

State of New Jersey
Department of Institutions and Corrections
Division of Welfare

BUREAU OF ASSIGNMENT

REGULATION # _____
Ruling #1

ISSUED: May 1, 1950
(Date)

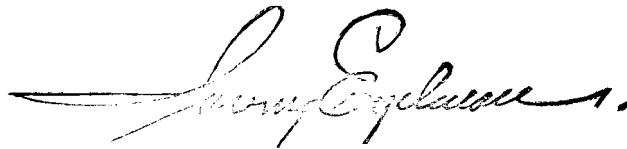
REV.: _____
(Date)

Supplement #1 8/53

TITLE: Case Record Forms

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-6



Bureau of Assignment

Approved: _____

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

May 1, 1950

RULING NO. 1

CASE RECORD FORMS

Citation
of Law

1. Section 6 of Title 44, Chapter 7, R.S., provides that the State Division "..... shall prescribe a uniform system of records and accounts in relation to old age assistance to be kept by the county welfare board..... Said division shall prescribe, subject to the approval of the commissioner, a form of application, the manner and form of all reports and records....."

Purpose
of Ruling

2. This Ruling, issued pursuant to the cited statutory provision, is intended to

- (a) prescribe and identify certain forms to be known as case record forms;
- (b) establish general rules for their preparation, maintenance and custody.

Definitions
of Case Re-
cord Forms

3. Case record forms, as referred to in this Ruling, shall include:

- (a) Form OA-1 which establishes a formal record of the applicant's request for old age assistance to the county welfare board;
- (b) Form OA-2A which summarizes selected social data on the applicant and his family;
- (c) Form OA-2B which presents an inventory of the client's financial assets.
- (d) Form OA-3A which provides for narrative recording of facts concerning eligibility and of continuing activity between the client and the county welfare board;
- (e) Form PA-3a which presents initial detailed computations relating to allowances and income;
- (f) Form PA-3b which presents initial detailed computations evaluating the responsibility of the client's relatives;
- (g) Form PA-3c which comprises:
 - (1) the final budget statement as defined in Chapter 100 of Ruling No. 3;
 - (2) a record of the agency's recommendation;
 - (3) the authorization for a temporary grant;
 - (4) the decision of the county welfare board;
 - (5) an application form for continuance of old age assistance.

Preparation
of Case Re-
cord Forms

4. Preparation of case record forms is required as follows:

- (a) All of the case record forms listed in section 3 shall be prepared (except Forms PA-3a and PA-3b only when applicable) in connection with:

- 2 -

- (1) new cases;
 - (2) cases transferred from another county;
 - (3) cases previously withdrawn, dismissed, denied, or discharged which are being reconsidered six months or more after such action.
- (b) Specified case record forms shall be prepared in connection with the following as indicated:
- (1) cases previously withdrawn, denied, or discharged which are being reconsidered within the six months period after such action require Forms OA-3A and PA-3c, and PA-3a and PA-3b whenever applicable; in such cases the application and affidavit form on the reverse side of Form PA-3c shall be executed, modified for the purpose by striking out the phrases "continuance of" and "a recipient of assistance" where they appear;
 - (2) continuances require Forms OA-3A and PA-3c, and PA-3a and PA-3b whenever applicable; in such cases the application and affidavit form on the reverse side of Form PA-3c shall be executed;
 - (3) cases being discharged require Forms OA-3A and PA-3c, PA-3a and PA-3b whenever applicable; except that Form PA-3c may be eliminated if the reason for closing does not involve any budgetary computation and if the recommendation for closing, with attesting signature, and the decision of the board, with attesting signature, are recorded at the end of the summary report on Form OA-3A as distinct entries, separate from other narrative recording.
 - (4) changes in grant, except medical changes, at times other than regular continuances, require Forms OA-3A and PA-3c, and PA-3a and PA-3b whenever applicable.
- (c) The phrase "whenever applicable", as used in subsections (a) and (b) immediately preceding, has the following meaning:
- (1) Form PA-3a is applicable, and shall be prepared, only if the process of determining the amount of the client's entitlement to assistance (or lack of entitlement) involves detailed computations which cannot be shown in full on Form PA-3c. Thus, for example, in the case of a client living alone, or one living in a commercial boarding arrangement, all essential data for determining the amount of grant can be shown on Form PA-3c; the preparation of Form PA-3a, being a mere matter of duplication without adding significant information or analysis, is therefore not required in such situation.
 - (2) Form PA-3b is applicable, and shall be prepared, where there is more than one legally responsible relative whose responsibility is required to be evaluated by the particular method for which provision is made on Form PA-3b.

- 3 -

Duplica-
tion of
Case Re-
cord
Forms

5. The number of copies to be prepared initially, and the preparation and use of duplicate copies, shall be governed as follows:

- (a) Except for Form OA-1, which shall be initially prepared in duplicate so that an exact copy may be furnished to the applicant, all case record forms referred to in this Ruling shall routinely be prepared in single original copy;
- (b) Selected forms, or selected portions of forms, or selected portions of the case record, or the whole of certain case records, may be duplicated in one or more copies from time to time as occasion requires to accomplish a necessary and valid administrative purpose, upon order of the Director, the Deputy Director, the Welfare Board, or the State Division; but all such copies shall be clearly marked and identified as UNVERIFIED COPY or CERTIFIED COPY, whichever is appropriate, and the distribution and use thereof shall be limited to the persons having a legitimate concern with the administrative purpose to be served and shall be limited to the period of time necessary for the accomplishment of such purpose.*

Authenti-
cation of
Case Re-
cord
Forms

6. Case record forms must be validated by signatures as indicated on the respective forms. Required signatures may be accomplished as follows:

- (a) The original of each form must bear the full written signatures of the client (which may be accomplished by witnessed mark if the client is unable to write) and of other witnesses wherever these are required;
- (b) The original of each form must bear the personal signatures of the worker, supervisor or other staff members wherever these are required, which signatures may be accomplished by initials or other abbreviation, if personally written by the individual concerned.
- (c) The original of each form must bear the personal signatures of the Director or Deputy Director wherever these are required, which signatures may be accomplished by typescript or facsimile signatures if personally initialed by an authorized member of staff.

Mainten-
ance and
Custody of
Case Re-
cord Forms

7. The maintenance and custody of case record forms shall be governed as follows:

- (a) The original case record forms relating to each applicant or recipient, including any forms not specifically enumerated in this Ruling but which by other rules or regulations are now or hereafter identified as case record material, together with all related correspondence, memorandums, documents, etc.,

* In this connection, the provisions of Ruling No. 20, "Confidential Nature of Records", are also applicable.

- 4 -

shall constitute the official "case record" for each such person, and all material so described shall be maintained in a folder, jacket, or envelope bearing the appropriate registration number;

- (b) the "case records" shall be filed in fire-resistant cabinets and indexed, and may be subdivided or subclassified both as to filing and indexing, in whatever manner is prescribed by the director of welfare as best suited to local administrative use and control, provided that in any event it shall be possible to locate immediately the whole of any case record either by name or registration number;
- (c) no case record or official portion thereof shall be removed from its designated filing cabinet without an identifying record of the person to whose use and custody it is being made available, and each such case record or official portion thereof shall be returned to a designated filing cabinet at or before the close of each day's business;
- (d) no case record or official portion thereof shall at any time be removed from the offices of the county welfare board except at the specific authorization of the Director or Deputy Director and in his personal custody, actual or constructive;
- (e) no case record or official portion thereof shall be destroyed or otherwise removed permanently from its designated filing cabinet unless and until
 - (1) it is transferred in its entirety to the custody of some other county welfare board as authorized in Ruling #8, or
 - (2) it is destroyed by specific authorization of the State Division after having been reduced to official microfilm record.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

No. 1 - Insert in Handbook under section "Rulings and Bulletins".
Destroy Ruling No. 1 issued April 21, 1949.

State of New Jersey
Department of Institutions and Agencies
Bureau of Assistance

Rev. 8/53

SUPPLEMENT NO. 1 TO RULING NO. 1

INSTRUCTIONS FOR APPLICATION FORM ODG-1

I. INTRODUCTION

New Form
ODG-1

This supplement provides instructions for the use of a new application blank hereafter referred to as ODG-1. Form ODG-1 is to be used by county welfare boards for both Old Age Assistance and Disability Assistance. (This same form will be used by the municipal welfare departments for General Assistance applications.) Form ODG-1 is to be used for new applications, reapplications, reopened cases, transferred cases, and for applications requesting continuation of assistance.

Program
Interpretation

A person shall not execute an application (Form ODG-1) until an official agency representative has interpreted to him the eligibility requirements and services of the program for which he wishes to apply.

Fair
Hearing

An applicant shall be provided a verbal interpretation of the fair hearing procedure during the initial interview, and his attention shall be specifically directed to the written explanation which appears on the reverse side of Form ODG-1.

A duplicate copy of Form ODG-1, as executed by the applicant, shall be furnished him, except on applications for continued assistance.

Administra-
tive Control
of Form ODG-1

The form shall always be executed in the presence of an official representative of the agency, whether in or outside the agency office. Form ODG-1 shall not be mailed to anyone in response to an inquiry or request for assistance by letter or telephone, nor shall it be furnished to an applicant, or other person, to take from the office for execution outside the presence of an agency representative. If, during an initial interview, the individual remains undecided about proceeding with an application, he shall be requested to return to the office, or to notify the agency within a reasonable time limit regarding his decision. (See County Series No. 3, Intake Procedures.)

Municipal welfare departments are instructed to use Form ODG-1 only for General Assistance applications, and to refer persons who wish to apply for OAA and DA to the appropriate county welfare board.

Execution of
Form ODG-1

There shall be careful discussion with the applicant about the importance of supplying complete and accurate information to facilitate consideration and determination of his eligibility. His attention shall be specifically directed to the statements concerning authorization to investigate, confidentiality of information, and penalties for misrepresentation, which appear on the form immediately preceding his signature.

Once Form ODG-1 has been executed by the applicant, no changes or additions shall be made except for items C., D. and E., which relate to registration by the agency.

#2 Instructions for Application Form ODG-1, Rev. 8/1953

II. SPECIFIC INSTRUCTIONS FOR COMPLETING FORM

A. Name

Enter name of person applying for assistance. Do not enter name of authorized agent here.

B. Address

"Street" - enter name of street or road and number of house where applicant is living, if available.

"Municipality" - enter name of municipality in which applicant is living.

"County" - enter name of county in which applicant is living

"P.O. Address" - use only when post office (mailing) address differs from "street" and "municipality" addresses, mentioned above.

C. Registration Number

Enter county identification letter, program identification letter and registration number assigned to case. If a registration number has been previously assigned to the case by the same agency, the former number shall be used.

D. Date Registered

Enter date application is registered by the agency. The date entered shall correspond to the official registration date as entered on ODA-7 even though Form ODG-1 may be executed on a different date.

No date is to be entered in item(D) when item(E) Status, is checked "CA."

(See County Series #3, Intake Procedures, pages 3-6; Ruling #4, Reports on Receipts and Disposition of Applications)

E. Status

Check status of case according to instructions in Bulletin No.14, Section A., and Ruling #4, for definitions of NA, RA, RO, TR.

CA - to be checked when recipient is applying for continuation of assistance.

F. Type of Assistance

Check type of assistance requested.

#3 Instructions for Application Form ODG-1, Revised 8/53

G. Name

On line 1, enter name of applicant - the same name as entered after "Name of Applicant" in (A), above. (The additional lines have been provided for the use of municipal welfare departments.)

H. Birthdate or Age

Enter birthdate whenever available or age in years if birthdate is not known.

I. Relationship to Applicant

Not to be used by county welfare boards.

J. Signature of Applicant

Applicant must sign here unless application is being made by authorized agent. If applicant cannot write name, he must make his mark, witnessed by member of agency staff.

K. Signature of Authorized Agent

If authorized agent is applying for applicant, he must sign his name and list his address and relationship to the applicant.

This section will be used only if there is a reasonable doubt of the client's mental competency and an authorized person is making the application on the person's behalf, or when a legal guardian is acting for a person. (See County Series #3, Section 14. A. and C.)

L. Affidavit

Following "Personally appeared before me _____", insert name of applicant or name of authorized agent, whichever one signed Form ODG-1 on signature line (J) or signature line (K).

In all instances the affidavit will be witnessed by a representative of the agency.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Chief
Bureau of Assistance

Approved: 8/11/53
Elmer V. Andrews
Director of Welfare

Ruling Series. Supplement No. 1 to Ruling No. 1. Insert in Handbook under section "Rules and Bulletins". Destroy Supplement No. 1 to Ruling No. 1, issued October 15, 1952.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #2

ISSUED: April 1, 1950
(Date)

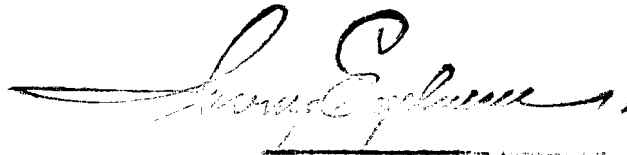
REV.: _____
(Date)

Supplement #1, 3/2/54

TITLE: Burial-Funeral Payments

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-13



Bureau of Assistance

Approved: _____

Department of Institutions and Agencies
Division of Old Age Assistance

April 1, 1950

RULING NO. 2

BURIAL AND FUNERAL PAYMENTS

Citation
of Law

1. This Ruling is issued pursuant to Sections 13, 15, and 25, Title 44:7, Revised Statutes of New Jersey, as amended, relating to payments by the county welfare board for the burial and funeral expenses of deceased recipients of old age assistance.

General In-
terpretation
of Statutory
Provisions

2. The statutory provisions are interpreted as having the following general purposes:

(a) to establish cost limitations within which the county welfare board may participate in the burial and funeral expenses of deceased recipients: payment of not more than \$200 toward such expenses is authorized, provided total cost of such expenses does not exceed \$250;*

(b) to define such cost limitations as relating to the total costs involved in accomplishing the interment or cremation of a deceased recipient, that is, including both burial (or cremation) and funeral expenses;

(c) to express a legislative intent that payments by the county welfare board for such expenses are not authorized as a flat benefit automatically payable at death, but as a means of supplementing the resources of the deceased recipient, of his family, and of volunteer contributors, only when and to the extent found necessary; provided, however, that in any event the first \$200 of the decedent's estate, or, if there be an insufficient estate or none at all, the first \$200 of any real or personal property of the decedent held by the county welfare board, shall be made available for burial and funeral expenses if the total cost limitation of \$250 is not violated.

(d) to include within the group eligible to be considered for such payments those recipients who, on or after October 1, 1949, are admitted or committed to a tax-supported institution prior to death;

(e) to absolve the county welfare board of any liability to make such payments for costs incurred under a contract made without the knowledge and consent of the board;

(f) to provide that the cost of any such payments, when disbursed from assistance funds, shall be apportioned between state and county funds in the ratio 75%-25% on and after October 1, 1949.**

* With respect to individuals whose deaths occurred prior to October 1, 1949, payment by the welfare board is limited to \$150, provided total cost did not exceed \$200.

** With respect to disbursements made prior to October 1, 1949, the formula for division of costs between state and county funds is $87\frac{1}{2}\%$ - $12\frac{1}{2}\%$.

- 2 -

General
Principles

3. The following general principles are declared to be in definition of the intent and purposes of this Ruling and shall themselves have the force and effect of rule and regulation:

(a) Every recipient of old age assistance, coming within one of the classes defined in section 6 below, shall have the opportunity for appropriate burial (or cremation), including funeral service, and such opportunity shall be afforded at public expense where not otherwise available.

(b) The right and obligation to arrange and contract for the burial and funeral service of any deceased person rests with his next of kin and personal representatives. The county welfare board shall not arrange and contract directly for the burial and funeral service for a deceased recipient, nor "authorize" such services, nor make an absolute commitment to pay for such services, except under the circumstances specified in section 4.

(c) The funeral director, and the next of kin or other persons willing and able to order and purchase burial and funeral service for a deceased recipient, have the right freely to contract with one another, and no such contract is or shall be impaired or controlled by these regulations, so long as the contract (1) does not contemplate or result in the filing of a claim against the county welfare board, (2) does not contemplate or result in the use of resources legally belonging to the estate of the decedent to an amount greater than \$200 or for a burial and funeral cost exceeding \$250; and (3) does not contemplate or result in the use of insurance proceeds, death benefit payments, or other resources the existence or nature of which was concealed from or misrepresented to the welfare board.

(d) A claim filed against a county welfare board by a funeral director, pursuant to these regulations, is not a bill of demand for payment owing under a contract, but merely a request for allowance to be granted or denied in the discretion of the welfare board consistent with this Ruling, except where the welfare board has directly arranged and contracted for the funeral director's services under the circumstances authorized in section 4 below.

Conditions
Limiting
Direct Con-
tracts by
Welfare
Board for
Burial and
Funeral
Services

4. Whenever any recipient of old age assistance, coming within one of the classes defined in section 6 below, shall die, and neither next of kin nor personal representatives are available to exercise their right and obligation to arrange and contract for the burial and funeral services of the decedent, the welfare board may, on its own authority and in its own name, arrange and contract directly with any funeral director for such services, provided, however, that if it is arranged for the decedent to be interred, such interment shall not be made in a burial ground owned by the state, county, or municipality,

or any institution thereof. If the decedent recipient comes within the class defined in section 6(d) and is, at the discretion of the institution to which confined, interred in a burial ground maintained by such institution, the welfare board shall not assume liability to reimburse either the institution or the funeral director with whom the institution may have contracted.

Definition
of Total
Cost of
Burial and
Funeral

5. (a) For purposes of this Ruling, "total cost of burial and funeral" is defined as the sum of all charges, costs, and expenditures incurred for any and all of the following items, whether claimed by one or more funeral directors or other parties:

- (1) complete preparation and preservation of body;
- (2) casket, including handles and name plate if any;
- (3) outer case, including delivery of same to cemetery;
- (4) funeral car (hearse);
- (5) limousines as necessary for immediate family;
- (6) wagon or flower car if any;
- (7) grave space or right of burial, where purchase is necessary at time of death;
- (8) opening and closing grave and all other cemetery charges, or crematory charges;
- (9) special vault or grave-liner, if any;
- (10) professional supervision and services;
- (11) transportation of body from place of death to place of interment or cremation, including all intermediate transportation;
- (12) use of funeral home, if required, and of all customary facilities and appointments thereof;
- (13) procuring certificate of death and burial permit;
- (14) religious services at home, church, funeral home, cemetery or crematory;
- (15) all other items which according to trade and custom are provided by the funeral director as elements of a "complete funeral unit";
- (16) floral door badge; gloves; clothing; professional pall bearers; obituary notices; telephone, telegraph and postage; and any and all other charges claimed by the funeral director as items of cash expenditure additional to the charge for "complete funeral unit".

(b) For purposes of this Ruling, "total cost of burial and funeral" does not include the following items:

- (1) arrearages on purchase price of grave space or right of burial, where purchased prior to the death of the decedent, or arrearages in care and maintenance charges;
- (2) flowers other than floral door badge;
- (3) extra limousines for persons other than the immediate family of the deceased, if paid for by such other persons;

- 4 -

- (4) any of the items specified in 5(a) above if such items are donated or made available in kind, without any cash expenditure by or charge upon any person or organization.

Classes of
Recipients
Eligible
for Burial
and Funeral
Payment

6. Claims for the payment of sums necessary for burial and funeral expenses may be received and considered by the welfare board with respect to:

(a) a person who is in active receipt of old age assistance at the time of his death;

(b) a person for whom an assistance grant is approved prior to his death but who fails to receive initial payment because death occurs subsequent to approval of grant but before delivery of the initial payment;

(c) a recipient who dies while a patient in a general hospital or in any private institution to which he has been admitted for temporary care;

(d) a recipient who, on or after October 1, 1949, is admitted or committed to any tax-supported institution within this state other than a penal or correctional institution, such admission or commitment being the only reason for suspension or termination of the assistance grant, and whose death occurs while confined to such institution;

(e) any former recipient who does not come within the requirements of 6(a), (b), (c), or (d), but who had, at time of death, insurance, securities, or other property assigned to or otherwise within the direct power of the welfare board to control and disburse; in cases coming within this class disbursements for burial and funeral expenses are authorized to be made only from the proceeds of such insurance, securities, or other property and shall not be made in whole or in part from public funds.

Procedure
for Filing
Claims

7. (a) In cases coming within the "direct contract" provisions of section 4, the director of welfare or other authorized representative of the welfare board, may arrange and contract directly with the funeral director into whose custody and charge the body of the deceased recipient may have come, or, at the discretion of the board's representative, with any other funeral director available and willing to receive the body and to contract for appropriate services. The contract price shall not exceed the fair and reasonable value of the goods and services ordered, and in any event shall not exceed two hundred (\$200) dollars. Such contract may be concluded orally, but shall be confirmed in writing, by letter from the director of welfare to the funeral director concerned, to be sent not later than the next working day following the day on which the contract is concluded. The funeral director shall thereafter file claim for payment under the contract, stating and submitting such claim on Form OA-11 as provided in section 7(c) below. The obligation of the welfare board to make payment on such claim shall be absolute, except for fraud, misrepresentation, breach of contract, mistake or other legal defense.

In the absence of any such exception, payment shall be made promptly, according to the provisions of section 11 below.

(b) In cases not coming within the "direct contract" provisions of section 4, the funeral director arranging for the burial and funeral services of a deceased recipient of old age assistance, and the party or parties ordering such services, shall notify and consult with the county welfare board before interment or cremation takes place, in any case where either of the contracting parties contemplates that the welfare board, or the executor or administrator of the decedent's estate, will be requested to pay all or any part of the costs. Information relevant to probable allowance or disallowance of the claim shall be discussed with the funeral director and other parties in interest at this time. The funeral director and other parties in interest shall be advised that final determination of allowance or disallowance can be made only after completed investigation of all resources and consideration by the welfare board of the claim as formally submitted.

(c) The funeral director shall, if he elects to file formal claim, be furnished with not more than two copies of Form OA-11, with the name of the decedent already entered, one of which shall be executed by him and submitted to the welfare board not later than thirty days following date of interment or cremation.

Conditions
for Ap-
proval of
Claims

8. The county welfare board shall not approve any claim submitted by a funeral director (other than a claim properly submitted under a "direct contract" as provided in sections 4 and 7(a)) unless all of the following conditions are met, except for such conditions as are authorized to be waived pursuant to section 9 below:

(a) that the welfare board received notification of the death and of the nature of the funeral arrangements before interment or cremation occurred;

(b) that the claim on Form OA-11 was submitted to the welfare board not later than thirty days following date of interment or cremation;

(c) that the claim on Form OA-11 has been completed and properly executed in full detail, without any omission, evasion, misrepresentation, or discrepancy;

(d) that the deceased was a person within one of the classes defined in section 6;

(e) that the total cost of burial and funeral, as defined in this Ruling, did not exceed \$250;

(f) that the decedent did not leave an estate, subject to

- 6 -

being probated or administered by a party other than the welfare board or its designated representative, with sufficient value to support and allow a claim thereon of \$200 for burial and funeral expenses;

(g) that any and all payments which have been received by or which are due to any person or persons by reason of the liability of any insurance or death or funeral benefit company, association or society, arising upon the death of the decedent, or by reason of entitlement to any industrial or governmental death benefit payment (including any O.A.S.I. lump-sum death benefit only if payable to the widow or widower in that capacity), and which will not be made available to the welfare board by the person who has received or will receive such payments, have been recognized and accounted for in determining the amount to be allowed on the claim;

(h) that the ability of legally responsible relatives of the decedent to contribute, out of their personal resources, in whole or in part to his burial and funeral expenses, has been evaluated, recognized, and accounted for in determining the amount to be allowed on the claim;

(i) that the voluntary offers, if any, of persons, organizations and associations not legally responsible for the decedent, to contribute in whole or in part to his burial and funeral expenses, have been recognized and accounted for in determining the amount to be allowed on the claim;

(j) that compliance with the foregoing conditions has been determined after appropriate investigation;

(k) that the amount approved for payment on the claim shall be determined in accordance with section 10 below.

Waiver of
Certain
Conditions

9. In appropriate cases, one or more of the conditions specified in section 8 for approval of claims may be waived as follows:

(a) the conditions stated in 8(a) and 8(b) may be waived, at the discretion of the welfare board, upon a showing of misunderstanding, mistake, or unavoidable delay not prejudicial to the validity of the claim in other respects;

(b) the conditions stated in 8(e) and 8(k) may be waived, at the discretion of the welfare board, where the welfare board has already received, or has an absolute guarantee of receiving, full reimbursement for assistance extended to the decedent, which will not be impaired or prejudiced by the waiver;

(c) none other of the specified conditions shall be waived by the welfare board, but the board may, in any case in which it determines that any such condition should be so

- 7 -

waived to avoid hardship or inequity, present a recommendation with supporting reasons to the State Division, for disposition in the discretion of the Division.

Method of
Determining
Amount of
Payment

10. In the case of any claim approved by the county welfare board, (other than claims properly approved under a "direct contract" as provided in sections 4 and 7(a)), the amount to be allowed on such claim shall be determined as follows:

(a) From the total cost of burial and funeral, if not in excess of \$250, deduct the following:

(1) the amount of any and all payments which have been received by or which are due to the decedent's spouse, children, father or mother, by reason of the liability of any insurance or death or funeral benefit company, association or society, arising upon the death of the decedent, or by reason of entitlement to any industrial or governmental death benefit payment (including any O.A.S.I. lump-sum death benefit only if payable to the widow or widower in that capacity), and which will not be made available to the welfare board by the person who has received or will receive such payments;

(2) the amount of any and all payments of the same nature which have been received by or are due to any person other than the decedent's spouse, children, father or mother, and which will not be made available to the welfare board by such person, excepting, however, such amounts as are lawfully claimed by such person to be due and owing to him as a bona fide assignee or purchaser for value or as a claimant for equitable refund of premiums paid;

(3) the amount of any and all sums which have been paid or promised to be paid by any person, organization or association not legally responsible for the decedent, as contribution toward his burial and funeral expenses, except any such amounts which have been paid or promised to be paid to the welfare board;

(4) the amount of any and all sums which have been paid or promised to be paid by any legally responsible relative of the decedent, as contribution toward his burial and funeral expenses, except any such amounts which have been paid or promised to be paid to the welfare board; provided, however, that as a condition to the allowance of any claim or a part thereof as a charge upon public funds, the ability of legally responsible relatives to contribute to the burial and

- 8 -

funeral expenses shall be deemed to be not less than the monthly evaluated responsibility amount which each such relative was chargeable with contributing to the support of the decedent at the time of his death.

(b) None of the specified deductions shall be waived or omitted by the welfare board, but the board may, in any case in which it determines that any such deduction should be so waived or omitted to avoid hardship or inequity, present a recommendation with supporting reasons to the State Division, for disposition in the discretion of the Division.

Time and
Source of
Payment

11. The amount determined to be allowed on any claim, shall be paid as promptly as possible after such determination, and in any event within thirty days thereafter, from the following sources in the order named:

(a) first, from cash or assets immediately convertible into cash accountable to the decedent, which by assignment or otherwise are in the ownership, possession or control of the welfare board, are free of obligation or commitment for medical bills or other terminal debts of the decedent, and are available for disbursement with respect to burial and funeral expenses;

(b) second, from public funds appropriated for assistance payments.

Notifica-
tions to
Parties in
Interest

12. Upon the allowance, partial allowance, or disallowance of any claim, notification in writing of such action shall be sent to the claimant funeral director, to the party or parties who contracted with the funeral director for his services, and to any other parties who were found to have contributed, to have promised to contribute, or to be obligated to contribute to the burial and funeral expenses of the decedent.

Disputed
Claims

13. In the event of any claim which becomes the subject of dispute or disagreement between the welfare board and the funeral director, the welfare board shall report the matter to the State Division for review and advice before any disbursement is made. It will be the policy of the State Division to consult and advise with the State Association of Funeral Directors in appropriate cases.

Division
of
Costs

14. All allowances or portions of allowances for burial and funeral expenses disbursed from public funds on or after October 1, 1949, shall be accounted for as chargeable 75% to State funds and 25% to county funds. (The figures 87.5 and 12.5 which currently appear on Line E of existing supplies of Form OA-4A (9-47) should be disregarded for this purpose.)

- 9 -

Payments
from Pub-
lic Funds
Deemed As-
sistance
Payments

15. Any amounts paid by the welfare board from public funds for burial and funeral expenses shall be deemed a part of the assistance granted to the decedent for the purpose of claims for reimbursement and recovery under sections 44:7-14, 44:7-15 and 44:7-19, R. S.

Claims for
O.A.S.I.
Lump-sum
Payments
and Other
Refunds

16. (a) Immediately upon payment by the welfare board of any claim for burial and funeral expenses with respect to a person who died either fully or currently insured under the O.A.S.I. program, and who leaves no widow or widower who was living with the insured, the board shall promptly file claim for the lump-sum death benefit which is payable. If relatives of the decedent have, with the knowledge and assent of the board, participated in paying for the burial and funeral expenses, the board shall recognize and respect their right to file similar claim and to receive their equitable proportion of the O.A.S.I. death payment. The board shall not, directly or indirectly, lay claim to that proportion of the O.A.S.I. death payment which is equitably payable to such other person or persons, unless their alleged participation in the burial and funeral expenses was concealed or otherwise inconsistent with the statement of facts and costs upon which the board relied in making payment. In the latter event, the provisions of section 17(b) shall govern.

(b) If the board shall discover any other funds or amounts which were or should have been available to meet the burial and funeral expenses of the decedent, and which were not deducted from the total cost in determining the amount of the board's contribution to such expenses (as provided in section 10), the board shall immediately take all appropriate steps to assert and secure its rights to refund or recovery.

Claims for
Burial and
Funeral Ex-
penses Against
Estate of De-
cedent and
Other Duplicate
or Inconsist-
ent Claims

17. (a) Whenever no claim for burial and funeral expenses is filed with the welfare board, or whenever a claim is filed and disallowed, and the funeral director or other person shall file a claim for such expenses against the executor or administrator of the estate of the decedent, such executor or administrator is barred by section 44:7-15, R.S. from allowing such claim in an amount exceeding \$200 until the judgment claim of the welfare board for assistance granted the decedent has first been satisfied. The welfare board shall, where necessary, direct the attention of the executor or administrator to this statutory provision, and shall take all appropriate steps to assert and secure its rights.

(b) Whenever the welfare board shall have received a claim for burial and funeral expenses, and the funeral director or other person shall also file a claim on his own behalf or participate in the filing of a claim by others, for such expenses, against the

- 10 -

executor or administrator of the estate of the decedent, or against the relatives of the decedent or other parties alleged to be liable, or with any insurance company, beneficial lodges or societies, or Bureau of Old Age and Survivors Insurance, which claim is in duplication of or inconsistent with the claim received by the welfare board, the welfare board shall:

- (1) advise the executor or administrator, or other party or agency against whom the claim has been filed, of the circumstances, and take all appropriate steps to assert and secure its rights; and,
- (2) report the matter to the State Division for review and advice; and,
- (3) if payment has already been made on the claim received by the welfare board, report the matter in writing to the County Prosecutor.

General
Notifi-
cation to
Funeral
Directors;
Record of
Persons
Notified

18. Each county welfare board shall, as promptly as possible following the issuance of this Ruling, transmit a copy thereof to each person or firm operating an establishment in such county as a funeral director, and shall thereafter transmit a copy promptly to any additional person or firm who engages in such profession. The county welfare board shall maintain and have available in its records at all times a list of all persons and firms so notified and the dates of notification.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

RULING SERIES

No. 2 - Insert in Handbook under section "Rulings and Bulletins".
Destroy Ruling No. 2 issued October 1, 1949.



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

**BUREAU OF ASSISTANCE
148 WEST STATE STREET**

March 2, 1954

TO COUNTY WELFARE DIRECTORS

Attached is one copy of Supplement No. 1 to Ruling No. 2, "Payment of Terminal Bills for Medical and Nursing Care," revised March 1, 1954. Additional copies for distribution to staff are being forwarded under separate cover.

The Bureau of State Use has been requested to submit proofs of Form ODA-11A and the form will be available on order in the near future. In the meantime you are requested to continue preparation of the form for your own use. Please note the revisions to the sample attached to bring it into conformity with changes in the regulation.

Copies of Supplement No. 1 to Ruling No. 2 issued December 1, 1953 are superseded and are to be destroyed.

Very truly yours

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Marc P. Dowdell
Marc P. Dowdell, Chief
Bureau of Assistance

MPD-MRd

Approved: 3/3/54
Elmer V. Andrews
Director of Welfare

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

March 1, 1954

SUPPLEMENT NO. 1 TO RULING NO. 2

PAYMENT OF TERMINAL BILLS FOR MEDICAL AND NURSING CARE

Old Age and Disability Assistance

Citation of Law I. Chapter 213, P.L. 1953 amends Sections 13 and 25, Title 44:7 as follows:

44:7-13. If, on the death of a person receiving old age (or disability) assistance, it shall appear to the satisfaction of the county welfare board after investigation that there are insufficient funds to pay his burial and funeral expenses, and his terminal medical and nursing expenses, and that there are no relatives or other persons responsible to pay such expenses, or other persons willing to pay them, the county welfare board may order the payment of such sum as may be necessary, but not exceeding the sum of two hundred dollars (\$200.00), to such person as the county welfare board may direct for the burial and funeral expenses of the deceased aged (or disabled) needy person; provided, however, that the total cost of such burial and funeral expenses does not exceed two hundred fifty dollars (\$250.00); and the county welfare board may order the payment of such additional sum as may be necessary to the person or persons who furnished terminal medical and nursing service and are entitled to payment therefor; provided, however that only medical and nursing service furnished within the two calendar months immediately preceding the month in which the individual died may be recognized as terminal medical and nursing services.

Any sum so ordered to be paid for or on account of burial and funeral expenses and terminal medical and nursing services shall be first paid, so far as possible, from any fund otherwise undistributed received by the county welfare board from or for the account of the individual recipient, and may thereafter be paid, so far as necessary, from funds appropriated for old age (or disability) assistance payments. Any amounts so paid from funds appropriated for old age (or disability) assistance payments shall be deemed a part of the assistance granted to the individual recipient for the purpose of claims for reimbursement and recovery under sections 44:7-14, 44:7-15 and 44:7-19, Revised Statutes, and shall be a proper charge for division of cost between the State and county as referred to in section 44:7-25 of this Title.

. . .

The county welfare board shall not be liable to pay costs of burial and funeral and terminal medical and nursing services for a deceased recipient of old age (or disability) assistance incurred pursuant to a contract or contracts entered into without the knowledge and consent of the board, but may, at its discretion, pay such costs, or a portion thereof, within the limitations of this section.

44:7-25. The State shall pay to each county welfare board the full amount of any funds received by the State from the Federal Government as Federal participation with respect to expenditures made by such county welfare board for old age (or disability) assistance, including burial and funeral expenses and terminal medical and nursing costs, plus an additional amount equal to seventy-five per centum (75%) of the balance of such expenditures after deducting the amount of such Federal participation, except that such additional amount shall be fifty per centum (50%) with respect to expenditures to or on behalf of persons who receive assistance while inmates or residents of any public or private institution licensed or approved as a hospital, nursing or convalescent home, or medical institution within the limitations specified in paragraph d. of section 44:7-5 of this Title.

General Interpretation of Statutory Provisions

II. The statutory amendments are interpreted as having the following general purposes:

- A. To provide for post-mortem payment, of terminal medical and nursing services received by a recipient of assistance, from assistance funds when no other source of payment is available;
- B. To limit the period considered "terminal" to two calendar months immediately preceding the month in which the individual died;
- C. To limit the liability of the welfare board, for costs of terminal medical and nursing services, to those costs incurred with the knowledge of the welfare board, but permitting payment for services incurred without the welfare board's knowledge if in the board's judgment the claims are valid;
- D. To provide that the cost of any such payments, when disbursed from assistance funds, shall be apportioned between state and county funds in the same proportion as would have applied at the time the services were furnished.

General Principles

III. The following general principles are declared to be in definition of the intent and purposes of this Ruling and shall themselves have the force and effect of rule and regulation:

- A. Every recipient of old age and disability assistance coming within one of the classes defined in section IV., below, shall be entitled to have his terminal medical and nursing care bills considered for payment at public expense when no other sources of payment are available.
- B. The next of kin or other persons willing to order and pay for medical and nursing services have the right to do so at their own expense, but neither the vendor of the service nor the parties ordering the service may rely on the expectation of payment by the welfare board in the absence of the board's prior knowledge and consent.
- C. A claim filed with the county welfare board for terminal medical or nursing expenses, pursuant to these regulations, is not a bill of demand for payment owing under a contract, but merely a request for allowance to be granted or denied in the discretion of the welfare board consistent with this Ruling.

Classes of IV. Claims for payment of terminal medical and nursing service may be
Recipients received and considered by the welfare board with respect to:

Eligible
for Payment
of Terminal
Bills

A. a person who is in active receipt of assistance at the time of his death;

B. a person for whom an assistance grant is approved prior to his death but who fails to receive initial payment because death occurs subsequent to approval of grant but before delivery of the initial payment;

C. a recipient whose grant has been suspended or withheld because of admission to a private general hospital for temporary care and who dies while still a patient in such hospital;

D. any former recipient who does not come within the requirements of A, B, or C but who had, at the time of death, insurance, securities, or other property assigned to or otherwise within the direct power of the welfare board to control and disburse; in cases coming within this class disbursements for terminal medical and nursing care bills are authorized to be made only from the proceeds of such insurance, securities, or other property and shall not be made in whole or in part from public funds.

Allowable
Terminal
Medical
Expenses

V. For purposes of this Ruling payment from assistance funds for terminal medical and nursing services shall be limited to the following items according to the living arrangement existing at the time the services were rendered.

<u>Allowable Goods or Service for</u>	<u>Recipient Living in:</u>				
	Family Home	*Private Medical Institution	Private Non-Med. Institution	Public Medical Institution	Private General Hospital
A. Physicians visits or treatments	Yes	Yes	Yes	No	No
B. Prescriptions	Yes	Yes	Yes	No	No
C. Visiting Nurse Service	Yes	No	Yes	No	No
D. Board which includes nursing care	Yes	Yes	Yes	Yes	No
E. Practical nurse (unrelated to client and hired with approval of welfare board)	Yes	No	No	No	No
F. Dressings, medical supplies not in content of "allowable rate" for nursing care	Yes	Yes	Yes	No	No
***G. Prosthetic appliances previously authorized and already delivered	Yes	Yes	Yes	Yes	Yes
***H. Dental services previously authorized and already provided	Yes	Yes	Yes	Yes**	Yes

* This refers to licensed nursing homes or approved infirmaries but does not include private general hospitals.

** If not included in normal service to institution's residents.

*** Payment also allowable when a prosthetic appliance (including dentures) has been specifically ordered by the welfare board so that there is an obligation to pay reasonable value for the amount of work actually completed, even though the client dies prior to receiving the completed appliance.

Procedures
for Filing
Claim

VI. Procedures for Filing Claim

A. Persons Who May File Claim

A claim may be filed by the original vendor of the service or by a person or agency who, with the knowledge and consent of the welfare board, acted on the recipient's behalf in ordering the service and in paying for it at the time it was provided.

B. Method of Filing

The person claiming payment shall be furnished two copies of Form ODA-11A, shall execute one copy and submit to the welfare board not later than sixty days following the date of the recipient's death.

C. Refunds of Unearned Advance Payment for Care

In respect to a recipient who has paid for monthly maintenance or nursing care (as in boarding arrangements, private or public medical institution) and death occurs prior to the end of the advance payment period, the vendor of service shall refund the "unearned portion" of such advance payment. However, any obligations for terminal goods and services which are claimable by the establishment (within the limitations of VI, A, above) may be set-off and deducted from the refund due the welfare board, provided a detailed, itemized account of the set-off transaction is submitted. Where there is no refund against which terminal bills may be set-off, the establishment will submit claims for terminal medical goods and services in accordance with the procedures in this regulation.

Conditions for
Approval of
Claims

VII. The county welfare board shall not approve any claim for payment of terminal medical and nursing service from assistance funds unless all of the following conditions are met, except for such conditions as are authorized to be waived pursuant to section VIII, below:

A. That the claim on Form ODA-11A was submitted to the welfare board not later than sixty days following date of recipient's death;

B. That the claim on Form ODA-11A has been completed and properly executed in full detail, without any omission, evasion, misrepresentation, or discrepancy;

C. That the deceased recipient was a person within one of the classes defined in section IV;

D. That the goods or service for which claim is made is an allowable item as defined in section V;

E. That the goods or service was supplied to the recipient within two calendar months prior to the month in which the recipient died; and within a month or months during which the individual was an approved recipient; and within a month or months occurring after June 30, 1953.

