

CHAPTER 2**COUNTY HUMAN SERVICES ADVISORY COUNCILS AND THE STATE HUMAN SERVICES ADVISORY COUNCIL****Authority**

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

Source and Effective Date

R.1997 d.328, effective September 15, 1997.
See: 29 N.J.R. 747(a), 29 N.J.R. 4125(a).

Executive Order No. 66(1978) Expiration Date

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, expires on September 15, 2002.

Chapter Historical Note

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, became effective January 5, 1987 as R.1987 d.17. See: 18 N.J.R. 1777(b), 18 N.J.R. 124(a). Pursuant to Executive Order No. 66(1978), Chapter 2 was readopted as R.1992 d.28, effective December 11, 1991. See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a). Pursuant to Executive Order No. 66(1978), Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, expired on December 11, 1996.

Chapter 2, County Human Services Advisory Councils and the State Human Services Advisory Council, was adopted as new rules by R.1997 d.328, effective September 15, 1997. See: Source and Effective Date.

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SUBCHAPTER 2. STATE HUMAN SERVICES ADVISORY COUNCIL

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SUBCHAPTER 1. COUNTY HUMAN SERVICES ADVISORY COUNCILS**10:2-1.1 Purpose and scope**

(a) County Human Services Advisory Councils (CHSACs) are appointed by the government of each county to review county-level human service activities and to serve as the primary vehicle for making local recommendations to

assist the New Jersey Department of Human Services' decision making.

1. The Board of Chosen Freeholders or County Executive can appoint their HSAC within county government or select a private non-profit agency to fulfill this function. If the county government does not establish an HSAC, the New Jersey Department of Human Services may establish a substitute committee for an Advisory Council within the county, at the discretion of the Commissioner, when the Commissioner determines that there is a need for input to the Department on planning, policy and spending in that county.

(b) County Human Services Advisory Councils' activities include, but are not limited to:

1. Facilitation and coordination of the Department of Human Services' annual public budget review process in each county;
2. Review and comment on human services proposals;
3. Preparation of allocation, reduction, or reallocation plans including those required for the Social Services Block Grant (including formula funds), State appropriations for the homeless, and other funding streams as required by the Department of Human Services;
4. Review of existing purchase-of-service contracts;
5. Review of relevant plans for other funding sources and service systems which impact on the target populations;
6. Coordination and consolidation of the local human services delivery systems;
7. Development and implementation of a county human services plan which recommends service and funding priorities to meet local needs; and
8. Designation of appropriate representation for participation on the State Human Services Advisory Council.

(c) County Human Services Advisory Councils shall be comprised of provider representatives, consumers of human services, and other concerned individuals and shall be generally reflective of the demographic characteristics of their respective county populations.

Amended by R.1992 d.28, effective January 6, 1992.
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Added (b)1, 6 and 7; in (b)3, added Social Services Block Grant, appropriations for homeless, Peer Grouping and other funding; and deleted (d).

10:2-1.2 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Consumer” means a person who is, or has been, a recipient of public or private human services; or a consumer advocate (that is, a volunteer or member of an advocate group or a person representing the interests of specific consumer groups).

“Contracting process” means the action by which the New Jersey Department of Human Services enters into a written agreement with the chief executive officer of county government, where applicable, the Board of Chosen Freeholders, where applicable, or the board of directors of an organization designated as a CHSAC to perform specific levels of service, planning objectives, and to receive funding as set forth by the Department.

“Department” means the New Jersey Department of Human Services.

“Family member” means a spouse, child, parent, guardian, or a sibling of a person who is, or has been, a recipient of public or private human services.

“Minority interest representative” means members of major under-served groups, such as the aged (over 60), females, blacks, or Hispanics.

“Provider representative” means an employee, board member, or other volunteer of an entity which is eligible to hold a contract(s) with the Department of Human Services.

“Target populations” means those populations currently under the purview of the New Jersey Department of Human Services, such as children and families in need of services, particularly child welfare and protective services, persons who are severely/persistently mentally ill, persons who need child care, persons with developmental disabilities, low income persons and public assistance recipients, blind and visually impaired persons, persons who are deaf or hard of hearing, the disabled elderly, homeless individuals and families, other disabled persons, Medicaid recipients/beneficiaries, and under-served populations requiring services from the Department.

Amended by R.1992 d.28, effective January 6, 1992.
See: 23 N.J.R. 3259(a), 24 N.J.R. 95(a).

Added “Family member” and amended “Consumer”, “Minority interest representative” and “Target populations”.

10:2-1.3 Membership requirements

(a) To receive and maintain department approval, County Human Services Advisory Councils shall contain the membership delineated in (a)1 through 13 below. CHSACs shall establish term limits for each member, including a provision to ensure that no member holds more than two consecutive three-year terms. After serving six years, a member can be re-appointed after a period of one year has elapsed. Term limits shall not apply to the following categories: County Freeholder or County Executive, County Welfare Agency (CWA) Director or equivalent, DYFS District Office Manager, or their designees, and consumers, consumer advocates and family members.

1. Public and private provider representation, which shall be comprised of both public and private human services provider representatives. Provider representation shall include employers, board members, or volunteers of an entity which is eligible to hold a contract(s) with the Department of Human Services. In this instance, agencies are defined as eligible for a contract with DHS if their primary function is the delivery of human services. Other entities will be included if they have a past or current contract with the Department of Human Services. Therefore, school systems, churches, housing authorities, and other organizations will not be in this category unless they have a contract. Individuals working for these entities will be considered providers if their function is the delivery of human services (for example, school social worker, housing authority social services employee). Provider representative membership shall not exceed 49 percent of the total membership. Provider representative membership shall represent as many target populations and service areas encompassed by the Department as possible. Representation shall include:

- i. The County Freeholder or County Executive, or a designee;
- ii. The County Welfare Agency Director or designee; and
- iii. The County Division of Youth and Family Services' District Office Manager, or another Division of Youth and Family Services' designee;

2. Staff of the Department of Human Services, as designated by the Commissioner, as an ex-officio, non-voting member;

3. Consumer, consumer advocate and family member representation, which shall be at least 25 percent of the total council membership. Current or former recipients of service and family members shall constitute one-half of consumer membership. Consumer, consumer advocates and family members shall represent a cross-section of the human services community and target populations, as defined in N.J.A.C. 10:2-1.2;

4. Demographic representation, which shall reflect the county's demographic make-up in terms of age, ethnicity and sex, according to the latest census data. Minority interests shall be represented in number(s) at least proportionate to the minority composition of the county;

5. Target population and service area representation, to the fullest extent possible;

6. State representatives, as indicated by the meeting agenda, from the Department's Divisions. Participation by these departmental employees shall be in an ex-officio, non-voting capacity. The official representative of the Department to the CHSAC shall be responsible for ensuring coordination and participation from these Divisions when necessary;