

**CHAPTER 80**

**ORGANIZATION OF THE DIVISION OF FAMILY DEVELOPMENT**

**Authority**

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

**Source and Effective Date**

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

**Executive Order No. 66(1978) Expiration Date**

Chapter 80, Organization of the Division of Family Development, expires on August 13, 2003.

**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Chapter 80, Organization of the Division of Public Welfare, was repealed and Chapter 80 was adopted as new rules by R.1989 d.316, effective May 19, 1989.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: 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 assistance 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 to 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.) 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;
4. Federal Low Income Home Energy Assistance Program (HEAP) (45 CFR Parts 16, 74 and 96); and
5. Child Support and Paternity Program (CSP) (Title IV-D, Social Security Act; 45 CFR Part 300).

(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 county welfare agencies.

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).

**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 en-

sures 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): Primarily, OIS coordinates and directs units within DFD involved with the computerization of all programs within the purview of the Division. It also administers and monitors the Federal and State funded program operations throughout the 21 CWAs, Department of Community Affairs, probation departments, and the development and maintenance of all data processing systems to ensure timely and efficient provision of program benefits to eligible households.

i. The task of achieving and maintaining an overall public assistance electronic data management system involves numerous functions as listed below:

(1) Management of feasibility studies, cost benefit analyses, budget estimates, detailed design specifications, systems tests, user orientation/approval and requests for proposal;

(2) Acting as liaison to Electronic Data Processing (EDP) audit and user groups;

(3) Management of production and distribution scheduling, negotiations with distribution vendor (armored courier) and with support vendors (keypunch, printing);

(4) Monitoring the computer terminal network utilization and security procedures as well as all operational system outputs;

(5) Provision of field support in implementing projects approved for EDP conversion/implementation; and

(6) Procurement of equipment and services.

2. Fiscal operations: The fiscal operations segment of DFD is responsible for preparing, monitoring and revising the public assistance portions of DFD's spending plan, and providing fiscal evaluations for 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 fiscal operations of DFD are consolidated with those of the Division of Medical Assistance and Health Services (DMAHS). The Director of Fiscal Operations reports directly to the Deputy Commissioner, Department of Human Services, and functions as a liaison to each Division Director. The fiscal operations are organized under the following three units and major areas of responsibility:

i. The Budget and Federal Reporting unit is responsible for the following functions:

(1) Preparation of reports of expenditures to various Federal agencies on the TANF and food stamp programs. These reports include administrative and client benefit expenditures, including preparation of the DFD and DMAHS cost allocation plan;

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

(3) Analysis of legislation affecting both DFD and DMAHS and preparation of a fiscal impact of expenditures, revenues and cost savings. A determination would also be made of the fiscal impact on existing programs, as they relate to programs administered by other State agencies; and

(4) Analysis of the monthly statements and bills from the Office of Telecommunications and Information Systems and determining the portion to be billed to the 21 CWAs and probation departments. Additionally, collecting and depositing funds received which resulted from those billings.

ii. The Grants and General Services Administration unit performs the following functions:

(1) Administer purchased services contracts, including preparation and execution of contracts with local governmental entities and providers of child care and WFNJ services. This function also includes the determination of funds for periodic disbursements;

(2) Ensuring that utilities, furniture, rent, security and related services are provided to the employees working for both Divisions centrally and in field offices, including other support services such as mail, copying, and supply of stock rooms and storage;

(3) Requiring that child care providers submit monthly reports of expenditures; review and analyze reported expenditures and determine the level of funding to go to each agency as a result of contract executions;

(4) Enforcing work activity service agreements between DFD and other State agencies and providers for services rendered to New Jersey's public assistance population; and

(5) Determining levels of funding and reviewing and monitoring reports of expenditures.

iii. The Purchase, Accounting and Auditing unit performs the following functions:

(1) Procurement of all required goods and services, including obtaining competitive bids, quotes and selecting the appropriate vendor, insuring that all purchases conform to State purchase regulations;

(2) Disbursements to local welfare agencies for both administrative and benefit costs; review of reports of expenditures as submitted; preparation of budget instructions for local agencies and coordination of the review and approval of annual budgets for the 21 CWAs and for selected MWDs;