F. That the goods or service was supplied with the authorization of the welfare board ("authorization", for this purpose, includes general open-end authorizations to physicians and pharmacists for routine services, where the welfare board has extended such general authorizations); or, the need for such goods and service was of an emergency nature and arose at a time when it would be unreasonable to expect prior notification to the welfare board, provided that the welfare board was notified within seventy-two hours subsequent to supplying the goods or service.

G. That the deceased did not leave an estate, subject to being probated or administered by a party other than the welfare board or its designated representative, with sufficient value to support and allow a claim thereon for terminal medical and nursing care costs;

H. That any and all payments which have been received by or which are due to any person or persons by reason of the liability of any insurance or death or fraternal benefit company, association or society, arising upon the death of the decedent, or by reason of entitlement to any industrial or governmental death benefit payment (including any O.A.S.I. lump-sum death benefit only if payable to the widow or widower in that capacity), and which will not be made available to the welfare board by the person who has received or will receive such payments, have been recognized and accounted for in determining the amount to be allowed on the claim;

I. That the ability of legally responsible relatives of the decedent to contribute, out of their personal resources, in whole or in part to his terminal medical and nursing expenses, has been evaluated, recognized and accounted for in determining the amount to be allowed on the claim;

J. That the voluntary offers, if any, of persons, organizations and associations not legally responsible for the decedent, to contribute in whole or in part to his terminal medical and nursing expenses, have been recognized and accounted for in determining the amount to be allowed on the claim;

K. That compliance with the foregoing conditions has been determined after appropriate investigation.

Waiver of
Certain
Conditions

VIII. In appropriate cases, one or more of the conditions specified in section VII for approval of claims may be waived as follows:

A. The conditions stated in VII-A and VII-B may be waived at the discretion of the welfare board, upon a showing of misunderstanding, mistake, or unavoidable delay not prejudicial to the validity of the claim in other respects;

B. The conditions stated in VII-F through J, inclusive, may be waived, at the discretion of the welfare board, where the welfare board has already received, or has an absolute guarantee of receiving, full reimbursement for assistance extended to the decedent, which will not be impaired or prejudiced by the waiver;

C. None other of the specified conditions shall be waived by the welfare board, but the board may, in any case in which it determines that any such condition should be so waived to avoid hardship or inequity, present a recommendation with supporting reasons to the Bureau of Assistance, for disposition in the discretion of the Bureau.

Time and
Source of
Payment

IX. The amount determined to be allowed on any claim shall be paid as promptly as possible after such determination, and in any event within thirty days thereafter, from the following sources in the order named:

A. First, from cash or assets immediately convertible into cash accountable to the decedent, which by assignment or otherwise are in the ownership, possession or control of the welfare board, are free of obligation or commitment for burial and funeral expenses of the decedent, and are available for disbursement with respect to terminal medical and nursing expenses;

B. Second, from public funds appropriated for assistance payments.

Notification
to Parties
In Interest

X. Upon the allowance, partial allowance, or disallowance of any claim, notification in writing of such action shall be sent to the claimant, and to any other parties who were found to have contributed, to have promised to contribute, or to be obligated to contribute to the terminal medical and nursing expenses of the decedent.

Disputed
Claims

XI. In the event of any claim which becomes the subject of dispute or disagreement between the welfare board and the claimant, the welfare board shall report the matter to the Bureau of Assistance for review and advice before any disbursement is made.

Division
of Costs

XII. All allowances or portions of allowances for terminal medical and nursing expenses disbursed from assistance funds after July 1, 1953 shall be accounted for as chargeable to State funds and county funds in the same proportion as would have applied at the time the services were furnished.

Payments from
Public Funds
Deemed Assis-
tance Payments

XIII. Any amounts paid by the welfare board from public funds for the terminal medical and nursing expenses of an individual shall be deemed a part of the assistance granted to the decedent for the purpose of claims for reimbursement and recovery under section 44:7-14, 15 and 19, R.S.

Claims for
Refunds

XIV. If the board shall discover any other funds or amounts which were or should have been available to meet the terminal medical and nursing expenses of the decedent, and which were not accounted for in determining the amount of the board's payment for such expenses, the board shall immediately take all appropriate steps to assert and secure its rights to refund or recovery.

Supplement No. 1 to Ruling No. 2

-7-

3/1/54

Recording in
Minutes

XV. Pending issuance of a revised Ruling No. 22, all payments for terminal medical and nursing bills will be entered in Schedule V of the Minutes. The Schedule will now be completed in two parts as follows:

Part I will include authorization covering burial payments.

Part II will include authorization covering terminal medical and nursing bills.

Part I will be completed as heretofore.

Part II, the new section of this Schedule may be completed under one of two optional methods:

Method "A"

Under this method complete identifying data will be entered in the Schedule as in the following illustrations:

(In these illustrations, in column 1 the entry "D" followed by a date, means date of death; the entry "L.P." followed by a date, means month of last assistance payment; in column 3, "Type of Service" shall be used only where the name of the vendor in column 2 does not of itself identify the type of Service.)

You're viewing an archived copy from the New Jersey State Library.

Supplement No. 1 to Ruling No. 2

-8-

3/1/54

SCHEDULE V
PART II, TERMINAL MEDICAL AND NURSING BILLS

(1) Case Information	(2) Vendor	(3) Type of Service	(4) Date of Service	(5) Date Bill Received	(6) Amt. of Bill	Amount Allowed (7) Clearing	(8) Assistance
X-609, Brown	Dr. J. Smith		8/30	9/3	3.00)		
D. 9/12/53	Dr. J. Smith		9/12	9/20	6.00)		9.00
L.P. 8/53	R. Rexall		9/12	9/15	11.00)		11.00
X-788, Rice	Jane Doe	Practical	8/15 to				
D. 8/27/53		Nurse	8/27	9/12	42.00		42.00
L.P. 7/53	Dr. R. Black		8/12, 13, 14, 16, 18, 20, 22, 23, 24, 25, 26, 27				
				8/9	36.00		36.00
X-3456, Jones	Dr. A. Good		8/31;				
D. 9/2/53			9/1, 2	9/14	9.00	9.00	
L.P. 8/53	State Rx		6/20	9/21			Disallowed
X-4567, Harris	Smith	Drugs	9/1 to				
D. 9/10/53	Nursing		9/10	10/10	4.63		4.63
L.P. 8/53	Home						
	Dr. B. Hugus		9/6, 7, 9	9/28	9.00		9.00
X-4608, Little	Memorial	Brace	8/5	9/5	35.00		35.00
D. 9/2/53	Hospital						
L.P. 7/53							
X-4793 Brink	Dr. B. Wright		7/4	10.15			Disallowed
D. 7/5/53							
L.P. 6/53							

Method "B"

Under this method the entries in Schedule V Part II will be limited to columns 1, (eliminating date of death) 2, 6, 7, and 8 provided duplicate copies of Form CDA-11A are submitted to the Bureau with the monthly material as follows: a copy of the CDA-11A received from each vendor; when there are two or more CDA-11A's for the same client they shall be stapled together; all CDA-11A's submitted for the month shall be assembled in registration number order.

Preparation
of Checks

XVI. Following approval for payment of the terminal medical and nursing bills, the assistance checks may be drawn for the respective vendors by reference to Part II of Schedule V.

The check will be prepared manually (typed) showing the payee's name and postal address. The check should be prepared and released by the welfare board as promptly as possible following the date of the meeting in which the respective payment is entered in Part II of Schedule V. It is recommended that in any event such checks be prepared and released by the 25th of the month in order that they may be received by the payees before the end of the month, and thereby reduce to a minimum the incidence of duplicated and repetitive billing for services or supplies rendered.

The checks may be numbered at the convenience of the welfare board. The larger counties may wish to issue a new series of checks to be used for terminal bills. The check numbers on such a new series could begin with the number "one" to be preceded by the letter T, indicating terminal payment.

It is recommended that all county welfare boards purchase a small rubber stamp with the words, "FOR SERVICES OR SUPPLIES RENDERED". This stamp should be printed on all checks issued to vendors, including funeral directors, as an explanation for issuance of an assistance check to the individuals concerned.

Entries on
Form ODA-4

XVII. Using a work-copy of Part II of Schedule V, the payments of terminal bills approved by the welfare board should be classified as medical institution cases or other cases. Each such group shall be listed in the respective sections of the Form ODA-4 on the final page of these sections of the bill. Each case will be entered in the respective section of the bill by use of an entry of two lines or more. The first line will show the case identification (i.e., number and client's name); second line and additional lines will indicate the vendor(s) and the amount(s) of the approved payment(s) together with the check number(s). The amounts of these payments for each section of the bill will be considered as non-federally matchable and will be added to the total of the non-matchable assistance reported in preceding sections of the bill. The grand total of the payments will be forwarded in the usual manner to Form ODA-4A.

It is important to maintain a careful review of all bills in order to avoid duplicate payment. Any credit or refund which is received by the welfare board with respect to terminal medical and nursing bills will be entered in the respective sections of Form ODA-4 as a reduction entry. It is believed that this plan will be workable since the number of credits and refunds is not expected to be large.

Entries on
Form ODA-8

XVIII. In making the entry on Form ODA-8 with respect to the assistance payments to be used in calculating the average grant, the amounts disbursed for terminal medical and nursing bills should not be included.

Supplement No. 1 to Ruling No. 2

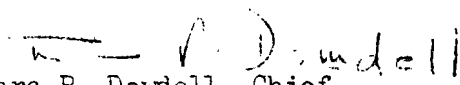
-10-

3/1/54

Entries in
Cash-Journal

XIX. Entries in the cash-journal will be made in the usual manner from CDA-4, including the amounts disbursed for terminal medical and nursing bills as well as burial payments, as heretofore, and no separate entries with respect to the terminal payments will be required.

DEPARTMENT OF INSTITUTIONS AND AGENCIES


Marc P. Dowdell, Chief
Bureau of Assistance

Approved: 3/3/54
Elmer V. Andrews
Director of Welfare

Ruling Series.

Supplement No. 1 to Ruling No. 2 Insert in Handbook under section "Rulings and Bulletins". Destroy Supplement No. 1 (Temporary) to Ruling No. 2 issued 12.1/53.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

Form ODA-11A

3/54

REQUEST FOR PAYMENT OF TERMINAL MEDICAL OR NURSING EXPENSES

(This form must be ~~executed~~ and submitted to the County Welfare Board not later than sixty days following date of recipient's death.)

Registration No. _____

Name of Recipient _____ Address _____

Date of Death _____

To _____ County Welfare Board _____

_____, being sworn according to law, presents this petition to the _____ County Welfare Board and says that he has full knowledge of the facts contained herein; that he understands that payment of all or any part of the sum requested is subject to the approval and authorization of the said Welfare Board in conformity with the regulations promulgated by the Bureau of Assistance of the Department of Institutions and Agencies; that the statement below is a just and true account of goods furnished and/or services rendered; that no claim for payment of these goods or services, or for any additional amount has been made from any other person whatsoever; and that upon payment by the Welfare Board of the amount requested no claim for any additional amount will be made from the Welfare Board or from any other person.

<u>Identify Goods or Service</u>	<u>Date(s) Rendered</u>	<u>Amount Claimed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Amount Requested from Welfare Board \$ _____

Sworn to and subscribed to before me this _____ day of _____ 19____

(Signature of Claimant)_____
(Address)

Date _____ 19____

Approved for \$ _____ by _____ County Welfare Board to be

Paid from Assistance Account \$ _____

Paid from Clearing Account \$ _____

(Director)

(See reverse side for Allowable Goods and Services)

#2

IMPORTANT - READ CAREFULLY BEFORE SUBMITTING REQUEST

Form CDA-11A

3/54

The regulations of the Bureau of Assistance, Department of Institutions and Agencies provide for the approval of payment for allowable terminal medical and nursing expenses under the following conditions for which the supplier is responsible:

- A. That the claim on Form CDA-11A is submitted to the welfare board not later than sixty days following date of recipient's death, and that the claim is completed and properly executed;
- B. That the goods or service was supplied to the recipient within the two calendar months prior to the month in which the recipient died; and within a month or months during which the individual was an approved recipient; and within a month or months occurring after June 30, 1953;
- C. That the goods or service was supplied with the knowledge or under general authorization of the welfare board; or, in an emergency, that the welfare board was notified and accepted responsibility within seventy-two hours subsequent to the supply of goods or service;
- D. That the goods or service is an allowable claim as specified below:

Allowable Terminal Medical Expenses

<u>Allowable Goods or Service</u> for	<u>Recipient Living in:</u>				
	Family Home	*Private Medical Institution	Private Non-Med. Institution	Public Medical Institution	Private General Hospital
A. Physicians visits or treatments	Yes	Yes	Yes	No	No
B. Prescriptions	Yes	Yes	Yes	No	No
C. Visiting Nurse Service	Yes	No	Yes	No	No
D. Board which includes nursing care	Yes	Yes	Yes	Yes	No
E. Practical nurse (unrelated to client and hired with approval of welfare board)	Yes	No	No	No	No
F. Dressings, medical supplies not in content of "allowable rate" for nursing care	Yes	Yes	Yes	No	No
***G. Prosthetic appliances previously authorized and already delivered	Yes	Yes	Yes	Yes	Yes
***H. Dental services previously authorized and already provided	Yes	Yes	Yes	Yes**	Yes

*This refers to licensed nursing homes or approved infirmaries but does not include private general hospitals.

**If not included in normal service to institution's residents.

***Where the manufacture of a special prosthetic appliance (including dentures) has been specifically ordered by the welfare board so that there is an obligation to pay reasonable value for the amount of work actually completed, even though the client dies prior to receiving the appliance, the claim will be given consideration by the welfare board.

REGULATION 7
Ruling #4

ISSUED: May 1, 1950
(Date)

REV. : _____
(Date)

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-18

Excluded

Bureau of Agriculture

Approved:

[illegible]

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

May 1, 1950

RULING NO. 4

REPORTS ON RECEIPT AND DISPOSITION OF APPLICATIONS

Citation
of Law.

1. Section 44:7-18, R.S. requires that "the county welfare board shall at once report to the State division its decision in each case together with copies of the application and record of investigation".

Interpre-
tation of
Statutory
Require-
ment.

2. The cited language is interpreted as requiring the State division to establish, and the county welfare board to comply with, practical methods and procedures whereby as needed for the accomplishment of the supervisory and administrative responsibilities with which the division is charged, the division will

- (a) be currently informed concerning the existence and identity of each application or request for assistance requiring disposition by the board or its staff;
- (b) be currently informed concerning the initial disposition and all subsequent dispositions of each such application or request for assistance;
- (c) be currently furnished with certain salient facts, developed and verified by investigation, in support of the dispositions made;
- (d) have ready access to all original forms, records, or other writings constituting applications, case records, records of investigation, and documents, memoranda, and other written records relating thereto, whenever and to whatever extent may be necessary.

Purpose of
Ruling.

3. For the accomplishment of the purposes stated in section 2, the requirements hereafter stated or referred to have been or are hereby established.

Reports of
Applications.

4. The State division will be currently informed of the existence and identity of each application in the following manner:

Daily Sub-
mission of
OA-7 Forms

(a) at the close of each day's business beginning May 1, 1950, the county welfare board will transmit to the division by mail a copy of Form OA-7 for each individual

- (1) who, being previously unregistered, on that day made a request for old age assistance or a request for an application for old age assistance, whether such request was made in person, by mail, by telephone, or through an authorized representative, and regardless of whether or not the execution of Form OA-1 has been or will be completed;

- 2 -

(2) who, being previously registered but not currently in either "active recipient" or "pending application" status, on that day made a request (other than a request for fair hearing) for old age assistance, or for an application for old age assistance, or for review, reinvestigation, reopening, reapplication, or reinstatement of his eligibility status for old age assistance, whether such request was made in person, by mail, by telephone, or through an authorized representative, and regardless of whether or not the execution of Form OA-1 has been or will be completed.

Entries on
OA-7 Forms.

(b) the copy of Form OA-7 for submission to the State Division will be completed with the following entries:

- (1) Name. -- Enter the full name (last name first), including middle names or initials.
- (2) Registration Number. -- Enter the registration number (including identifying county letters) assigned to the case. If a registration number had been previously assigned to the person in the same county, use the former number. Following the registration number, enter on each card appropriate code letters as follows:

if the registration is a "new application", as defined in Bulletin No. 14, Section A, Item 2(a), enter the code "(NA)";

if the registration is a "reapplication", as defined in Bulletin No. 14, Section A, Item 2(b), enter the code "(RA)";

if the registration is a "reopened case", as defined in Bulletin No. 14, Section A, Item 2(c), enter the code "(RO)";

if the registration is a "transferred case", as defined in Bulletin No. 14, Section A, Item 2(d), enter the code "(TR)".

- (3) Street address. -- Enter the street and house number of the place where the applicant is living, if known; otherwise enter mailing address or post-office box number.
- (4) City or town. -- Enter the name of the incorporated municipality in which the applicant is living, if known; otherwise enter name of locality appropriate to mailing address or post-office box number.

- 3 -

(5) Date of birth. -- Enter month, day, and year of birth as declared by the applicant. In those instances where the date of birth so declared has already been verified, enter the code "(V)".

(6) Date of application. -- On the right hand portion of the line beginning "City or town", and directly under the words "Date of birth", enter the date on which the application or request for assistance is currently being registered, showing month, day, and year in that order by numerals, e.g. 5/15/50.

(7) Date Assistance began) -- No entries will be made for
Date of Denial) these items for submission to
Date of Death) the State division.

Applica-
tions
Pending
on 4/30/50.

(c) at the start of business on May 1, 1950, the county welfare board will prepare, and transmit to the Division by mail on that day, a Form OA-7, completed in the manner prescribed in (b) above, for each individual whose application was reported as "pending" in Item 7 of Form OA-8 for the month of April, and for each additional individual whose application was accepted for registration after the closing of the OA-8 report for the month of April but before May 1, 1950. Such additional individuals, if any, will be included in the count of Item 1. "Pending from last month" on Form OA-8 for the month of May, 1950.

Monthly
Submission
of Report
OA-8.

(d) at the close of each calendar month, beginning with the month of May, 1950, the county welfare board will file with the Division the monthly statistical report, Form OA-8, which shall be prepared and transmitted in the manner specified in Bulletin No. 14, and which shall reflect accurate counts of transactions through the last calendar day of the month for which the report is prepared.

The figures reported in Section A of the OA-8, by classifications, should balance with the accumulated totals of OA-7 cards, as coded under section 4(b)(2), which will have been transmitted to the State Division on a daily basis during the course of the month.

Reports of
Disposi-
tions.

5. The State division will be currently informed concerning the initial disposition and all subsequent dispositions of each application through the reporting method specified in Ruling #22.

Reports
of Sup-
porting
Factual
Data.

6. The State division will be furnished with certain salient facts, developed and verified by investigation, in support of the dispositions made, by the following methods:

(a) the monthly submission of social data cards (Form OA-14) for individuals accepted for old age assistance, as specified in Bulletin #20;

- 4 -

- (b) the monthly submission of social data cards (Form OA-13) for cases closed, as specified in Bulletin #24;
- (c) the accomplishment of both regular and special case-review studies, in the local office, to be conducted by state, federal, or other staff assigned for such purpose.

Access to
Original
Records.

7. The State division will have ready access to all original forms, records, or other writings relevant to applications and the disposition thereof, as a result of:

- (a) the provisions of Ruling #1, which requires the maintenance and availability of complete original case records in the local office; and
- (b) the provisions of Ruling #20, particularly regulation 3(c), which requires the furnishing of such records to agents and representatives of the division.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

- No. 4. Insert in Handbook under section "Rulings and Bulletins".
Destroy Bulletin #2 issued July 13, 1945.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #5

ISSUED: August 17, 1945
(Date)

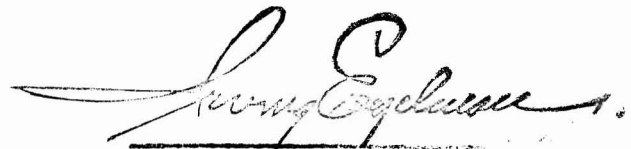
REV.: _____
(Date)

TITLE: Interpretation of Residence Requirements

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-5, 44:7-6

Supplement #1, Rev. 5/1/50
Supplement #2, 8/17/45
Supplement #3, 9/19/47



Bureau of Assistance

Approved: _____

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

August 17, 1945

RULING NO. 5

INTERPRETATION OF RESIDENCE REQUIREMENTS

The following statement outlines in detail the policy with respect to residence requirements for old age assistance. It also outlines our policy concerning clients who remove from New Jersey either temporarily or permanently. Special arrangements for interchange of clients on a reciprocal basis with other States are set forth in supplements to this ruling. At this date such supplements cover special arrangements with Pennsylvania and New York.

Requirement for Eligibility at Time of Application

The residence requirement for old age assistance shall be regarded as satisfied if the applicant can establish:

1. That he has been physically present in the State without interruption for the twelve months immediately preceding date of application; or
2. That he has been a resident of the State for the twelve months period immediately preceding application and that such residence shall not have been abandoned. Abandonment shall be defined as absence from the State for a period greater than twelve months out of the twenty-four months immediately preceding application, except
3. That in any case where abandonment as above defined works a hardship on the applicant the case shall be referred to the State Division of Old Age Assistance which in consultation with the county welfare board shall proceed to make a determination regarding the applicant's intent as to residence within the requirements of the statute.
4. That he is a recipient of old age assistance from a state which has entered into a reciprocal agreement with New Jersey for the immediate transfer of cases, and referral of the case has been received from the local agency in the area of the recipient's previous residence because the recipient desires to establish permanent residence in New Jersey.

Provisions (2) and (3) above are made as a protection to persons who may have had a lengthy residence in the State but who for good cause may have found it necessary to interrupt the period of twelve months residence immediately preceding the application by a temporary visit out of State. Further, at no time shall the fact that the applicant is receiving or has received public assistance, in whatever form, from an agency within the State or outside the State be construed, of itself, as an impairment to acquiring residence for purposes of the Old Age Assistance Act.

- 2 -

Eligibility of Recipients upon Removal from State

Absence from the State shall not of itself be sufficient cause for discontinuing old age assistance. However, since it is essential that administrative safeguards be established to protect the public interest in every situation where assistance is continued to a client residing out of State, the following procedure is set forth:

Whenever a client desires to go out of the State, whether for a temporary visit of three months or more or with intent to remain permanently and desires to continue to receive old age assistance, the welfare board should be apprised of such intention in advance. At that time the client's proposed arrangements should be reviewed with him from the standpoint of the suitability of the new living conditions and his financial needs while residing out of State. In addition if any health problem is indicated the client shall be advised of the peculiarity of local residence requirements affecting medical services, particularly hospitalization, so far as they are known.

Before the continuation of old age assistance to a client removing from New Jersey is authorized by the welfare board, in any case where removal is for a period of three months or more, contact shall be made with a representative public welfare agency in the community to which removal has been made or is anticipated for the purposes of inquiring into the following: 1) willingness of the out-of-State friends or relatives to receive the client; 2) adequacy of available accommodations out of State; 3) need for continued public assistance and amount of such need, if any; 4) willingness of the out-of-State agency to make the usual six-months investigation of eligibility and to give the case such interim supervision as the situation of the client requires. This procedure is not construed as a limitation upon the residence of the client but rather as a necessary service to insure adequate care while he is out of the State.

When the client has expressed an intent that his stay will be of a temporary nature and he leaves this State with the intention of returning after the accomplishment of the purpose for which the visit was made and need has been demonstrated thru out-of-State contact as outlined above, assistance shall be continued for the duration of such visit providing client does not alter his intention and decide to reside permanently outside New Jersey.

Such assistance, based upon the recommendations of the local agency supervising the area of client's temporary residence, shall include the usual living expenses, cost of medical care as incurred, and the cost of burial if death should ensue during the visit. Cost of burial would be limited as per Ruling No. 2.

When the client plans to reside permanently in another State, determination shall be made of the other state's willingness to accept the stay of the client within its jurisdiction while receiving assistance from New Jersey as an accumulative period during which residence may be gained in that State for purposes of one of the public assistance programs. Old age assistance shall be continued, provided need is demonstrated as outlined above, until such residence requirement is fulfilled.

- 3 -

When the client desires to move permanently to a state which has entered into a reciprocal agreement with New Jersey for the immediate transfer of cases, the appropriate local agency shall be notified promptly to enable it to initiate an investigation. A case summary shall be provided the out-of-state agency as soon as change of residence is affected. The client shall be instructed where to file application for assistance in the state of residence, and assistance shall be continued by the New Jersey agency until notification of acceptance has been received from the other state's local agency. However, assistance shall not be continued for more than two months following that in which change of residence takes place.

If upon inquiry it appears, however, that residence can never be gained by the client despite his intention, or if the residence requirement exceeds five years the case shall be immediately referred to the State Division for a determination concerning the continuance of assistance. Similar action should be taken where the appropriate out-of-State agency refuses to make the required investigation.

Sources of Residence Verification

In general, written records supported by testimony of responsible individuals supply the most adequate verification of the residence requirement. Unless contradicted by other evidence or testimony the following records, when they indicate length of residence, are deemed acceptable:

- Rent receipts and utilities bills;
- Telephone directories;
- City directories when it is known that such directories are maintained on a current basis;
- Records of public and private welfare agencies;
- Physicians' records supported by the physician's personal testimony;
- Employment records supported by the employer's testimony that he has had continuous knowledge of the applicant's abode;
- Post office records or knowledge of postmaster or carrier.

If none of the above types of evidence are available, if they are contradictory, or if the evidence offered by written records is not found satisfactory, the following sources of evidence may be deemed acceptable, particularly if two or more pieces of such evidence are corroborative one of another:

- Personal testimony of employers, neighbors, landlords, and tradesmen where it can be shown that such persons are unbiased and where it is possible to indicate in the record the manner in which such persons have knowledge of the applicant's place of residence;

- Election records;

- Addresses shown on real property tax records.

- 4 -

Evidence which is not regarded as acceptable includes the unsupported testimony of the applicant, testimony of his relatives when there is no corroborative evidence, and recorded statements of the type, "Mr. _____ has known applicant for _____ years."

The above lists are not intended as exhaustive statements of the several kinds of evidence which may be used for residence verification; they are presented as suggestions of the kinds of evidence most frequently available.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved August 17, 1945
Sanford Bates, Commissioner

Ruling Series.

No. 5. Insert in Handbook under section "Rulings and Bulletins".
Destroy Ruling No. 5 dated May 31, 1943.

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

May 1, 1950

SUPPLEMENT NO. 1 TO RULING NO. 5

MIGRATION BETWEEN NEW JERSEY AND PENNSYLVANIA

Former
Agreement
for "Trans-
fer of
Cases"
Abrogated.

1. Supplement No. 1 to Ruling No. 5, entitled "Transfer of Cases between New Jersey and Pennsylvania", issued August 17, 1945, is hereby rescinded. The previously existing understanding which contemplated a uniform method for "transfer of cases" between the two jurisdictions, without interruption of assistance payments, is declared abrogated.

Continuing
Eligibility
of N.J. Re-
cipients
Already Liv-
ing in Pen-
nsylvania.

2. Recipients of old age assistance from New Jersey who, on May 1, 1950, are already living in Pennsylvania, under arrangements known to and approved by the county welfare board, may continue to receive assistance, if otherwise eligible, for a period of twelve months from the month in which the move from New Jersey to Pennsylvania occurred. Each such recipient shall be notified by letter, within 30 days from the issue of this Supplement, that his eligibility for assistance from New Jersey will terminate, if he continues to live in Pennsylvania, on the date he gains residence eligibility in Pennsylvania, that is, one year from the date on which he moved into that jurisdiction. It will be the recipient's personal responsibility to file formal application in Pennsylvania, at or before such date.

Administra-
tive Control
to be Estab-
lished.

3. The director of welfare will establish appropriate administrative controls covering all recipients referred to in section 2, whereby the payment to be issued for the month during which the recipient acquires residence eligibility in Pennsylvania will be the last such payment issued from New Jersey, and will be accompanied by a letter of transmittal informing the recipient of that fact.

Eligibility
of N.J. Re-
cipients Who
Move to Penn-
sylvania on
and after
May 1, 1950.

4. The continuing eligibility of N. J. recipients who move to Pennsylvania on and after May 1, 1950, will be governed as follows:

- a. Permanent Move -- A recipient who leaves New Jersey and goes to live permanently in Pennsylvania, becomes immediately ineligible for further old age assistance from New Jersey. He will not, however, have eligibility to receive old age assistance from Pennsylvania unless and until he has attained one year's residence in that state. New Jersey recipients who are considering permanent moves to Pennsylvania should be so advised in order that they may plan accordingly.
- b. Temporary Move -- A recipient who leaves New Jersey and goes to Pennsylvania for a temporary stay only, intending to return to his established home in New Jersey within a period of three months, may continue to receive old age assistance from New Jersey during such temporary stay, if he is otherwise eligible. His intention to return is determined from his own statement of his plans, so far as these are consistent with his actions and with other objective evidence. A "temporary stay" is defined as one which is not an actual and complete

change of customary place of abode, and which does not exceed three months, unless the recipient thereafter reports, and it is verified, that his health or other circumstances beyond his control prevent his return within the three month period but that he still intends to return to New Jersey. If, because of such circumstances, assistance is continued beyond three months, the total period including the three months may not exceed one year. Administrative controls shall be set up which will automatically result in the discontinuance of the grant at the end of three months. If at that time, the director of welfare finds that circumstances permit continuing assistance, for the reasons stated in this subsection, new controls shall be set up for discontinuance at the appropriate time, but not later than one year.

- c. Uncertain Move -- Where it is not clearly evident, in the first instance, whether the move is permanent or temporary, it shall be regarded as temporary for a period not exceeding three months. If a person goes repeatedly to Pennsylvania for "temporary stays" and returns to New Jersey only for brief intervals in between, it shall be the responsibility of the county welfare board to determine whether or not an actual removal has taken place and the recipient has in fact made Pennsylvania his customary place of abode.

Continuing Eligibility of Pennsylvania Recipients who Moved to N.J. before 11/1/49.

5. The State Division understands that Pennsylvania recipients, who moved to New Jersey before November 1, 1949, will continue to receive assistance from Pennsylvania if otherwise eligible, for a period of twelve months from the date of the move. All such recipients have been so notified.

Status of Penna. Recipients Who Moved to N.J. on & after 11/1/49.

6. The State Division understands that the eligibility status of Pennsylvania recipients who moved to New Jersey on and after November 1, 1949, is governed by rules substantially identical with those stated in section 4 of this Supplement. This means that such persons may become ineligible for continuing assistance from Pennsylvania even before completion of the one year's residence required for attainment of eligibility in New Jersey.

Status of Non-Recipients.

7. Persons not already receiving old age assistance who move from Pennsylvania to New Jersey, or vice versa, are ineligible in the state from which they migrated unless and until they return to live in such state and are then found otherwise eligible; such persons are also ineligible in the state to which they migrated unless and until they have lived in such state for a period of one year immediately preceding application.

Approved: Elmer V. Andrews
Deputy Commissioner for Welfare

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

Supplement 1 to Ruling No. 5 - Insert in Handbook under section "Rulings and Bulletins". Destroy Supplement 1 to Ruling 5, issued August 17, 1949.

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

SUPPLEMENT NO. 2 TO RULING NO. 5

TRANSFER OF CASES BETWEEN NEW JERSEY AND NEW YORK

Following is an excerpt from an agreement which shall become effective September 15, 1945 between the Department of Social Welfare of the State of New York, party of the first part, and the Department of Institutions and Agencies of the State of New Jersey, party of the second part:

"NOW, THEREFORE, IT IS MUTUALLY AGREED by and between the parties hereto as follows, to wit:

(1) That the party of the first part will arrange through its proper public local administering agencies to receive the applications of persons eligible for old age assistance in the State of New Jersey, who remove to the State of New York with intention to take up permanent residence therein, and will arrange through its proper local administering agencies to provide for their needs, in accordance with the provisions of the Social Welfare Law of New York State; and

(2) That the party of the second part through its proper public local administering agencies will accept persons eligible for old age assistance in the State of New York, who remove to the State of New Jersey with intention to take up permanent residence therein, and will provide for their needs in accordance with the New Jersey old age assistance law; and

(3) That in the event of the death of a recipient who has moved from one to the other of the states under the provisions of articles (1) and (2) of this agreement, the party and/or its proper local administering agencies, holding assignment or otherwise controlling any of the personal or real property of the deceased shall, before considering any claim which the other party might have against the estate of the deceased, take reimbursement for all public aid paid by said State and/or its proper local administering agencies; and that in the event full reimbursement is received by said party, and/or its proper local administering agencies, and a balance of funds remains, then said party shall notify the other of this fact;"

The procedure for handling cases under this agreement is outlined in Ruling No. 5 revised, copies of which accompany this supplement.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved August 17, 1945
Sanford Bates, Commissioner

Ruling Series.

Supplement No. 2 to Ruling No. 5.

Insert in Handbook under section
"Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

September 19, 1947

SUPPLEMENT NO. 3 TO RULING NO. 5

TRANSFER OF CASES BETWEEN NEW JERSEY AND WISCONSIN

Pursuant to enabling legislation in both New Jersey and Wisconsin, correspondence has been exchanged between the New Jersey Department of Institutions and Agencies and the Wisconsin Department of Public Welfare regarding the transfer of old age assistance cases between the states on a reciprocal basis. This correspondence is regarded as having established a mutual understanding of policies and procedures to apply between the administrative agencies of the two states.

Our understanding is that New Jersey will grant old age assistance to any person who moves from Wisconsin to New Jersey with the intention of becoming a permanent resident, waiving the requirement for one year of continuous residence in New Jersey immediately preceding date of application, provided the applicant is in all other respects eligible for assistance under New Jersey law; and that Wisconsin will in turn do the same for persons who move from New Jersey to Wisconsin with the intention of becoming permanent residents of Wisconsin.

In the case of an active recipient whose case is transferred from one state to the other according to the principle stated above, the state which has first acquired a vested interest in any of the clients' assets or resources by assignment, lien, mortgage, or other form of sequestration, will maintain its preemption as to such assets or resources. The liquidation and disposition of such assets and resources, at the time of the client's death or otherwise, will conform to the law and administrative policy of the state having the preemption. The administrative agencies in both states, however, undertake to maintain a policy of prompt notification and full exchange of information with respect to such matters.

It is further understood that when a resident of either State who is receiving old age assistance in such State removes to the other State for temporary abode only, without intention of becoming a permanent resident, the agency in the State of origin will continue to extend assistance so long as the client continues to be otherwise eligible, and will continue to be responsible for the usual budgeted items of need including medical care, hospitalization, and burial expenses if death occurs, until such time as the client returns to the State of origin, or forms the intent of becoming a permanent resident of the State of temporary abode prior to returning to the State of origin. Such intent to become a permanent resident shall in any event be presumed when the temporary abode has continued for one year. In determining the amount of assistance to be extended to a client who is residing temporarily in the other State, the agency in the State of origin will consider, as fully as its law and regulations permit, the recommendations of the agency in the State of temporary abode, based on the assistance standards prevailing in such State, with respect to the need of such person for continuing assistance.

- 2 -

The understanding between the States as outlined above is effective immediately.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved August 4, 1947
Sanford Bates, Commissioner

Ruling Series.
Supplement No. 3 to Ruling No. 5. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #6

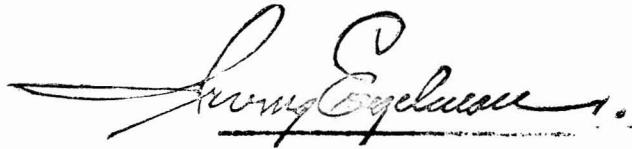
ISSUED: July 1, 1939
(Date)

REV.: _____
(Date)

TITLE: Investigations on Application and Continuance

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-17
44:7-18
44:7-22



Bureau of Assistance

Approved:

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

July 1, 1939

RULING NO. 6

INVESTIGATIONS ON APPLICATION AND CONTINUANCE

Statement of Law

The Old Age Assistance Law, Title 44, Chapter 7, Revised Statutes of New Jersey, provides in Section 17:

"An applicant for old age assistance shall make his application therefor to the county welfare board for the county in which the applicant resides. The person requesting assistance may apply in person or the application may be made by another in his behalf. The application shall be made in writing or reduced to writing, in manner and form prescribed by the state division. All statements in the application shall be verified under oath by the applicant."

It is provided in Section 18 that:

"When the county welfare board receives an application for old age assistance, an investigation and record shall promptly be made of the circumstances of the applicant. The object of such investigation shall be to ascertain the facts supporting the application made under this chapter and such other information as may be required by the rules of the state division. Upon the completion of such investigation the county welfare board shall decide whether the applicant is eligible for and should receive old age assistance under this chapter, the amount of assistance, the manner of paying or providing it, and the date on which the assistance shall begin."

Section 22 of Title 44, Chapter 7, Revised Statutes of N.J. provides:

"All old age assistance under this chapter shall be reconsidered from time to time as may be provided for by the rules of the state division. After such further investigation as the county welfare board may deem necessary or the state division may require, the amount and manner of giving assistance, or the conditions upon which it is given, may be changed, or the assistance may be withdrawn if the county welfare board finds that such action is warranted by the recipient's circumstances or for cause."

Investigation on Application

Pursuant to the above statutory provisions the State Division adopts the following regulations:

1) In each instance of initial application for old age assistance the county welfare board shall require the filing of a formal application, Form OA-1, properly filled in by or in behalf of the applicant and signed by him in the presence of a person authorized by law to take and certify affidavits and acknowledgments.

The same regulation shall apply to "reapplications", i.e., to persons who applied previously for old age assistance and withdrew, and to persons who applied previously and were denied by the county welfare board. In "reopened" cases, instances where the applicant formerly received old age assistance but was discontinued for cause, the welfare board may in its discretion require the filing of Form OA-1, except that if the case has been inactive for a period of twelve months or more formal application for assistance shall be required.

2) All applications for assistance, whether in "new", "reapplication", or "reopened" cases, should be assigned to the field for investigation as soon after their receipt as is practicable. Ordinarily such assignment will be made during a period not exceeding one week following their receipt.

3) Investigation of applications shall be carried on and completed promptly. It is desirable that investigations be completed within thirty days after application. No application should be in the field under investigation for a period of more than sixty days except with the specific approval of the director of welfare.

4) As an aid to the prompt clearance of applications for old age assistance the county welfare board shall cause to be maintained in the county a register of applications filed which will show as a minimum

- a) Name of the applicant
- b) Registration number
- c) Date application was received
- d) Date application was assigned to the field for investigation.

This register should be kept current and within easy access of the director at all times.

5) Except in most unusual circumstances completed investigations shall be presented to the welfare board at the next regular meeting of the board following their completion. The welfare board shall formally approve, deny, or hold over for further investigation, each case brought before it.

Investigation on Continuance

1) The county welfare board shall require each active recipient of old age assistance to sign a formal application for continuance (reverse side of Form OA-3) and shall cause a comprehensive investigation of each active recipient's circumstances to be made at least once every six months.

- 3 -

The foregoing is stated as the general rule and is interpreted to mean that old age assistance clients shall not be permitted to continue on the active rolls of the welfare board for a period exceeding six months without reinvestigation of their social and financial circumstances. The State Division reserves the right to permit exceptions to the foregoing rule, in its discretion, where unusual circumstances in specific cases or in groups of cases are presented by the county welfare board and warrant the exercise of such discretion. The State Division may not approve for federal and State matching any grant of old age assistance which has remained uninvestigated for a period of one year or more.

The State Division will continue periodically to advise the counties of overdue continuance reports. Such advice from the State Division will not relieve the county welfare boards, however, of the necessity of maintaining in the county office adequate records and files from which due dates may be readily determined.

