

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

Authority

N.J.S.A. 52:14B-3(1) and 52:14B-4(b).

Source and Effective Date

R.1993 d.518, effective September 27, 1993.
See: 25 N.J.R. 4931(a).

Executive Order No. 66(1978) Expiration Date

Chapter 80, Organization of the Division of Family Development, expires on September 27, 1998.

Chapter Historical Note

Chapter 80, originally Organization of the Division of Public Welfare, was filed and became effective August 23, 1984 as R.1984 d.409. See: 16 N.J.R. 2434(a). The rules were repealed and new rules adopted, effective May 19, 1989, as R.1989 d.316. 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 was readopted as R.1993 d.518.

See: Source and Effective Date.

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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 financial assistance and related services, based on existing standards of need, 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. Aid to Families with Dependent Children (AFDC)
(Title IV-A, Social Security Act; 45 CFR, Part 200; N.J.S.A. 44:10-1 et seq.);
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. 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 General Assistance (GA) Program (N.J.S.A. 44:8-107 et seq.) which is administered through municipal welfare departments (MWDs). It also costs the appropriate charges for health care services authorized for General Assistance recipients.

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): Primarily, OIS coordinates and directs units within DFD involved with the computerization of the public assistance programs. It also administers and monitors the federally funded HEA program operation through the 21 CWAs and the development and maintenance of the HEA data processing system 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 analysis, budget estimation, detailed design specifica-

tions, programming systems tests and users orientation/approval;

(2) 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; and

(5) Providing field support in implementing projects approved for EDP conversion/implementation.

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.

i. The following highlights the functions assigned to Fiscal Operations:

(1) Account for all administrative and public assistance expenditures in the 21 CWAs and 567 MWDs;

(2) Coordinate the CWA budget process and act as cost consultants to CWAs, MWDs and units within DFD;

(3) Implement and revise the Cost Allocation Plan, provide fiscal procedures, information and monthly reports of fiscal data;

(4) Distribute, account for and reconcile the Authorization to Participate (ATP) cards in the Food Stamp Program for the 21 CWAs and handle all fiscal activity relating to food stamp coupon issuances in accordance with Federal regulations;

(5) Record child support payments received and reported by the 21 CWAs and act as a clearing house for collected support monies and incentives which are due the 50 states or 21 CWAs within New Jersey; and

(6) Perform all the accounting functions for the HEA program and coordinate activity between banks.

3. Office of Program Regulations (OPR): OPR has responsibility for developing and recommending policy for all the public assistance programs, including the Federal Food Stamp Program, and providing policy interpretations of General Assistance rules and regulations to municipal welfare directors, public and private agencies, and the general public. It prepares comments on pending legislation affecting the responsibilities of DFD and assists in drafting legislation when required.

i. Specific functions with respect to the Office of Program Regulations are as follows:

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

(2) Translation, into Spanish, of all appropriate forms, pamphlets and notices developed by DFD;

(3) Development of allowance standards and benefit levels;

(4) 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;

(5) Determine appropriateness of charges for health care services including charges for medication from pharmacy providers, authorized by MWDs; and

(6) Receive and register requests for fair hearings from recipients/applicants of various programs. Transmit hearing requests to the Office of Administrative Law. Review final hearing decisions for action by the Director. Monitor implementation of decisions.

4. Office of Child Support and Paternity Programs (OCSPP): Pursuant to Title IV-D of the Social Security Act, and certain other amendments, the State has established the OCSPP to administer the Child Support Program throughout the State. The OCSPP acts to locate absent parents, establish paternity and/or child support obligations and to recover past due child support payments in order to preclude non-welfare families from requiring public assistance to survive and to reduce the general tax burden on the public. Under the direction of this Office, every County has been required to establish a local Child Support and Paternity Unit within the welfare agency. Also under the provisions of the Act, OCSPP has entered into cooperative agreements with State and local agencies involved in the collection of child support. These agencies include the Administrative Office of the Courts, county probation departments, county prosecutors, county adjusters, county sheriffs, county law departments, and Juvenile and Domestic Relations Court intake units. The OCSPP supervises and directs the activities of all agencies involved in the collection of child support and ensures that Federal regulations and requirements in regard to the collection of child support are met. The OCSPP also operates the State Parent Locator Service (SPLS) which has direct access to other State agency files, that is, Labor, Motor Vehicles, Treasury, Corrections, and to the Federal Parent Locator Service, Social Security Administration, Internal Revenue Service, Veterans Administration, and so forth. SPLS is also available to non-public assistance persons as well as individuals receiving public assistance benefits.

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 administrative staff, public and private agencies, and the general public.

6. Administrative Operations: Responsibilities of Administrative Operations include:

i. Direct all DFD management support services including mailroom, messenger service, records management, telephone, State cars, inventory, security and word processing center;

ii. Develop training programs for presentation to the staff of DFD, other State agencies, CWAs and MWDs; coordinate training activities sponsored by other agencies; evaluate educational leave requests and manage tuition aid process for DFD staff;

iii. Carry out all personnel related functions including announcement of promotional examinations, responsibility for certification, disposition and appointments from promotional and open competitive lists, processing all necessary forms for appointments, terminations, salary increases and maintenance of employees' records; and

iv. 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; review the staffing portion of CWA budgets; review for approval of all county personnel actions and classification requests (for the Somerset CWA only since that agency is not covered under Civil Service law and regulations); respond to procedural questions and provide technical assistance; and, conduct evaluation of overall personnel operations in the CWAs.

7. Office of Planning and Operations Review: The responsibilities of the Office of Planning and Operations Review are to maintain caseload figures and projections; prepare and tabulate various required statistical reports for publication for Federal, State and county use as well as private agencies, and produce the sample selection of public assistance cases for quality control purposes. Other responsibilities include:

i. Coordination of the quality control case review process, analysis of quality control statistics for error trends, and recommendation of action to reduce errors;

ii. Coordination of other agency reviews; and

iii. Maintenance of quality assurance for the Division.

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, CN 716, Trenton, New Jersey 08625.