(3) Coordination of the review of audit reports submitted for the various Federal, State and municipal entities and responding to and remedying of all audit findings;

(4) Reviewing of all vendor invoices and processing them for payment and performing the accounting function for all DMAHS and DFD administration;

(5) Performing special analyses and review of the financial aspects of public assistance programs and staffing at the local agencies;

(6) Recording of child support payments received and reported by the CWAs and acting as a clearing house for collected support moneys and incentives which are due the 50 states or 21 CWAs;

(7) Dealing with the distribution, accounting and reconciliation of the Authorization to Participate (ATP) cards in the Food Stamp Program for the 21 CWAs and handling of all fiscal and reporting activity related to food stamp coupon issuances in accordance with Federal and State regulations; and

(8) Performing all accounting functions for the HEA program and the coordination of activity between banks.

3. Office of Program Support: The Office of Program Support lends support to the various programs for which the Division is responsible by performing the following functions:

i. Maintenance of a system for detection of intentional violations by public assistance recipients and conduct of internal investigations of suspected criminal activity related to assistance programs in the State, counties and municipalities;

ii. Reception and registration of requests for fair hearings from recipients of or applicants for various programs; transmission of hearing requests to the Office of Administrative Law; review of final hearing decisions for action by the Director of DFD; and monitoring implementation of decisions;

iii. Coordination of the preparation, publication, and distribution of Requests for Proposal (RFP) for the Division's special initiatives which includes:

(1) Ensuring that the Department's regulations and policies concerning RFPs are enforced, and supervising the provision of technical assistance to applicants for grants;

(2) Receiving proposals and developing procedures for the review of same;

(3) Preparing funding recommendations to the Director, the Commissioner and the Governor's office as required; and

(4) Developing award letters and maintaining all appropriate logs and records of proposals received; and

iv. Coordination of staff development activities for Division, county and municipal staff. This coordination includes the following:

(1) Determining the number of training sessions required by an identified target population;

(2) Securing resources; both fiscal and non-financial, such as vendors or consultants through the RFP process;

(3) Supervising the development and delivery of training activities, including workshops, training programs, and special presentations;

(4) Evaluating the effectiveness of training activities; and

(5) Serving in an advisory capacity to CWA training supervisors/directors.

4. Office of Child Support and Paternity Programs (OCSPP): Pursuant to Title IV-D of the Social Security Act, and certain other amendments, the OCSPP was established to administer the Child Support Program throughout the State. The OCSPP is responsible for the location of non-custodial parents and alleged fathers, establishment of paternity, establishment and enforcement of child support and health care coverage obligations and the review of obligations for possible modifications in both public assistance and non-public assistance Title IV-D cases.

i. Under the direction of the OCSPP, every county is required to establish a local child support and paternity unit within the public assistance agency. Under the provisions of the Act, OCSPP may enter into cooperative agreements with State and local agencies for child support services and enforcement. These agencies include the Administrative Office of the Courts, county prosecutors, county sheriffs, county law departments, the Department of Labor and the Division of Lottery. The OCSPP oversees all agencies involved in Title IV-D child support activities and ensures that Federal regulations and requirements are met. The OCSPP is also responsible for the Statewide Automated Child Support Enforcement System (ACSES), the State Parent Locator Service (SPLS), the Paternity Opportunity Program, and the State Directory of New Hires.

ii. The OCSPP also operates the New Jersey automated hotline which is available 24 hours a day, seven

days a week, in both English and Spanish, responding to both general and case-specific inquiries using an interface with ACSES.

5. Office of County Operations: The Office of County Operations is responsible for supervising and monitoring the operations of local welfare agencies (county and municipal), providing a channel of communication between such agencies and DFD, and providing policy interpretations of Federal and State regulations to CWA and MWD administrative staff, public and private agencies, and the general public.

6. Administrative Operations: Responsibilities of Administrative Operations include:

i. Direction of all DFD/DMAHS management support services including mailroom, messenger service, records management, telephone, State cars, stockroom, inventory, security and the operation of the copy management center;

ii. Facility operations/modifications for central office complexes and all field offices; and

iii. With regard to the 21 CWAs, pursuant to Public Law 1984, Chapter 14, the Division is responsible for the review and analysis of all collective bargaining agreements between CWAs and their respective labor organizations; for the review of the staffing portion of CWA budgets; to administer a merit system of personnel administration including review for approval of personnel actions and classification requests for the Somerset CWA since that agency is not covered under Civil Service law and regulations; and to respond to procedural questions and provide technical assistance.