2) Investigations on continuance shall be acted upon by the welfare board at the meeting next succeeding their completion.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

No. 6 - Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #8

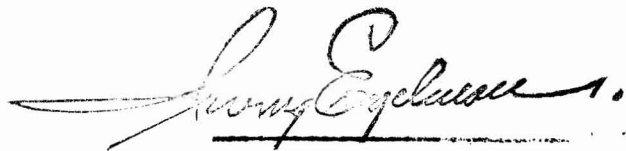
ISSUED: May 1, 1946
(Date)

REV.: _____
(Date)

TITLE: Transfer of Cases on Change of County Residence

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-30



Bureau of Assistance

Approved:

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

May 1, 1946

RULING NO. 8

TRANSFER OF CASES ON CHANGE OF COUNTY RESIDENCE

A. Statement of Law

The old age assistance law directs that cases shall be transferred among the counties as recipients' residences change, except that:

1. A temporary visit shall not be considered a change of residence, but any visit shall be deemed permanent if continued for more than three months;
2. Removal from one county to another for the purpose of entering a public institution or a private custodial or curative establishment, such as a licensed nursing home, shall not be considered a change of county residence during the period of confinement in such institution or establishment, regardless of the length of such confinement.

B. Definitions

For the purposes of this ruling, the following definitions shall apply:

County of origin - the county from which the client moves or expects to move during the particular transfer, and not to be confused with other counties in which the client may have resided on previous occasions.

Receiving county - the county to which the client moves or expects to move during the particular transfer.

C. Statement of Principles

Whenever it is determined that a recipient has moved or is planning to move from one county to another, it shall be the responsibility of the directors of welfare of the two counties concerned to effect the prompt and efficient disposition of the case in accordance with the following principles:

1. The county of origin shall initiate, and the receiving county shall, on request, immediately cooperate in accomplishing a full investigation of the circumstances surrounding the move.
2. If the move is permanent and the case warrants continued assistance, transfer of the case shall be accomplished expeditiously by discontinuance of the grant in the county of origin and award of a grant in the receiving county, to occur simultaneously in the first month for which the directors of welfare concerned can mutually so arrange.

May 1, 1946

- 2 -

3. If the case does not warrant continued assistance, regardless of the nature of the move, payments to the recipient shall cease as promptly as the facts indicating such action are available.

4. The welfare of the client shall not be adversely affected, and his right to uninterrupted assistance if in need shall not be prejudiced, by disagreement or other administrative difficulty between the counties.

D. Administrative Procedure

In the accomplishment of the foregoing objectives, the directors of welfare of the counties concerned shall consult together fully and promptly by correspondence, and by telephone with confirmation by letter, and shall otherwise utilize whatever procedures are most appropriate to the effective disposition of the particular case. It is contemplated that most cases will be satisfactorily handled by mutual cooperation in this manner without prescribed procedural formality.

However, in the event of disagreement or unreasonable delay, the rights of the parties will be determined by the State Division on the basis of compliance with the following procedural standards:

1. Upon learning that a recipient has moved or is planning to move to another county, the director of welfare in the county of origin shall immediately initiate appropriate investigation of the circumstances and shall immediately notify the receiving county that such removal has occurred or is to occur.

2. The receiving county shall establish contact with the recipient within five working days of the receipt of such notification or of the date of move, whichever is later. If it appears that the move is permanent, (i.e., has already continued or is likely to continue for more than three months), the receiving county shall take an application from the client, unless at that point sufficient factual data has been developed to support a recommendation to the county of origin that the grant be discontinued for cause.

3. The receiving county, within five working days after initial contact with the client, shall report to the county of origin in writing its finding on the nature of the move and all other information available at that point. If the move is permanent and discontinuance of the grant is not affirmatively indicated, it shall request the county of origin to forward the case record as indicated in #4 below.

4. The county of origin, upon notification of the permanent nature of the move without recommendation for discontinuance, shall within five working days thereafter forward to the receiving county either the original case record complete with all forms, correspondence, etc. or copies of the forms and reports of first and subsequent applications and discharge reports plus the two most recent continuance reports, eliminating all interim reports. If the interim reports, however, cover any unusual situation or information, a brief summary of the pertinent data should be added to the above

May 1, 1946

- 3 -

listed material. If a complete original record is forwarded, the county of origin shall prepare a summary of contents deemed adequate to its own purposes to be retained in its files. The county of origin will exercise care that any records so transmitted to the receiving county are properly organized and in good order.

5. Upon receipt of the case record or copy of the above listed material, the receiving county shall immediately acknowledge such receipt by letter and shall, in the same letter, confirm to the county of origin that responsibility for the case, whether or not assistance is to be granted, will be assumed not later than the first day of the following month. The receiving county will then proceed with such further investigation of the applicant's eligibility as may be required and will submit the case for Board action at the meeting in that month for which it has notified the county of origin it is assuming responsibility, or, if necessary, the director will authorize a temporary grant for such month and board action taken at the next meeting thereafter.

6. The county of origin shall formally discharge the case at the next board meeting following receipt of notification from the receiving county of their effective date of assumption of responsibility, but shall, without waiting for such meeting, promptly confirm to the receiving county the effective date of such discharge and the month for which the last check has been or will be issued.

7. The county of origin shall, so far as possible, include in the client's last check budgeted amounts to meet all authorized outstanding obligations of the client for board, medical services and other needs. The receiving county shall honor, for budgeting purposes, all such items which had not been available for consideration at the time the county of origin estimated the client's needs for the last check.

8. Notification of discharge shall be sent to the client by the county of origin, informing him that the receiving county has become responsible for his case and will in due course notify him of its decision to grant or deny assistance.

9. Any case the disposition of which has not been mutually agreed upon by the directors of welfare concerned within thirty days of the date of original referral shall be promptly reported by the county of origin to the State Division by letter setting forth the pertinent available facts. This does not mean that the actual transfer must be completed within thirty days, but rather than an understanding between the directors of welfare shall be concluded within that time. In the absence of such an understanding, the State Division shall be notified by the county of origin and may be notified by the receiving county as well.

E. Statistical Procedure

1. (a) The receiving county, upon taking an application as referred to in D.2 above shall assign a new registration number or reopened number as the case may be and shall enter the case in Item 2(d) on Form OA-8 for the month in which such application is taken.

May 1, 1946

- 4 -

(b) If a grant is made, the case shall be recorded in Item 4 and Item 11 of Form OA-8 for the month in which the grant becomes effective, and shall be recorded in Item L(2) on Form OA-14.

(c) If a grant is denied or the application withdrawn, the case shall be recorded in Item 5 or 6, whichever is appropriate, and in the appropriate item of section D on Form OA-8.

2.(a) The county of origin, if it discontinues the grant for cause as referred to in C.3 above, shall enter the case in Item 29 (b) on Form OA-8 and in the appropriate classification item on Form OA-13 for the month of discharge.

(b) If the county of origin discontinues the grant by reason of assumption of responsibility by the receiving county as referred to in D.6 above, such discharge shall be counted as a case transferred to another county, and shall be entered in Item 29(a) on Form OA-8 and in item E(19) on Form OA-13 for the month of discharge.

F. Recording

In order to lend continuity to the case record a chronological progress report shall be prepared by both the county of origin and the receiving county. The entries in these reports will vary as case situations vary but will in general cover the following:

1. Report for County of Origin

(a) Statement of client's removal or contemplated removal to another county with details of any interview with client or relatives.

(b) Notation of the date, nature and result of all contracts, by letter, telephone, or otherwise, with the receiving county, in furtherance of transfer or other disposition.

(c) Closing statement to cover:

(1) The total number of months and total amount of assistance extended up to the time of transfer, including any assistance paid by any other county in any prior period.

(2) Summary statement of all financial resources including a listing of all insurance policies assigned or held by other persons and their current status, amount of trust account, and plan for its disposition, description of real estate and status, etc.

(3) Recommendation for discharge of the case, due to transfer to another county or other cause.

(d) Notification to client by letter advising him of the transfer of his case to the receiving county, or of discharge for other cause.

May 1, 1946

- 5 -

(e) Transmittal to receiving county of copy of the closing report, if the case is transferred.

2. Report of Receiving County

(a) Date and nature of referral from county of origin.

(b) Notation of the date, nature and result of all contracts by letter, telephone, or otherwise, with the county of origin, in furtherance of transfer or other disposition.

(c) Regular and complete investigation report as outlined in Ruling #1. Receiving county may eliminate early social and work history if the original record appears adequate, but the caption "Applicant" should cover the circumstances surrounding the change of residence.

(d) Date county of origin was notified of date of acceptance of responsibility.

(e) Statement and explanation of final disposition.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved: May 1, 1946
Sanford Bates, Commissioner

Ruling Series.

No. 8 - Insert in handbook under section "Rulings and Bulletins".

Destroy Ruling No. 8 revised September 7, 1945.

• • •

100

•

•

•

...

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #10

ISSUED: _____

(Date)

REV.: May 18, 1945

(Date)

TITLE: Forms and Procedures for Operating Reimbursement
Plan

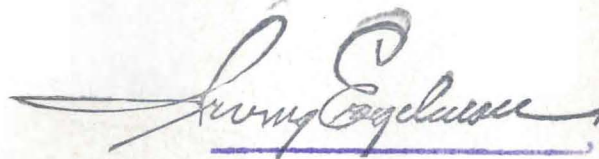
SUBJECT: _____

Supplement #1, 7/9/45
" #2 1/28/46
" #3 12/18/45
" #4 7/14/47

STATUTORY REFERENCE: R.S. 44:7-14

R.S. 44:7-15

R.S. 44:7-16

 , Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey,
Department of Institutions and Agencies
Division of Old Age Assistance

Revised May 18, 1945

RULING NO. 10

FORMS AND PROCEDURES FOR OPERATING REIMBURSEMENT PLAN

In order to give effect to Title 44, Chapter 7, Sections 13, 14, 15 and 16, Revised Statutes, providing for the execution, filing and satisfaction of the Agreement to Reimburse, the following regulations are adopted.

Form OA-10 - Agreement to Reimburse

Every applicant for old age assistance shall be required to execute Form OA-10, Agreement to Reimburse, as a condition of eligibility. Except as provided below, the applicant's spouse, where living, shall join applicant in the Agreement to Reimburse releasing his or her curtesy or dower interest as the case may be. Where the applicant has no spouse the agreement shall be executed with the individual applicant ignoring the section providing for release of dower or curtesy. Form OA-10 as revised May, 1945, should be executed in previously granted cases where real property is jointly owned by the recipient and spouse on the occasion of the next ensuing continuance report.

The county welfare boards are hereby authorized to accept the Agreement to Reimburse with the signature of the applicant alone where careful investigation discloses in the case of married persons that the spouse cannot be located and the applicant has been separated continuously from such spouse for a period of five years or more. In all such cases it shall appear that active efforts have been made to locate the spouse and that the applicant is without knowledge which will lead to the discovery of the spouse's whereabouts. There will be other cases where the spouse, while living and known, is unwilling to join the applicant in execution of this instrument. Where in such cases need is demonstrated, assistance may be granted subject to the approval of the State Division before release of the first check.

Where the execution of an Agreement to Reimburse is by recipient and spouse, both signatures must be acknowledged. It is not necessary, however, to have a separate acknowledgment for each signature.

Three copies of this form shall be prepared, the original to be filed by the Welfare Board, the duplicate forwarded to the Division of Old Age Assistance, and the triplicate returned to the recipient.

Form OA-10A - Certificate of Notice of Agreement to Reimburse

The Certificate of Notice of Agreement to Reimburse shall be filed with the Clerk of the Court of Common Pleas or Register of Deeds and Mortgages in every case immediately upon the granting of assistance. In cases where real property is owned in a county other than that in which the client is resident, this document should also be docketed with the Clerk of the Supreme Court of New Jersey.

-2-

Three copies shall be prepared, the original to be placed on file with the Clerk of the Court of Common Pleas or Register of Deeds and Mortgages, the duplicate retained by the Welfare Board and the triplicate forwarded to the Division of Old Age Assistance.

Form OA-10B - Certificate to Reimburse

The Certificate to Reimburse, Form OA-10B, provides the basis for specific collection. Copies shall be prepared and distributed in the same manner as Form OA-10A. The form shall set forth the specific amount due and owing and shall be filed with the Clerk of the Court of Common Pleas or Register of Deeds and Mortgages, and the Clerk of the Supreme Court of New Jersey where appropriate, upon the decease of the recipient, the discontinuance of his case for other cause, or at any intermediate time when it is desirable to effect reimbursement.

Form OA-10C - Warrant to Enter Satisfaction of Certificate to Reimburse and Notice of Agreement

Form OA-10C, Warrant to Enter Satisfaction, is designed to discharge from the records of the Clerk of the Court of Common Pleas or Register of Deeds and Mortgages either Form OA-10A, OA-10B or any Agreement to Reimburse which may have been filed in the early years of the program.

Four copies of this form shall be prepared, the original to be filed with the Clerk of the Court of Common Pleas or Register of Deeds and Mortgages, the duplicate with the Welfare Board, the triplicate with the Division of Old Age Assistance, and the quadruplicate with the recipient or his estate.

The Welfare Boards are authorized to enter into tentative arrangements involving compromise of claims established through the foregoing reimbursement plan. However, in all cases where less than full reimbursement is effected the matter shall be referred to the State Division for review and written approval before Form OA-10C, Warrant to Enter Satisfaction, or any partial release of lien is filed. This procedure will afford the Division opportunity to examine the facts affecting each such case before release of the State and Federal governments' interests.

Execution of Lien

There will usually be only three general types of situations in which it will be necessary or desirable for the welfare board to secure the issuance of a writ of execution of the judgment; i.e.

(a) Where the recipient is acting in fraud or is uncooperative. The remedy would be the establishment of a judgment record in the Court of Common Pleas and the immediate issuance of execution to be levied upon the specific asset which the client refused to assign to the welfare board. If necessary the asset so levied upon may be liquidated at a judgment sale.

- 3 -

(b) Where an asset is discovered after recipient's decease, proceedings by levy of execution may protect the board against misappropriation of such asset.

(c) Where real estate of a deceased recipient is being dissipated by his heirs or by accumulating taxes and a sale is in prospect a judgment sale would be in order.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved May 18, 1945
Reeve Schley, Acting Commissioner

Ruling Series No. 10. Insert in Handbook under section "Rulings and Bulletins." Destroy Ruling No. 10 dated July 9, 1942. Cancel Bulletin No. 15 issued April 15, 1936.

July 9, 1945

Supplement to Ruling No. 10.

In Ruling No. 10 as revised May 18, 1945 you were advised that Form OA-10 as revised May, 1945, should be executed in previously granted cases where real property was jointly owned by the recipient and spouse on the occasion of the next ensuing continuance.

The question has been raised by counsel of Welfare Boards as to the advisability of having the new form executed in all cases, and it was pointed out that should the spouse of a recipient inherit property, real or personal, there would be an advantage to the Welfare Boards in having the new form executed.

We have discussed this with Mr. Urbanik and he agreed that this advantage would accrue. Therefore we deem it advisable to have the new form executed in all cases where the client has a living spouse.

A question has also been raised concerning the directions for docketing cases with the Clerk of the Supreme Court of New Jersey. It has been pointed out that the County Clerk would have to issue a statement for docketing which would then be sent to the Supreme Court Clerk.

We understand that in most counties where property has been held in a second county it is preferable to send copies of Form OA-10, A and B, to the Clerks of the Court of Common Pleas or Register of Deeds and Mortgages of the second county rather than undergo the docketing procedure and this would be satisfactory alternative action.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

MPD-MEC

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

January 28, 1946

SUPPLEMENT NO. 2 TO RULING NO. 10

In Ruling No. 10 as revised May 18, 1945 and Supplement dated July 9, 1945, you were advised that Form OA-10 as revised May 1945 should be executed in all cases where the client has a living spouse. Although no specific reference was made to the need for filing a new certificate (Form OA-10A as revised May 1945) in all cases where a new agreement is taken, it was assumed that the advisability of such filing would be recognized and understood. It now appears that there has not been uniform understanding on this score and the matter is therefore being called to your attention. In all cases that were active previous to May 1945, where a new Form OA-10 has subsequently been executed, a new Form OA-10A should be filed.

It is our understanding that such new certificate can be filed so as to be tied in with any previously filed certificate, that is by having the same index number used. As a matter of fact, it is our understanding that this is actually a simplification of the job that would otherwise be required of the County Clerk or Registrar of Deeds and Mortgages. However, in order to make such integration of indexing possible, it is important that the name of the client as written into the new certificate must be identical with the name that appeared in the previously filed certificate. Care must be exercised therefore to watch for those cases where the client may have changed his style of signature during the intervening period. Even though the client may now sign his name differently, his name should be typed into the new certificate in the exact form in which it appears in the earlier certificate.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

Supplement No. 2 to Ruling No. 10. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

December 18, 1946

SUPPLEMENT NO. 3 TO RULING NO. 10

It has come to our attention that the filing of the OA-10B on the discontinuance of a case frequently results in unnecessary and confusing detail and often is no more effective than the results which are attained by the filing of form OA-10A at the time of application.

Consequently, your attention is directed to Page 2, paragraph 2, of the ruling under the heading "Form OA-10B - Certificate to Reimburse". This paragraph sets forth the requirement that the OA-10B shall be filed on "the discontinuance of his case for other cause". In order to avoid any possible misunderstanding, this phrase shall hereafter be construed to mean that the filing of the OA-10B on the discontinuance of a client's case shall be permissive with the welfare boards. However, in those situations where assistance is withdrawn because of the decease of the recipient or where the opportunity arises for effecting reimbursement, then the mandatory nature of the requirement for filing the OA-10B shall continue as heretofore.

There will be instances when the welfare board will desire to file form OA-10B on the discontinuance of a case even though this supplement eliminates the mandatory nature of such action. Among others, reasons will exist for filing the OA-10B on discontinuance when it is determined that a recipient is permanently committed to an institution or when the recipient removes to another county or state.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

Supplement #3 to Ruling #10. Insert in Handbook under section "Rulings and Bulletins".

Department of Institutions and Agencies
Division of Old Age Assistance

July 14, 1947

SUPPLEMENT NO. 4 TO RULING NO. 10

The Committee Substitute for Senate Bill #37 which was adopted by the Legislature on March 11, 1947, was signed by the Governor July 1, 1947 and became effective that date as Chapter 370 of the Laws of 1947.

The bill, copy of which is attached hereto, amends section 44:7-15 R.S. in such a way as to eliminate privately negotiated sales of real property by the county welfare board and to require all such sales to be effected by public sale, or sealed-bid sale, after advertising. It is considered that this procedural limitation will give better assurance that the county welfare board will receive the maximum price for any real property it might have acquired and will afford better opportunity for all citizens to bid for the purchase of such property.

Your attention is directed to the fact that this requirement for advertised sales applies only to real property title to which has been acquired by the county welfare board through execution sale or voluntary conveyance. It does not therefore impose any new limitation on the power and discretion of the county welfare board, when exercised with the concurring approval of the Division, in effecting liquidation of personal property or in negotiating compromises, compositions, settlements, releases, cancellations, etc., of any lien, judgment, claim, or right of action with respect to real property title to which has not vested in the county welfare board.

For the purpose of giving uniform effect to this amendment, the following regulations are established:

1. All contracts for the sale of real property by the county welfare board which were fully consummated prior to July 1, 1947, may be executed, notwithstanding that the date for final closing may be on or after July 1, 1947.
2. All real property now vested in or hereafter acquired by any county welfare board by execution sale or voluntary conveyance may be subsequently disposed of by the welfare board only at public sale, or by sale on sealed bids, in the discretion of the welfare board, provided that notice of said sale shall be advertised at least once a week for two weeks prior to the sale in a newspaper published in the county in which the land is situated, and provided further that the consummation of any such sale shall be expressly made conditional on the approval of the State Division following report to and review by the Division of the terms, conditions and consideration for such sale.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved: July 11, 1947
Sanford Bates, Commissioner

Ruling Series.
Supplement No. 4 to Ruling No. 10. Insert in Handbook under section "Rulings and Bulletins".

Chapter 370, P.L. 1947
Effective July 1, 1947
(Revised Statutes, section 44:7-15.)

STATE OF NEW JERSEY

Adopted March 11, 1947

AN ACT concerning grants of old age assistance, and amending section 44:7-15 of the Revised Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Section 44:7-15 of the Revised Statutes is amended to read as follows:

44:7-15. At any time the county welfare board may execute and file with the clerk of the court of common pleas or register of deeds and mortgages, a certificate, in form to be prescribed by the State division, showing the amount of assistance advanced to said person, and when so filed each certificate shall be a legal claim against both the recipient and his spouse with the same force and effect as a judgment at law, with priority over all unsecured claims except funeral expenses not to exceed one hundred fifty dollars (\$150.00).

Where the above mentioned certificates are filed with the clerk of the court of common pleas, subsequent proceedings for the collection and satisfaction of the judgment, including issuance of execution, shall conform to the practice prevailing in the court. In counties where the above mentioned certificates are filed with the register of deeds and mortgages, the register, upon request of the county welfare board, shall execute and file with the clerk of the court of common pleas certified copies of the certificates herein described, which shall be filed in the judgment records of the court, and shall have the same force and effect as a judgment at law in that court, and may subsequently be docketed in the Supreme Court of New Jersey where lands are situate in several counties.

No levy shall be made upon the real estate while it is occupied by the widow or widower, as the case may be. If the proceeds of the sale of any personalty or real estate, under the terms of this chapter, exceed the total amount paid as assistance under this chapter, such excess shall be returned to said person, and in the event of his death such excess shall be considered as the property of the deceased for proper administration proceedings. All funds reclaimed under these provisions shall be reimbursed to the county, State and Federal Government, in the same proportion as it was contributed.

The county welfare board shall be empowered to accept voluntary conveyance of real or personal property in lieu of issuance of execution. All real property acquired by execution sale or voluntary conveyance may be disposed of at public sale, or by sale on sealed bids in the discretion of

- 2 -

the county welfare board; after public advertisement at least once a week for two weeks prior to the sale, in a newspaper published in the county; provided, however, that the terms, conditions and consideration for such sale shall be first approved by the State Division of Old Age Assistance. The county welfare board is hereby authorized and empowered to execute and deliver any and all documents necessary to convey title to a purchaser of such real or personal property, in exactly the same manner as any other corporate entity.

2. This act shall take effect immediately.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #11

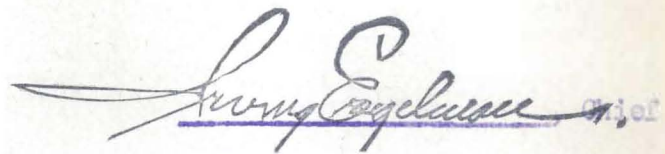
ISSUED: August 23, 1949
(Date)

REV.: _____
(Date)

TITLE: Personnel Plan

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-6


Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department of Institutions and Agencies
Bureau of Assistance

August 23, 1949

RULING NO. 11

PERSONNEL PLAN

The attached Regulations entitled "Compensation Plan for County Welfare Boards" are hereby incorporated as the substance of this Ruling. These regulations are applicable to all county welfare boards and are effective immediately.

The "Plan for Personnel Selection, Appointment and Approval for County Welfare Boards", which was promulgated July 2, 1936, and the listing of authorized positions for county welfare boards, issued as of January 1, 1947, continue in full force and effect except as modified or superseded by the attached regulations and by statutory changes since that date.


The official Rules of the New Jersey Department of Civil Service which are applicable to counties and municipalities operating under the legal jurisdiction of that Department, are hereby adopted by the State Division as Merit System Rules governing the county welfare boards of the following counties: Cape May, Gloucester, Hunterdon, Salem, and Somerset.

The following statements are superseded and made obsolete:

"Standard Salary Ranges for County Welfare Boards" and
"Regulations" attached thereto, issued January 6, 1947.

"Supplement to Ruling #11", issued March 2, 1948.

DEPARTMENT INSTITUTIONS AND AGENCIES


Marc P. Dowdell, Chief
Bureau of Assistance

Ruling Series.

No. 11 - Insert in Handbook under section "Rulings and Bulletins".
Destroy Ruling No. 11 issued January 6, 1947, and Supplement dated March 2, 1948.

COMPENSATION PLAN
FOR COUNTY WELFARE BOARDS

REGULATIONS

1. Each county welfare board shall, in compliance with the conditions hereinafter specified, establish a Compensation Plan covering all positions concerned in whole or in part with the administration of Old Age Assistance. Such Compensation Plan shall be established through formal adoption by the County Welfare Board at any regular or special meeting prior to November 1, 1949, and shall become effective January 1, 1950, unless the provisions of Regulation #2 or #3 are applicable.

2. Any county welfare board which adopts a Compensation Plan pursuant to these regulations on or before August 31, 1949, may, in its discretion, designate such Plan to be effective as of July 1, 1949.

3. Any county welfare board which has heretofore, at any time on or after July 1, 1948, adopted a Compensation Plan, which Plan remains pending before the State Bureau for review and approval, may, within thirty days after the issuance of these regulations, amend such Plan in any manner necessary so as to comply with these regulations. If such amendments are, by proper action of the county welfare board, made retroactive either to July 1, 1948 or to January 1, 1949, the Plan so adopted will stand approved on the part of the State Bureau as of the date so designated.

4. The Compensation Plan shall consist of a designation, for each authorized position, of the salary range which shall apply to such position. Each such designation shall be at the discretion of the county welfare board, subject however to the conditions hereafter stated in Regulation #6.

5. The Compensation Plan as established by each county welfare board shall be subject to revision or amendment at the discretion of the board, except that any revision or amendment shall conform to the conditions stated in Regulation #6 and except further that no revision or amendment, other than as referred to in Regulation #3, shall hereafter take effect except on either July 1 or January 1 next following the adoption of the revision or amendment.

6. In establishing a Compensation Plan, the county welfare board shall observe the following conditions:

(a) The salary range allocated to each position shall be one of the thirty-six standardized ranges specified in Regulation #8.

(b) The salary ranges designated for the basic clerical positions Clerk and Clerk-Typist shall be identical.

(c) The salary ranges designated for the basic clerical positions Clerk-Stenographer, Clerk-Bookkeeper and Ediphone Operator shall be not less than the range designated for Clerk and Clerk-Typist.

(d) The salary range designated for each clerical position classified in Senior grade shall be at least five ranges higher than the range designated for the corresponding basic clerical position.

(e) The salary range designated for each clerical position classified in Principal grade shall be at least five ranges higher than the range designated for the corresponding Senior clerical position.

(f) The salary range designated for each clerical position classified in Head grade shall be at least five ranges higher than the range designated for the corresponding Principal clerical position.

(g) The salary range designated for the position Case Worker shall be not less than the highest range designated for any clerical position of Senior grade.

(h) The salary ranges designated for the positions Supervisor of Case Work, Supervisor of Property and Resources, and Medical-Social Consultant, shall be identical and shall be at least five ranges higher than the range designated for Case Worker.

(i) The salary range designated for the position Administrative Supervisor shall be at least five ranges higher than the range designated for Supervisor of Case Work.

(j) The salary range designated for the position Deputy Director shall be at least five ranges higher than the highest range designated for any other position in the organization subordinate to the Deputy Director.

(k) The salary range designated for the position Director of Welfare shall be at least five ranges higher than the highest range designated for any other position in the organization.

7. The classification grades I and II heretofore pertaining to positions as Supervisor are disestablished within any county welfare board as of the effective date of a Compensation Plan adopted pursuant to these regulations, and in any event as of January 1, 1950. Effective such date, all employees previously rostered under the title Supervisor, Case Work, Grade I or II, will be rostered under the title Supervisor of Case Work and all employees previously rostered under the title Supervisor, Property and Resources, Grade I or II, will be rostered under the title Supervisor of Property and Resources, unless otherwise reclassified in individual cases.

8. Upon the adoption by a county welfare board of a Compensation Plan pursuant to these regulations, the authorized salary rates of persons in employ on the effective date of such Plan shall be affected as follows:

(a) The salary rate of each person, if less than the minimum rate of the range designated for his position, shall be adjusted to not less than the minimum.

(b) The salary rate of each person, if in excess of the minimum rate but not at a standard step, shall be adjusted to not less than the next higher standard step.

(c) The salary rate of any person, if in excess of the minimum rate of the range designated for his position, may be continued, at the discretion of the county welfare board, but that portion of any compensation paid in excess of the maximum rate shall be disallowed for administrative matching funds, and no further increments in excess of the maximum rate shall thereafter be granted to such employee while continuing to occupy the same position.

Revised 1/1/51

- 3 -

8. The following standardized Salary Ranges are hereby established and shall be applied to all authorized positions with any county welfare board, which positions are concerned in whole or in part with the administration of Old Age Assistance, in the manner specified in these regulations:

Salary Range Number	Minimum Rate (Normal Hiring Rate)	First Step	Second Step	Third Step	Fourth Step	Fifth Step (Maximum Rate)
1.	1,200	1,320	1,440	1,560	1,680	1,800
2.	1,320	1,440	1,560	1,680	1,800	1,920
3.	1,440	1,560	1,680	1,800	1,920	2,040
4.	1,560	1,680	1,800	1,920	2,040	2,160
5.	1,680	1,800	1,920	2,040	2,160	2,280
6.	1,800	1,920	2,040	2,160	2,280	2,400
7.	1,920	2,040	2,160	2,280	2,400	2,520
8.	2,040	2,160	2,280	2,400	2,520	2,640
9.	2,160	2,280	2,400	2,520	2,640	2,760
10.	2,280	2,400	2,520	2,640	2,760	2,880
11.	2,400	2,520	2,640	2,760	2,880	3,000
12.	2,520	2,640	2,760	2,880	3,000	3,120
13.	2,640	2,760	2,880	3,000	3,120	3,240
14.	2,760	2,880	3,000	3,120	3,240	3,360
15.	2,880	3,000	3,120	3,240	3,360	3,480
16.	3,000	3,120	3,240	3,360	3,480	3,600
17.	3,120	3,300	3,480	3,660	3,840	4,020
18.	3,300	3,480	3,660	3,840	4,020	4,200
19.	3,480	3,660	3,840	4,020	4,200	4,380
20.	3,660	3,840	4,020	4,200	4,380	4,560
21.	3,840	4,020	4,200	4,380	4,560	4,740
22.	4,020	4,200	4,380	4,560	4,740	4,920
23.	4,200	4,380	4,560	4,740	4,920	5,100
24.	4,380	4,560	4,740	4,920	5,100	5,280
25.	4,500	4,740	4,980	5,220	5,460	5,700
26.	4,740	4,980	5,220	5,460	5,700	5,940
27.	4,980	5,220	5,460	5,700	5,940	6,180
28.	5,220	5,460	5,700	5,940	6,180	6,420
29.	5,460	5,700	5,940	6,180	6,420	6,660
30.	5,700	5,940	6,180	6,420	6,660	6,900
31.	6,000	6,300	6,600	6,900	7,200	7,500
32.	6,300	6,600	6,900	7,200	7,500	7,800
33.	6,600	6,900	7,200	7,500	7,800	8,100
34.	6,900	7,200	7,500	7,800	8,100	8,400
35.	7,200	7,500	7,800	8,100	8,400	8,700
36.	7,500	7,800	8,100	8,400	8,700	9,000
37.	7,800	8,100	8,400	8,700	9,000	9,300
38.	7,920	8,340	8,760	9,180	9,600	10,020

- 4 -

9. The minimum rate and five increment steps of each salary range shall be interpreted and applied as follows:

(a) The minimum rate shall normally be the hiring rate for the class. In cases where it is difficult to secure qualified personnel, or if a person of unusual qualifications is engaged, the county welfare board may, upon the showing of such cause in the appointment resolution, hire at the first or second step.

(b) The first step is a merit increment which may be granted in recognition of satisfactory job performance during the beginning period of employment. Employees may be adjusted to the first step as of January 1 or July 1 next following the completion of six months satisfactory service at the minimum rate, upon recommendation of the Director of Welfare.

(c) The second step is a second merit increment which may be granted in recognition of satisfactory job performance during a period of at least one year of employment. Employees may be adjusted to the second step as of January 1 or July 1 next following the completion of six months satisfactory service at the first step, upon recommendation of the Director of Welfare.

(d) The third step represents the rate which a fully qualified, experienced and ordinarily conscientious employee may expect to receive for competent service in the position. An employee may be advanced to the third step as of January 1 or July 1 next following the completion of a year of service at the second step, provided the advancement is recommended by the Director of Welfare.

(e) The fourth step is a merit increment which may be granted to fully qualified experienced employees whose work continues at a consistently commendable performance level. An employee may be adjusted to the fourth step as of January 1 or July 1 next following the completion of one year of service at the third step, provided the Director of Welfare shall specifically report that the employee's work has been consistently commendable and shall recommend the advancement for that reason.

(f) The fifth step is the final merit increment which may be granted for consistent meritorious service. An employee may be advanced to the fifth step as of January 1 or July 1 next following the completion of one year of service at the fourth step, provided the Director of Welfare shall specifically report that the employee's work has been consistently meritorious and shall recommend the advancement for that reason. The fifth step is the maximum rate that may be paid to any employee while occupying the position to which such maximum rate applies, regardless of the number of years of service.

(g) These regulations shall not be construed as granting any employees entitlement to automatic increments based solely on the completion of specified periods of employment.

Revised December 1, 1950..

- 5 -

10. In any case where by reason of unusual circumstances rigid adherence to the conditions stated in Regulation #9 relating to time intervals for salary advancement would cause a manifest injustice, the county welfare board may make such recommendation relating thereto as in its discretion seems proper and may submit such recommendation to the State Bureau for consideration and approval.

11. Wherever in Regulation #9 a specific recommendation and report by the Director of Welfare is required as a condition to salary advancement, such recommendation and report shall be made by the Welfare Board itself, rather than by the Director of Welfare, when salary advancement for the Director of Welfare is concerned.

12. Notwithstanding the provisions of Regulation #9, an employee who is promoted or reclassified from one class or title to another having a higher salary range shall be adjusted to the minimum of the new range or to the next step above his old rate, whichever is higher; but thereafter shall be governed by the provisions of Regulation #9.

13. A year of service as referred to in Regulation #9 shall be interpreted and defined as follows:

(a) Employment during 330 calendar days within a twelve-month period shall be sufficient to constitute a year of continuous service for the purpose of determining whether or not an employee is eligible for advancement to the next higher salary rate.

(b) Employment shall be deemed to be continuous during any days or periods of authorized leave of absence with pay, but shall be deemed to be interrupted by periods of leave of absence without pay exceeding three consecutive working days in any calendar month.

14. Rates of compensation provided for in these regulations are, for all positions except that of Counsel, fixed on the basis of full-time service in full-time positions. If any position is, by action of the county welfare board, established on a basis of less than full-time service, or if, with the approval of the county welfare board, the incumbent of any full-time position is accepted for employment on a part-time basis only, the rate of compensation provided for the position shall be proportionately reduced in computing the rate of compensation payable for the part-time service.

15. Whenever a proportionate reduction computation, as referred to in Regulation #14, is required with respect to any position, or group of positions, such computation shall be made according to whichever of the following methods is found by the State Bureau to be most appropriate:

Revised 12/29/49

(a) by an actual time-study, to be conducted by or under the direction of the State Bureau; or

(b) by an acceptable time-estimate, recommended by the county welfare board and approved by the State Bureau; or

(c) by deducting, from the established rate for full-time service, that amount which the incumbent of the position actually receives, in the form of regular salary on any other public payroll, as compensation for services performed substantially during the same working hours.

16. The position of Counsel is construed to require an employee who is engaged in his professional capacity as an attorney-at-law on a call basis or on a consultant basis to be available and to render service whenever needed. Any county welfare board may at any time appoint, at a fixed annual compensation to be determined with the advice and consent of the State Bureau, any attorney duly admitted to practice in this state to serve as Counsel. Such appointee, being excluded from the competitive class of the classified service under the provisions of Title 44:7-9, R.S., shall serve at the pleasure of the welfare board. The County Counsel, or any qualified member of the County Counsel's staff, may be appointed to this office and may, if desired, be paid compensation by the welfare board separate and apart from compensation otherwise paid by the Board of Chosen Freeholders, such compensation to be at a rate reasonable in relation to the volume and character of service rendered. Any member of the welfare board staff serving in a classified position may, if qualified, be appointed to this office and may in that event be paid compensation by the welfare board for services rendered in such office additional to the compensation otherwise paid by the welfare board for services rendered in the classified position.

17. The salary ranges and rates authorized under these regulations shall be interpreted as exclusive of any bonus payments authorized pursuant to statute.

18. These regulations shall not be construed as requiring any county welfare board to grant increments to any employee already receiving the minimum rate established by the board for the position, nor as requiring, if increments are granted, that they be in the full-step amounts specified in Regulation #8, provided, however, that

(1) the annual rate of compensation paid to any employee shall be at a standard rate; standard rates for any position include the minimum rate, the maximum rate, and any intermediate rate which is a multiple of \$60 per annum;

(2) in no event shall an increment granted to any employee be a single unit of only \$60 per annum unless it is demonstrated that the Board of Chosen Freeholders has established a general policy limiting the maximum increment for all other county employees of similar grades or positions to that amount, or unless the single unit increment brings the employee to the maximum rate for his position.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #12

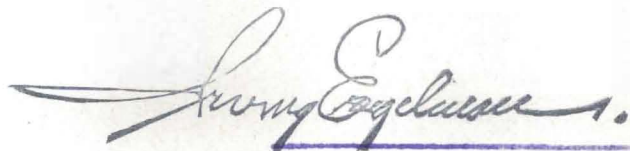
ISSUED: April 12, 1943
(Date)

REV.: _____
(Date)

TITLE: Requirements for Fiscal Records
and Accounts

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-6

 , Chief

Bureau of Assistance

Approved: _____

By: _____

RULING NO. 12
ACCOUNTING MANUAL

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

April 12, 1943

RULING NO. 12

REQUIREMENTS FOR FISCAL RECORDS AND ACCOUNTS

It is anticipated that the attached manual which is hereby incorporated as the substance of this regulation will be used as a guide to proper methods and procedures in the establishment and maintenance of financial records and accounts by the county welfare boards. The county welfare boards will be required to maintain each of the records prescribed in this manual in the form presented except that the welfare board may be desirous of enlarging on one or more of the records and amendments in this regard will prove acceptable to the State Division. However, no record or report herein required or any part thereof may be eliminated without the express approval of the State Division in writing.

As further experience in the use of this manual is developed, it is expected that certain changes in procedure will be required. As such changes become necessary revisions in the manual will be made in order that fiscal requirements may be kept current. It is expected further that revisions will be made by revising single pages at a time which may be inserted in their proper place upon promulgation.

The Division will be glad to answer any questions which arise upon the adoption of this regulation. The Division will be glad also to be advised immediately if after proper examination any welfare board is unable to effect the required test checks, reconciliations or trial balances.

It is expected that the county welfare boards will make available to the fiscal officer of the County Board of Chosen Freeholders copies of any or all of the reports required herein as requested.

DEPARTMENT INSTITUTIONS AND AGENCIE

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series

No. 12. Insert in Handbook under section "Rulings and Bulletins".

Destroy Ruling No. 12 issued 4/3/36; Ruling No. 13 revised 10/14/36; Ruling No. 14 issued 4/7/36; Ruling No. 16 revised 4/26/37; Ruling No. 17 issued 5/5/36; Bulletin No. 16 issued 4/28/36; Bulletin No. 17 revised 12/6/37; Bulletin No. 18 revised 10/30/37; Bulletin No. 19 revised 4/26/37; Bulletin No. 22 issued 7/7/36; Bulletin No. 29 issued 9/20/38.

CHAPTER I

GENERAL PROVISIONS OF LAW

Title 44:7 Revised Statutes, contemplates that responsibility for the administration of old age assistance, in its financial aspects as well as in other aspects, resides with the county welfare boards. Title 44:7-6 Revised Statutes, provides for supervision by the State Division of Old Age Assistance and directs the State Division to "prescribe a uniform system of records and accounts in relation to old age assistance to be kept by said county welfare board to the end that there may be throughout the State a uniform standard of records", to "prescribe a form of application, the manner and form of all reports and records, and such additional rules and regulations as are necessary and proper for carrying out the provisions of this chapter", and to "prepare and furnish to the Federal Government or agency thereof such reports and records as may be required for securing Federal aid".

It is interpreted from the provisions of the law here stated and particularly from Sections 7, 8, 10, 12, 13, 24, 26, and 27 of Title 44:7 Revised Statutes, that responsibility for disbursement of funds is centralized in the county welfare board and the county welfare board is to be held accountable for the proper use and allocation of these funds in accordance with the law and the regulations of the State Division issued pursuant thereto.

