be counted as one month of receipt of SHAP benefits for each two months paid, not to exceed three months of SHAP benefits; and

3. Payment of retroactive rent or mortgage may be made in accordance with N.J.A.C. 10:90-6.3(a)5 and shall be counted month for month toward SHAP benefits.

(g) County and municipal agency responsibilities include, but are not limited to, the following:

1. Determining SHAP eligibility;

2. Developing and updating the EA Service Plan, as appropriate, but not less than every six months;

3. Placing recipients in TRA within three months or as soon as possible;

4. Ensuring that all supporting documentation, including the county or municipal agency's certification of recipient disability/unemployability, shall be maintained in the recipient's case record for recipients determined disabled or unemployable;

5. Referring recipients to appropriate agencies and programs to meet the recipient's needs, which may include, but not be limited to, substance abuse, medical services, and mental health screening and services. Additionally, as appropriate, making necessary transportation arrangements;

6. Documenting that recipients apply for permanent housing including Section 8, public housing, project or tenant-based vouchers, State-Rental Assistance Program and Housing First programs and accept that housing if offered; and

7. Assuring that recipients are referred to apply for SSI, RSDI, or other cash benefits to which the recipients might be entitled. For recipients who have been denied SSI, the agency shall ensure that the recipients follow through with all levels of the appeal process.

New Rule, R.2008 d.313, effective October 20, 2008.

See: 40 N.J.R. 2191(a), 40 N.J.R. 6205(a).

Section was "Reserved".

Administrative correction.

See: 40 N.J.R. 6970(a).

Amended by R.2011 d.068, effective February 22, 2011 (operative April 25, 2011).

See: 42 N.J.R. 1466(a), 43 N.J.R. 424(a).

In the introductory paragraph of (b), deleted a comma following "motel"; and in (b)2vi, substituted "62" for "60".

10:90-6.10 (Reserved)

New Rule, R.2000 d.369, effective September 18, 2000 (operative October 1, 2000).

See: 32 N.J.R. 1695(a), 32 N.J.R. 3433(a).

Recodified from N.J.A.C. 10:90-6.11 and amended by R.2003 d.226, effective June 16, 2003.

See: 34 N.J.R. 2713(a), 35 N.J.R. 2670(a).

In (c), deleted “; or who are otherwise eligible for EA, but will lose eligibility for the EA under the LTCI pilot project after September 30, 2000 due to the LTCI time limits.” in the introductory paragraph; substituted “2002” for “2000” and “2005” for “2003” throughout. Former N.J.A.C. 10:90-6.10, Commissioner’s pilot project for emergency assistance extensions for long term chronically impaired (LTCI) individuals, repealed.

Amended by R.2004 d.292, effective August 2, 2004.

See: 36 N.J.R. 1695(a), 36 N.J.R. 3435(a).

In (d), substituted “WFNJ-MED-1, Examination Report” for “WFNJ-5 (DRS1), Examining Physician’s Report, or WFNJ-5S, Confidential Medical-Psychiatric Examining Physician’s Report” in 1, and substituted “WFNJ-MED-1” for “WFNJ-5 (DRS1) or WFNJ-5S” in 2 and 8.

Repealed by R.2010 d.239, effective November 1, 2010.

See: 41 N.J.R. 3887(a), 42 N.J.R. 2621(a).

Section was “Commissioner’s Long Term Support Program (LTSP) pilot project for emergency assistance extensions”.

SUBCHAPTER 7. ADDITIONAL AGENCY RESPONSIBILITIES

10:90-7.1 Establishment and maintenance of case records

(a) The case record is the official file, whether computerized or hard copy, of forms, chronological narrative, correspondence and other documents pertinent to the application and determination of eligibility for WFNJ benefits. It constitutes a complete record of the county/municipal

agency’s decisions and actions concerning eligibility for assistance in each case. Since it is the record on which decisions to grant, deny or continue assistance in accordance with law and regulations are made, it is mandatory that a case record be established and maintained for every individual who applies for and/or receives WFNJ benefits.

1. Records shall also be established and kept when emergency assistance or service payments are made to or on behalf of SSI recipients. Records shall likewise be established when burial expense payments are made on behalf of non-WFNJ recipients pursuant to the listing of persons who may be eligible for such payments as found in N.J.A.C. 10:90-8.2.

(b) The case record shall be kept confidential as described in N.J.A.C. 10:90-7.7.

(c) It is the right of every applicant for or recipient of WFNJ or his or her authorized representative to review the contents of his or her case file. Applicants or recipients or their authorized representatives shall make an appointment with appropriate agency staff when review of the case file is desired so that the review may take place at the convenience of all the parties. Requests for review shall be responded to in a reasonable amount of time. Applicants shall be given the opportunity to review their case file and to obtain copies of materials contained in their file(s). See N.J.A.C. 10:90-9.11 concerning access to the case file and related documents prior to a fair hearing.

Amended by R.2003 d.226, effective June 16, 2003.

See: 34 N.J.R. 2713(a), 35 N.J.R. 2670(a).

In (c), added the fourth sentence.