7. Office of Planning and Operations Review: The Office of Planning and Operations Review (OPOR) includes the Bureau of Quality Control, the Bureau of Research and Statistics, and the Ad Hoc Programming Group. OPOR responsibilities include:

i. Collection, processing and analyzing of basic data descriptive of Division programs and service populations, including the development of caseload projections and program modeling;

ii. Direction of all processes related to the ongoing evaluation of New Jersey's public assistance programs, including Work First New Jersey (TANF and GA components), Food Stamp, Emergency Assistance, Home Energy Assistance), including: coordination of the collection of information; review and analysis of collected information; and development of data processing requirements for management information needs;

iii. Ensuring that all Federal and State reporting requirements are met;

iv. Coordination of research and analysis functions and quality control review activities in a comprehensive Statewide corrective action process for the TANF, Food Stamp and WFNJ/GA programs; and

v. Representation of the Division in negotiations and continuing relationships with research and evaluation contractors and with the Federal research community.

8. Office of Human Resources: This unit is responsible for the following:

i. Carrying out all personnel-related human resource functions, including announcement of promotional examinations;

ii. Certification of lists; disposition and appointments from promotional and open competitive lists; processing all necessary forms for appointments, terminations, and salary increases, and maintenance of employee records; and

iii. Control of position classification, job postings, payroll, health benefits, timekeeping; contract administration; and processing of grievances and disciplinary actions.

9. Office of Policy and Standards Development (OPSD): This unit is responsible for the following:

i. Developing and recommending policy for all the public assistance programs, including the Federal Food Stamp Program, the Work First New Jersey (TANF and GA components), and providing policy interpretations of the rules and regulations pertaining to these programs to county and municipal agencies, public and private agencies, and the general public.

ii. Timely preparation (in accordance with State and Federal law, Federal regulations and applicable legal decisions) of accurate, concise and easily understandable policy and regulatory material;

iii. Translation, into Spanish of all appropriate forms, pamphlets and notices developed by DFD;

iv. Analysis of Federal and State legislation impacting on programs administered by DFD; and

v. Preparation of comments on pending legislation affecting the responsibilities of DFD and provision of assistance in drafting legislation, when required.

10. Home Energy Assistance (HEA) Office: The HEA office administers the Low Income Home Energy Assistance Program (LIHEAP) and provides technical assistance to county welfare agencies, the Department of Community Affairs, community based organizations which provide services and public utilities. As a result of a Memorandum of Understanding (MOU) between the Department of Human Services and the Department of Community Affairs, the Department of Community Affairs accepts responsibility for processing heating, cooling and emergency applications within the HEA Program. The Department of Human Services retains the Food Stamp automatic payment portion of the program.

11. Child Care Operations (CCO): The CCO unit is responsible for the administration and supervision of child care services provided under the Federal child care development fund (CCDF). The objective of the unit is to develop and maintain an effective, efficient, quality State-wide child care administrative operations and assure for the uniform provision of quality child care services to all income eligible families in New Jersey. The unit is responsible for the following functions:

- i. Providing training to agency staff on program and policy issues;
- ii. Providing technical assistance support to agencies for the management and operations of their child care programs;
- iii. Monitoring child care contract compliance in accordance with State and Federal regulations; and

iv. Facilitating collaborative working relationship with other community agencies in the design and implementation of local and Statewide child care initiatives.

Amended by R.1998 d.452, effective August 13, 1998.

See: 30 N.J.R. 3286(a).

Rewrote (b).

#### **10:80-1.3 Public information requests**

The public may obtain information or copies of the various officially promulgated manuals, upon payment of the requisite fee, by addressing inquiries to: Director's Office, Division of Family Development, PO Box 716, Trenton, NJ 08625-0716.

Amended by R.1998 d.452, effective August 13, 1998.

See: 30 N.J.R. 3286(a).