CHAPTER II

BANK ACCOUNTS

Each county welfare board shall maintain and account for all cash received, in its possession, and disbursed, through four distinct and separate major "funds" as follows: Assistance Funds, Administration Funds, Clearing Funds, Trust Funds.

For each of these major funds a bank account or accounts shall be maintained which shall be distinct and separate from the bank account or accounts representing each of the other major funds, so that where transfers of cash from one fund to another are to be made, such transfer will be effected by check drawn on the one account and deposited in the other. Such bank accounts shall be uniformly titled "Assistance Account", "Administration Account", "Clearing Account", and "Trust Account", and will be operated as hereinafter described.

All cash and checks received by the county welfare board or by any member or employe in his capacity as agent for the board, shall be deposited as promptly as possible in the appropriate bank account. No check or money order received by the welfare board, and which is drawn to the order of the board, or to the order of any member or employe in his capacity as agent for the board, shall be negotiated by endorsement over to any other person, but if rightfully payable to some other person shall be handled by going through the proper accounts.

Assistance Account

This bank account was established in all counties pursuant to the instructions of Ruling #13, dated October 14, 1936. Such account shall be continued under the title "Assistance Account", and shall be so designated in the records of the bank or banks of deposit.

Only the following cash receipts shall be deposited directly in this account in the first instance:

- Advances by the State Treasurer, on requisition, for assistance payments;
- Advances by the County Treasurer, on requisition, for assistance payments;
- Collections received from other counties, provided such receipts represent remittances for the receiving county's net share of reimbursements effected by the remitting county. If the remittance is of any other character, it shall be deposited initially in the Clearing Account.

Administration Account

This bank account was established in all counties pursuant to the instructions of Ruling #14, dated April 7, 1936. Such account shall be continued under the title "Administration Account", and shall be so designated in the records of the bank or banks of deposit.

Only the following cash receipts shall be deposited directly in this account in the first instance:

- Advances by the County Treasurer, on requisition, for administration costs;
- Remittances by the State Treasurer, on requisition, for administration subsidy;
- Direct repayments, in cash or by check, by vendors or others to whom administration payments have been made, by way of refund for such payments in whole or in part.

Clearing Account

This account corresponds substantially with the bank account established in all counties pursuant to the instructions of Ruling No. 16 dated April 26, 1937.

All cash receipts of the county welfare board, if not within the classes described above as proper for direct initial deposit in either the Assistance Account or the Administration Account, shall be deposited in the Clearing Account in the first instance, and proper allocation and distribution will be made thereafter. This will include all amounts recovered from recipients or their estates.

Trust Account

The "Trust Account" shall be maintained in all counties and shall be designated "County Welfare Board, In Trust for Various Individuals". Designation of the Trust Account, as mentioned, will make it possible for the Federal Deposit Insurance Corporation, in the event of the bank's closing, to recognize the beneficial owners represented by the account, although their names and respective interests in the account are not shown upon the records of the bank. This means that each individual beneficiary of the Trust Account will be covered by the Federal Deposit Insurance Corporation up to the sum of \$5,000.00, providing that the interest of each such beneficiary is disclosed in the records of the Welfare Board, and, providing further, that such records have been maintained in good faith and in the regular course of business.

No cash receipts will be deposited directly in this account in the first instance. The only deposits to be made therein will consist of funds transferred from the Clearing Account, being amounts which, having been recovered from or on behalf of any client, shall be directed by the welfare board to be held in reserve to the credit of the client, for the use and benefit of the client and in some instances for the use and benefit of certain dependents after his death, instead of being immediately distributed as net reimbursement or otherwise.

Such account may be a regular commercial checking account. In certain instances the county welfare board may desire to establish such trust funds in a "savings" or "interest" account in order that interest may be earned thereon

during the period that the funds are being held undistributed. Such a plan presents certain difficulties in that arrangements would have to be made whereby interest so earned could be properly credited, either by the bank or by the welfare board, to the respective clients whose interests are represented. It is suggested that any county welfare board desiring to establish the Trust Account as an interest-bearing account consult with the State Division before taking final action.

CHAPTER III

REQUISITION AND DISBURSEMENT OF FUNDS FOR ASSISTANCE

It is essential that a procedure which shall be uniform throughout the State be adopted governing the method of requisitioning and disbursing funds covering approved assistance grants. Further, the Federal Comptroller-General has ruled that where a payment to an individual is a first payment the Federal Government may match only that part of a State's expenditure which is for the month in which the payment is made, except for initial payments which relate to preceding months in order to correct errors in previous administrative action. Therefore, all county welfare boards must conform strictly to the plan outlined below.

- a. All payments to recipients or trustees shall be made monthly by checks drawn and issued by the county welfare board. All checks shall contain the registration number of the recipient and a serial number. They shall be signed by the Director, who will thereby vouch for their accuracy both as to amounts and validity of payments; the secretary-treasurer of the welfare board shall countersign, thereby making the checks negotiable.
- b. Assistance checks shall be issued not later than the last day of the month for which payment is made and shall in every case bear the date of issue. When it is necessary to delay the payment of an initial check to any recipient beyond the end of the calendar month in which the grant is to begin, such check shall not be released but shall be credited on Form ODA-6 and the grant shall become effective with the first month in which payment can actually be made on or before the last day thereof; except that where an initial payment has been properly authorized by the county welfare board, but either the issue or the release of the check has been delayed for any reason other than lack of eligibility, the check may be released in a subsequent month provided that the amount is in accordance with the authorization of payment and provided further that the payment is released within the two succeeding months following the month in which the payment was properly authorized. Payment is considered made at such time as the check is delivered to the recipient or deposited in the United States mail.
- c. There may be instances, such as temporary care in a public institution, etc., when it will be necessary to withhold client's checks during the period of treatment or care. Delayed payments shall not cover more than three consecutive months, including the month in which the payment is resumed. In other words, this will mean that not more than two months' checks may be accumulated as the third will be the regular check issued for the month in which the accumulated checks are delivered.
- d. At a meeting of the Welfare Board in the month preceding any requisition for State or County funds for assistance, the Director of Welfare shall submit an estimate of the amount of money required for assistance payments to be made the following month. The secretary-treasurer of the welfare board shall be authorized to requisition the County and State

for their respective shares of such estimates and shall prepare and transmit such requisitions, in the form described below, not later than the fifth working day of the month for which the payments are to be made,

- e. The secretary-treasurer shall prepare two separate bills on the County's standard form. These bills should show the total estimate of the amount required for the month, requesting the County to advance their share of the estimate as follows:

OAA Requisition

"For estimated County share of Old Age Assistance payments to be made by the _____
County Welfare Board for the month of _____
19__ as provided in Title 44, Chapter 7, R.S." _____

Less: credits and balance available _____

NET COUNTY ADVANCE FOR OLD AGE ASSISTANCE _____

DA Requisition

"For estimated County share of Disability Assistance payments to be made by the _____
County Welfare Board for the month of _____
19__ as provided in Chapter 139, Laws of 1951." _____

Less: credits and balance available _____

NET COUNTY ADVANCE FOR DISABILITY ASSISTANCE _____

There shall also be attached to such bills a copy of Forms ODA-4, ODA-4A, ODA-5, ODA-6, ODA-6A, ODA-12, OA-12, and DA-12, which together will render an exact accounting for funds received during the preceding month and will show what adjustment of surplus or deficit is to be made on the requisition for the current month. The State Bureau does not require a copy of the County requisitions.

- f. At the same time and in the same manner the secretary-treasurer shall requisition the State for the State and Federal shares of the estimated funds required, preparing separate bills on the State's standard bill (Form 100).

OAA Requisition

"For estimated State and Federal share of Old Age Assistance payments to be made by the _____ County Welfare Board for the month of _____ 19____ as provided in Title 44, Chapter 7, R.S."

Less: credits and balance available due the State of New Jersey in accordance with the detailed statement filed with the State Bureau of Assistance.

NET AMOUNT OF THIS REQUISITION

=====

DA Requisition

"For estimated State and Federal share of Disability Assistance payments to be made by the _____ County Welfare Board for the month of _____ 19____ as provided in Chapter 139, Laws of 1951."

Less: credits and balance available due the State of New Jersey in accordance with the detailed statement filed with the Bureau of Assistance.

NET AMOUNT OF THIS REQUISITION

=====

There shall be attached one copy of Forms ODA-4, ODA-4A, ODA-5, ODA-6, ODA-6A, ODA-12, OA-12 and DA-12, prepared to show the necessary adjustment on account of funds received during the preceding month. It is essential that this account be submitted to the State Bureau not later than the fifth working day of the month. The State Bureau requires an onion skin copy of each State Form 100.

- g. The respective advances from the County and State shall be deposited to the Assistance Account, against which the individual assistance checks will be drawn.

INSTRUCTIONS FOR FORM ODA-4

This form is designed for reporting all assistance and burial expenditures chargeable to the Welfare Board Assistance Account. The reports should be prepared and assembled in two major groups as follows:

- Group 1 - Old Age Assistance Expenditures
- Group 2 - Disability Assistance Expenditures

For each major group, covering the respective programs, the reports must be assembled in four sections as follows:

Section

A. - Institutional Cases

In this section list all cases receiving assistance while patients in eligible public or private medical institutions. Cases in this listing represent direct assistance payments to persons receiving care in eligible medical institutions.

Each case listed in this section for a client who is a patient in a public medical institution, shall have an asterisk [*] immediately following the name,

B. - Non-institutional Cases

In this section list cases receiving direct assistance who are not residing in institutions, public or private.

C. - Restricted Payments

In this section list cases of persons who are not residing in institutions, public or private, but who are receiving restricted assistance payments under Ruling No. 9.

D. - Burial Payments

In this section list all burial payments from public funds under provisions of Ruling No. 2.

Detailed information to be reported on this form includes the following:

Column

1. - Registration No.

In this column all payments must be identified by the welfare board registration number. It will not be necessary to include County symbol.

2. - Name of Grantee

In this column the surname of the grantee should be indicated. Entries may include given names or initials of clients but this is not required. The name must be followed by an asterisk if the payee is a patient in an eligible medical institution, public or private.

3. - Amount of Payment

Entries in this section of the form may be made in the same manner presently used by the respective welfare boards:

a. For Old Age Assistance, by reporting the matchable portion and non-matchable portion of each check, or by reporting the total amount of check and non-matchable portion of such check.

- b. For Disability Assistance, by reporting the total amount of the payment and non-matchable portion of such payment.
- c. In all cases of restricted and burial payments, entry should be made in only the non-matchable column.
- d. In each section of the bill, in both groups, the columns shall be sub-totalled and totals carried forward cumulatively to the next page of the section.

Temporary grants for assistance shall be listed in case number order in the regular listing of assistance payments. In the event two or more checks are issued to the client in the same month, such checks shall be shown one immediately following the other in proper case number sequence, the case numbers and amounts of checks identified by connecting brackets. Care should be exercised in distributing the matchable and non-matchable portion of such payments so that the total matchable portion does not exceed \$55.00 for any one month.

Each section of the form shall be started on a new page of Form ODA-4 or sufficient space should be reserved for totals, Schedule IX entries, or adjustments. Each section of the form and the totals for that part of the month's assistance payments shall be clearly marked.

Revisions such as marking out certain items, changing the amounts, or adding new items out of their numerical order, should be avoided so far as possible.

There are special problems in recording temporary grants (initial payments), temporary changes in grant, and administrative closings following the date of preparation of Form ODA-4 and the checks. This date varies, county by county, from three to ten days before the end of the month. These problems can be minimized by observance of the following schedule which is recommended procedure for Welfare Boards covering the machine-listing and drawing of checks:

- 1. Form ODA-4 and the checks should be prepared not earlier than about nine days before the end of the month; one copy of Form ODA-4 should be totalled in such a manner that it will report separate page totals in pencil; an analysis or recapitulation sheet of the page totals should be prepared and reconciled to the total of the checks drawn.
- 2. Temporary grants (initial payments), changes in grant, or administrative closings shall be handled as additional entries or deletions, from the date of the initial run of the bill and checks until the morning of the third working day before the end of the month. During this period the following procedure should be followed:

- a. Temporary grants (initial payments) may be entered in proper case number order on Form ODA-4. The total on the recapitulation sheet should be adjusted to show the adjusted expenditures. It will not be necessary to correct page by page totals at this time. Check numbers may be entered manually.
 - b. Temporary changes in grant may be accomplished in the same manner. Additional expenditures or reductions may be made in proper case number order, checks and check numbers corrected as may be necessary, and the recapitulation schedule total adjusted.
 - c. Administrative closings may be completed and the total expenditure figure adjusted according to such reduction. Any Form ODA-4 entry which has not actually been paid and which will not be paid because of administrative closing should be ruled out. Check numbers ruled out will be considered voided.
3. During the third working day prior to the last day of the month one copy of Form ODA-4 should be totalled, with cumulative totals as required by Ruling No. 12, Chapter III. The final total should agree with the adjusted total on the recapitulation sheet. At this time the other copies of Form ODA-4 should be completed by entering cumulative page totals.
 4. During the last three working days of the month any temporary grants or changes in grants may be made (if supported by required administrative decisions), and entered on the final page of the appropriate section of Form ODA-4. If such case is not in proper numerical order, cross reference entry should be made on the appropriate page of Form ODA-4 in case number order. This entry should indicate, "X-2000 Jones", with memorandum following such entry indicating, "appears on final page".
 5. Administrative closings may be made by the Director at any time of the month but may require special handling to accommodate bookkeeping. If an individual actually received a payment during the month, such payment must be listed on Form ODA-4 for that month. If the case, after receiving payment, is closed by administrative closing in the same month, such case should appear in Schedule IX with notations, "Closed by administrative decision (date), but received payment this month prior to closing". No amount should be entered in the "Amount of last billing" column. This case should not be considered as closed, for accounting purposes, since a payment was made to the client. In the next month the case must be reported in Schedule II.

6. In order to avoid accounting and statistical confusion in the handling of administrative closings, it is recommended that administrative decisions for closings be deferred during the last three working days of the month, or be deferred if the client received a payment in that month, unless there are special circumstances which make it necessary to establish an official record of such closing within such three day period. This suggestion is made in order that control of recipient count may be the same in all counties. This control is necessary to obtain the correct count in claiming the adjustment of special federal participation on Form ODA-4A.

The foregoing instructions relate also to Ruling No. 14 and Ruling No. 22 and office copies of such Rulings should be marked with a pen and ink cross reference to Chapter III of Ruling No. 12.

INSTRUCTIONS FOR FORM ODA-4A

This form is designed as a summary report of the Assistance Account expenditures by type of payment and a summary of the recipient count for Old Age Assistance and Disability Assistance cases. The form is designed to allocate the program charges by type of payment to County, State, and Federal funds. The distribution of disbursements as reported on this form, by program, provides the source for cash-journal entries and the entries to be forwarded to Form ODA-5.

Section II of the form requires computations covering charges to County, State, and Federal funds. Such computations may be completed by the following steps:

1. Forward totals from each section of Form ODA-4 to the related entry Column IV of Form ODA-4A.
2. Compute the Federal share of assistance payments for both programs (items A, B, F, and G) as follows:
 - a. One-half (50%) of matchable assistance _____
 - b. Plus the related count for cases eligible for Federal participation (lines 6 and 7 of Form ODA-4A) times \$7.50 _____
 - c. Federal share of matchable assistance _____
3. For lines A, F, G, H, and I, compute the County and State shares of the disbursements as follows:
 - a. Column IV _____
 - b. Minus Column III _____
 - c. Remainder _____

- d. State share 50% of "c" _____
- e. County share 50% of "c" _____
4. For lines B, C, and D, compute the County and State shares of the disbursements as follows:
- a. Column IV _____
- b. Minus Column III _____
- c. Remainder _____
- d. State share 75% of "c" _____
- e. County share 25% of "c" _____

Section I and Section III of Form ODA-4A must be completed. The information required is a restatement of figures included on the form or in statistical records of the welfare board.

INSTRUCTIONS FOR FORM ODA-5

This form replaces Form ODA-5 (revised 8-51) and Supplement No. 1 to ODA-5 (effective 1-52). Form ODA-5 is designed to serve a triple purpose:

1. to correlate the various aspects of the Welfare Board's financial transactions as summarized on the respective Forms ODA-4A, ODA-6A, and ODA-12;
2. to render an exact monthly accounting to the County and the State for assistance funds received from each; and
3. to show the estimate of assistance funds to be requisitioned for the next succeeding month.

The items required to be stated on Form ODA-5 are for the most part re-statements of amounts already computed and shown on other forms. No attempt should be made to prepare Form ODA-5 until Forms ODA-4A, ODA-6A, and ODA-12 have been completely prepared and checked for absolute accuracy.

Line A Balance beginning of month. The amounts on this line will be taken from line O of the preceding month.

Line B Funds received during month. Enter here funds received from the County and State respectively, on requisition for assistance. This means the full amount of funds actually received by the Welfare Board and deposited in the Assistance Account, even though such amount may be in excess of net requisition, or less than net requisition, or in any other way differ from the amount shown on Line T of the preceding month's report. Where there is such a difference it should be explained by a brief supplementary statement to be attached.

- Line D. Disbursements as per Form ODA-4A attached. The amounts shown on this line should be copied directly from line M of Form ODA-4A.
- Line F. Credits as per Form ODA-6A attached. Enter here the totals from line M of Form ODA-6A.
- Line G. County Share Recoveries, ODA-12. Enter here the total from "this County" column, to reflect the net County share of reported reimbursements or recoveries transferred to this account from the Clearing Account.
- Line I. Received from other counties. Enter here funds received from another county. This would include remittances for apportioned share of a reimbursement recovered by such other county on a case formerly chargeable to the county reporting. If any amounts are entered on this line, an explanation should be made on the face of the form or in an attached statement.
- Line J. Other. This line is provided to show any necessary adjustment not previously made, the effect of which is to increase the balance of County funds or State funds, or both, actually in the accounts as reported up to this point. For example, if in a previous month the amount of funds actually received from any source had been understated, the difference would be added here in the proper columns to adjust the accounts. If any amounts are entered on this line, an explanation should be made on the face of the form or in an attached statement.
- Line M. Specify. This line may be used to report a single entry of deduction from funds if appropriate explanation is reported. Use the next line if more than one adjustment is reported.
- Line N. As per attached statement. This line may be used to report composite entry of adjustments explained in detail in a separate statement.
- Line P. Estimated expenditures for Old Age Assistance. This represents an estimate of what is expected to be spent for the following month. In arriving at the figures for this item, use the respective entries appearing on line D as the basis. To this amount add probable increased expenditures for new cases and other cases, less possible decreases. The remaining figure should be rounded to the nearest \$100. In normal operations this amount may require adjustment only when the present balance is too high or when the previous estimate proved to be too low.
- Line Q. Estimated Expenditures for Disability Assistance. The entry in the "total" column represents an estimate of what is expected to be spent in the following month. Use basis for estimating as described for line P.
- Line R. Net Balance at End of Month. The amounts shown on this line should accurately reflect the actual cash balance in the Assistance Account at the end of the month. It should be verified by comparison with the

cash balance shown in the bank statement after reconciliation for outstanding checks.

Attention is directed to the fact that this form bears certificates to be signed and sworn to by the Secretary-Treasurer and Director.

INSTRUCTIONS FOR FORM ODA-6

This form is used to report only strict credits for items previously charged on Form ODA-4 as disbursements. Such credits include the following with respect to direct assistance payments, restricted assistance payments, and funeral payments for both Old Age Assistance and Disability Assistance:

- (a) Checks drawn but not issued;
- (b) Checks drawn and issued but returned undelivered and subsequently cancelled;
- (c) Checks drawn and issued but not cashed;
- (d) Checks drawn and issued but not presented for payment after a reasonable time and which cannot be traced;
- (e) Cash restitutions for checks unlawfully issued;
- (f) Cash restitutions for checks unlawfully converted;
- (g) Partial credits or bookkeeping credits for checks drawn or reported drawn in excess of authorized amounts;
- (h) Whole or partial credits of checks drawn and issued, representing funds not required by client, which can be allocated specifically to a particular check.

Form ODA-6 is not to be used for reporting cash recoveries from recipients or on their behalf which are applicable generally to such recipient's entire account, nor for accounting adjustments applicable to the County, but not the State, or vice versa. The former are reimbursements and are to be reported on Forms ODA-12, OA-12, and DA-12; the latter are to be reported on Form ODA-5 under "Adjustments".

All items should be listed clearly in the following order on Form ODA-6.

First, by month of issue, progressing from the oldest month to the most recent month, excepting funeral items;

Second, within each monthly group in numerical order (i.e., by case registration number).

A column is provided to show the surname of the payee as a means of identification additional to the case registration number and the warrant or check number shown in other columns. In the case of funeral items and credits of assistance payments mailed to trustees, both the name of the client and of the payee or trustee should be shown.

In cases where the direct assistance grant exceeded \$55.00 and included non-matchable funds, the credit, whether whole or partial, shall be applied first against that portion of the payment which exceeded \$55.00. This will be accomplished by entering in the non-matchable column an amount equal to the total credit, or that portion of the original check which represented non-matchable funds, whichever is lesser, before any entry is made in the matchable column. Payment is understood to mean the total payment for the month to the recipient regardless of number of checks issued.

The form should be prepared in two major sections covering the O.A.A. and D.A. programs respectively, similar to the procedure required covering Form ODA-4. For each major section separate sub-sections should report the credits as follows:

- A - OAA - Institutional payments credited,
- B - " - Non-institutional Payments "
- C - " - Restricted Payments "
- D - " - Burial " "
- E - " - Indicate Total "
- F - DA - Institutional Payments "
- G - " - Non-institutional " "
- H - " - Restricted " "
- I - " - Burial " "
- J - " - Indicate Total "

In sub-sections A, B, F, and G indicate the figure one (1) in the final column if the credit entered represents a full credit or results in a complete credit of a total monthly payment. For each sub-section total the entries in the final column and note such totals in the space indicated for the respective sub-sections on Form ODA-6A. Totals should be indicated in the money columns for all parts, such totals to be forwarded to the respective entries column IV Form ODA-6A.

All credits should be classified in the respective sub-sections of Form ODA-6 in accordance with the original billing. If the credit is to be applied to a non-institutional payment or to institutional payments made prior to July 1, 1952, the credit should be considered and reported in sub-sections

"B" or "G". Credits for items billed as institutional payments for months after July 1, 1952 should be reported in sub-sections "A" or "F". The general rule should be to apply the credit and accomplish application of the credit in the same manner as the original billing.

Instructions for Form ODA-6A

This form replaces Form ODA-6B and Form OA-6B. It is a summary of Assistance Refunds and Credits reported on Form ODA-6 and allocates the shares of such credits due the County, State, and Federal accounts in the same proportion as originally charged. The method for computing County, State and Federal shares is explained in the instructions for Form ODA-4A. Section I, parts A - E, reports in total for the various classifications the OAA credits listed on Form ODA-6; Section II, parts F - J, reports in total the various classifications of DA credits listed on Form ODA-6; Section III summarizes the totals in Sections I and II, and is the source of the entry to be made on Form ODA-5, line F. Section IV is for the use of the State Bureau.

Instructions for Form ODA-12

This form replaces the temporary Form ODA-12 and Form OA-12. The form is designed as a settlement sheet for Assistance recoveries for the month, and is prepared in three parts. Part I reports Old Age Assistance recoveries. The entries for each case will be forwarded from Form OA-12 (Previous Form OA-12A). Part II reports Disability Assistance recoveries. Individual Form DA-12 reports will be required monthly. Part III summarizes the totals of the two programs and is the source of the County entry in line "G" of Form ODA-5.

Instructions for Form OA-12 [Previously Form OA-12A]

The form number of Form OA-12A shall be changed to Form OA-12 beginning with the month of July 1952. Existing copies of Form OA-12A may be used in reporting individual old age assistance recoveries.

Resulting variations in participation by the three levels of government in the old age assistance program, and changes in Federal matching formula have all added to the difficulties involved in the distribution of old age assistance recoveries. The Bureau has had under study for some time a number of proposals providing for simplification. Pending approval of a simplified formula the welfare boards must continue to report each recovery on an individual form.

Form OA-12 [formerly Form OA-12A] must be submitted for each old age assistance recovery. The first section of this form reports the assistance payments by type of charge and source of funds. The second section of the report is used to calculate the distribution percentage. The third section of the form reports the allocation of the recovery to the State and County Accounts. The final section of the form is reserved for use of the State Bureau in calculating the amount of the recovery due the Federal agency.

In order that copies of Form OA-12A printed prior to 7-51 may be utilized for the reporting of reimbursements with respect to assistance payments made after September 30, 1948, the following instructions will apply. These instructions supersede the "Special Instructions" which appear in the lower lefthand corner of the form.

Special Instructions Form OA-12A
Report and Allocation of Reimbursements

- Line 3 Enter the total of all amounts paid as direct assistance since April 1, 1936, excluding however all portions in excess of \$40.00 for any one month prior to October 1, 1946, portions in excess of \$45.00 for any one month from September 30, 1946 through September 30, 1948, portions in excess of \$50.00 for any one month from September 30, 1948 through September 30, 1952 and portions in excess of \$55.00 for any one month after September 30, 1952.
- Line 4 Multiply \$.625 by the number of months from October 1946 through September 1948; multiply \$1.25 by the number of months from October 1948 through September 1952 and multiply \$1.875 by the number of months from October 1952 for which the grantee received a direct assistance payment in any amount. The computation of the adjustments for special federal participation should be reported in the upper left corner* of the report as follows:

10/46 thru 9/48 _____	x	\$.625	=	\$ _____
10/48 thru 9/52 _____	x	1.25	=	\$ _____
10/52 to date _____	x	1.875	=	\$ _____
Total (to line No. 4)				\$ <u>_____</u>

- Line 5 Enter the total of all amounts paid as restricted assistance (in accordance with Ruling No. 9, revised) plus all portions of direct assistance in excess of \$40.00 for any one month prior to October 1, 1946, portions in excess of \$45.00 for any one month from October 1946 through September 1948; portions in excess of \$50.00 for any one month from October 1948 through September 1952, and portions in excess of \$55.00 for any one month after September 1952.

*(Sample entry: For a case in which assistance was paid each month from September 1948 to October 1952 inclusive).

1	x	\$.625	=	\$.62
48	x	1.25	=	60.00
1	x	1.875	=	1.88
				<u>\$62.50</u>

Instructions for Supplement 1, Form OA-12

This form must be used in conjunction with Form OA-12 in reporting recoveries in which payments made after July 1, 1952 included institutional payments. The form is designed to include in items 1 thru 5 information usually reported in the related entries on Form OA-12, formerly Form OA-12A. This form must be attached to the related Form OA-12.

Instructions for Form DA-12

This form reports and allocates the individual Disability Assistance recoveries. The form is in three sections- the first section reporting the assistance payments and source of funds; the second section allocates the recovery, and the final section is a summary and the source for entry forwarded to Form ODA-12.

DRAWING AND ENDORSEMENT OF ASSISTANCE CHECKS

At no time shall any check for assistance be drawn payable to any person other than the qualified recipient, nor jointly or in the alternative with any other person, with the exception of such payments as are made for burial purposes in accordance with the specific language of Title 44:7-13, Revised Statutes and with the exception of payments made in accordance with the provisions of Ruling No. 9. Nor shall any check be drawn to the order of any recipient known to be dead.

In connection with the drawing of checks for assistance it is to be noted that specific limitations on amounts of grant have been set forth in Ruling No. 3.

Proof that the recipient has received payment authorized by the welfare board is his signature as endorsement on the check issued in his name. Where his signature does not appear or where there is doubt as to whether the endorsement which appears is his, the validity of the payment is not established and the payment is subject to exception on audit.

In view of the above, each welfare board shall cause to be maintained a card file of usual signatures of recipients. This file shall be kept up to date and new signature cards shall be obtained whenever it appears that the recipient's signature has changed noticeably with increasing age or disability. In connection with the drawing of checks for assistance it is important that the client's name be written on the face of the check in conformity with the signature found on the signature card and in the case record. All checks shall be examined promptly each month after their return from the bank and endorsements thereon shall be compared with the signatures set up in the signature card file to verify the accuracy of endorsements.

In addition to bringing to light unsatisfactory endorsements, routine examination of checks will frequently indicate from the fact the check has been cashed in a distant place, that a client has moved, unknown to the welfare board. Sometimes it will be learned that the check was deposited in a bank account of which the welfare board had no knowledge or that it was paid to a building and loan association or other investment which had not been declared. Habitually tardy cashing of checks should also be a matter warranting follow-up since presumably every client is in immediate need of the assistance granted him.

It has been found that certain problems arise in the case of those clients who are unable to write their own names and must use a cross or mark for signature. Under New Jersey law a mark is a valid signature, provided there is proof that the mark was actually made by the person whose signature it purports to be, and that such person intended the mark to be his signature. It is possible for the necessary proof of these factors to appear on the check itself, if the mark is expressly described as the signature of the payee and if there is an identifiable witness to the making of the mark and to its description. Such a witness is satisfactorily identified if he makes his own signature, if he describes himself as witness, and if there appears on the check his address or other data by which he can be located when and if needed to establish proof of the payment.

The Attorney-General has ruled that one witness is sufficient for an endorsement by mark if the foregoing elements are all present. In

order to insure proper endorsements, it will be found helpful to have printed matter on the back of assistance check as follows:

N O T I C E

This check will not be honored unless properly endorsed. If the payee named on the face of the check is able to write his own name, it should be written on the first line below exactly as written on the face of the check. If unable to write except by mark [x], the mark must be made by the payee in the presence of a person serving as witness who will write the payee's name opposite the mark and sign his own name and address in the space provided.

His/Her

_____ Payee
Mark

_____ Witness

Address of Witness: _____

In order to afford recipients, who make their endorsement by "mark" the same protection as other clients, it is recommended that effort be made to have such recipients utilize wherever possible the same witness to their marks each month. This will cause no undue difficulty in most cases, since it will be possible to arrange for a person living in the recipient's home to provide this service.

If the signature of such witness is obtained on the recipient's signature card, this may be compared with the check endorsement upon return of checks from the bank in the same manner as for recipients who have endorsed their checks by signature.

Where a client may use more than one witness to his mark over a period of time, it is suggested that the signatures of more than one witness be obtained on the signature card, the signatures of any of these witnesses appearing on the checks being regarded as indicating that payment was properly received by the client.

The county welfare board shall review the circumstances surrounding payment of any check not bearing the authorized endorsement of the payee. In this connection

Revised July 1952

instances will be observed where the endorsement on the check differs substantially from the endorsement on the signature card by reason of some temporary disability of the recipient such as acute illness or serious mental strain. Wherever there is doubt as to the validity of any endorsement personal contact with the recipient shall be established to verify the validity of endorsement. If it appears that because of some temporary disability the endorsement on the check differs radically from the signature card, the welfare board shall obtain affidavit from the recipient in which the recipient states that such check was received, cashed and used for his own purposes.

RECORDING IN WELFARE BOARD MINUTES

In order to give validity to authorization of assistance payments by the welfare board and in order to make proper and adequate audit possible all actions of the board shall be individually recorded each month in the minutes of the board meeting. The formal procedure and content of the minutes shall be presented in accordance with Ruling No. 22.

CHAPTER IV

REQUISITION AND DISBURSEMENT OF FUNDS FOR ADMINISTRATION

Every quarter the State Division will allot to each county welfare board its proper proportion of funds received from the Federal Government for administration, such proportion to be determined as provided in Title 44:7-27. Requisition for such allotment will be made on the State's standard bill (Form 100) which will be prepared by the State Division and mailed to the county for signature and affidavit.

Title 44:7-24 provides that payments of county funds for administration "shall be made monthly by the treasurer of the county upon the requisition of and to the secretary-treasurer of the county welfare board". It is therefore suggested that immediately after the first of each month, the director of welfare shall prepare an estimate of the amount of funds needed for administrative expenditures accruing and payable during such month.

The secretary-treasurer of the welfare board shall be authorized to requisition the Board of Chosen Freeholders for the county's share of the estimated amount so required, such authorization being noted in the minutes as in the case of assistance funds. The requisition shall be prepared on the county's standard form showing the estimate of the full amount required for the month, and deducting balances (including the federal subsidy) available to apply against such estimate. The requisition to the county for the difference, should be made in the following form:

"For funds required for allocation to administrative expenses of the _____ County Welfare Board for the month of _____, 19____, as provided in Title 44:7."

The respective advances from the county and state (allotment of earned federal grant for administration) shall be deposited to the Administration Account against which checks for administrative expenditures will be drawn. In making such disbursements the following procedure will be observed:

A. Actual payment for any authorized expenditure shall be ordered by the county welfare board only on verified voucher submitted therefore.

B. All expenditures shall be duly authorized by the county welfare board and noted in the minutes.

C. All disbursements and payments shall be made by check, signed by the Director and Secretary-Treasurer and drawn on the Administration Account.

INSTRUCTIONS FOR FORMS OA-15 and OA-16

Forms OA-15 and OA-16 together constitute required reporting of administrative expenditures to the State Bureau. Form OA-15 and Form OA-16 as revised are now both monthly statements of the administration account and shall be submitted to the State Bureau not later than the fifth working day of the month following the month for which they are prepared.

Form OA-15 is so constructed that it will serve as an accounting statement. The items to be reported are self-explanatory. The report is made up of four sections, respectively reporting opening balance, additions, deductions, and closing balance; and provides three money columns, Total, State and County. The Welfare Board is required to report information only in the Total column the State and County columns being for use of the State Bureau only.

Form OA-16 is so constructed that it can be prepared directly from the cash-journal "Administration Account Record of Cash Receipts and Disbursements", with certain additions as follows:

The columns "Date", "Name and Description", "Check Number", "Salaries and Wages, New Equipment, Insurance and Bonds", "Travel Expense", "Office Expense", with appropriate sub-columns for amount and account number, and "Miscellaneous" with appropriate sub-columns for amount and account number which appear on Form OA-16, correspond with similarly titled columns in the cash-journal, and the totals of each classification should be copied therefrom. It should be noted that Form OA-16 lists expenditures for salaries and wages, new equipment, insurance and bonds in the same column. The form as revised will report gross expenditures in all columns. Effective February, 1947, a copy of each payroll will be forwarded with Form OA-16 to the State Bureau. The gross amount of the payroll forwarded should agree with the amount reported in the appropriate column on Form OA-16. Any difference between the payroll total and the amount entered on Form OA-16 must be explained in a separate statement to be attached to the payroll.

Cash credits or cash refunds will not be reported on Form OA-16 since the report is designed to report gross expenditures.

Expenditures listed on Form OA-16 in the "Office Expense" column, Account No. 63, will require the use of the account letter only, since all items listed are Office Expense classifications. For example: a disbursement to the New Jersey Bell Telephone Company will be listed in the Office Expense column for the amount of the bill and chargeable to "a". Expenditures under the heading of "Miscellaneous", Account No. 64, will be listed in the same manner.

Medical fees and expenses necessary to determine eligibility or continuing eligibility will be matchable and shall be identified as 64M; ^{64M-11} all other expenditures made by the agency to defray medical expenses and other obligations incurred by or on behalf of clients will be non-matchable and shall be identified as 64E-N.

Form OA-15, item "D - Refunds" will be itemized in Schedule A of the report. The following information must be reported in Schedule A for each credit or refund: the date the refund was received, and month the original disbursement was reported in the books of account and on Form OA-16, the description, check number, and amount of the original expenditure on Form OA-16, and the amount of the refund deposited during the current month.

CHAPTER V

RECEIPTS AND DISBURSEMENTS IN THE CLEARING AND TRUST ACCOUNTS

Clearing Account Receipts and Disbursements

The Clearing Account has been designed and shall be maintained as a control account of all funds received for any client's account or to be credited to any client's account. The primary purpose of this account is described by its name as a record of funds held temporarily, i.e., pending decision authorizing specific disposition of each receipt.

Clearing Account receipts are funds received from any source except the following items which by their nature are readily identified:

- Funds received from the State Treasurer.
- Funds received from the County Treasurer.
- Reimbursement apportionments received from another county.
- Refunds or rebates of true administrative expenses previously disbursed from the Administration Account.

Clearing Account disbursements, constituting all payments for the account of or to any client from a previous receipt, may be made only after approval of the voucher and authorization for payment has been given by the welfare board and properly recorded in the minutes. Disbursement to clients of funds received from relatives after the board meeting may be made on blanket authorization from the Welfare Board subject to formal approval at a subsequent meeting. All disbursements and payments shall be made by check, signed by the director and secretary-treasurer, or, at the option of the welfare board, by the director only. Such option shall be expressed in a resolution and adopted by the welfare board at the annual re-organization meeting and duly recorded in the minutes of the board each year.

Entry for the disbursement of funds reimbursed to the State and County may be made in a lump sum for the above classification rather than a listing of the individuals comprising the recoveries in which case posting to the individual ledger shall be made from Form ODA-12.

The Secretary-Treasurer's monthly report to the welfare board, properly noted in the minutes shall include a summary of the Clearing Account by reporting the previous balance plus the receipts by source, less the disbursements by object, and the final balance.

Form OA-3A shall be prepared and filed in the case record immediately upon receipt of any funds to be deposited in the Clearing Account. This statement shall show the date, source and amount received. Similar statements on Form OA-3A shall be prepared also supporting all disbursements from this account and filed in the case record.

Each month the welfare board shall forward to the State Bureau an accounting of the Clearing Account on Form OA-22. This form is prepared directly from the cash-journals; the classification of receipts and disbursements called for on the report correspond with the required columnar headings in the cash-journal. This report shall be submitted to the State Bureau on or before the fifth working day of the month following the transactions recorded.

Trust Account Receipts and Disbursements

The Trust Account shall be maintained as a control account of funds transferred from the Clearing Account following duly authorized determination. The funds to be maintained in this account are funds deposited for the use of the client or to be held for the payment of any bills outstanding at the time of the client's death.

The account is designed primarily to segregate the funds of the client from which no immediate disbursement is anticipated. Accordingly the account is to be used only if the client is living, except in rare instances when prompt settlement of deceased client's estate is not possible. In such cases it is recommended that the funds be transferred from the Clearing to the Trust Account pending final distribution.

The Trust Account disbursements are funds paid to or for the account of a living client or funds transferred to the Clearing Account for payment of bills after the client's death. Disbursements shall be made only after approval of the voucher and authorization for such payment has been given by the welfare board and properly recorded in the minutes. All disbursements shall be made by check signed by the director and secretary-treasurer, or, at the option of the welfare board, by the director only. Such option shall be expressed in a resolution and adopted by the welfare board at the annual re-organization meeting and duly recorded in the minutes of the board each year.

The welfare board's minutes shall include a summary of Trust Account activity which will reflect the opening balance, plus the receipts by source, the disbursements by object, and the final balance.

The welfare board shall report the activity in this account to the State Division on Form OA-23. This report is prepared directly from the cash-journal, "Trust Account - Record of Cash Receipts and Disbursements." The classification of receipts and disbursements called for on the report form correspond with the columns similarly titled on the cash-journal form. This form shall be prepared at the close of each month and one copy submitted to the State Division on or before the fifteenth day of the month following the transactions recorded.

It is suggested that the welfare board conduct the following test check of items reported on Form OA-22 and OA-23 before submittal to the State Division:

- 1) The opening balance must be in agreement with the prior month's closing balance, unless the difference is fully explained by foot note;
- 2) The entry on Form OA-22, line 11, must agree with the amount entered on Form OA-23, Line I;
- 3) The sum of the entries on Form OA-22, lines 18, 25, 26 and 27 must equal the amount entered on Form OA-23, line B.

Controls of Client's Subsidiary Account Balances

It is the policy of the State Division to conserve the assets of clients and to reserve the funds of recipients for any expenses that cannot be met from the regular assistance grants. However, experience has shown that \$300.00 will usually care for the recipient's extraordinary expenses while living, expenses of the last illness, and burial costs.

In connection with this policy it is suggested that the Director of Welfare conduct regular examination of the individual clearing and trust accounts to determine the cases that should be brought to the Welfare Board's attention.

As a guide to the specific types of cases the Director of Welfare shall have the Welfare Board review, it is suggested that particular attention be directed to the following:

All accounts that have credit balances of more than \$300.00;

All accounts to the credit of a deceased recipient;

Accounts in which the Welfare Board has reported full reimbursement and the client's case has been discharged from the assistance rolls;

Accounts that represent reimbursement or collection against a specific assistance check.

CHAPTER VI

OTHER FINANCIAL RECORDS AND REPORTS

At the close of each month, reconciliations shall be made of cash balances in banks as reported by the statements of such banks, in relation to each of the four principal accounts: Assistance Account, Administration Account, Clearing Account, and Trust Account. The statements of such reconciliations shall be prepared in clear and legible form and shall be retained as permanent records in the office of the welfare board, readily available at any time in connection with any examination or audit of accounts. Checks outstanding more than three months should be investigated and action taken as warranted. Checks outstanding more than six months shall have stop payment notice issued and checks credited.

Trial Balances

Trial balances of all accounts shall be run monthly, after posting; and in the last month of each fiscal quarter, two trial balances shall be run, one after posting but before closure, and one after closure. The statements of such trial balances shall be prepared in clear and legible form and shall be retained as permanent records in the office of the welfare board readily available at any time in connection with any examination or audit of accounts.

Vouchers

All disbursements from the Administration Account shall be supported by vouchers, of uniform design within each county as adopted by the welfare board, and all vouchers of more than \$5.00 shall be supported by affidavit. The voucher shall be executed by the claimant, except that all salary items, if supported by a formal payroll statement which is filed as a permanent record, need not be further supported by individual sworn vouchers. In the latter case the voucher shall include both salary checks and check or checks representing deductions made for each payroll period covered. In counties not covered by Civil Service, one voucher shall be drawn each pay period listing the individual, gross salary deductions, and net salary and totalled accumulatively. Check numbers covering the payroll shall be noted thereon also.

All disbursements from the Clearing Account shall be supported by vouchers, of uniform design within each county as adopted by the welfare board for use in connection with the Administration Account. If the disbursement is in any one of the following classes, no sworn voucher is necessary, but a voucher shall be signed by the Director of Welfare or authorized deputy:

- Cash payments direct to the client himself;*
- Burial payments;
- Transfers to the Trust Account;
- Transfers to the Assistance Account;
- Transfers to the Administration Account;
- Remittances to the State Treasurer;
- Remittances to the welfare boards of other counties;
- Disbursements of \$5.00 or less.

* A number of payments of this type may be reported on a single voucher provided the following information is noted for each individual payment; Case number, name, description of disbursement, check number and amount. The voucher in this instance will show more than one number.

All other disbursements from the Clearing Account, without exception, shall be supported by a sworn voucher, executed by the claimant.

All disbursements from the Trust Account shall be supported by voucher of the same form as above, subject to the same limitations and exceptions as described for the Clearing Account. That is, disbursements made to the client himself, or transfers to the Clearing Account, will be supported by an unsworn voucher, signed by the Director of Welfare or his authorized deputy. All other disbursements of more than \$5.00 shall be supported by a sworn voucher, executed by the claimant.

All such vouchers may be numbered in accord with the numbering of the checks issued in payment, or, if otherwise numbered, the check number shall be entered thereon. Such vouchers shall be kept filed in numerical order in the office of the county welfare board as permanent records readily available at any time in connection with any examination or audit of accounts.

Handling of Petty Cash

Petty cash funds shall be maintained on the imprest system. Therefore at any time after the fund is set up, the sum of the cash and receipted bills (of items paid) must agree with the original amount of the fund.

At such time as it appears necessary to replenish the fund it will be necessary to draw a check on the Administration Account for all or a portion of the amount of the items that have been paid from the fund. The proper recording of the check payable to the petty cash fund is further accomplished by actually charging such accounts as are indicated by the petty cash vouchers or bills.

Clients' Assets

A receipt book system shall be maintained by a responsible person, preferably the bookkeeper, who will issue a receipt for all assets of whatever nature, including cash, checks, insurance policies, deeds, stocks, bonds, etc., received from and for the account of recipients of Old Age Assistance.

Two sets of receipts will be employed, the original in each set being perforated. The first set will be issued either by the case worker at such time as cash or other resources might be given to him either in the field or in the office, or by an office employee, other than the bookkeeper, who has been designated by the director as being initially responsible for any assets received through the mail or other sources, other than those received by the case worker. This receipt will be prepared in duplicate, the original being given to the client or other person giving the asset and the duplicate being retained in the employee's book.

The second set, issued by the bookkeeper, shall also be in duplicate, the original will be given to the employee, who will attach this receipt to the copy retained in his book, or other person submitting the asset. The duplicate copy of this set remains in the bookkeeper's book.

All receipts shall be pre-numbered, each set independently, and a record kept of the particular books given to case workers or other employees. The receipt books shall be made a part of the audit examination.

The welfare boards shall maintain an inventory or register of all liquid or negotiable assets of clients coming within their control. This record shall show as a minimum the following information: 1) case number, 2) serial number of asset, 3) type of asset, 4) value, and 5) income. The following will serve as a sample of proper entries:

<u>Case</u> <u>No.</u>	<u>Number</u>	<u>Type</u>	<u>Value</u>	<u>Income</u>	<u>Remarks</u>
3	6432	First Nat'l Bank Deferred Account	\$121.00	None	
302	91743	3 Shares Common Stock Eastern Utility Co.	\$90.00	5%	Par Value
1610	82391	Bond Public Service	\$250.00	6%	Matures 9-1-46
1739	2	Premissory Note Jones & Company	\$400.00	X	6% Interest Payable with Principal
1741	89121	Savings Account Trust Company	\$128.00	1%	
1924	21876B	Postal Savings Acct.	\$18.00	2%	Book held Not Assigned

CHAPTER VII

FORM AND OPERATION OF CASH-JOURNALS

The accounting system here outlined does not require the maintenance of a general journal. However, record of cash receipts and disbursements with respect to the Assistance, Administration, Clearing, and Trust sections of the ledger accounts will be maintained in cash-journal form for each such section. The cash-journal forms are intended to establish uniformity in the recording of receipts and disbursements by all counties and no variation from the sample forms shall be made without the approval of the State Bureau.

Assistance Section - Cash-Journal

Assistance Account: Record of Cash Receipts and Disbursements

All assistance receipts and disbursements of the county welfare board are recorded in chronological order on this cash-journal form. The cash balance, which can be determined currently by subtracting cash disbursements from cash receipts, represents the amount of unexpended assistance funds which should be on deposit. This figure shall be reconciled monthly with the appropriate bank statement.

The record is self-balancing, i.e., the sum of the "Receipts" column, the "Assistance Disbursements-Control" column, and the "Debit" column of the "General" section should equal the sum of the "Disbursements" column, the "Adjustments to Assistance Disbursements-Control" column, and the "Credit" column of the "General" section. This test-check should be made monthly before posting to the General Ledger.

The advances for assistance received each month from the State and County Treasurers are entered in the "Cash Receipts" [Dr.] and "General" [Cr.] columns, and the titles of the ledger accounts to be credited are stated in the "Account" column with the numbers of such ledger accounts being stated in the "Folio" column, after the entry has been posted to the general ledger. All other receipts, except refunds for overpayments or improper payments, and also cancellations of checks for assistance and burial payments, are entered in "Cash Receipt" [Dr.] with the corresponding credit in the "Control-Total" column under "Adjustments to Assistance Disbursements", and are then distributed to the respective "State and County participation" columns.

In order that the cash balance may be readily available in the cash-journal, the opening entry each month shall be "Balance Forwarded" in the "Name" column, with such balance entered in the "Cash Receipts" [Dr.] column and "General" [Cr.] column. The title to be entered in the "Account" column for this credit is "Cash-Assistance". This credit in the "General" column should be posted directly to the General Ledger. Such posting should be made to account #2 "Cash-Assistance" and should have the effect of closing out this account. However, formal closure by ruling is not made. All general ledger accounts 1 to 14 and the assistance cash-journal will report individual accounting transactions for old age and disability assistance.

The total of assistance payments, including disbursements for burial from public funds (Form ODA-4A) are recorded each month in the "Cash Disbursements" (Cr.) column and in the column "Assistance Disbursements - Control Total", with distribution to the appropriate columns for State and County participation.

Transactions which do not involve cash items also are entered in this journal, primarily utilizing the "General" section. This contemplates such entries as those recording the amount appropriated by the county, monthly closing entries, and account closures at the end of the appropriation period. Such entries do not preclude the use of columns other than those in the "General" section where appropriate, for example, correction of a prior error of entry or of posting. Errors of entry should not be erased at any time. If not posted to the General Ledger, they may be lightly ruled out and correctly entered; but if posted, they should be corrected by journal entry. All journal entries, regardless of character, should be fully explained in the "Description" column.

Daily posting shall be made to the General Ledger of those amounts appearing in the "General" section of the cash-journal. At the end of each month, the several columns shall be totalled. The totals appearing in the cash columns shall be posted directly to the General Ledger Account No. 2. The individual entries appearing in the assistance disbursement columns and in the adjustments to the assistance disbursement columns shall be posted to the respective General Ledger Accounts. In completing these entries the posted amount shall be identified by program in the General Ledger Accounts, the posting reference in the cash-journal should indicate the account number and a check mark. The account number indicating that the OAA transaction has been posted while the check mark will indicate that the DA transaction has been posted. The net totals of the "Receipts" and "Assistance Disbursements" columns are debit entries. The net totals of the "Disbursements" and "Adjustments to Disbursements" columns are credit entries.

In order to provide information which will be useful in preparing a statement of charges for each type of expenditure, a summary analysis of gross assistance disbursements by type of expenditure must be maintained for both Old Age and Disability Assistance. The cash-journal form will be used and monthly totals for disbursements entered under the following column headings: 1) Institutional Payments, 2) Non-institutional Payments, 3) Restricted Payments, 4) Burial Payments, and 5) Total Expenditures from Assistance. The Summary Analysis will also include a section for Allocation of Charge as follows: Federal, Institutional and Non-Institutional, Total State, and Total County participation.

The source of the above assistance expenditures and allocation of charge will be taken from the respective entries appearing on Form ODA-4A.

As stated above, the Summary Analysis will record gross expenditures, a separate summary to be maintained for each program. It is suggested, however, that the individual counties will derive additional benefit from the summaries if they are maintained in three sections, i.e., the first section to record gross disbursements as above outlined, the second section to record the credits from Form ODA-6A, and the third section to record the difference between sections 1 and 2, or the net expenditures.

Illustrative Journal Entries

The following are examples of opening, operating, and closing entries, expressed in journal form, which are made in the "Assistance Account-Record of Cash Receipts and Disbursements", and which are posted therefrom to the General Ledger:

Opening Entry

Non-requisitioned Appropriation - Old Age Assistance
Non-requisitioned Appropriation - Disability Assistance

County Appropriation - Assistance

To record the total appropriation for assistance authorized by the County Board of Chosen Freeholders for the calendar year of _____.

Operating Entries

Cash - Assistance

State of New Jersey - Advances for Assistance

To record advances by the State of New Jersey of Federal and State shares of estimated expenditures for assistance for the month of _____.

Cash - Assistance

Non-requisitioned Appropriation - Old Age Assistance

Non-requisitioned Appropriation - Disability Assistance

To record funds received from the County Treasurer for the payment of the county's share of assistance for the month of _____.

Assistance Disbursements - Control and Subsidiary Accounts

Cash-Assistance

To record gross expenditures for assistance and burials for the month of _____.

Cash - Assistance

Adjustments to Assistance Disbursements - Control and Subsidiary Account

To record cancellations and overpayment refunds applicable to assistance and burial payments.

Cash - Assistance

Transfers from Clearing Account - County Participation Collections

Received from Other Counties - County Participation

To record the county's share of collections transferred from the clearing account and received from other counties.

Monthly Adjusting and Closing Entries

Adjustments to Assistance Disbursements - Control and Subsidiary Accounts

Assistance Disbursements - Control and Subsidiary Accounts

To transfer cancellations and overpayment refunds to the appropriate assistance account.

State of New Jersey - Advances for Assistance

County Appropriation - Assistance

Assistance Disbursements - Control and Subsidiary Accounts

To close the "State Participation" accounts to the State of New Jersey advance account and close the "County Participation" accounts to the county appropriation account.

Transfers from Clearing Account - County Participation

Collections Received from Other Counties - County Participation

County Appropriation - Assistance

To close the county's share of collections into the county appropriation account.

Annual Closing Entries

County Appropriation - Assistance

Non-requisitioned Appropriation - Old Age Assistance

Non-requisitioned Appropriation - Disability Assistance

To close accounts reflecting assistance appropriation balances which revert at the close of the appropriation year.

To be used if County Balance is returned to the County Treasurer.

Non-requisitioned Appropriation - Assistance

Cash Assistance

To close the county portion of the cash assistance account reverting to the county's general fund at the close of the appropriation year.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balances</u>	equal to	<u>Credit Balance</u>
Cash-Assistance		State of New Jersey - Advances for Assistance
		Non-requisitioned Appropriation-Old Age Assistance
		Non-requisitioned Appropriation-Disability Assistance

Administration Section-Cash Journal

Administration Account - Record of Cash Receipts and Disbursements

All administrative receipts and disbursements of the county welfare board are recorded in chronological order on this cash-journal form. The cash balance, which can be determined currently by subtracting cash disbursements from cash receipts, represents the amount of unexpended administration funds which should be on deposit. This figure shall be reconciled monthly with the appropriate bank statement.

The record is self-balancing, i.e., the sum of the "Receipts" column, the "Administrative Expenses - Total Control" column, and the "Debit" column of the "General" section, should equal the sum of the "Disbursements" column and the "Credit" column of the "General" section. This test-check should be made monthly before posting to the General Ledger.

All receipts, including refunds of payments and of overpayments are entered in the "Cash Receipts" (Dr.) and "General" (Cr.) columns, and the titles of the ledger accounts to be credited are stated in the "Account" column with the numbers of such ledger accounts being stated in the "Folio" column.

It is to be noted that all cash credits or refunds will be reported directly to the general ledger account for which the credit was recovered. It will sometimes be necessary to report two or three credit entries in the General section for a single refund item since certain items must be credited to the control accounts and the individual expense account. The bookkeeper must mark all credit entries covering refunds as non-add items, except in the credit item reported in the General section to be posted to account number 54, Administration Expenses Total Control.

In order that the cash balance may be readily available in the cash-journal, the opening entry each month shall be "Balance Forwarded" (in "Name" column), with such balance entered in the "Cash Receipts" (Dr.) column and "General" (Cr.) column. The title to be entered in the "Accounts" column for this credit is "Cash-Administration". This credit in the "General" column should be posted to the General Ledger. Such posting should be made to account #51 "Cash-Administration", and should have the effect of closing out this account. However, formal closure by ruling is not made.

Disbursements are entered in this record from the approved vouchers, showing date, name, description of item, voucher and check numbers, in the respective columns provided, and with entry of the amount in the "Cash Disbursements" and the "Total Control" columns, together with entry in the proper columns for the subsidiary expenditure accounts to be charged.

Whenever current deductions are made from payrolls for hospitalization insurance, savings bonds, withholding tax, pension funds, etc., employee checks will be drawn for salary less deductions, with a single additional check being issued wherever practical for each category of deduction to the order of the appropriate person or organization.

The withholding tax will be deducted from each employee's check and in counties where the amount withheld during one month amounts to \$100.00 or more, a check for the current month's taxes shall be issued to the depository authorized by the Secretary of the Treasury to receive deposits of withheld taxes, such check being made payable to _____ National Bank, Account Withheld Taxes. A receipt will be issued by the depository for the amount of each such payment made. In counties where the tax withheld for the month does not total \$100.00, payment to the Collector of Internal Revenue will be made on a quarterly basis.

Entries in the cash journal for all deductions mentioned above will be as follows: Cash credit column will report the net amount of checks paid while the "Control Total" column and the "Salaries and Wages" column will be debited with the gross amount of salaries and wages earned and reported on the payroll. In the General section credits will be reported for each of the following items as may be required:

- a. 70. Reserve for retirement or pension fund deductions.
- b. 71. Reserve for hospitalization insurance.
- c. 72. Reserve for withholding tax.
- d. 73. Reserve for savings bonds.

When the check or checks for payment of the various payroll deductions are issued, the amount of the check or checks will be credited to Cash Disbursements and debited (in the General section of the cash-journal) to the various reserve accounts mentioned above.

If the payment of pension or retirement deductions includes payments on or for the account of employees on military leave, the payment may be included in the check covering the amount reported on the regular payroll provided an entry has been reported as a debit in the Control Total column and in the Miscellaneous (64M) expense column, and as a credit to the reserve for retirement or pension deductions to be reported in the General section of the cash-journal.

Transactions which do not involve cash items also are entered in this journal, primarily utilizing the "General" section. This contemplates such entries as those recording the amount appropriated by the county, monthly closing entries, and account closures at the end of the appropriation period. Such entries do not preclude the use of columns other than those in the "General" section where appropriate, for example, correction of a prior error of entry or of posting. Errors of entry should not be erased at any time. If not posted to the general ledger, they may be lightly ruled out and correctly entered; but if posted, they should be corrected by journal entry. All journal entries, regardless of character, should be fully explained in the "Description" column.

Daily posting shall be made to the General Ledger of those amounts appearing in the "General" section of the cash-journal. Daily posting should also be made to the appropriate subsidiary object-classification accounts in the General Ledger of those amounts appearing in the columns "Office Expense-Control" or "Miscellaneous - Control" under "Administrative Expenses-Debits". At the end of each month the several columns shall be totalled and posted directly to the general ledger and subsidiary accounts as identified by column titles. The net totals of the "Receipts" and "Administrative Expenses" column are debit entries. The net total of the "Disbursements" column is a credit entry.

Illustrative Journal Entries

The following are examples of opening, operating, and closing entries, expressed in journal form, which are made in the "Administration Account-Record of Cash Receipts and Disbursements", and which are posted therefrom to the General Ledger:

Opening Entry

Nonrequisitioned Appropriation - Administration
County Appropriation - Administration

To record the total appropriation for administration authorized by the County Board of Chosen Freeholders for the calendar year of _____.

Operating Entries

Cash Administration
Nonrequisitioned Appropriation - Administration

To record county funds received from the County Treasurer for the payment of administrative expenses.

Administration Expenses - Control and Subsidiary Accounts
Cash - Administration

To record administrative expenditures for the month of _____.

Administration Expenses - Control
Salaries and Wages - Subsidiary
Cash - Administration
Reserve for Pension or Retirement Deductions
Reserve for (Hospitalization, Savings Bonds, and Other)

To record Salary and Wage expenditures for the first (second) half of ____.

Cash - Administration
Earned Federal Grant for Administration

To record the county's share of the earned subsidy received from the State Treasurer for the quarter ended _____.

Monthly Adjusting and Closing Entry

Earned Grant for Administration
County Appropriation - Administration

To transfer the earned federal grant for administration to the county appropriation account.

County Appropriation - Administration
Administrative expenses - Control and Subsidiary Accounts

To close the balances in the county administration expense accounts to the county appropriation account for administration.

Annual Closing Entries

To be used if balance is returned to the County Treasurer.

Nonrequisitioned Appropriation - Administration
Cash - Administration

To close the balance of administration funds which revert to the County's general fund at the close of the appropriation year.

County Appropriation - Administration
Non-requisitioned Appropriation - Administration

To close accounts reflecting administration appropriation
balances which revert at the close of the appropriation year.

Upon completion of the annual closing entries, the following accounts may
have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balances</u>		<u>Credit Balance</u>
Cash - Administration	equal to	Non-requisitioned Appropriation - Administration

Clearing Account Section - Cash Journal

The cash-journal for the Clearing Account consists of a "Record of Cash Receipts" and a "Record of Cash Disbursements". Each of such records requires the double-spread of a columnar journal, and the respective records are therefore maintained in separate sections of the same journal volume.

Clearing Account - Record of Cash Receipts

The purpose of this form is to provide a daily record, in cash journal form, of collections by source, for posting to the General Ledger and subsidiary accounts, and for the monthly preparation of the report "Statement of Assistance Clearing Account".

The date, case number, name of client, and description of receipt are entered for each individual item as received, showing in the proper column a total of the receipt, and showing in the following columns the distribution of the source or sources of such receipt. Columns are provided for the various recurring types of receipts, and a general column is provided for "Other" receipts which are to be identified as to source. The master receipt number must be entered for all collections in the description column or in a separate column.

In making distribution of each receipt to source column, the following interpretations shall be carefully observed:

<u>Column</u>	<u>Interpretation</u>
<u>Fraternal Insurance</u>	Includes benefits of any kind, whether for death, sickness, accident, etc., and refunds of dues or assessments, which become available by reason of client's membership, or the membership of client's spouse, in a fraternal organization. The receipt shall be classified in this column regardless of whether the welfare board makes the collection direct from the fraternal order, or from the client, his relatives, or other person.

Other Life Insurance

Includes payments of any kind, whether for death, sickness, accident, disability, etc., refunds of premiums, dividends, endowments, surrender values, etc., paid by an insurance company in which the client's life is insured. Industrial group insurance is included but not fraternal benefits. The receipt shall be classified in this column regardless of whether the welfare board makes the collection direct from the insurance company, or from the client, his relatives, or other person.

Old Age & Survivor's Insurance

Includes payments received from the Social Security Board for reimbursement of public funds advanced for burial by the Welfare Board on behalf of clients eligible for Old Age and Survivor's Insurance.

Real Estate

Includes collections of rent, proceeds of sale, considerations for releases and quitclaim deeds, or other payments arising out of any settlement, compromise, or other transaction directly relating to real estate of which the client is owner or in which he has a direct interest.

Client's Inheritance

Includes any funds which become available to or for the client from the estate of another person who is deceased. Funds which become available to or for the client through his being beneficiary of insurance (other than fraternal benefits for a deceased spouse) on the life of any person, shall be included here.

Cash and Bank Accounts

Includes funds which come from any account (other than the welfare board's Trust Account of which the client was owner or part-owner, in any bank, whether open or closed. Include also cash owned by the client which was not banked, for example, cash found on the person or in the home at time of death. Any cash payment made to the welfare board by the client himself, the immediate source of which is not identified, should also be included here; but if the source is known, the entry should be made in the appropriate column or in the column "Other" with explanation.

Securities

Includes collections of principal, interest, dividends, proceeds of sale, etc., with respect to any stocks, bonds, mortgages, promissory notes, and other securities not elsewhere classified, owned by the client. (Proceeds of stock participation certificates, etc., in a closed bank, which represent an account the client formerly had in such bank, should not be included here, but under "Cash and Bank Accounts".)

Cash Contributions by
Relatives and Friends

Includes any cash payments made to the Welfare Board by relatives and friends during the lifetime of the client, which payments are current contributions to the cost of the client's support and have no direct connection with any matter of fraternal benefits, insurance, real estate, etc. Cash payments made by relatives and friends after the death of the client, and which are not properly enterable in one or more of the other columns, should not be entered here, but in the column "Other", with explanation.

Accident Recoveries

Includes recoveries effected by the client or on his behalf from the party or parties responsible for an accident in which the client suffered injury. This does not include accident benefits paid by an insurance company or fraternal organization in which the client himself has a policy or membership entitling him to such benefit.

Transfers from Trust Account

Includes only funds transferred to the "Clearing Account" from the "Trust Account" for purposes of disbursement and distribution.

Other

Includes any collection, the source-character of which does not come under any of the preceding columns, or any part of a collection which cannot be otherwise classified.

Receipts are posted currently as credits to the individual-lodger clearing account for each grantee affected, (when such posting is made, the case number should be entered in "Folio" column on the cash-journal record as a cross-check). The total of the balances appearing in individual clearing accounts should be in agreement with the balance appearing in the General Ledger account "Collections for Distribution-Control Account" (#120), after posting at the end of each month.

At the end of the month, posting of the "Total" column on the cash-journal record is made to the General Ledger accounts as follows:

Debit: Clearing Account - Cash (#100)

Credit: Collections for Distribution - Control Account (#120)

For the purpose of maintaining a summary analysis of the receipts by source which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals for receipts by classification, in lieu of maintaining General Ledger accounts for this purpose.

Clearing Account - Record of Cash Disbursements

The purpose of this form is to provide a daily record, in cash-journal form, of all clearing-account disbursements, by purpose, for posting to the General Ledger and subsidiary accounts, and for the preparation of the monthly report "Statement of Old Age Assistance Clearing Account".

All clearing account disbursements are entered on the cash-journal form, from the vouchers approved for payment by the county welfare board, when such payments are made. The date, case number, name of client, description (name of payee), voucher number and check numbers are entered for each individual item as disbursed, showing in the proper column the total of such disbursement by purpose.

Because of the variety of transactions which will operate through the Clearing Account, proper classification of disbursements is of special importance, and the following interpretations must be carefully observed:

- a) Deductions for Living Clients - includes only amounts paid out to the client or for the client, if the client is living at the time payment is made. If the client is living, the disbursement should be entered in this group regardless of whether the case is active or inactive;
- b) Deductions for Deceased Clients - includes only amounts paid out when the client is deceased at the time payment is made, regardless of whether the obligation is incurred before or after death;
- c) Refunds to Assistance Account - includes only amounts being refunded to the Assistance Account to be reported as adjustments on Form OA-6 or Form OA-6A (i.e. "cash credits"), regardless of whether the client is living or deceased, and the case active or inactive;
- d) Net Reimbursements - Distribution - includes only amounts reported as net reimbursement on Form OA-12, regardless of whether the client is living or deceased, and the case active or inactive.

The interpretations of the several columns within each of the above major classifications are as follows:

<u>Column</u>	<u>Interpretation</u>
<u>Deductions for Living Clients</u>	
<u>Cash to Client</u>	Includes any amount paid directly to the client himself.
<u>Medical</u>	Includes any disbursement for professional service rendered to the client by a physician, dentist, nurse or other licensed practitioner administering to health needs; for cost of

<u>Column</u>	<u>Interpretation</u>
	drugs, prescriptions, special foods, eye-glasses, trusses, and other commodities and supplies of a medical or surgical character; and for cost of care or treatment in a nursing home licensed or approved under Ruling #18, or in a hospital, clinic or dispensary.
<u>Other Bills (Client's)</u>	Includes any disbursement to satisfy bills other than medical for services and commodities purchased by or for the client, such as rent, board, utilities, taxes, mortgage interest, property repairs, or other debts owed by the client.
<u>Transfer to Trust Account</u>	Includes only funds transferred from the "Clearing Account" to the "Trust Account", to be held for the later use and benefit of the client and other later disposition.
<u>Other</u>	Includes any disbursement, made while the client is living, the purpose of which is not properly enterable in one of the preceding columns. Each entry should be explained briefly in the "Purpose" column. Amounts transferred to the Assistance Account for cash credits, or amounts credited to not reimbursement, are <u>not</u> entered here.
<u>Deductions for Deceased Clients</u>	
<u>Burial</u>	Includes any disbursements to a funeral director, cemetery association, etc., covering the cost of burial of the deceased client. Do not include here disbursements for monuments, death certificates, or other items not a direct part of the total cost of interment or cremation.
<u>Medical</u>	Same as "Medical" above.
<u>Other Bills (Client's)</u>	Same as "Other Bills (Client's)" above.
<u>Cash to Survivors -</u> <u>Non-Surplus</u>	Includes any funds released to a surviving spouse, child or other relative, when there has <u>not</u> been full reimbursement on the case.
<u>Cash to Survivors -</u> <u>Surplus</u>	Includes any funds released to a surviving spouse, child, or other relative, or to heirs, executors, or administrators, <u>when there has been full reimbursement on the case.</u>

<u>Column</u>	<u>Interpretation</u>
<u>Transfer to Trust Account</u> <u>For Survivors -</u> <u>Non-Surplus</u>	Includes any funds transferred to the Trust Account for the use and benefit of a surviving spouse, child, or other dependent, when there has <u>not</u> been full reimbursement on the case.
<u>Transfer to Trust Account</u> <u>for Survivors - Surplus</u>	Includes any funds transferred to the Trust Account for the use and benefit of a surviving spouse, child, or other dependent, when there has been full reimbursement on the case.
<u>Transfer to Trust Account</u> <u>Other</u>	Includes any funds of deceased clients transferred to the Trust Account for later distribution as reimbursement, etc. pending settlement of client's estate.
<u>Other</u>	Includes any disbursement, made after the death of the client, the purpose of which is not properly enterable in one of the preceding columns. Each entry should be explained briefly in the "purpose" column. Amounts transferred to the Assistance Account for cash credits, or amounts credited to net reimbursement, are <u>not</u> entered here.
<u>Refunds to Assistance Account</u>	
<u>Purpose</u> <u>Amount</u>	Includes any amounts being refunded to the Assistance Account to effect "cash credit" for disbursements previously made from the Assistance Account, where funds have been collected and are available for such credit. Each entry is to be explained briefly in the "purpose" column.
<u>Net Reimbursements - Distribution</u>	
<u>Remittances - State</u>	Includes the total net State share of reimbursements for the month, as remitted by check to the State Treasurer, and as reflected on Form OA-12.
<u>Remittances - Other Counties</u>	Includes the total net share due other counties from net reimbursements for the month, as remitted to such other counties by check, and as reflected on Form OA-12.
<u>Transfer to County Assistance Cash</u>	Includes the reporting county's total net share of reimbursements for the month, as transferred by check to the Assistance Account for credit to county funds, and as reflected on Form OA-12.

Disbursements are posted currently to the individual client clearing-account debits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal record as a cross check.

At the end of the month, the cash-journal record is totalled and posting of the column "Total" is made to the general ledger accounts as follows:

Debit: Collections for Distribution - Control Account (#120)

Credit: Clearing Account - Case (#100)

For the purpose of maintaining a summary analysis of the disbursements by purpose which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals for disbursements by classifications, in lieu of maintaining general ledger accounts for this purpose.

Illustrative Journal Entries

Operating Entries

The following are examples of operating entries presented below in journal form. These entries are made in the cash-journal; the description is not required but posting reference should be noted.

Clearing Account - Cash

Collections for Distribution - Control and Subsidiary Accounts

To record funds received from clients or for the accounts of clients for disbursement, distribution, or conversion into trust accounts during the month of _____.

Collections for Distribution - Control and Subsidiary Accounts

Clearing Account - Cash

To record clearing account funds disbursed, distributed, or otherwise transferred during the month of _____.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

Debit Balance

Equal to

Credit Balance

Clearing Account - Cash

Collections for Distribution

Trust Account Section - Cash-Journal

Trust Account - Record of Cash Receipts and Disbursements

The purpose of this form is to provide a daily record, in cash-journal form, of funds transferred from the Clearing Account and deposited in the Trust Account to the credit of the individual trust accounts of the clients

affected, of interest, if any, that may be credited to such trust account by the bank, of disbursements made from the individual trust accounts to or for the clients, and of transfers of funds back to the Clearing Account. This record will be used for posting to the individual trust accounts and to the general ledger accounts.

Each item deposited in the Trust Account is entered in this record showing the date, case number, name of client, description, and the amount in the appropriate columns, namely, "Transfers from Clearing Account", "Interest on Trust Account", and "Total".

During the month, the amounts entered under "Transfers from Clearing Account" and "Interest on Trust Account" are posted currently to the individual-ledger trust accounts for the respective clients affected, as credits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal record as a cross-check.

At the end of the month, the total of the column "Total - Debit Cash" is posted to the General Ledger as follows:

Debit: Funds on Trust Deposit (#150)

Credit: Clients' Trust Accounts - Control Account (#160)

Disbursements from the Trust Account are made to or for the client, or to the Clearing Account for other distribution, during the client's lifetime. However, after the client's death, no disbursement should be made of funds in the Trust Account, except by transfer to the Clearing Account.

Each disbursement is recorded, showing the date, case number, name of client, description (name of payee), voucher number, check number, and the amount which is entered in the appropriate columns for cash disbursements, namely, "Released to Client", "Medical", "Other", "Transfers to Clearing Account", and "Total".

In classifying disbursements from the Trust Account, the column "Released to Client" shall include only such amounts as are paid out to the client himself; the column "Medical" shall be interpreted in the same manner as defined for the "Clearing Account" and the column "Other" shall include all other disbursements made for the client, apart from "Medical". The column "Transfers to Clearing Account" is self-explanatory.

During the month, the amounts entered under "Cash Disbursements" are posted currently to the individual-ledger trust accounts for the respective clients affected, as debits. When such posting is made, the case number should be entered in the "Folio" column on the cash-journal as a cross-check.

At the end of the month, the total of the column "Total - Cr. Cash" is posted to the General Ledger as follows:

Debit: Clients' Trust Accounts - Control Account (#160)

Credit: Funds on Trust Deposit (#150)

The analysis of receipts and disbursements as shown in the cash-journal will be used in the preparation of the "Statement of Old Age Assistance Trust Account" to be submitted monthly.

For the purpose of maintaining a summary analysis of the receipts by source and the disbursements by purpose, which can be readily totalled for any given period, this same cash-journal form will be used, maintaining a separate sheet thereof to which will be posted the monthly totals of receipts and disbursements, in lieu of maintaining General Ledger accounts for this purpose.

Operating Entries

Examples of operating entries are presented below in journal form. These entries are made directly from the cash-journal; it is not necessary to record the description of the entry but the notation of the posting reference should be made.

Funds on Trust Deposit

Clients' Trust Accounts - Control Account

To record funds deposited in trust account during the month of _____.

Clients' Trust Accounts - Control Account

Funds on Trust Deposit

To record amounts disbursed from Clients' Trust Accounts, including transfers to the Clearing Account, during the month of _____.

Upon completion of the annual closing entries the following accounts may have remaining balances to be forwarded to the succeeding appropriation year:

<u>Debit Balance</u>	equal to	<u>Credit Balance</u>
Funds on Trust Deposit		Clients' Trust Accounts

CHAPTER VIII

INDIVIDUAL LEDGER ACCOUNTS

The requirements for individual ledger accounts will be as follows:

Assistance Account

Individual ledger accounts or records, in support of assistance disbursements, and which would reflect cumulatively or otherwise the total assistance paid to each client, are not required. Any county welfare board which presently maintains such individual ledger records may continue or discontinue same at its discretion.

Clearing Account

Individual-ledger records for each client represented by funds in the Clearing Account are required. Such record shall be maintained on a ledger sheet.

The purpose of this form is to reflect separately for each client collections by source and disbursements by purpose, the balance representing the welfare board's accountability for collections, exclusive of Trust accounts.

These individual accounts are posted currently from the cash-journals "Clearing Account - Record of Cash Receipts" and "Clearing Account-Record of Cash Disbursements", posting being made as follows:

Credits: Post Clearing Account receipts by source from "Clearing Account - Record of Cash Receipts".

Debits: Post Clearing Account disbursements by purpose from "Clearing Account - Record of Cash Disbursements".

The aggregate total of the "Individual Clearing Account" balances must agree with the balance of "Collections for Distribution - Control Account" (#120), after all postings are completed at the end of the month.

Trust Account

Individual-ledger records for each client represented by funds in the Trust Account are required. Such records shall be maintained on a ledger sheet.

The purpose of this form is to reflect the trust receipts, disbursements, and balance for each individual client for whom the county welfare board maintains a trust account.

These individual accounts are posted currently from the cash-journal "Trust Account - Record of Cash receipts and disbursement", posting being made as follows:

Credits: From cash receipts columns, "Transfers from Clearing Account" and "Interest on Trust Accounts".

Debits: From cash disbursements columns "Released to Client", "Medical", "Other", and "Transfers to Clearing Account".

The aggregate total of the "Individual Trust Accounts" balances must agree with the balance of "Clients' Trust Accounts - Control Account" (#160), after all postings are completed at the end of each month.

Administration Account

Individual ledger records for each employee representing salary earned and listing various deductions and the net salary received are required.

The purpose of this individual ledger sheet is to have the necessary information available for employee and employer to file returns in connection with income tax.

It is recommended that a ledger sheet with sufficient columns be used to show the gross salary, victory and withholding tax, war bonds, pension fund, hospitalization insurance, etc., and the net salary received each pay period. This record will be kept current from January 1, 1943. The Internal Revenue "Statement of Income Tax Withheld on Wages" Form W-2, is compiled from these individual ledger sheets.

CHAPTER IX

CHART OF LEDGER ACCOUNTS

The chart of general ledger accounts to be used by the county welfare boards is presented below. The account numbers which are to be uniformly employed for purposes of reference and posting are indicated. Detailed description and instruction with respect to each account will be found in Chapter X.

If in any county there shall appear to be need for additional general ledger or subsidiary accounts, such accounts shall be installed only after consultation with the State Bureau and agreement upon the numbering, titling, character and operation. However, any subsidiary records or summaries of a supplementary nature, which do not affect the General Ledger accounts, may be maintained at the discretion of the county welfare board.

Assistance Section

Fund Accounts - Debits

- #1. Non-requisitioned Appropriation - Old Age Assistance
- #1A. " " " - Disability Assistance
- #2. Cash - Assistance

Grants and Appropriations - Credits

- #3. State of New Jersey - Advances for Assistance
- #4. County Appropriation - Assistance
- #5. Transfers from Clearing Account - County Participation
- #6. Collections Rec'd. from Other Counties - County Participation

Operating Accounts

Expenditures - Debits

- #7. Assistance and Burial Disbursements - Control Account
- #8. Assistance and Burials - State Participation (includes Federal)
- #9. Assistance and Burials - County Participation

Adjustment Accounts - Credits

- #12. Adjustments to Assistance and Burial Disbursements - Control Account
- #13. Assistance and Burial Checks Cancelled and Overpayments Refunded - State Participation (includes Federal)
- #14. Assistance and Burial Checks Cancelled and Overpayments Refunded - County Participation

Administration Section

Fund Accounts - Debits

- #50. Non-requisitioned Appropriation - Administration
- #51. Cash - Administration

Grants and Appropriations - Credits

- #52. County Appropriation - Administration
- #53. Earned Subsidy Grant for Administration

Operating Accounts

Expenditures - Debits

- #54. Administration Expenses - Total Control
- #55. Salaries and Wages
- #56. Traveling Expenses
- #57. (See a/c #72)
- #58. (Not assigned)
- #59. (Not assigned)
- #60. (Not assigned)
- #61. Insurance and Bond Premiums
- #62. New Equipment
- #63. "Office Expense Group"
- #63A. Telephone and Telegraph
- #63B. Printing and forms
- #63C. Letterheads, Envelopes and Other Office Supplies
- #63D. Postage and Expressage
- #63E. Rental of Office Equipment
- #63F. Repair and Maintenance Office Equipment
- #63G. Sundry Office Expense
- #64. "Miscellaneous Group"
- #64A. Rental - Space
- #64B. Heat, Light and Water
- #64C. Janitor Service
- #64D. Expenses of Board Members
- #64E. Medical Services and Other Services on Behalf of Clients
- #64F. Collection Costs and Other Legal Expenses
- #64G. Auditing
- #64H. Publications and Periodicals
- #64I. Memberships and Subscriptions
- #64J. Surplus Commodity Distribution
- #64K. Other
- #64M. Pensions for Employees On Military Leave
- #64N. Conference Expenses

- 70. Reserve for Retirement or Pension Fund Deductions.
- 71. Reserve for Hospitalization Insurance.
- 72. Reserve for Withholding or Victory Tax.
- 73. Reserve for Savings Bonds.

Clearing Account Section

Clearing Accounts

Debit

- #100. Clearing Account - Cash

Credit

- #120. Collections for Distribution - Control Account

NOTE: An individual subsidiary account is maintained for each client; and a subsidiary analysis of receipts and disbursements is maintained in the cash-journal.

Trust Account Section

Trust Accounts

Debit

- #150. Funds on Trust Deposit

Credit

- #160. Clients' Trust Accounts - Control Account

NOTE: An individual subsidiary account is maintained for each client and a subsidiary analysis of receipts and disbursements is maintained in the cash journal.

CHAPTER X

DESCRIPTION OF LEDGER AND SUBSIDIARY ACCOUNTS

The general ledger and subsidiary accounts as shown in the Chart of Accounts are described below, stating the purpose of each account, explaining the debit and credit entries and the contra entries for each debit and credit, indicating the nature of the balance in the accounts, and describing the disposition of the balances upon periodic or fiscal closing.

Assistance Section

Fund Accounts - Debits

1. Non-requisitioned Appropriation - Old Age Assistance

Purpose

The purpose of this debit balance account is to reflect the amount of County funds appropriated and available for requisitioning for old age assistance payments [including burial payments from public funds].

Debits

The account is debited with the amount appropriated by the County Board of Chosen Freeholders. Unexpended cash balances which revert to the County general funds at the close of the appropriation period also are debited to this account when the cash is transferred.

Credits

The account is credited with the amounts of the periodic requisitions on the County Treasurer for funds as and when the funds are received.

Contra Accounts

The contra account for debits is the appropriation account [#4. County Appropriation - Assistance.] The contra account for credits is the cash account [#2. "Cash - Assistance".]

Balances

The balance in the account represents appropriated funds for old age assistance available for requisitioning. The balance, upon closing at the end of the appropriation period, is cleared by crediting this account and debiting the appropriation account. This account is not involved in monthly closings.

1A. Non-requisitioned Appropriation - Disability Assistance

Purpose

The purpose of this debit balance account is to reflect the amount of County funds appropriated and available for requisitioning for disability assistance payments [including burial payments from public funds].

Debits

The account is debited with the amount appropriated by the County Board of Chosen Freeholders. Unexpended cash balances which revert to the County general funds at the close of the appropriation period also are debited to this account when the cash is transferred.

Credits

The account is credited with the amounts of the periodic requisitions on the County Treasurer for funds as and when the funds are received.

Contra Accounts

The contra account for debits is the appropriation account [#4. County Appropriation - Assistance.] The contra account for credits is the cash account [#2. "Cash - Assistance".]

Balances

The balance in the account represents appropriated funds for disability assistance available for requisitioning. The balance, upon closing at the end of the appropriation period, is cleared by crediting this account and debiting the appropriation account. This account is not involved in monthly closings.

2. Cash - Assistance

Purpose

The purpose of this debit balance account is to reflect the amount of State and County funds on deposit and available for disbursement for assistance payments [including burial payments from public funds.]

Debits

The account is debited with funds advanced by the State for the State and Federal share of assistance payments, with receipts from the County Treasurer on requisition, with adjustments resulting from cancelled checks and refunds of overpayments or improper payments, with amounts transferred from the Clearing Account, and with the County's portion of collections received from other counties.

Credits

The account is credited with the amounts disbursed for assistance payments [including burial payments from public funds].

Contra Accounts

The contra accounts for debits are #1. "Non-requisitioned Appropriation - Old Age Assistance", #1A. "Non-requisitioned Appropriation - Disability Assistance", #3. "State of New Jersey - Advances for Assistance", #5. "Transfers from Clearing Account - County Participation", #6. "Collections Received from Other Counties - County Participation", and #12. "Adjustments to Assistance Disbursements - Control Account". The contra account for the credits is #7. "Assistance Disbursements - Control Account".

Balances

The balance in this account represents the unexpended amount of State advances and County funds in the custody of the county welfare board which is available for disbursement for assistance [including burial payments from public funds]. If and when the balance is returned to the State or County Treasurer, at the close of the appropriation period or at any other time that might be directed, the account is closed by a credit to the cash account and a debit to the applicable accounts for State Advances [#3] and/or Non-requisitioned County Appropriation [#1], Non-requisitioned County Appropriation [#1A]. The account is not involved in monthly closings.

Grants and Appropriations - Credits

3. State of New Jersey - Advance for Assistance

Purpose

The purpose of this credit balance account is to reflect the amount of funds advanced by the State to the County Welfare Board to provide for the payment of the Federal and State share of assistance, [including burial payments from public funds.]

Credits

The account is credited, upon receipt, with the amount of funds advanced by the State to the County.

Debits

The account is debited, at the monthly closing, with the net amount of the State's share [includes Federal share] of assistance costs [including burial payments from public funds.]

Contra Accounts

The contra account for the credits is #2. "Cash - Assistance", for funds advanced by the State. The contra account for the debits is #7. "Assistance Disbursements - Control Account", and the subsidiary "State Participation" account for assistance and burial costs [#8], after monthly closing of the "Adjustments to Assistance Disbursements" accounts.

Balances

The balance in the account, after monthly closing, represents the amount of State funds in the custody of the County Welfare Board, advanced for assistance payments [including burial payments from public funds]. The balance in the account "Cash - Assistance", after monthly closing, should equal or exceed the balance appearing in this "Advance" account.

4. County Appropriation - Assistance

Purpose

The purpose of this credit balance account is to reflect the amount appropriated by the County Board of Chosen Freeholders to provide for the County share of expenditures for assistance [including burial payments from public funds].

Credits

The account is credited with the amount appropriated by the County Board of Chosen Freeholders for assistance. At the close of each monthly accounting period, this account will be credited with the balance appearing in the following accounts: #5 "Transfers from Clearing Account - County Participation" and #6, "Collections Received from Other Counties - County Participation".

Debits

At the close of each monthly accounting period, the net balances appearing in the "County Participation" account for assistance and burial disbursements [#9], after monthly closing of the "Adjustments to Assistance Disbursements" accounts [#14] are charged to this appropriation account.

Contra Accounts

The contra accounts for the credits are: the "Non-requisitioned Appropriation" - Old Age Assistance account [#1]; and "Non-requisitioned Appropriation" - Disability Assistance account [#1A]; and the two collection accounts [#5 and #6]. The contra accounts for the debits are the accounts named above as being involved in the monthly closings. At the end of the appropriation period, any balance which reverts to the general funds of the County is recorded as a charge to this account and as a credit to the proper "Non-requisitioned Appropriation" account.

Balances

The balance in this account reflects the unexpended amount of the original appropriation for assistance. Any balance remaining at the end of the calendar year, however, will be closed out in accordance with the instructions in the paragraph above.

5. Transfers from Clearing Account - County Participation

Purpose

The purpose of this credit balance account is to record the amount of the County's share in net collections made from clients, as and when this share becomes available for use as County funds.

Credits

The account is credited with amount transferred from the Clearing Account. The credit is entered only as funds are actually transferred and made available for purposes of the program. [Such credit corresponds with county share shown on Form ODA-12].

Debits

The account is debited upon monthly closing by transfer of the balances to the account "County Appropriation - Assistance", #4.

Contra Accounts

The contra account for the credits is #2. "Cash - Assistance". The contra account for the debits is #4. "County Appropriation - Assistance".

Balances

The balance in this account, prior to monthly closing, is the cumulative amount of funds transferred from collections during the course of the current month. No balance should remain in the account after the monthly closing.

6. Collections Received from Other Counties - County Participation

Purpose

The purpose of this credit balance account is to reflect receipts from other counties representing the receiving county's share of collections effected by other counties.

Credits

The account is credited with amounts received from other counties as participating interest in collections effected by such counties.

Debits

The account is debited upon monthly closing by transfer of the balance to the account "County Appropriation - Assistance", #4.

Contra Accounts

The contra account for the credits is #2. "Cash - Assistance".
The contra account for the debits is #4. "County Appropriation - Assistance".

Balances

The balance in this account, prior to monthly closing is the cumulative amount of funds received from other counties during the course of the current month, and represents the receiving county's participating interest in collections made by such other counties. No balance should remain in this account after monthly closing.

Operating Accounts - Debits

7. Assistance and Burial Disbursements - Control Account

Purpose

The purpose of this debit balance account, with its related subsidiary accounts [#8 and #9], is to reflect disbursements for assistance burial payments, and assistance payments made to trustees from public funds. The subsidiary account for State participation in assistance including burials is account #8 and for County participation in assistance including burials account #9.

Debits

The account is debited with disbursements for old age and disability assistance, burials, and restricted payments and with amounts charged to the subsidiary "County Participation" account [#9] as a result of disallowances made by the State.

Credits

The credits to the account are the credits to the subsidiary "State Participation" accounts [#8] resulting from disallowances made by the State; and also the monthly closings: first, of the checks and overpayments refunded, and, second, by transfer of the net balance to "County Appropriation - Assistance" for "County Participation" accounts, and to the State of New Jersey - Advances for Assistance" for "State Participation" accounts. Any reclaim of amounts previously disallowed is reflected in both the control and subsidiary accounts by reversal of the adjusting entries made at the time of disallowance.

Contra Accounts

In the case of disallowances made by the State, and for any subsequent reclaim of amounts so disallowed, the contra entries for debits or credits, as the case may be, to the subsidiary "State Participation" account, are corresponding credits or debits to the subsidiary "County Participation" account. All entries to the subsidiary accounts also should be reflected in the control account. The contra account for the debits arising from Old Age and Disability Assistance and Burial Disbursements is #2. "Cash - Assistance". The contra accounts for the monthly closing credits are those named above as being involved in the monthly closings.

Balances

The balance in the account, prior to monthly closing, is the cumulative amount of assistance disbursed during the course of the current month. No balance should remain in the account after monthly closing. The total of balances in subsidiary accounts [#8 and #9] should equal the balance in the control account at all times. The balances in the subsidiary accounts are closed monthly by postings of the amounts used in closing the control account.

Assistance and Burial Disbursements - Subsidiary Accounts

8. Assistance and Burial Disbursements - State Participation [includes Federal]

9. Assistance and Burial Disbursements - County Participation

These accounts are merely subsidiary to "Assistance Disbursements-Control Account", [#7] and reflect the respective State and County shares, apportioned to direct assistance or to burial cost as the case may be, of all entries in such control account for assistance and burial disbursements and adjustments and reclaims with respect thereto.

12. Adjustments to Assistance and Burial Disbursements - Control Account

Purpose

The purpose of this credit balance account, with its related subsidiary accounts [#13 and #14], is to accumulate the amount of adjustments to assistance disbursements resulting from cancellations of checks and refunds of overpayments and improper payments.

Credits

The account is credited with assistance checks cancelled and overpayments and improper payments refunded [i.e. all credits, including "cash credits", on Form ODA-6].

Debits

The debits to the account are the monthly closings, when the balance in the account is transferred to the credit of "Assistance Disbursements - Control Account", #7, with balances in the subsidiary accounts transferred to the credit of the related subsidiary disbursement accounts.

Contra Accounts

The contra account for credits is "Cash - Assistance", #2. The contra account for debits, on monthly closing, is "Assistance Disbursements - Control Account", #7, with related subsidiary accounts.

Balances

The balance in the account prior to monthly closing, is the cumulative amount of credit adjustments, during the course of the current month, involving assistance disbursement accounts. No balance should remain in the account after monthly closing. The total of balances in subsidiary accounts [#13 and #14] should equal the balance in the control account at all times.

Adjustments to Assistance and Burial Disbursements - Subsidiary Accounts

13. Assistance and Burial - Checks Cancelled and Overpayments Refunded -
State Participation

14. Assistance and Burial - Checks Cancelled and Overpayments Refunded -

County Participation

These accounts are merely subsidiary to "Adjustments to Assistance and Burial Disbursements - Control Account", [#2], and reflect the respective State and County shares, apportioned to direct assistance or to burial cost as the case may be, of all entries in such control account for assistance and burial checks cancelled or for overpayments with respect thereto which are refunded.

Administration Section

Fund Accounts - Debits

50. Non-requisitioned Appropriation - Administration

Purpose

The purpose of this debit balance account is to reflect the amount of County funds appropriated and available for requisitioning for administration.

Debits

The account is debited with the amount appropriated by the County Board of Chosen Freeholders for administration. Unexpended cash balances which revert to the county general funds at the close of the appropriation period also are debited to this account when the cash is transferred.

Credits

The account is credited with the amounts of the periodic requisitions on the County Treasurer for administration funds as and when the funds are received.

Contra Accounts

The contra account for debits is the appropriation account [#52. "County Appropriation - Administration"]. The contra account for credits is the cash account [#51. "Cash - Administration"].

Balances

The balance in the account represents appropriated funds for administration available for requisitioning. The balance, upon closing at the end of the appropriation period, is cleared by crediting this account and debiting the appropriation account. This account is not involved in monthly closings.

51. Cash Administration

Purpose

The purpose of this debit balance account is to reflect the amount of State and County funds on deposit and available for disbursement for administration and to control funds to be paid as a result of payroll deductions.

Debits

The account is debited with receipts from the County Treasurer on requisitions and with receipts from the State for the county's share of earned administrative subsidy. The account is debited with all administrative receipts of cash refunds or cash credits.

Credits

The account is credited with the amounts disbursed for administrative expenses, and the amounts charged to the various reserve accounts.

Contra Accounts

The contra accounts for debits are: #50. "Non-requisitioned Appropriation - Administration" and #53. "Earned Federal Grant for Administration". The contra account for the credits are #54. "Administration Expenses - Total Control Account" or account 70-73 in the case of payment resulting from payroll deductions.

Balance

The balance in this account represents the unexpended amount of County funds, payroll deductions reserved for payment, and the additional unexpended balance of funds in the custody of the county welfare board which is available for disbursement for administration, and State advances from the earned administrative subsidy in the custody of the county welfare board which is available for disbursement for administration. If and when the balance is returned to the County Treasurer, at the close of the appropriation period, the account is closed by a credit to the cash account and a debit to the Non-requisitioned County Appropriation (#50). The account is not involved in monthly closings.

Grants and Appropriations - Credits

County Appropriation - Administration

Purpose

The purpose of this credit balance account is to reflect the amount appropriated by the County Board of Chosen Freeholders to provide for the county share of expenditures for administration.

Credits

The account is credited with the amount appropriated by the County Board of Chosen Freeholders for administration. At the close of each month, this account will be credited with the balance appearing in account #53. "Earned Federal Grant for Administration".

Debits

At the close of each month, the net balance appearing in account #54. "Administration Expenses - Total Control Account" is charged to this appropriation account.

Contra Accounts

The contra accounts for the credits are: the "Non-requisitioned Appropriation" account (#50) and the account "Earned Federal Grant for Administration" (#53). The contra account for the debits is the account "Administration Expenses - Total Control Account" named above as being involved in monthly closing. At the end of the appropriation period, any balance which reverts to the general funds of the County is recorded as a charge to this account and as a credit to the "Non-requisitioned Appropriation" account.

Balance

The balance in this account reflects the unexpended amount of the original County appropriation for administration. Any balance remaining at the end of the calendar year, however, will be closed out in accordance with the instructions in the paragraph above.

53. Earned Federal Grant for Administration

Purpose

The purpose of this credit balance account is to record the amount of the earned subsidy for administration, as and when received from the State.

Credits

The account is credited with the amount of the subsidy for administration allotted by the State Division and received by the county welfare board.

Debits

The account is debited upon monthly closing by transferring the balance to the account "County Appropriation - Administration" (#52). (The appropriation made for administration by the County Board of Freeholders is calculated on a basis which anticipates receipt of subsidy by the county welfare board and which contemplates that such subsidy shall be used currently as an addition to county funds appropriated.)

Contra Accounts

The contra account for credits is "Cash - Administration" (#51). The contra account for debits is "County Appropriation - Administration" (#52).

Balance

The balance in this account, prior to monthly closing, is the cumulative amount of the earned subsidy for administration received during the course of the current month. No balance should remain in the account after the monthly closing.

Operating Accounts-Debits

54. Administrative Expenses - Total Control Account

Purpose

The purpose of this debit balance account, with its related subsidiary accounts (all accounts numbered 55 through 69 inclusive as may now be or may hereafter be assigned), is to reflect the total expenditures for administrative expenses.

Debits

The account is debited with disbursements for administration.

Credits

The credits to the account are amounts resulting from cancelled checks or overpayments refunded, which are credited direct as and when they occur in certain instances. (See explanation "Administration Section - Cash Journal".) At the close of the monthly accounting period, the balances in the control and subsidiary accounts are closed out.

Contra Accounts

The contra account for debits is "Cash - Administration" (51). The contra accounts for the credits are "Cash - Administration" (#51) for expenditure adjustments resulting from cancelled checks, etc.; and, upon monthly closing, "County Appropriation - Administration" (#52).

Balances

The balance in the account, prior to monthly closing is the cumulative amount of net administrative costs during the course of the current month. No balance should remain in the account after monthly closing. The balances in the subsidiary accounts are closed monthly by postings of the amounts used in closing the control account.

Administration Expenses - Subsidiary Accounts

These subsidiary accounts will be kept in order to provide a record of administrative expenditure by schedule classifications of the annual budget, and by subsidiary object-classifications of expenditures within each such schedule. Since it is not practical to maintain in the cash-journal form a sufficient number of columnar headings to cover all desired object-classifications, some postings will be made direct to the subsidiary ledger accounts as and when the expenditures occur, while others will be accumulated in the cash-journal during the month and only the monthly total will be posted to the ledger account. Instructions in this connection are hereafter indicated.

55. Salaries and Wages

This account will be debited monthly by the cumulative total for this classification shown in the cash-journal. Any sums paid to the Board's legal counsel on the basis of an annual salary or retainer should be charged to this account rather than 64F - Collection Costs and Other Legal Expenses. Any allowance made to the Board's legal counsel as compensation for the services and expenses of his personal office and staff should be charged to account 63G. - Sundry Office Expense.

56. Traveling Expenses

This account will be debited monthly by the cumulative total for this classification shown in the cash-journal. Charges shall include: mileage for privately owned cars, bus and car fare, gasoline and oil, repairs and maintenance to Welfare Board cars.

57. (See 72 Reserve for Withholding Tax)

58. (Number not presently assigned)

59. (Number not presently assigned)

60. (Number not presently assigned)

61. Insurance and Bond Premiums

This account includes expenditures for insurance on automobiles, compensation insurance, surety bond premiums, etc., but should not include any insurance premiums paid on account of a client. Insurance expenditures for clients should be charged to 64F - Collections Cost and Other Legal Expenses.

62. New Equipment

This account will be debited with the purchase of new automobiles, as well as new office equipment whenever such expenditures occur.

63. Office Expenses - Control (Subsidiary Control Account)

This subsidiary control account will be debited monthly by the cumulative total for the column "Office Expense Control" in the cash journal. The total of the balances in subsidiary accounts 63a to 63g inclusive should equal the balance in this account.

63a. Telephone and Telegraph

63b. Printing and Forms

63c. Letterheads, Envelopes, and Other Office Supplies

63d. Postage and Expressage

63e. Rental of Office Equipment

63f. Repair and Maintenance - Office Equipment

63g. Sundry Office Expense

64. Miscellaneous Expenses - Control (Subsidiary Control Account)

This subsidiary control account will be debited monthly by the cumulative total for the column "Miscellaneous Control" in the cash journal. The total of the balances in subsidiary accounts 64a to 64n inclusive should equal the balance in this account.

64a. Rental - Space

64b. Heat, Light, and Water

64c. Janitor Service

64d. Expenses of Board Members

64e. Medical Services and Other Services on Behalf of Clients.

This subsidiary account includes doctor bills, nurses' fees, medical supplies, nursing or boarding home care, and other related expenses paid on account of clients, living or deceased.

64f. Collection Costs and Other Legal Expenses

This subsidiary account should be charged with all expenditures on behalf of clients or their estates incident to the preservation and recovery of assets. Charges shall include: legal counsel and court fees, sheriff and surrogate fees, insurance premiums, taxes, real estate repairs, etc. When legal counsel is paid an annual salary or retainer, such expenditures should be charged to Account 55 - Salaries and Wages and not to 64F. When legal counsel so paid is also given an allowance as compensation for the services and expenses of his personal office and staff, such allowance should be charged to account 63G. - Sundry Office Expense, and not to 64F or 55.

64g. Auditing

64h. Publications and Periodicals

64i. Memberships and Subscriptions

64j. Surplus Commodity Distribution

64k. Other

64m. Pensions for Employees on Military Leave

64n. Conference Expenses

70. Reserve for Retirement or Pension Fund Deductions.

71. Reserve for Hospitalization Insurance.

72. Reserve for Withholding Tax

73. Reserve for Savings Bonds

Purpose

The purpose of the above credit balance accounts is to reflect various deductions made from payrolls, to be held or disbursed on or for the account of Welfare Board employees.

Credits

The accounts will be credited with the amount of deductions made from gross salary on or for the account of employees. The entry will agree with related columnar heading on regular semi-monthly payrolls.

Debits

The account will be debited with the amount of payment on or for the account of employees.

Contra Accounts

The contra account for credits is Administrative Expense-Total Control Account (54) (Salaries and Wages Account (55)). The contra account for debits is Cash-Administration (52)

Balance

The balance in this account will report the amount of Payroll deductions collected but held undistributed.

Clearing Account Section

100. Clearing Account - Cash

Purpose

The purpose of this debit balance account is to reflect the total amounts of funds collected from client, or for the account of clients, and the clearing of such funds through: (1) disbursement to or for the account of the affected client; (2) transfer to a trust account established for the client; (3) disbursement, in the event of the death of the client, for expenses incident to the last illness, burial, and for the use of surviving dependents or other proper beneficiaries; (4) disbursement for direct costs incurred in effecting collection; (5) disbursement for obligations agreed to be satisfied as a condition of collection; (6) net reimbursement to the State and to participating Counties for assistance previously granted; (7) distribution of residuary balance to the client's administrator, executors, heirs, or other lawful beneficiaries and distributees; (8) such other disbursements as may be lawful and proper.

Debits

This account will be debited with the amounts currently received from clients, or for the account of clients. This will include amounts intended for transfer to individual trust accounts, and amounts transferred from individual trust accounts to this account for disbursement and/or distribution. At no time will this account reflect bank balances of individual clients in so-called "joint accounts" and "joint and surviving accounts" unless and until such time as the funds shall actually come into the custody and possession of the county welfare board. An analysis of the receipts in this account by source will be maintained in the cash-journal "Clearing Account - Record of Cash Receipts". (See instructions covering that form.)

Credits

This account is credited with amounts disbursed for the account of or to clients, transferred to individual trust accounts, paid to surviving dependents, distributed as net reimbursements to State and Counties, residuary surpluses distributed to heirs, etc. An analysis of the disbursements and distributions by purpose will be maintained in the cash-journal "Clearing Account - Record of Cash Disbursements". (See instructions covering that form.)

Contra Accounts

The contra accounts for the debits and credits are "Collections for Distribution - Control Account" (#120), and the appropriate subsidiary individual-ledger accounts for each client affected. Transfers between the Clearing Account and the individual trust accounts are explained in the Trust Section (See accounts #150 and #160 below).

Balance

The balance in this account represents the amount of funds, exclusive of established individual trust accounts, held in trust by the county welfare board pending disbursement, transfer, or final distribution. The balance is forwarded in the account upon fiscal closing.

120. Collections for Distribution - Control Account

Purpose

The purpose of this credit balance account is to reflect the total liability for the amount of undistributed collections, exclusive of established individual trust accounts, in the custody of the county welfare board; and to serve as a control of the subsidiary individual-ledger accounts for the individual clients involved.

Credits

The account is contra to "Clearing Account - Cash" (#100), and will be credited with all items for which that account is debited. The subsidiary individual-ledger accounts will be credited with the appropriate amounts applicable to the respective clients.

Debits

The account will be debited with the disbursements from "Clearing Account - Cash" and the appropriate subsidiary individual-ledger accounts will be debited with the appropriate amounts applicable to the respective clients.

Contra Accounts

The contra account for the credits and debits is "Clearing Account - Cash" (#100).

Balance

The balance in this account represents the amount of undistributed collections, exclusive of established individual trust accounts, in the custody of the county welfare board, and will be forwarded in the account upon fiscal closing. The balance in the control account will agree with the balance in "Clearing Account - Cash". The total of the balances appearing in the individual-ledger client accounts should be in agreement with the balance appearing in the control account after posting at the end of each month.

Trust Account Section

150. Funds on Trust Deposit

Purpose

The purpose of this debit balance account is to reflect the total amount of funds on deposit by the county welfare board in individual trust accounts for clients, from whom or for whom funds have been collected, which funds it is determined are to be held for purposes not contemplating any reasonable immediate distribution. Such individual trust accounts are established only by the transfer of funds from "Clearing Account - Cash".

Debits

The account will be debited with the amounts currently deposited by the transfer of funds from "Clearing Account - Cash", and with the amount of interest, if any, credited by the bank in which such account is maintained. An analysis of the deposits by source will be maintained in the cash-journal "Trust Account - Record of Cash Receipts and Disbursements". (See instructions covering that form.)

Credits

This account is credited with the amounts disbursed to or for the clients and with the amounts transferred by check to "Clearing Account - Cash", for final distribution. An analysis of the disbursements and transfers by purpose will be maintained in the cash-journal "Trust Account - Record of Cash Receipts and Disbursements". (See instructions covering that form.)

Contra Accounts

The contra accounts for the debits and credits are "Clients' Trust Accounts - Control Account" (#160), and the subsidiary individual-ledger accounts for each client affected.

Balance

The balance in this account represents the amount of funds deposited by the county welfare board to be held in trust for individual clients. The balance is forwarded in the account upon fiscal closing.

160. Clients' Trust Accounts - Control Account

Purpose

The purpose of this credit balance account is to reflect the total accountability for funds deposited by the county welfare board to be held in trust for individual clients.

Credits

The account is contra to "Funds on Trust Deposit" and will be credited with all items for which that account is debited. The subsidiary individual-ledger accounts will be credited with the appropriate amounts applicable to the respective clients.

Debits

The account will be debited with the amounts for which the account "Funds on Trust Deposit" has been credited, and the appropriate subsidiary individual-ledger accounts will be debited with the amounts applicable to the respective clients.

Contra Accounts

The contra account for the credits and debits is "Funds on Trust Deposit", [#150].

Balances

The balance in this account represents the amount of funds on deposit, which the county welfare board is holding in trust to the credit of individual clients and not in contemplation of any reasonably immediate disbursement or distribution. The balance will be forwarded in the account upon fiscal closing. The balance in the control account will agree with the balance in the account "Funds on Trust Deposit". The total of the balances appearing in the individual client accounts should be in agreement with the balance appearing in the control account after posting at the end of each month. Also, the balances appearing in the individual client accounts should be in agreement with the balances appearing in the related bank pass-books, if the funds are on deposit in a "savings" or "interest" account.

Recipient Ledgers

All county welfare boards must maintain a recipient's ledger covering the monthly payments advanced in each case of disability assistance. It is recommended that a recipient's ledger be maintained also covering the monthly payments advanced for old age assistance.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #13

ISSUED: July 24, 1944
(Date)

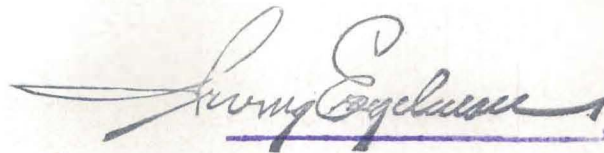
REV.: _____
(Date)

Supplement #1, 8/8/49

TITLE: Contacts with Relatives

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-19

 , Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

July 24, 1944

RULING NO. 13

CONTACTS WITH RELATIVES

Requirements for the budgeting of relatives of old age assistance clients and for determining ability to support on the part of legally responsible relatives are set forth in Ruling No. 3, Determination of Need and Budgeting Procedure. The nature of information on relatives which should be made a matter of record is indicated in Ruling No. 1, Case Recording. This discussion of relatives will therefore be limited to a consideration of the nature and frequency of contacts with relatives.

Reasons for Contact of Relatives

The primary purpose in establishing contact with relatives is to secure support or contributions to the person making application for public aid, since the law itself directs the county welfare board to verify need on the part of the applicant and to determine the ability and willingness of relatives and others to aid in his support. But other reasons appear why it is necessary that effective contacts with relatives should be established if "assistance adequate to provide for the reasonable maintenance and well-being" of clients is to be made available.

Relatives are often able to be helpful in formulating and carrying through a plan for the general welfare of the client. Relatives should be given the opportunity to assume all or a share of such responsibility, the welfare board worker acting as adviser. Relatives should also be encouraged to provide the many small services for clients which the welfare board cannot readily supply, e.g. washing and mending clothes, housecleaning, marketing, help with business and property matters, provision of reading material, recreation, friendly visits, transportation to church, to clinics, physicians, and other places. Even relatives who live at a distance can share in the well-being of their aged relative by writing to him regularly, remembering birthdays, anniversaries, etc.

Particular consideration to the service needs of clients should be given by the worker when clients live as lone persons, or are housebound because of physical or mental condition. Such small services on the part of relatives tend to hold family relationships intact and encourage a sense of continuing responsibility by the relatives even though it has been necessary that a public agency assume some measure of financial responsibility.

Legally Responsible Relatives Living in the State

It is expected that a home visit shall be made and all legally responsible relatives in the State will be interviewed personally on all initial applications for old age assistance. The same procedure shall be followed on all reapplications i.e. cases in which previous applications

were withdrawn or denied by the county welfare board and in all reopened cases where a period of more than six months has elapsed from the previous application or case closing. In cases where the reapplication or case reopening occurs within six months of the previous denial or case closing the personal interview of legally responsible relatives may be omitted at the discretion of the welfare board provided adequate up-to-date information on the circumstances of such relatives is already a matter of record with the county welfare board.

In investigations for continuance it is expected that all legally responsible relatives in the State shall be interviewed personally by the appropriate county welfare board at intervals not exceeding twelve months, with the following exceptions:

- 1) Relatives who are contributing to the support of the client or whose economic status appears to be subject to material change shall be interviewed at each six-month interval and more frequently in all instances where circumstances indicate the desirability of additional contacts;
- 2) Where the county welfare board has definite information concerning the continued inability of a legally responsible relative to contribute, the annual personal contact may be omitted. Such cases should probably be limited, however, to instances where verification shows that relatives are receiving support from public or private relief, where the relatives are dependent on other relatives for support, or where unemployed daughters are dependent on their husbands and the household income continues to be marginal. In no event however, shall any legally responsible relative remain unvisited for a period of more than two years.

Legally Responsible Relatives Outside the State

All legally responsible relatives living in other states shall be contacted on all new applications, reapplications and cases reopened. Initially this contact shall be by correspondence, except in those instances where there are special problems such as strained family relationships, health problems, problems of housing or resources which require personal interview. In these latter instances the special problem involved shall be outlined to the appropriate out of state agency which shall be requested to make personal contact. Where correspondence fails to develop adequate data, a local social agency shall also be requested to make personal contact.

Contacts with legally responsible relatives out of state at the time of investigation for continuance shall be made with the same frequency as provided for legally responsible relatives living in New Jersey. However, all such contacts shall be handled by correspondence unless, as indicated above, special problems are involved or the information received through correspondence is not adequate. In such instances requests to out-of-state agencies for personal interview shall be made.

The above statement of policy is essentially in accord with suggestions received from other states regarding out-of-state investigations. It is believed that strict adherence to the procedure outlined will encourage favorable working relationships with out-of-state agencies.

Non-Legally Responsible Relatives

Careful consideration must also be given to the advisability of establishing contact with non-legally responsible relatives, especially brothers, sisters and grandchildren, since these relatives frequently will be both able and willing to assist with cash contributions, goods and services for the client.

In general, it is expected that non-legally responsible relatives who have rendered financial aid or other service or have indicated interest in the applicant and all adult grandchildren shall be contacted on all new applications and on all reapplications and cases reopened after a lapse of more than six months from the previous denial or closing. The special circumstances existing in each case will determine the frequency of contact with such relatives after the initial contact on application, reapplication or reopening.

Contacts with non-legally responsible relatives should be made personally within the county, by interview or correspondence out of county as circumstances indicate, and by correspondence out of state unless special problems call for a request to an agency for personal interview.

Approach to Relatives; Personal Interview

In making investigations to determine need for public aid, the social worker must approach many varying types of personalities, frequently seeking information on the most intimate details of family life. These factors make the nature of the approach to both clients and relatives of prime importance if good working relationships are to be established.

A clear and patient interpretation of the provisions for old age assistance, of the services available and the limitations of the program should be given almost invariably at an initial interview. This provides a factual basis for discussion of the relative's circumstances and his ability and willingness to contribute to the client in cash, kind or services.

Relatives should be consulted about the client's individual problems such as his medical needs, a change in housing or boarding arrangement, his personality difficulties or the lack of a recreational outlet. This type of approach encourages participation in planning and at the same time demonstrates to relatives the sincere interest of the welfare board and the worker in the client's general welfare.

At subsequent contacts any misunderstanding of regulations or of the relatives' responsibilities should be clarified. Any changes in the client's situation should be discussed carefully in detail and, of course, the relatives' current circumstances should be reviewed. Interviews should not be considered futile because no promise of aid is secured. Each contact should be regarded as an opportunity to gain knowledge of the client and his family, to reinterpret the aims of the program, and to encourage closer family ties generally.

- 4 -

Approach to Relatives: Direct Correspondence

Personally dictated letters to relatives have been found to produce better results than form letters or elaborate questionnaires. It is therefore suggested that individual letters be prepared whenever it is determined to contact relatives directly by correspondence.

Letters to relatives should ordinarily be expressed in simple language which sets forth briefly the situation affecting the applicant and requests in specific terms the data necessary to complete a recommendation concerning action to be taken. In the drafting of letters to relatives it should be borne in mind that the welfare board is not only seeking contributions to the client's support, but also endeavoring to enlist the cooperation of the relative in planning for the client's welfare and in meeting his total needs. It goes without saying that letters to relatives should reflect the genuine interest of the agency in the client as an individual.

Inquiries to Other Agencies

In making inquiries of agencies in other counties and other states for personal visits to relatives, it is suggested that individually prepared letters in duplicate be used which include as a minimum 1) accurate, current and complete names and addresses of persons to be interviewed, and where necessary directions for reaching given addresses; 2) a brief but pertinent summary of the client's situation and any significant data on family relationships and problems presented by the client; and 3) a definite request for any particular information desired, e.g., insurance data, verification data, information on property or indebtedness, willingness of a relative to provide a home for client, etc.

This type of letter will enable the other agency's worker to approach the relative with an intelligent grasp of the problems involved and with definite knowledge of the scope of the interview requested.

When writing to out-of-state agencies recognition should be given to the fact that the agency in the other state will probably not be familiar with the detailed provisions of the New Jersey program. Sufficient explanation should be made to enable the agency to make proper interpretation during the interview with the relative, and to guide the agency in the type of report desired by the county welfare board. The need for budget data, assignment of insurance, signature of spouse on the Agreement to Reimburse are examples of the type of request which would call for additional explanation. An OA-9 enclosed with such a letter may often help the cooperating worker.

Replies to Inquiries

The prompt preparation of complete reports in answer to inquiries is an important agency function which directly affects relationships between agencies and, indirectly the quality of service rendered to clients of the agencies involved.

- 5 -

The content of reports on relatives should conform to the requirements of Ruling No. 1, Case Recording, and Ruling No. 3, Budget Manual. Specific attention is drawn to the need for verified income and expenditures and the preparation of a summary budget when required by Ruling No. 3, Part II, Section 14, Contributions from Legally Responsible Relatives.

In order to assure competent handling of inquiries certain administrative procedures should be observed as follows:

1. Maintenance of a simple filing system which will expedite clearance of all inquiries and routing of previous material with the current inquiry to the case worker.
2. A definite plan for prompt assignment of inquiries to case workers, for follow-up control of outstanding reports, and for review of completed reports to assure adequacy of content.
3. Insistence on completion of reports within 30 days. In those rare instances where this is found to be impossible, the inquiring agency should be notified of the cause of the delay.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dawdell, Director
Division of Old Age Assistance

Approved May 18, 1945
Reeve Schley, Acting Commissioner

Ruling Series.

No. 13 - Insert in Handbook under section "Rulings and Bulletins".
Destroy page 4 of Ruling No. 13, revised July 24, 1944.

State of New Jersey
Department of Institutions and Agencies
Division of Old Age Assistance

August 8, 1949

SUPPLEMENT NO. 1 TO RULING NO. 13

Section 44:7-19, R.S., places upon the Director of Welfare the responsibility for obtaining and compelling support by "relatives and other persons chargeable by law for the support of" an applicant for Old Age Assistance, with the added proviso that ".....where it shall appear that the child or children of an applicant for old age assistance was abandoned and deserted and said applicant failed to support and maintain said child or children during its or their minority, the court of common pleas may revoke the order of the director of welfare or reduce the amount of said order against such child or children, in proportion to the actual support and maintenance rendered by said applicant to the child or children sought to be held....."

It is to be noted that the statute provides for ameliorating or excusing the obligation of a child (but not of a spouse), but it places the responsibility for making such determination in the court itself rather than in the director of welfare or in the welfare board. An administrative officer or agency cannot usurp this function and should not assume to do so.

In any situation where it has been formally determined by judicial process that a spouse or child of an applicant or recipient of old age assistance is legally excused and relieved of the obligation to support by reason of abandonment, desertion and non-support on the part of such applicant or recipient, such spouse or child shall thereafter be viewed and considered as a non-legally responsible relative, rather than a legally responsible relative, with respect to other administrative requirements of the program, such as visitation and reinvestigation procedures. At the same time it must be remembered that certain property rights arising out of a husband-wife or parent-child relationship, such as rights of inheritance, dower, curtesy, and survivorship, continue in full legal force and effect. The existence of such rights and their effect on the present or future economic situation of the client must be fully examined and properly accounted for at all times.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

Supplement No. 1 to Ruling No. 13. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #14

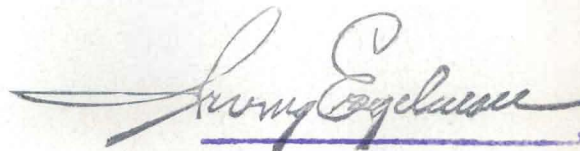
ISSUED: _____
(Date)

REV.: June 20, 1951
(Date)

TITLE: Temporary Grants

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-12
R.S. 44:7-18

 Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department Institutions and Agencies
Division of Welfare - Bureau of Assistance

RULING NO. 14

Revised June 20, 1951

TEMPORARY GRANTS

CITATION
OF STATE
LAW

1. Title 44, Section 7-12, R.S., provides as follows:

".....the director of welfare shall be empowered to make temporary grants of old age (or disability) assistance as hereinafter provided subject to revision, continuance or discontinuance by the welfare board at its next subsequent meeting".

Title 44, Section 7-18, R.S., further provides that:

"When immediate need is apparent and the evidence of eligibility immediately available is satisfactory to the director of welfare, he may issue a temporary grant of old age (or disability) assistance pending completion of such investigation".

INTERPRE-
TATION

2. The cited sections of the law are hereby interpreted as giving the director of welfare authority, where there is clear evidence of initial or continuing eligibility, to issue a grant to meet the client's needs prior to formal board action. The statute does not confer authority on the director to disburse assistance funds to any individual whose eligibility has not been established by competent evidence. The temporary grant is a substitute for a regular grant of assistance only to the extent that it is issued to meet need when eligibility has been established but payment would otherwise be delayed pending formal board action.

All grants, whether temporary or regular, require establishment of eligibility in all respects. Therefore, before a temporary grant is made, supportive evidence of an acceptable character must be available with respect to all statutory requirements of eligibility.

Once having assumed responsibility for issuing a temporary grant, the director of welfare thereby assumes a special responsibility to expedite further investigation, if any is required. At the same time he assumes the statutory obligation to have the formal record of the case completed, and to present such record of the case to the welfare board at its next subsequent meeting so that the board may take formal action with respect to the application.

PURPOSE
OF TEMPO-
RARY GRANT
PROCEDURE

3. The purpose of the temporary grant procedure is to facilitate and expedite initial payments of assistance to eligible applicants, and to make additional payments available to recipients, under certain special circumstances herein defined, when such payments are necessary in advance of formal board action. It is the intent of this ruling that the director of welfare shall exercise his authority to the fullest extent in making prompt initial payments to eligible applicants through the temporary grant procedure.

In exercising his authority to issue temporary grants, the director of welfare shall observe the principles and regulations presented below.

NEW OR
REOPENED
CASES

4. An applicant shall be considered eligible for an initial payment through the temporary grant procedure as soon as the director can secure and evaluate evidence that

- (a) the applicant meets the age requirement according to instructions in Ruling No. 17;
- (b) the applicant meets the residence requirement according to instructions in Ruling No. 5;
- (c) the applicant is in need as defined in Ruling No. 3, Budget Manual. Such determination of need includes determination of the evaluated responsibility of all legally responsible relatives, except that if
 - (1) any responsible relative lives more than ten miles beyond county limits, and
 - (2) active measures have been initiated to secure information about the ability of such relative to support, and
 - (3) knowledge of the ability of such relative to support cannot be secured immediately by direct contact, and
 - (4) there is affirmative evidence that such relative, although known to be or believed to be able to contribute, is not in fact contributing,

then the lack of a completed evaluation for such relative shall not be a bar to the issuance of a temporary grant to an applicant who is found eligible in all other respects.

- (d) the applicant for old age assistance has accepted the reimbursement provision of the statute by execution of the Agreement to Reimburse. Joinder by a spouse is also necessary as required in Ruling 10 except that if
 - (1) the spouse lives out of the state and there is no evidence of ownership of real estate by client or spouse, and a report of the spouse's willingness to sign the Agreement to Reimburse has not been received within 28 days from date of application, or
 - (2) the spouse's whereabouts are unknown to the applicant and cannot be ascertained by the applicant or the agency within 28 days from date of application,

then the lack of his or her signature shall not be a bar to the issuance of a temporary grant to an applicant who is found eligible in all other respects. When a temporary grant is issued under either of the above exceptions full compliance with regulations in Ruling No. 10 must be met at the time of formal board action, either by presentation of evidence that the spouse has signed the Agreement to Reimburse, or by recommendation to the board for a waiver

4. (d) (Cont'd.)

of the spouse's signature based on specific evidence that waiver is in order.

BUDGET
ITEMS -
TEMPO-
RARY
GRANT

5. All basic and necessary special circumstance requirements together with available resources shall be considered and accounted for in compiling the budget in accordance with Ruling No. 3, Budget Manual.

AUTHORIZA-
TION AND
DURATION
OF TEMPO-
RARY GRANT

6. Prior to authorization of any temporary grant payment the director shall require that a case record be prepared including the appropriate case record forms in accordance with Ruling No. 1. If the full summary report cannot be completed, a statement incorporating the evidence of eligibility on which authorization for payment is based shall be prepared.

A temporary grant shall be authorized as of the earliest date that eligibility can be established in accordance with section 4 of this Ruling.

When the temporary grant is issued prior to the board meeting in that month, the grant shall be prorated to cover the period between the date of issue and the end of the month. The formula for proration shall be the number of days remaining in that month (including the day of issue) divided by 30. The case shall then be presented to the board for formal action in the same month.

When the temporary grant is issued subsequent to the board meeting in that month, the grant shall be prorated in an amount to meet requirements from the date of issue to the end of the following month. The authorization shall direct the manner of payment as follows:

- (a) when the period to be covered is less than 5 weeks the payment shall be made by issuance of a single check;
- (b) when the period to be covered is 5 weeks or more, payment shall be made in two installments, the first installment in the amount needed to meet requirements for the balance of the current month to be issued immediately, and the second installment of the remainder of the amount authorized to be issued at the end of the current month.

Authorization shall be made by the personal signature of the director or deputy director in the appropriate section of Form PA-3C.

The case shall then be presented to the board for formal action at the next regular or special meeting of the board.

Refer to Ruling No. 22, Welfare Board Minutes, and Ruling No. 12, Accounting Manual, for procedures in presenting temporary grant cases for board action.

RULING NO. 14

Revised June 20, 1951

-4-

REPORT-
ING TO
STATE
BUREAU

7. Reporting of temporary grant cases (new and reopened) is accomplished by procedures under Ruling No. 4, Report on Receipt and Disposition of Applications.

Form OA-14, Social Data Card, shall be forwarded to the Bureau at the end of the month in which the temporary grant is made.

CONDITIONS
OF STATE
AND FEDER-
AL MATCH-
ING

8. State and federal matching will be available for any temporary grant issued in compliance with the regulations of this Ruling.

TEMPO-
RARY
GRANTS -
ACTIVE
CASES

9. (a) A temporary grant for an active case is defined as an extra or additional amount which the director of welfare shall authorize to be paid to an approved recipient within a given month, where the authorization occurs after the last regular or special board meeting in such month.

(b) Where the payment of an extra or additional amount to an approved recipient within a given month occurs before the last regular or special board meeting in such month, the amount so paid will be directed to the board's attention for action at such meeting. It thereby becomes merely a factor in change of grant for such month duly authorized by regular board action. Such an adjustment is therefore not within the definition of a "temporary grant" for purposes of this regulation, and should not be considered as such in any statistical or accounting reporting.

(c) A temporary grant for an active case as defined above, shall be issued only to a recipient who meets any of the following criteria:

- (1) is in need of additional funds immediately because an unforeseen change in shelter arrangements makes it necessary to pay for nursing care, board, house or room rent, or moving expenses, in advance.
- (2) has inadequate funds to meet expenses for the balance of the current month because
 - (a) a person or persons with whom expenses have been shared has removed from the client's home, or
 - (b) client is a victim of catastrophic event such as fire, flood, accident or robbery, or
 - (c) there has been a sudden loss of income from other sources.

EFFECTIVE
DATE

These regulations shall be effective July 1, 1951.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved: June 20, 1951

Elmer V. Andrews, Deputy Commissioner, Director Division of Welfare

Ruling Series.

No. 14 Insert in Handbook under section "Rulings and Bulletins".

Destroy Ruling No. 14 dated May 18, 1945.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #16

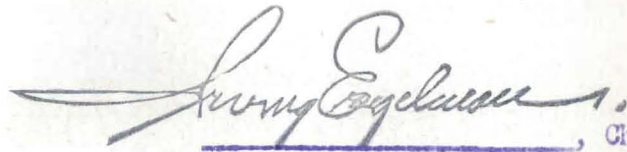
ISSUED: November 1, 1950
(Date)

REV.: _____
(Date)

TITLE: Persons Released from Institutions for the Mentally
Ill, the Mentally Deficient, and the Epileptic

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-5

 _____, Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance

November 1, 1950

RULING NO. 16

PERSONS RELEASED FROM INSTITUTIONS FOR THE MENTALLY ILL, THE
MENTALLY DEFICIENT, AND THE EPILEPTIC

1. Purpose of Regulations.

The purpose of these regulations is

- (a) to clarify the status, with respect to eligibility for Old Age Assistance, of persons who have been confined to institutions for the mentally ill, the mentally deficient, and the epileptic; and
- (b) to establish special procedures governing patients in state institutions for the mentally ill, the mentally deficient, and the epileptic, for whom it is desired to initiate an application for Old Age Assistance prior to discharge from the institution.

2. Classification of persons released from Mental Institutions.

Different institutions may employ different classifications and different terminology in relation to patients released or otherwise permitted to reside, whether for a limited or indeterminate period, outside the physical confines of the institutions. However, the classifications and definitions which are directly relevant to a determination of eligibility for Old Age Assistance are as follows:

- (a) Persons Discharged. A person discharged from a mental institution is one whose release is absolute, characterized by a severance of legal relationship between the patient and the institution. A discharged patient is not necessarily "cured". Conversely the discharge of a cured patient must sometimes be delayed pending arrangements for a suitable social and economic situation in which he can be released.
- (b) Persons Released without Discharge. Patients not formally discharged may sometimes be released from a mental institution for limited or indefinite periods or for special purposes, and permitted to reside outside the physical confines of the institution. Such arrangements vary as to purpose, legal basis, characteristics, and degree of continuing control and supervision on the part of the institution. Such arrangements may be referred to as "parole", "visit", "furlough", "leave of absence", "release", "conditional release", "holiday", "family care", "boarding care", "convalescent care",

-2-

and similar descriptive phrases. All such arrangements are, however, to be distinguished from discharge by the fact that the patient still retains a legal relationship to the institution.

3. Factors Relating to Eligibility for Old Age Assistance.

- (a) Persons Discharged. Persons discharged from mental institutions are to be considered as resuming their former status in the community. If such persons are in need at the time of their discharge from the institution, or become needy following such discharge, they are fully entitled to apply for old age assistance in exactly the same manner and at the same place as other needy aged persons in the community, and they should be found eligible or ineligible on the same basis as other needy persons who apply for old age assistance.
- (b) Persons Released without Discharge. Persons released from mental institutions without formal discharge, and who retain a legal relationship to the institution in that they are subject to readmission without a new order of commitment, are not eligible for old age assistance.

4. Purpose of Special Referral Procedure.

The purpose of the special referral procedure established in sections 5 through 10 of this Ruling is to provide an orderly method whereby the social service staffs of the state mental hospitals can work co-operatively with the staffs of the county welfare boards to

- (a) expedite the applications for old age assistance of persons ready for discharge from such hospitals;
- (b) facilitate the movement of such persons from the institution to the community;
- (c) assure that public funds for current support will be promptly available to such persons if needed.

The establishment of this special procedure shall not be interpreted as relieving persons formerly patients in state mental hospitals from fulfilling any of the conditions of eligibility required of applicants who were not patients, nor as imposing on such persons any conditions of eligibility additional to or different from those required of applicants who were not patients.

5. Selection of Persons for Referral.

The medical directors of the State Hospitals shall select for referral only those patients who meet all of the following requirements:

- (a) the person is eligible for discharge from the hospital;

- 3 -

- (b) the person is deemed able to adjust satisfactorily to community living without close professional supervision or treatment related to his mental condition;
- (c) the person is 65 years of age or over;
- (d) the person has voluntarily agreed to take up residence in a home selected and approved by the social service staff of the Hospital as suitable for his satisfactory adjustment;
- (e) the hospital, through consultation with the patient and members of his family and collateral investigation by its social service staff, has made all reasonable efforts to accomplish the patient's return to the community, but has found that this cannot be done because the patient has insufficient resources available to him to meet his living costs as a member of the community;
- (f) legal discharge of the patient and actual placement in the home agreed upon has been delayed only because of the reason stated in subsection (e) above, and the patient is therefore believed to be eligible for public assistance.

6. Method of Referral.

The Hospital will prepare Form OA-28, Referral Sheet, in duplicate, retaining one for its files and forwarding one to the county welfare board of the county in which the referred patient would, in the absence of such referral, be entitled to apply for old age assistance at the time of his discharge. Such county of entitlement shall be the county in which the hospital social service staff has arranged for the referred patient, with his consent, to take up residence upon discharge; except that if such arrangement has been made in a licensed nursing home or other institution, establishment, or home purporting to furnish nursing care, it shall be the county in which the patient has legal settlement or, if county of legal settlement is lacking, the county **in which** the patient last resided at time of last commitment to the Hospital.

It is understood, as a basic principal of operation, that each hospital will, so far as possible consistently with the environmental requirements of the patient and the patient's own desires, endeavor to reestablish the patient in or near the community in which he was settled at the time of commitment, and that patients for whom this is not possible or practical will be encouraged and assisted to locate in appropriate settings throughout the State. It will be a specific policy on the part of the hospital's social service staffs to avoid concentrations of discharged patients in the county in which the institution is located or in any other single county area.

- 4 -

7. Registration of Application.

Upon receipt of the referral Form OA-28, the receiving county welfare board shall immediately register an application for old age assistance with respect to the individual referred.

8. Investigation and Processing of Application.

The application so registered shall be promptly assigned for investigation and other processing in the same manner as any other application, but such processing shall include arrangements between the case worker of the welfare board and the case worker of the Hospital social service staff for a joint discussion with the patient. The discussion may be arranged at the Hospital, at the welfare board office, at the prospective home for the patient, or at any other suitable place as the case workers shall jointly determine. The case workers will jointly interpret to the patient the requirements, facilities and limitations of the old age assistance program, the nature and suitability of the proposed home, and the nature and significance of other public and private resources and welfare services that will be available to the patient as a member of the community. In the light of such interpretation, they will consult with the patient concerning his desire to proceed with his application for old age assistance. If it is determined that he wishes to proceed, they will assist him in preparing a formal written record of his application on Form OA-1, and in executing all other written records or documents that may be necessary, except any documents which affect directly the real or personal property rights of the patient. The welfare board case worker shall thereafter be responsible for the prompt processing of such application, to result in a final determination of eligibility or ineligibility by the county welfare board, as in the case of any other application.

9. Disposition of Application.

- (a) If it is determined at the time of the joint interview referred to in section 8, or at any subsequent time prior to a final determination of eligibility or ineligibility, that the patient does not wish to proceed with his application, the application shall be reported as voluntarily withdrawn.
- (b) If it is determined, at any time subsequent to the initial registration of the application, but before any final determination of eligibility or ineligibility or any voluntary withdrawal, that the applicant has died, or that the Hospital has decided that the patient will not be discharged, or that the plan for community placement has been shifted to another county, the application shall be reported as dismissed.

- 5 -

(c) If it is determined, in the absence of a voluntary withdrawal or authorized dismissal of the application, that the applicant is ineligible, the application shall be denied. A written notice of denial, explaining the reason or reasons for ineligibility, shall be sent to the applicant as in all other cases, and a second copy of such notice shall be sent to the Hospital, attention social service staff.

(d) If it is determined that the applicant is eligible for old age assistance, the application shall be approved. A written notice of approval shall be sent to the applicant as in all other cases, and a second copy of such notice shall be sent to the Hospital, attention social service staff. The notice shall state the amount of the regular monthly grant that will be allowable if and when the client is discharged from the institution and takes up residence in the place agreed upon, but shall explain further that the actual amount of the initial payment will be adjusted in such manner as to enable the client to meet his budgeted monthly expenses in advance, beginning as of the date of his discharge from the institution.

10. Further Processing of Approved Applications.

Immediately following the approval of an application, as referred to in section 9, the welfare board case worker shall consult with the Hospital case worker to ascertain and arrange all final details for the client's discharge from the institution; for completing, immediately following such discharge, the client's execution of the agreement to reimburse and any other necessary documents relating to real and personal property rights; and for making the initial assistance payment available to him at that time. Thereafter the relationships between the client and the welfare board will be conducted as in all other cases without being conditioned on any further routine service by the Hospital.

11. Continuing Service by Hospital Staff.

The social service staff of the Hospital may continue to visit with and consult with the former patient from time to time, as may be arranged between the client and the Hospital case worker. Such service will be focused on the client's mental health and will have no concern with his management of his affairs or his utilization of his old age assistance grant. If any question of mental health or adjustment should arise, the Hospital staff will report its findings in writing to the county welfare board and the case workers of the two agencies will jointly consult and formulate plans and recommendations for appropriate action.

- 6 -

12. Applicability of Procedure to Institutions Other than State Hospitals.

The procedure described in sections 5 through 10 is established specifically to govern relationships between the county welfare boards and the State Mental Hospitals. It does not apply directly to relationships with local mental hospitals and other institutions. There will be no objection to the use of Form OA-28 or adaptation thereof, as a referral form to expedite relationships between the county welfare board and such other institutions. However, all principles included in this Ruling will have to be observed in working out relationships with other mental institutions and in developing plans for specific cases referred from such institutions.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved: October 25, 1950
Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Ruling Series.

No. 16 - Insert in Handbook under section "Rulings and Bulletins".

Destroy Ruling #16 issued under date of August 28, 1947.



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

February 6, 1953

It has come to the attention of the Bureau of Assistance that questions have arisen regarding procedures for referral to the Disability Assistance program of persons ready for discharge from State institutions.

At the direction of the Commissioner, the Bureau is presently engaged in restudying Ruling No. 16, Persons Released from Institutions for the Mentally Ill, The Mentally Deficient, and the Epileptic and plans to hold discussion meetings with the superintendents and social service staffs of the several institutions in connection with any new policy statement that may be developed.

This is to advise you that for the present Ruling No. 16 is to be followed for persons referred for Disability Assistance as well as for Old Age Assistance.

As an aid to the social service staffs of the institutions it is recommended that the following information be added to institutional copies of Ruling No. 16, in section 5, Selection of Persons for Referral:

"(c) the person is 65 years of age or over if applying for Old Age Assistance; or

"the person is at least 18 years of age and less than 65, and appears to meet the following definition of a disabled person: 'A permanently and totally disabled person shall mean a needy person who, by reason of a permanent physical or mental defect, disease or impairment other than blindness, is disabled to the degree that prevents him from performing the essential elements of a useful occupation existent in the community and within his competence.' In addition, the person must not be in need of care in an institution for the mentally ill, mentally deficient or the tubercular."

February 6, 1953

- 2 -

All other instructions regarding referral procedure, responsibility of the social service department of the institution for selection of the home for the person being discharged, and the cooperative working arrangement between the institution and the county welfare board, shall apply in relation to both the Old Age and Disability Assistance programs.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

M. P. Dowdell
Marc P. Dowdell, Director
Bureau of Assistance

MPD/MCR/d

Approved: 2/2/53

Sanford Bates, Commissioner
Department Institutions & Agencies



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

February 6, 1953

Attached hereto for your information is a copy of a letter issued by the Bureau of Assistance clarifying certain questions of procedure in connection with institutional patients who are ready for discharge, and for whom the social service staff of the institution seeks to establish eligibility for public assistance as a source of maintenance for the individual when reestablished in the community.

Primarily, your attention is called to the fact that the detailed procedure heretofore established in the Bureau's Ruling No. 16, relating to the Old Age Assistance program, is applicable also to the Disability Assistance program. Thus, patients under 65 years of age who are ready for discharge (including patients previously released on parole or on the "family care" plan who are deemed to be sufficiently adjusted or stabilized so that they may be officially discharged) may, if they are considered permanently and totally disabled, be referred for Disability Assistance in the same manner as patients 65 years of age and over have heretofore been referred for Old Age Assistance.

It is the purpose of the Department that every opportunity shall be utilized consistent with good social practice and the physical and mental well-being of the patient, to release from institutions persons for whom the intensive treatment or protective environment of the institution is no longer essential. The institutions are urged to utilize in this connection the opportunities afforded by the Old Age and Disability Assistance programs in providing maintenance for carefully selected individuals, and incidentally reduce overcrowding in our institutions.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

Sanford Bates

Sanford Bates, Commissioner



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

February 3, 1955

TO: COUNTY WELFARE DIRECTORS

RE: Referral of Patients from State Mental Hospitals
(Ruling No. 16)

This is to advise you that consultations have been in progress between the Division of Welfare and the Division of Mental Hygiene and Hospitals, to clarify policy and to consider a broader policy in relation to the eligibility for assistance of certain persons released from State mental hospitals. The form of revised policy which is contemplated is still in the stage of discussion and negotiation, and this Bureau does not expect that any change of policy which would materially affect the obligations and procedures of the County Welfare Boards, will become official until there has been adequate opportunity, as is customary, for review and comment on draft material.

In the meantime the current policy and procedure provided in Ruling No. 16, Persons Released from Institutions for the Mentally Ill, The Mentally Deficient, and The Epileptic, continues in full force and effect in all respects.

If through misunderstanding you receive referrals from a State hospital for persons whose institutional status appears to be other than that authorized by Ruling No. 16 (i.e. patient ready for official discharge), it will be appropriate for you to inform the State hospital of your inability to accept such a referral, and to interpret the reasons therefor.

We are scheduling this matter for discussion with you at the next regular meeting of county welfare directors on Friday, February 25, 1955.

Very truly yours,

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Irving Engelman
Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved: 2/4/55
Elmer V. Andrews
Director of Welfare

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #17

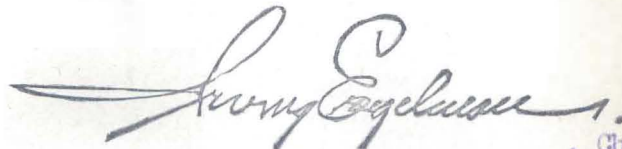
ISSUED: March 24, 1954
(Date)

REV.: _____
(Date)

TITLE: Assistance to Residents of Non-Profit
or Charitable Homes

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-5


_____, Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

March 24, 1954

RULING NO. 17

ASSISTANCE TO RESIDENTS OF NON-PROFIT OR CHARITABLE HOMES

Citation
of Law

1. This Ruling is issued pursuant to Title 44:7, Revised Statutes of New Jersey, as amended, and relates to eligibility for Old Age and Disability Assistance on the part of persons who voluntarily choose to reside in certain private institutions herein referred to as non-profit or charitable homes.

General In-
terpretation
of Statutory
Provisions

2. The amendments to R.S. 44:7 which were accomplished by Chapter 212 of the Laws of 1953, when coupled with Article VIII, Section III, paragraph 3 of the New Jersey Constitution,* are interpreted as having the following general purposes:

- (a) to remove the statutory disqualification which heretofore excluded from eligibility for Old Age and Disability Assistance persons who resided in private institutions not classified as medical institutions;
- (b) to impose a statutory disqualification which hereafter excludes from eligibility for Old Age and Disability Assistance persons who reside in non-medical private institutions which are not approved and certified pursuant to chapter 212 of the Laws of 1953;
- (c) to express a legislative intent that assistance payments may be made to persons who voluntarily choose to reside in certified private institutions, only to the extent that such persons are determined to be needy persons and otherwise eligible according to the same standards, criteria, limitations and obligations as are applicable to other persons;
- (d) to preclude the county welfare board from any obligation, or from assuming any obligation, to disburse public funds, directly or indirectly, to or for the use of any private non-medical institution (as distinguished from disbursements of assistance funds to needy eligible persons, in amounts which may or may not enable such persons to purchase the services of private non-medical institutions).

Definition of
Non-Profit or
Charitable
Homes

3. The phrase "non-profit or charitable homes" is defined to include all establishments, by whatever name known, which

- (a) are not licensed or subject to license as hospitals; and

* "No donation of land or appropriation of money shall be made by the State or any county or municipal corporation to or for the use of any society, association or corporation whatever."

Ruling #17

- 2 -

March 24, 1954

- (b) provide board and lodging to four or more persons unrelated to the operator or operating authority; and
- (c) are operated by a person, corporation, association or fraternal organization not for profit, within the meaning of chapters 1, 2 and 14 of Title 15, R.S., or by a religious corporation or association within the meaning of Title 16 R.S.

Such establishments are hereafter referred to in this Ruling as the "Home" or "Homes".

General Principles

4. The following general principles are declared to be in definition of the intent and purposes of this Ruling and shall themselves have the force and effect of rule and regulation:

- (a) Any individual who believes himself to be eligible for assistance is afforded full opportunity to apply for such assistance. Even if he is clearly ineligible, he has the right, if he chooses, to have his application officially received and officially reviewed by the public assistance agency.
- (b) The right and opportunity to apply for assistance is afforded to the individual who believes himself to be eligible; it does not include a right of vendors to or creditors of such individual to apply for themselves or on his behalf.
- (c) No individual is eligible for public assistance unless he is officially determined to be a "needy person", according to the official standards of the responsible public agency. "Need" is not synonymous with "absence of income". Any individual, who is in fact provided with all goods and services necessary for a minimum subsistence compatible with decency and health, is not in need of public assistance unless it can be demonstrated that he has an obligation, enforceable at law or in equity at the instance of the provider, to pay for all or some portion of the goods and services so provided, and that he lacks the resources to make such payment.
- (d) There are detailed provisions of statute law and official regulations, other than the "need" requirement, which govern and limit eligibility for public assistance, such as provisions relating to residence, reimbursement requirements, budget and allowance limitations, etc., which affect all persons applying for or receiving public assistance, and which may render them ineligible to receive such assistance or may limit the amount or kind of assistance they may receive. All such provisions apply to persons resident in Homes in the same way they apply to persons not resident in Homes.

Ruling #17

- 3 -

March 24, 1954

(e) any private institution has the right to determine and maintain its own rules, standards, fees, etc., governing the admission to and continued residence of persons in its establishment, and no interference with such right is intended by these regulations.

(f) Any private institution, and any individual seeking the services of such institution or persons acting on the individual's behalf in seeking such services, have the right freely to arrange and agree with one another, whether by written contract or otherwise, and no such arrangement or agreement is or shall be impaired or controlled by these regulations so long as the arrangement or agreement does not contemplate or result in the filing of an application for public assistance.

(g) The public assistance agency is not responsible and does not assume responsibility for obligations incurred by an applicant for or recipient of public assistance. However, beginning at the time an individual is officially determined to be eligible for public assistance, the agency takes his current obligations into consideration in determining the amount of assistance he may receive.

(h) The public assistance agency is not responsible and does not assume responsibility to compensate, directly or indirectly, any person or agency for the value of goods and services voluntarily furnished or donated to an applicant for or recipient of public assistance.

Receipt of Applications 5. Effective immediately, the county welfare boards shall receive and register applications for Old Age and Disability Assistance from any person claiming to be eligible who

(a) is already resident in a Home; but the processing of such application shall be governed by section 17 below;

(b) is planning to enter a Home; but the processing of such application shall be governed by section 18 below;

Requests from Recipients 6. Effective immediately, the county welfare boards shall promptly consider the eligibility for continued assistance of a recipient who hereafter enters or plans to enter a Home; but the determination of eligibility for continued assistance shall be governed by section 19 below.

Determination of Needy Person 7. No person who has entered or is about to enter a Home will be considered a "needy person" eligible for assistance, unless he has entered or is about to enter such Home pursuant to an approved "pay-as-you-go" agreement as defined below. If an individual has entered or is about to enter a Home under any arrangement other than an approved "pay-as-you-go" agreement, it will be presumed that pursuant to such arrangement (whatever its terms and whether or not reduced to writing) the Home will continue to provide

Ruling #17

- 4 -

March 24, 1954

for the individual's care and maintenance so long as the individual in fact remains in the Home, and such individual is therefore not a "needy person" eligible for public assistance.

"Pay-as-you-go" Agreement Defined

8. A "pay-as-you-go" agreement means an agreement between the Home and the individual having the following elements:

- (a) the agreement is stated in writing and was reduced to writing within the following time limits:
 - (1) in the case of an individual admitted to the Home prior to July 1, 1953, at or about the date of admission;
 - (2) in the case of an individual admitted to the Home on and after July 1, 1953, but before April 1, 1954, within 30 days following April 1, 1954;
 - (3) in the case of an individual admitted to the Home on and after April 1, 1954, within 30 days following such admission.
- (b) the agreement obligates the individual to pay a stipulated amount of money per diem, per week or per month on a continuing basis, in return for board, lodging and care to be furnished by the Home;
- (c) the periodic amount so stipulated may be subject to change from time to time, but only in accordance with general rules applicable to all other "pay-as-you-go" residents in the Home;
- (d) the amount so stipulated may be greater or less than the authorized maximum public assistance allowance for such service, but it shall be understood that in the event it becomes necessary for the resident to apply for public assistance, the public assistance agency will not thereafter take into consideration any obligation greater than the authorized maximum public assistance allowance for such service;
- (e) neither the resident nor other person on his behalf has contributed, paid or donated any lump sum amount of money or property additional to the periodic amount, and no one is obligated to make or procure any such contribution, payment or donation, except for specified extra services, unless the payment represents merely a convenience deposit to be held in trust by the Home for the resident's use and the unused portion of which is owned by and returnable to the resident at any time on his request;
- (f) any agreement by the resident to make a testamentary disposition in favor of the Home shall not be construed to be in violation of element (e);

Ruling #17

- 5 -

March 24, 1954

- (g) if the Home, under its own rules and practices, affords "life-care contracts" to some admittees; it must be demonstrated that the individual (if he applies for public assistance) was unwilling, unable, or ineligible to purchase a "life-care contract";
- (h) if the Home, under its own rules and practices, affords "free" care to some admittees, it must be demonstrated that the individual (if he applies for public assistance) was not within the class or classes eligible for "free" care.
- (i) the agreement is authorized by and consistent with the charter, by-laws, and published rules of admission of the Home.

Authorized Allowances

9. (a) A needy individual otherwise eligible for public assistance who resides in a Home under an approved "pay-as-you-go" arrangement will be afforded the following maximum budgetary allowances relating to payments by him to the Home:

- (1) for board and lodging, without identified personal services: the same maximum as applies in the case of commercial boarding homes (currently \$65 per month);
- (2) for board and lodging, plus identified personal services: the same maximum as applies in the case of commercial boarding homes offering personal services (currently \$80 per month);
- (3) for board and lodging, plus professionally supervised nursing care in a licensed infirmary section: the same maximum as applies in the case of proprietary licensed nursing homes (currently \$150 per month).

[Nursing care in a licensed infirmary section is authorized and will be recognized only when the individual is suffering from an illness or physical condition necessitating such care and has been certified by competent medical authority as a patient requiring such care. All procedures relating to "patient care", which are set forth in other Bureau regulations, shall apply.]

(b) Budgetary allowances for clothing, personal incidentals, and for special circumstance requirements will be allowed for residents of Home to the same extent and according to the same rules as apply in the cases of residents of commercial boarding homes or of proprietary licensed nursing homes, whichever is appropriate.

Determination of Amount of Need

10. A "pay-as-you-go" resident of a Home will be recognized as a needy person eligible for public assistance when his total income and resources, from all sources, is insufficient to enable him to meet whichever of the following obligations is lesser:

- (a) his continuing obligation to the Home under the existing contract with the Home, plus additional allowances permitted by 9(b) above;

- (b) the amount of obligation to the Home allowable under the budgetary limitations referred to in 9(a) above, plus additional allowances permitted by 9(b) above.

Limitation on
Duration of
Eligibility
in Certain
Cases

11. In the case of a Home which offers life-care contracts to some residents (in addition to "pay-as-you-go" contracts to other residents), a resident who has been granted public assistance will cease to be eligible for such assistance when the total of all payments made to the Home by him or on his behalf shall equal the total of the minimum fee for a life-care contract which was in effect at the time of admission to the Home. This rule shall not be interpreted to render ineligible, nor to limit the period of eligibility, of any person who resides in the Home under an approved "pay-as-you-go" arrangement, merely because some residents are afforded "free" care for life, if the person applying for or receiving public assistance is not within the class or classes eligible for "free" care.

Property and
Reimbursement
Requirements

12. Statutory provisions and official regulations relating to assignment of property and the execution of an agreement to reimburse, which affect applicants for public assistance generally, shall equally affect residents of Homes who apply for public assistance.

Burial and
Funeral
Limitations

13. Statutory provisions and official regulations relating to burial and funeral arrangements and cost limitations, which affect recipients of public assistance generally, shall equally affect residents of Homes who receive public assistance.

Residence
Requirements

14. Statutory provisions and official regulations relating to "residence" eligibility of applicants for public assistance generally, shall equally affect residents of Homes who apply for public assistance. Specifically:

- (a) Applicants who lacked one year of continuous residence in New Jersey immediately prior to admission to the Home will be ineligible for Old Age Assistance and Disability Assistance, unless they shall have lived in the Home for one full year at their own or family expense in which event they will be the responsibility of the county in which the Home is located.
- (b) Applicants for Old Age Assistance and Disability Assistance will be the responsibility of the county in which they were resident at the time of admission to the Home, unless they shall have lived in the Home for one full year at their own or family expense in which event they will be the responsibility of the county in which the Home is located.

Ruling #17

- 7 -

March 24, 1954

Evidence of 15. An individual residing in a Home, even though eli-
Certified gible in all other respects (including the require ents of sections
Home 7 and 8 of this Ruling) is ineligible to receive assistance payments
 unless the Home has been approved and certified by the Department
 pursuant to chapter 212 of the Laws of 1953. Evidence of Department
 certification shall be determined by

- (a) inspection of an official certificate of approval which
 should be available at the Home; or
- (b) clearance by telephone or letter with the Bureau if the
 Home does not appear on any regularly published list of ap-
 proved homes and cannot show the evidence referred to in (a).

Evidence of 16. All Homes are being requested to file with the
Compliance Bureau copies of charters, by-laws and rules governing admissions,
with Section specimens of all forms of contract offered to admittees, and other
8 (i) pertinent information. The Bureau will, as soon as practical, pub-
 lish to the county welfare boards a summary list which will permit
 ready identification of Homes which are offering admissions on an
 approved "pay-as-you-go" basis. Pending such publication, the county
 welfare boards will clear with the Bureau by letter or telephone con-
 cerning any Home whose status is unknown.

Processing 17. (a) When an application for assistance is made by a person
Applications already resident in a Home, investigation of eligibility
by Residents shall proceed in the same manner and to the same extent as
of Homes in all other cases, but specifically including investiga-
 tion of compliance with sections 7 through 16 of this Ruling.

(b) If it is found that the applicant is a resident of the
 Home pursuant to an approved "pay-as-you-go" agreement, a
 copy of such agreement shall be secured and retained as part
 of the case record.

(c) If it is found that the applicant is a resident of the
 Home under some arrangement other than an approved "pay-as-
 you-go" agreement, the application shall be denied. The
 stated cause for denial in such cases shall be classified as
 "Other Resources of Applicant" (item 13 on Forms OA-8 and
 DA-8), unless the application is denied, dismissed or with-
 drawn for some other cause.

(d) If the applicant is found eligible for assistance, the
 assistance payment shall reflect budgetary recognition of
 his obligation to the Home from the date on which he is of-
 ficially determined to be eligible.

Processing 18. (a) When an application for assistance is made by a person
Applications who is seeking assistance for the purpose of enabling him
by Persons to enter a Home, investigation of eligibility shall proceed
About to in the same manner and to the same extent as in all other
Enter Homes cases, but specifically including investigation of compliance
 with sections 7 through 16 of this Ruling.

Ruling #17

- 8 -

March 24, 1954

(b) If it is found that the applicant is about to become a resident of the Home pursuant to an approved "pay-as-you-go" agreement, a copy of such agreement shall be secured and retained as part of the case record, and regulation 17(d) shall apply.

(c) If it is found that the applicant is about to become a resident of the Home under some arrangement other than an approved "pay-as-you-go" agreement, regulation 17(c) shall apply, unless the applicant's plan for entering the Home is abandoned or deferred. In that event, the applicant's current eligibility (related to his living arrangement outside the Home) shall be determined, and the application granted or denied accordingly.

(d) If the applicant is granted assistance related to a living arrangement outside the Home, and thereafter enters the Home, all of section 19 below shall apply.

Processing 19,
Requests by
Recipients
for Continued
Assistance
Upon Admission
to Home

(a) Whenever hereafter a person already receiving assistance enters a Home or plans to enter a Home, and requests continuance of assistance, immediate reinvestigation of eligibility shall proceed in the same manner and to the same extent as in all other cases, but specifically including investigation of compliance with sections 7 through 16 of this Ruling.

(b) If it is found that the recipient has become or will become a resident of the Home pursuant to an approved "pay-as-you-go" agreement, a copy of such agreement shall be secured and retained as part of the case record.

(c) If it is found that the recipient has become or will become a resident of the Home under some arrangement other than an approved "pay-as-you-go" agreement, the assistance grant shall be terminated and the case closed. The stated cause for closing in such cases shall be classified as "Admitted to voluntary (private) institution" (Item 04 on Form OA-13), unless the case is closed for some other cause.

(d) If the recipient is found eligible for continued assistance, the assistance payment shall reflect budgetary recognition of his obligation to the Home from the date of his admission thereto.

General
Notification
to Homes

20. The Bureau is transmitting a copy of this Ruling to each establishment presently known to or believed by the Bureau to be operating as a non-profit or charitable Home. Additional copies to such establishments, or to other establishments not presently known to the Bureau, will be furnished at any time on request.

Ruling #17

- 9 -

March 24, 1954

Prior
Regulations
Superseded

21. The provisions of this Ruling are intended to supersede and nullify any provisions of earlier Bureau regulations which declare or imply that persons residing in private non-medical institutions are ineligible for assistance solely by reason of such residence.

DEPARTMENT INSTITUTIONS AND AGENCIES



Marc P. Dowdell, Chief
Bureau of Assistance

MPD:IEC

Approved: 3/24/54
Elmer V. Andrews
Director of Welfare

Ruling Series No. 17. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #20

ISSUED: July 1, 1941
(Date)

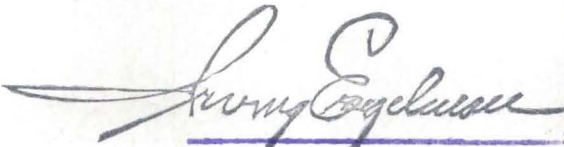
REV.: _____
(Date)

Supplement #1, 1/10/51
Supplement #2, 12/10/51

TITLE: Confidential Nature of Records

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-6
R.S. 44:7-33

 , Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department Institutions and Agencies
Division of Old Age Assistance

July 1, 1941

RULING NO. 20

CONFIDENTIAL NATURE OF RECORDS

Citation of Federal Law and Regulation

The Federal Social Security Act as amended requires that approved State plans for public assistance must "provide safeguards which restrict the use or disclosure of information concerning applicants and recipients to purposes directly connected with the administration of" Old Age Assistance, Aid to the Blind, and Aid to Dependent Children. (Social Security Act, Section 2(a) (8), 204 (a) (8), and 1002 (a) (9). Pursuant to this requirement, the Social Security Board has promulgated a statement of policy and standards dated May 7, 1941.

Resolution by State Board of Control

Pursuant to the Federal requirements above-cited, the State Board of Control of Institutions and Agencies, on July 1, 1941 adopted a Resolution as follows:

"Whereas, the requirement of the Federal Social Security Act and the policy and standards promulgated by the Social Security Board with respect to the use and disclosure of confidential information are in accord with established and existing administrative practice in New Jersey and are necessary for the proper and efficient administration of assistance and welfare programs, be it

Resolved that the Commissioner of Institutions and Agencies shall make and publish such rules and regulations as appear necessary and proper to provide safeguards which restrict the use or disclosure of information concerning applicants, recipients, and other persons applying for or receiving services and benefits coming under the jurisdiction of the Department and of the county welfare boards, and, through the executive and administrative authority vested by law in the Commissioner and in the executive heads of the Division of Old Age Assistance, the State Board of Children's Guardians, the Commission for the Blind, and the county welfare boards, to maintain and enforce such rules and regulations and to take advisable and necessary action with respect to any violation."

Citation of State Law

Section 44:7-6, Revised Statutes of New Jersey, provides as follows:

"Said division(State Division of Old Age Assistance) shall prescribe, subject to the approval of the commissioner the manner and form of all reports and records, and such additional rules and regulations as are necessary and proper

for carrying out the provisions of this chapter All rules and regulations made by the State division under this chapter shall be binding upon the county welfare boards, as county bureaus of old age assistance."

Section 44:7-33, Revised Statutes, provides as follows:

"Any person who knowingly violates any provision of this chapter for which no penalty is specifically provided shall be guilty of a misdemeanor and shall be punished by a fine of not more than one thousand dollars, or imprisonment for not more than one year, or by both such fine and imprisonment."

Regulations

Pursuant to the cited requirements and authority, and in contemplation of the penalties provided, the following regulations are adopted:

1. No officer or employee of the State Division and no member, officer, or employee of any county welfare board, except as authorized by these regulations, shall produce or disclose to any unauthorized person any confidential information as herein defined.

2. The information which is to be regarded as confidential and protected from disclosure shall include (a) names and addresses, including lists thereof; (b) information contained in applications, reports of investigation, reports of medical examinations, correspondence, and other records concerning the condition or circumstances of any person from whom, or about whom information is obtained, and including all such information whether or not it is recorded; and (c) records of evaluations of such information.

3. Disclosure of such records or information is hereby authorized, within the discretion of the Director of Welfare and in such manner as he may prescribe, in the following cases, provided that no such disclosure shall be made, directly or indirectly, other than in the course of administration of the lawful duties of the Board:

(a) Relevant and necessary information may be disclosed in connection with the clearance of applications and cases with social service agencies, banks, insurance companies, other financial institutions, bureaus of vital statistics, other public and private institutions, and otherwise as may be required in the process of determining age, residence, citizenship, resources, economic and social history and need of the client, etc. Disclosure of such records and information, when restricted to that which is essential for such investigation and clearance, is directly authorized by the applicant in filing application.

(b) Information necessary to procure or promote some service or other benefit for the client may be made available as required to agencies, whether public or private, institutions or other persons from whom or through whom such service or benefit is sought to be made available.

(c) All records, of whatever character, shall be available at all times to the auditors or other fiscal officers charged with auditing or examining the accounts of the Welfare Board on behalf of the County or State, as reasonably required for the purposes of such audit or examination, to the representatives of the State Division and the Department of Institutions and Agencies, and to the auditors or other qualified persons representing the Social Security Board.

4. The furnishing of any list of names or addresses or both, for purposes not directly involved in the administration of the lawful duties of the Welfare Board, directly or indirectly, is specifically prohibited; but this shall not preclude furnishing information, by list or otherwise, to overseers of the poor, municipal departments of public welfare, or other municipal, State or Federal agencies lawfully charged with the administration of public welfare functions or services, for the purposes of such administration only, and therefore restricted to the area or class served by such agency.

5. The protection of confidence and privilege runs to the client or other person from whom or concerning whom the information was acquired. Therefore, whenever the privilege is waived by the client or other person, such information may be disclosed to the extent authorized by the waiver.

6. If any confidential information or records available to the Welfare Board, or testimony as to confidential matters by any member of the staff, shall be requested or shall be sought to be required in any proceeding, including any judicial proceeding, not expressly authorized in this Ruling, the matter shall be immediately referred to the State Division for determination and advice.

7. Nothing herein shall be construed to preclude the necessary and proper disclosure of records or information in the course of any fair hearing or in the course of any other formal proceeding provided for in Titles 30 and 44 of the Revised Statutes and in the Federal Social Security Act; nor shall anything herein be construed to prohibit the publication of any statistical data or other information not relating to or not identified with any particular person.

8. The Director of Welfare in each county will be responsible for the strict observance of these regulations by all members of his staff, and will be responsible to assure himself, in whatever manner the circumstances may require in particular situations, that any cooperating agency or person to whom information is made available as authorized herein, will preserve the confidential character of the information and will restrict its use to the legitimate purposes for which it is made available.

9. In order that there may be due notice of these regulations to those public authorities and agencies which routinely have custody of or access to confidential records or lists of persons applying for or receiving public assistance and welfare services, copies thereof are being transmitted to the executive head of each appropriate agency, division and bureau within the Department of Institutions and Agencies; to the members of each county welfare board and the Director of each such board; to the Director and Secretary of each County Board of Chosen Freeholders; and to the County Treasurer, County Clerk, and Register of Deeds and Mortgages, if any, of each county.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director

Division of Old Age Assistance

Approved July 1, 1941
William J. Ellis, Commissioner

Ruling Series

No. 20 Insert in Handbook under section "Rulings and Bulletins".



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

January 27, 1951

We attach hereto a copy of Supplement No. 1 to Ruling 20, which has been issued as of January 10, 1951 and is now effective. Additional copies are being forwarded under separate cover for appropriate distribution to staff members.

The issuance of this regulation was made necessary by a direct Federal requirement, in order to secure the receipt of Federal matching funds for the current quarter for all categorical programs. An identical statement has been issued by the Board of Child Welfare and the Commission for the Blind.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

RE: [illegible]

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance

January 10, 1951

SUPPLEMENT NO. 1 TO RULING NO. 20

JUDICIAL SUBPOENA OF TESTIMONY AND RECORDS

The following regulations are issued in supplementation of Ruling No. 20, and particularly to clarify Section 6 thereof:

1. Whenever the county welfare board or any officer or employee thereof is called upon to appear as a witness, to produce records of the agency as evidence, or both, in any judicial or quasi judicial proceeding where the purposes are not directly connected with the administration of old age assistance, the following procedure shall be strictly observed:

- (a) The person or records, or both, shall not appear or be produced except in response to a subpoena legally issued.
- (b) No records shall be produced unless specifically called for by the subpoena, and no records shall be produced beyond the terms of the subpoena.
- (c) Immediately upon the receipt of any such subpoena, notification shall be given to the Bureau.
- (d) Upon being called upon to testify or produce agency records before a judicial officer or other officer under whose authority the subpoena has been issued, the officer or employee of the Welfare Board, personally or through counsel as provided, shall make a statement substantially as follows:

"Under the terms of the Federal Social Security Act, information concerning applicants and recipients of assistance must be restricted to purposes directly connected with the administration of assistance. The authorities of the Federal Government have advised that this includes a requirement of non-disclosure of such information in response to subpoena. If a disclosure is made of this information, either by personal testimony or by production of records, this is considered non-conformance with Federal requirements and may subject the State to loss of Federal financial participation in the assistance program."

2. In no instance is it intended that any officer or employee of the county welfare board shall place himself in contempt of court through refusal to follow the orders of a court. However, the above action shall be taken in all instances, and a report of the results thereof shall be entered in the case record and forwarded immediately to the Bureau.

DEPARTMENT INSTITUTIONS AND AGENCIES

Approved: January 10, 1951
Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Marc P. Dowdell, Director
Bureau of Assistance

Ruling Series.

Supplement #1 to Ruling #20. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance

December 10, 1951

SUPPLEMENT NO. 2 TO RULING NO. 20

AMENDMENT OF FEDERAL LAW GOVERNING CONFIDENTIALITY OF RECORDS

There has been considerable interest and concern about the precise nature and effect of the so-called "Jenner amendment" to the Revenue Act of 1951, which limits the authority of the Federal Security Agency to withhold matching funds because of violation of the Agency's requirements relating to "confidentiality" of records.

For your information, the Revenue Act of 1951 (Public Law 183, 82d Congress), approved on October 20, 1951, contains the following provisions affecting titles I, IV, X, and XIV of the Social Security Act.

Sec. 618. Prohibition Upon Denial of Social Security Act Funds.-- No State or any agency or political subdivision thereof shall be deprived of any grant-in-aid or other payment to which it otherwise is or has become entitled pursuant to title I, IV, X, or XIV of the Social Security Act, as amended, by reason of the enactment or enforcement by such State of any legislation prescribing any conditions under which public access may be had to records of the disbursement of any such funds or payments within such State, if such legislation prohibits the use of any list or names obtained through such access to such records for commercial or political purposes.

You will recognize that the amendment does not affect or impair in any way this Bureau's existing requirements concerning confidentiality of records as set forth in Ruling No. 20 and Supplement No. 1. Such Ruling and Supplement are accordingly hereby declared to continue in full force and effect.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved: December 7, 1951
Elmer V. Andrews, Deputy Commissioner
Director, Division of Welfare

Ruling Series.

Supplement No. 2 to Ruling No. 20. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #21

ISSUED: April 29, 1949
(Date)

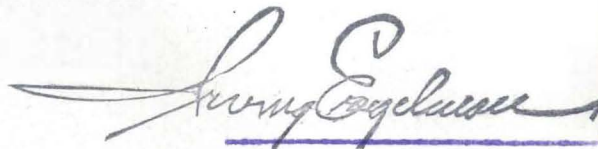
REV.: _____
(Date)

Supplement #1, 4/29/49
Supplement #2, 4/29/49

TITLE: Matching of Administrative Expenditures

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-27

 Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department Institutions and Agencies
Division of Old Age Assistance

April 29, 1949

RULING NO. 21

MATCHING OF ADMINISTRATIVE EXPENDITURES

Under New Jersey law, administrative expenditures incurred by the county welfare board are financed from county funds, as made available by the Board of Chosen Freeholders, except for subsidies which become available out of "any funds received by the state from the federal government for administrative costs of old age assistance." The statute directs that any federal funds so received "shall be ratably shared by the State division and the several county welfare boards in proportion to their respective annual approved expenditures for administration of old age assistance."

Matching funds to any county welfare board for claimed administrative expenditures are therefore available only if the expenditure, with respect to which matching is claimed, is:

- (a) permissible and validly authorized and disbursed under State law, and
- (b) approved by the State division, and
- (c) of a nature which the federal agency recognizes as "essential to the efficient administration of the particular program; reasonably related to the provision of financial assistance in the particular category; for purposes other than assistance; and not chargeable to another program."

In general, matching will be available for all expenditures made by the county welfare boards which fall within the object-classification appropriations designated as administrative-matchable in the annual County Welfare Board Budget as approved, provided the broad principles stated above are met. In the case of some kinds of administrative expenditures, however, these basic principles need to be implemented by more detailed conditions governing State and federal approval for matching.

As the need for such implementation arises, regulations will be issued as a series of supplements to this Ruling. Each of such supplements will consist of the particular conditions, procedures, or other limitations governing the availability of matching for a specified class or kind of administrative expenditure.

Supplements 1 and 2, are attached hereto and are hereby promulgated.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved: March 24, 1949
Sanford Bates, Commissioner

Ruling Series.

No. 21 - Insert in Handbook under section "Rulings and Bulletins".



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

May 29, 1951

This Department of Civil Service has recently revised its policy concerning leave of absence for military training and extended active duty with the armed forces for State employees.

In this connection, the provisions of Supplement #1 of Ruling No. 21 dated April 1, 1949 are hereby revised and amended in accordance with the Civil Service Circular #18 dated April 11, 1951, copy of which is attached. To the extent that the provisions of the attached circular are in conflict with and supplementary to the provisions of Supplement #1 dated April 1, 1949, the provisions of Civil Service Circular #18 as revised will govern.

This circular is to be attached to Ruling #21 as an amendment to Supplement #1, Ruling #21.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

W: MOC

Approved: May 24, 1951
Almer V. Andrews, Deputy Commissioner
Director Division of Welfare

State of New Jersey
Department Institutions and Agencies
Division of Old Age Assistance

April 29, 1949

RULING NO. 21

SUPPLEMENT NO. 1

SALARIES AND WAGES: TIME AND LEAVE REGULATIONS

1. Employees of county welfare boards are entitled to leaves of absence and other time-off, without loss of pay, to the extent specified in Regulation #4 of this Supplement.

2. Expenditures for salaries and wages to employees, with respect to periods of leave of absence and other time-off that come within the limitations of Regulation #4 of this Supplement, will be approved for administrative matching, if the amounts of such payments and the employees to whom paid are otherwise in conformity with the requirements of Ruling No. 11.

3. Expenditures for salaries and wages to employees, with respect to absences or time-off without leave, or with respect to leaves of absence and other time-off in excess of the limitations of Regulation #4 of this Supplement, or in amounts or to persons not authorized under Ruling No. 11, will be disallowed for administrative matching.

4. (a) Sick Leave with Pay

(1) Definition. - Sick leaves means the absence of an employee from duty because of illness, accident, maternity leave during the period of actual incapacitation as shown by a physician's certificate, exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, or death in the immediate family.

(2) Amount. - One day per month during the remainder of the first calendar year of employment and fifteen days annually thereafter. The unused portion of sick leave is accumulative, without limit as to permanent employees, but with a limit of fifteen days to be taken in any one calendar year by temporary employees. Seasonal or part-time employees, whether permanent or temporary, shall receive sick leave on a pro-rated basis.

(3) Computation. - Accumulated sick leave shall be computed on the basis of the number of days actually earned.

(4) Proof. - The county welfare board may, in its discretion, require such reasonable proof as it deems necessary.

(b) Vacation Leave

(1) Coverage. - Annual vacation leave shall be allowed to permanent employees, whether full-time, part-time or seasonal, and may be allowed, at the discretion of the welfare board to temporary employees on a uniform basis, to the extent hereafter specified.

- (2) Duration. - Not less than one working day per month of service during the balance of the first calendar year of employment; not less than twelve working days annually thereafter; and not less than sixteen working days annually after twenty years of service. Working days, as used herein in relation to vacation leave, refers to days of the week excluding Saturday, Sunday, and holidays.

At the discretion of the county welfare board, administrative personnel of the grades Administrative Supervisor, Deputy Director, and Director, may, by resolution, be granted leave up to one calendar month for vacation. Seasonal or part-time employees, whether permanent or temporary, may be granted vacation leave, at the discretion of the county welfare board, pro-rated on the basis for full-time employees.

Annual vacation leave in excess of the minimums heretofore stated, but not in excess of 16 working days for employees of less than 20 years service, and one calendar month for employees of more than 20 years service, may be allowed at the discretion of the county welfare board by resolution so authorizing, provided, however, that such vacation allowance in excess of the required minimums shall not be in excess of vacation allowances granted by the Board of Chosen Freeholders of such county to other county employees of similar grades and positions.

- (3) When to be taken. - Vacation leave must be taken during the current calendar year except that, at the discretion of the welfare board but with the consent of the employee, it may be accumulated and carried forward into the following calendar year and no longer.

- (4) Vacation for veterans. - A returning veteran shall be entitled to full vacation time for the calendar year of return and for the year preceding, provided the latter can be taken during the year of return.

- (5) Computation. - Accumulated vacation leave shall be computed on the basis of the number of days actually earned.

(c) Leave Without Pay

- (1) Reasons for granting. - Leave without pay may be granted, at the discretion of the welfare board, to a permanent employee for any reason considered good by the board, and to a temporary employee for reasons of personal hardship and marriage only. In all cases a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and terminating of the leave, shall be submitted to the county welfare board. No leave of absence without pay shall become effective without prior approval of the county welfare board or of the county director of welfare.

(2) Length of Leave. - The maximum time limit for a period of authorized leave of absence without pay, or for the total of successively authorized periods of leave of absence without pay, is one year, for permanent employees. The maximum time limit for any one period of authorized leave of absence without pay for a temporary employee is fifteen days, and such leave may not be consecutively renewed or extended.

(3) Military leave Without Pay. - Any permanent employee who enters the military or naval service in time of war, including service in the United States Merchant Marine, W.A.C., Women's Reserve of the Naval Reserve, or similar organization, shall, upon his request, be granted leave of absence for the period of such service and three months thereafter. In case of service connected illness or wound, the employee is allowed three months after recovery to return to his position, up to a maximum of two years after discharge. All rights, privileges, and benefits formerly enjoyed and accrued during service are retained, except compensation.

(d) Leave Without Pay for Educational Purposes

(1) Leave of absence without pay shall be granted to permanent employees who are veterans desiring to further their education under the G I Bill of Rights or other Federal authorization providing educational opportunities for veterans. A veteran employee desiring leave for educational purposes shall request such leave in advance, specifying the institution which he is to attend, the date of matriculation, the course or courses to be taken, and the probable length of attendance.

(2) Leaves of absence to veterans for educational purposes as above shall be approved for the period of training up to one school year and such leaves shall be renewed on request until the veteran employee has completed his educational work under the G I Bill of Rights or other Federal authorization. If any veteran employee on leave hereunder is released from the institution which he is attending or discontinues such attendance for any reason, his authorized leave of absence will terminate automatically and he must return to duty within thirty days of such release therefrom or discontinuance of his educational work. Failure to return within such period will result in the loss of status and separation from the service.

(3) Leaves of absence for non-veterans for further educational training may be granted, at the discretion of the county welfare board, on the merits of the individual case in the same manner as any other leave of absence without pay, except that the limitation of one year otherwise applicable to leaves of absence without pay shall not apply to leaves of absence without pay for educational purposes.

(e) Leave With Pay as Result of Disability

- (1) Definition. - Leave with pay as result of disability refers to leave granted, with full pay or with part pay, to an employee who is disabled by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his employment. Such leave is separate from and in addition to normal sick leave, and any leave with pay granted as a result of disability as thus defined shall not be charged against the employee's normal sick leave.
- (2) Extent and Duration. - Leave of absence as a result of disability may be granted with full pay, with reduced pay, or with full pay for a certain period and reduced pay thereafter, but such leave is limited to a maximum of one year unless similar disability or injury in private industry would entitle the employee to compensation for a longer period under the Workmen's Compensation laws, in which case payments as provided under such laws may be paid.
- (3) Fiscal Limitations. - All disability leave with pay or part pay granted under this section shall be contingent upon the availability of sufficient funds appropriated to the county welfare board which are legally useable for this purpose. Where disability leave with pay or with part pay is granted to an employee with respect to a certain period of absence, and the employee subsequently recovers an award under the Workmen's Compensation laws which includes pay or part pay with respect to the same period, restitution shall be required of the employee to the extent necessary to avoid duplication or augmentation of pay for the same period.
- (4) Proof. - The county welfare board must satisfy itself by reasonable proof that the disability exists and must be prepared to furnish to the State division or to the Department of Civil Service such medical or other proof as they may require. Medical proof will be required in all cases of claims arising out of illness alleged to be a direct result of or arising out of the employment.

(f) Special Leave With or Without Pay

- (1) Military Conventions. - Accredited representatives of organizations listed below shall be given leaves of absence with pay to attend New Jersey State or National conventions of such organizations, including reasonable allowance for travel time:

United States Spanish American War Veterans
Disabled American Veterans of the World War
Veterans of Foreign Wars
Indian War Veterans
American Legion
Jewish War Veterans of the United States
Catholic War Veterans of the United States
Womens Overseas Service League
29th Division Association
Reserve Officers Association of the United States
American Veterans of World War II

(2) Training Pay. - Leaves of absence with pay, in addition to regular vacation allowances, shall be granted to employees who are members of the National Guard, Naval Militia, or New Jersey Guard, while on field training or other duty ordered by the Governor. Employees who are members of the organized reserve of the Army of the United States, United States Naval Reserve, or Marine Corp Reserve, or affiliated organizations, shall be entitled to full pay while engaged in field training for a period of two weeks. Attendance at a service school, as part of the training program, will constitute field training. Whenever field training or attendance at a service school requires the participant to remain for a period longer than two weeks, he shall receive the difference between his county salary and his Federal base pay for a period of thirty days after the first two weeks' tour of duty. Whenever an employee is called to extended active duty, no additional leave with pay or part pay shall be granted except only the vacation leave to which he is normally entitled.

(3) Official Conventions, Conferences, etc. - Time, including reasonable travel time, required for attendance at conferences, conventions, meetings, training institutes, etc., officially arranged or sponsored by the Department of Institutions and Agencies, the Division of Old Age Assistance, or the county welfare boards, shall be considered as time on duty and no employee whose attendance is required or authorized shall suffer any loss of pay by reason of such attendance nor shall the time, including reasonable travel time, required for such attendance be counted as a period of absence.

(4) Other Conferences, Conventions, etc. - In the case of State, regional, or national conferences, conventions, or committee meetings of the organizations listed below, or similar professional organizations, leave of absence without pay shall be granted to any employee desiring to attend at his own expense, and leave of absence with pay may be granted, at the discretion of the Welfare Board, to all employees directed or authorized by the Board to attend. Period of authorized leave of absence with pay for such purpose shall in any event be not greater than the period of actual attendance plus reasonable travel time.

American Public Welfare Association

National Conference of Social Work

New Jersey Welfare Council

New Jersey Association of County Welfare Directors

(g) Holidays and Overtime

(1) Definition. - Holidays as referred to in this section include legal holidays as fixed by statutes, these being January 1, February 12, February 22, Good Friday, May 30,

July 4, Labor Day, October 12, General Election Day, November 11, Thanksgiving Day, Christmas Day, and wherever any such day falls on a Sunday, the following day; religious holidays; additional holidays as established from time to time by gubernatorial proclamations; additional days which may be established from time to time by rule, proclamation, or order in a given locality as holidays for public employees in that locality.

(2) Effect. - No employee shall suffer any loss of pay by reason of absence from duty on any holiday as above defined.

(3) Overtime. - Overtime as referred to in this section means the officially required performance, by any permanent or temporary employee, of extra services entirely outside of the regularly prescribed hours of duty, and which services are independent of the regular routine duties of the employee so assigned.

(4) Compensatory Time Off. - When by reason of official business an employee is required to work on a holiday as above defined, or to work overtime as above defined, he is entitled to compensatory time off.

(5) Overtime Pay. - Whenever the allowance of compensatory time off is not possible or practicable by reason of shortage of available personnel or other operating conditions, then overtime pay in lieu thereof may be allowed, on the specific recommendation of the director of welfare and specific approval thereof by the Welfare Board, duly entered in its Minutes, provided that such overtime pay shall be at an hourly rate which shall not exceed one and one-half times the rate determined by dividing the employee's regular semi-monthly compensation by 87.

(h) Records

(1) Each county welfare board shall maintain, for each employee, an individual leave record showing all sick, vacation, military and other leaves of absence, with and without pay, accumulated by and granted to such employee, and all absences without leave taken by such employee.

(2) Such records shall be maintained at all times on a current basis, and shall be available at all times for examination and use by State and Federal auditors in verifying the accuracy of payroll records and in establishing that payroll disbursements have been in conformance with the leave regulations promulgated in this Supplement.

DEPARTMENT INSTITUTIONS AND AGENCIES

Approved: April 29, 1949
Sanford Bates, Commissioner

Marc P. Dowdell, Director
Bureau of Assistance

Revision Approved: July 19, 1950
Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Ruling Series.

Supplement #1 to Ruling #21. Insert in Handbook under section "Rulings and Bulletins".

Attach as amendment to Supplement 1, Ruling 21, Bureau of Assistance, Dept. Insts. and Agencies

STATE OF NEW JERSEY
DEPARTMENT OF CIVIL SERVICE
TRENTON

C.S. Circular
Number 18
Revised

April 11, 1951

LEAVE FOR MILITARY TRAINING AND EXTENDED ACTIVE DUTY WITH ARMED FORCES FOR STATE EMPLOYEES.

The Governor has given his approval to the following regulations which are hereby adopted by the Department of Civil Service for the encouragement and continued participation of State employees in our national security programs.

I. Military field training or attendance at service schools.

- A. Any employee with permanent status, and any employee having temporary status with one year or more of continuous service, who is required to undergo military field training or attendance at service schools for a prescribed period (two weeks or less) during any fiscal year shall be granted leave of absence with pay.
- B. Whenever such military field training or attendance at service schools requires the participant to remain for a period longer than the prescribed two weeks during any fiscal year, such employees shall receive the difference between their State pay and their military pay* for the remainder of such time, provided, however, that such additional time of training or service school attendance is not in excess of one calendar month during any fiscal year.
- C. Should additional military field training or attendance at service schools in excess of that granted in A. and B. above be required in the same fiscal year, military leave without pay for such additional period shall be granted.
- D. Unused vacation leave shall be granted and may be used before military leave without pay becomes effective.

NOTE: Any employee having temporary status with less than one year of continuous service shall be granted only earned and unused vacation leave and a leave of absence without pay.

II. Extended active military service.

- A. Any employee with permanent status entering extended active military service with the armed forces shall be granted:
 1. One month's extra salary in the form of military leave with pay.
 2. Military leave without pay for the balance of his period of service.

C.S. Circular
Number 18
Revised

STATE OF NEW JERSEY
DEPARTMENT OF CIVIL SERVICE
TRENTON

April 11, 1951

3. The members of the National Guard and Naval Militia shall receive the difference between their State pay and military pay*, in accordance with Revised Statutes 38:12-4 and 38:12-5.

4. Earned and unused vacation leave. Such leave may be used by the employee before military leave without pay becomes effective.

B. Any employee having temporary status with one year or more of continuous service who enters extended active military service with the armed forces:

1. Shall be granted one month's extra salary in the form of military leave with pay.

2. Shall be granted earned and unused vacation leave.

3. Shall not be granted leave of absence without pay and will be recorded as having "resigned."

NOTE: Any employee having temporary status with less than one year of continuous service, shall not be granted one month's extra salary in the form of military leave with pay, and shall not be granted a leave of absence without pay but shall be recorded as having "resigned." He shall, however, be granted earned and unused vacation leave.

* Military pay, as used in these regulations, means all the monies an officer or enlisted man or his dependents receive from the Federal treasury by reason of his military service, including base pay, longevity pay, flying or specialist's pay, and allowances received for commutation of quarters and subsistence.

It is suggested that county and municipal authorities conform to the above policy with respect to their employees.

Lester H. Clee
President

Distribution C

State of New Jersey
Department Institutions and Agencies
Division of Old Age Assistance (b)

RULING NO. 21

April 29, 1949

SUPPLEMENT NO. 2

REGULATIONS GOVERNING MATCHABILITY OF EXPENDITURES FOR TRAVEL AND SUBSISTENCE

1. Employees of county welfare boards, and members of such boards, are entitled to compensation by way of reimbursement for actual costs of travel and subsistence incurred in the performance of their official duties. The exercise of discretion in allowing such compensation, and the establishment of limitations and procedures governing such allowances, are fundamentally the responsibility of the county welfare board.

2. Expenditures for travel and subsistence compensation, to or on behalf of employees and board members, will be approved for administrative matching, if the amounts and purposes of such expenditures and the procedures by which they are authorized and disbursed, are in conformity with the regulations of this Supplement, and if they are otherwise in conformity with the requirements of Ruling #12.

3. Expenditures for travel and subsistence compensation, to or on behalf of employees and board members, which are validly authorized and disbursed by the county welfare board but which are, as to amount, purpose, or procedure of authorization and disbursement, not in conformity with the regulations of this Supplement, shall be charged and accounted for as non-matchable administrative expenditures.

4. (a) Allowances for Private Automobile

(1) Allowances to board and staff members for necessary travel on official business in a privately-owned automobile operated by the person making the claim shall be at a mileage rate, to be established by the county welfare board, not exceeding 7¢ per mile, or on the basis of any alternative formula which is related objectively to the actual or approximate travel performed by the claimant.

(2) If a mileage rate is established, it shall apply equally to board members and staff members. Compensation based on a mileage rate may be further limited, at the discretion of the county welfare board, by a monthly or quarterly ceiling, but uniform compensation at a flat rate per month, per quarter, or in the case of board members per meeting, will not be matchable.

(3) Any formula alternative to a mileage rate, as referred to in 4 (a) (1), shall be submitted to the State Division for consideration and approval.

- 2 -

(b) Allowances for Meals

- (1) Allowances to board and staff members for meals purchased by them while on authorized travel outside the county shall be based on actual cost, but not in excess of \$8.00 per diem.
- (2) Allowances to staff members for "supper money", while on duty within the county, shall be made only when duties require work of an overtime nature extending the actual hours worked in such day to 9 or more.
- (3) Direct expenditures by the welfare board to pay for the serving of meals at luncheon or dinner meetings of the board, staff, or committees thereof which are held for the actual conduct of business related to the administration of old age assistance, will be matchable; and allowances to board and staff members to compensate for meals individually paid for by them at such meetings will be matchable; but expenditures or allowances for dinners or functions arranged by the county welfare board, but not involving the actual conduct of business related to the administration of old age assistance, will not be matchable.

(c) Allowances for Lodging

- (1) Allowances to board and staff members for lodging shall be made only when the claimant is on authorized overnight travel outside the county, which travel, except in the case of unforeseen emergencies, shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the Director of Welfare.
- (2) Allowances for lodging shall be based on actual cost, as established by receipted bills to be attached to the claim voucher but not in excess of \$6.00 per diem.

(d) Allowances for Transportation

- (1) Allowances to board and staff members for transportation shall be based on actual cost. Transportation as used in this section refers to all necessary official travel on railroads, air lines, boats, street cars, busses, taxicabs, and other usual means of conveyance, other than transportation in a private automobile as referred to in 4 (a).
- (2) Allowances for transportation under this section, if related to travel outside the State, shall be made only when such travel outside the State, except in the case of unforeseen emergencies, shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the Director of Welfare.

- 3 -

(e) Allowances for Incidental Expenses

- (1) Allowances to board and staff members for other expenses incidental to travel, or incidental to conduct of official business outside the office, such as registration fees, baggage charges, garage expense, essential telephone and telegraph charges, etc., shall be based on actual cost, subject however to the limitation that only those expenses shall be recognized which are usual and essential to the ordinary comforts of a traveler, or reasonably necessary to the conduct of official business.
- (2) Allowances for incidental expenses shall be supported by an itemized identification by the claimant.

(f) Conventions, Conferences, etc.

- (1) Allowances for travel and subsistence in connection with attendance at conferences, conventions, committee meetings, training institutes, etc., may be made only if the time required for such attendance is permissible under section 4(f) (3) or 4(f) (4) of Supplement #1 of this Ruling.
- (2) If attendance at conferences, conventions, etc., involves time and expense extending over more than one calendar day, such attendance, except in the case of unforeseen emergencies shall have been authorized in advance by the county welfare board and so recorded in its official minutes. Emergency authorization shall be given by the Director of Welfare.

(g) Vouchers

- (1) All claims by board and staff members for the reimbursement of travel and subsistence expenses shall be submitted on the regular form of administrative expense voucher established by the county welfare board concerned, but such voucher shall be itemized.
- (2) Travel and subsistence expense vouchers shall be supported by attaching thereto all receipts, bills, or other evidences of specific items of expenditure, which it is practicable under the circumstances for the claimant to obtain.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Approved: April 29, 1949
Sanford Bates, Commissioner

Ruling Series.

Supplement #2 to Ruling #21. Insert in Handbook under section "Rulings and Bulletins".

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #22

ISSUED: May 1, 1950
(Date)

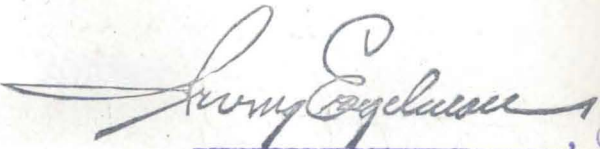
REV.: _____
(Date)

Supplement #1, 6/20/51 (Rev.)
Supplement #2, 8/23/51 (Rev.)

TITLE: Welfare Board Minutes

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-11
R.S. 44:7-23


_____, Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department Institutions and Agencies
Division of Old Age Assistance

May 1, 1950

RULING NO. 22

WELFARE BOARD MINUTES

Maintenance
of Official
Minutes Re-
quired.

1. Each county welfare board shall maintain formal Minutes of the proceedings of all regular and special meetings.

Legal and
Administra-
tive Signi-
ficance of
Minutes.

2. The maintenance of Minutes is legally and administratively essential to:

- (a) serve as the official and permanent record of all action duly authorized by the Board and of all policy decisions, whether of general or special nature, established by the Board for the governing of staff operations;
- (b) establish the validity of executive acts of the Director and ministerial acts of staff members in carrying out the Board's authorizations and policies;
- (c) provide an official medium for monthly reporting to the State Division of those transactions on individual cases which are necessary for the Division to accomplish the audit and approval of monthly fiscal settlements and requisitions for advances of state and federal funds for assistance payments.

Responsi-
bility for
Preparation
of Minutes.

3. Section 44:7-11, R.S. provides that the director of welfare "shall be the clerk of the county welfare board". This is interpreted to mean that

- (a) the director of welfare is legally charged with the responsibility of preparing and maintaining the Minutes, or directing and supervising their preparation and maintenance; and
- (b) the official character and correctness of the Minutes is attested by the signature of the director of welfare.

General Re-
quirements
for Content
of Minutes.

4. Subject to the specific requirements established in this Ruling, the Minutes shall be prepared in whatever style and form the director of welfare, with the approval of the Board, shall determine; but they shall be so prepared as to include at least the following general categories of matters and information:

- (a) time and place of meeting;
- (b) roll call - identification of members and other persons in attendance and the establishment of a legal quorum;

Ruling #22

- 2 -

May 1, 1950

- (c) action on previous Minutes - approval or correction of Minutes of the previous meeting;
- (d) disposition of applications - record of official determinations by the Board on all applications presented for consideration, including new applications, reapplications, reopened and transferred cases;
- (e) disposition of current cases - record of official determinations by the Board on all current cases presented for consideration, including continuance authorizations, changes in amount of grant, closings, and burial allowances;
- (f) statistical reports - record of any regular or special statistical tables or analyses submitted for the Board's information and study by the director of welfare on his initiative or at the Board's request;
- (g) financial reports - record in summary form of receipts, disbursements, and net final balances during the preceding month, for the Assistance, Administrative, Clearing and Trust Accounts, respectively; and record of any other regular or special fiscal tables or analyses submitted for the Board's information and study by the director of welfare on his initiative or at the Board's request;
- (h) fund requisitions - authorizations for the secretary-treasurer to requisition from state and county treasurers specified amounts of funds for assistance and administration;
- (i) administrative, clearing, and trust account disbursements - approvals and authorizations for payment of itemized administrative bills, and approvals and authorizations for payment of itemized disbursements from clearing and trust accounts;
- (j) asset and recovery transactions - record of transactions authorized, and intermediate decisions and instructions for executive guidance developed by the Board, in matters affecting assigned assets and claims for recovery;
- (k) personnel transactions - record of all personnel actions accomplished, proposed, or discussed, including appointments, leaves, separations, suspensions, promotions, salary changes, reclassifications, reassignments, etc;
- (l) special statutory determinations - record of all determinations in individual cases for which the statute requires special review or hearing by the Board, including authorizations for assistance to cover special nursing care (Ruling #18), authorizations for assistance to

Ruling #22

- 3 -

May 1, 1950

persons not residing in New Jersey (Ruling #5), authorizations for restricted payments (Ruling #9), and authorizations for waiving spouse's signature on reimbursement agreement (Ruling #10);

(m) communications - record of the receipt and disposition (where appropriate) by the Board of all communications addressed officially to the Board or otherwise requiring Board attention, including published material and specially-directed communications from the Division;

(n) policy determinations - record of discussions and decisions on all matters of general or special policy brought up for consideration by the Board;

(o) adjournment.

Requirement for Specified Transaction Schedules.

5. In order to facilitate the Division's use of the Minutes for the purpose stated in section 2(c) above, and to expedite the processing of monthly fiscal settlements and requisitions, certain designated transactions shall be made a part of the Minutes in schedule form as specified and described below. The required Schedules shall be:

- Schedule I: Disposition of Pending Applications.
- Schedule II: Record of Cases Closed.
- Schedule III: Changes in Amount of Grant.
- Schedule IV: Grants Formally Continued Without Change.
- Schedule V: Burial and Funeral Claims.
- Schedule VI: Cancellations and Credits to Assistance.
- Schedule VII: Reimbursements.
- Schedule VIII: Special Statutory Determinations.
- Schedule IX: Transactions Subsequent to Board Meeting.
- Schedule X: Pre-Control of Assistance Payments Total.

Preparation of Transaction Schedules

6. No special printed forms are required for the preparation of the transaction schedules. Where the number of items permits, two or more schedules may be entered on a single page, provided each schedule is identified by number and title. Each schedule shall, however, be prepared in conformity with the appropriate sample schedule which is attached and in compliance with the instructions appearing on such sample. All the schedules except IX and X may be prepared, if desired, in advance of the Board meeting, and then corrected, if necessary, following the Board meeting. When so used, the schedules will serve

- (a) as a prepared agenda, in part, for the meeting, and

Ruling #22

- 4 -

May 1, 1950

- (b) when corrected, as an integral part of the Minutes, satisfying the requirements of sections 4(d), 4(e), 4(j) in part, and 4(l) of this Ruling, and eliminating in whole or in part any need for additional narrative entries in the Minutes on the matters so covered.

Transmittal
of Minutes
to Division

7. A copy of the Minutes of each regular and special meeting of the county welfare board, prepared in the manner provided in this Ruling, shall be transmitted to the State Division on or before the fifth working day of the month following that in which the meeting was held.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Division of Old Age Assistance

Ruling Series.

No. 22 - Insert in Handbook under section "Rulings and Bulletins".
Destroy Bulletin No. 11 issued July 3, 1940.

DISPOSITION OF PENDING APPLICATIONS

SPECIAL INSTRUCTIONS

Cases are to be listed in the appropriate section of this Schedule if
the application was pending at the end of the previous month, or
the application was first received this month
and
the application was officially disposed of by the Board this month.

In cases in which temporary payment was made this month before Board meeting, and later a regular grant approved by the Board, the total of both payments will be entered in the "Amount" column.

In cases in which a regular grant was first approved by the Board this month, and later an additional temporary payment was made after Board meeting, only the regular payment will appear in the "Amount" column, and the additional payment will be reflected in Schedule IX, Section C.

The cases listed in each section should be in numerical order but within each section the arrangement of cases may, at the discretion of the county, be by blocks according to type of disposition, e.g., all "approved" cases, and all "denied", "withdrawn", and "dismissed" cases respectively blocked together. In that event, "Disposition" can be eliminated as a separate column, and the kind of disposition can be shown by block heading, or in the column "Amount or Reason".

The column "Previous Number" will have no applicability in Section A. In all other sections it should be used for all cases in which the applicant had a previous case number in another county. This will apply, of course, to all cases in Section D.

The column "Disposition" should have only one of four possible entries: approved, denied, withdrawn, or dismissed.

"approved" means that the individual was found eligible for assistance and a grant was approved with payment to begin this month (in which event the amount is entered in the "Amount" column), or a grant was approved to begin at a deferred date not in this month (in which event zero amount is entered in the "Amount" column). Note X-7715.

"denied" means that the individual was found ineligible for assistance for stated cause. The cause should be entered in the "Reason" column, and should be stated as one of the causes listed in Section D of Form OA-8. This may be done either by a clear abbreviation of the narrative cause as stated on Form OA-8, or by using the code number for the cause as it appears on that Form, or both.

"withdrawn" means that at any time before Board action the individual voluntarily requested, either orally or in writing, that no further action be taken on his application.

"dismissed" means that, in the absence of a voluntary withdrawal, further action on the application is terminated for other cause as for example, when the individual dies or cannot be located.

Additional columns may be used, at the discretion of the county, to show address, worker, amounts or codes needed for local controls, or similar brief identifying data useful for local purposes.

Ecks County Welfare Board

Month of January 1950

SCHEDULE 1

DISPOSITION OF PENDING APPLICATIONS

The following pending applications were presented for consideration by the Board, and dispositions voted as listed:

Case Number	Previous Number	Name	Disposition	Amount or Reason
Section A: New Applications: Total Number <u>6</u>				
X-7699		Hannah Gibbs	Approved	\$25.50
X-7700		Austin F. Connon	Denied	Age requirement
X-7703		Willis Packard	Withdrawn	Client's request
X-7705		William Baker	Approved	\$49.00
X-7706		Mary E. Field	Denied	No need
X-7715		Rachel Stoss	Approved	\$00.00
Section B: Reapplications: Total Number <u>4</u>				
X-3940	Q-325	Marie C. Davies	Denied	Disposed of assets
X-4713		Edward R. Lyons	Approved	\$51.25
X-7219		Kate E. Hart	Approved	44.75
X-7447		Clark Steward	Dismissed	Died before decision
Section C: Reopened Applications: Total Number <u>3</u>				
X-5205		Josephine Baker	Approved	\$31.25
X-5614	D-4801	Harold Bishoff	Denied	Institutional Care
X-6117		Eliz. C. Allen	Withdrawn	Client's request
Section D: Transferred In: Total Number <u>2</u>				
X-7701	G-908	Spencer C. Lane	Approved	\$37.50
X-7702	Q-510	Elmer Corson	Approved	46.75
Section E: Summary: Total Dispositions <u>15</u>				
Approved		<u>8*</u>		\$286.00
Denied		<u>4**</u>		
Withdrawn and Dismissed		<u>3***</u>		
* This number, added to number of new temporary grants on Schedule IX, should agree with Form OA-8, item 4.				
** Should agree with Form OA-8, item 5.				
*** Should agree with Form OA-8, item 6.				

See Special Instructions on next page for this form.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE II

The following current cases were ordered closed by the Board for the reasons indicated:

Case Number	Name	Amount Of Last Billing	Month of Last Payment Recd.	Remarks
Section A: Deaths: Total Number <u>4</u>				
X-5195	Charles E. Young	\$41.00	Nov. '49	Died 12-16-49
X-5964	Thomas Naylor	62.75	Nov. '49	Died 12-19-49
X-6209	Marie Marks	135.50	Dec. '49	Died 1-6-50
X-7690	Anna Hutton	68.75	None	Died 12-29-49
Section B: Transferred Out: Total Number <u>1</u>				
X-5604	Robert A. Derry	25.50	Dec. '49	Trfd. to D-1920
Section C: Other Reasons: Total Number <u>2</u>				
X-5806	Albert Schloer	41.00	Oct. '49	Employed
X-6107	Clara E. Allen	93.00	Dec. '49	Pub. Institution
Section D: Summary				
Total Closings <u>7*</u>		Amount \$467.50		
Transferred Out <u>1*</u>				
Death and Other Reasons <u>6*</u>				

* These numbers, added to the related number of administrative closings on Schedule IX, should agree with Form OA-8, items 29, 29a, and 29b, respectively.

SPECIAL INSTRUCTIONS

Cases are to be listed in the appropriate section of this Schedule if the individual was listed for payment for the previous month, or the individual was carried as "active without payment" for the previous month and the individual is found to be, presently and for an indeterminate period ahead, ineligible for further assistance payments.

Cases in which a formal closing was accomplished this month by administrative action of the Director of Welfare after Board meeting, should not be listed in this Schedule, but will appear in Schedule IX, Section A.

The cases listed in each section should be in numerical order, double-spaced.

In the column "Month of Last Payment Rec'd" the entry should be the last month for which the individual actually received a check that was cashed, rather than the last month for which the individual was listed for payment.

In Section C, the specific reason for the finding of loss of eligibility should be entered in the Column "Remarks". The reason should be stated as one of the causes listed on Form OA-13. This may be done either by a clear abbreviation of the narrative cause, or by using the code number for the cause as it appears on that Form, or both.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE III

CHANGES IN AMOUNT OF GRANT

The following current cases were ordered by the Board to be changed in amount of grant as indicated:

Case Number	Surname	From	To	Case Number	Surname	From	To
X-3999	Farler	\$74.75	\$89.75	X-4214	Vansant	\$49.50	\$44.50
X-4004	Buechell	32.25	40.00	X-4278	Murphy	45.75	56.00
X-4008*	McCloe	66.00	63.00	X-4291	Hays	58.00	88.00
X-4056*	Brothers	55.00	51.75	X-4293*	Lyons	72.25	63.25
X-4134	Voorhees	39.50	46.50	X-4337	Steiner	52.25	52.25
X-4201	Harris	38.00	38.00	X-4881	Gross	19.00	21.00
X-4205	Poker	30.00	00.00	X-7691	Brewer	49.50	24.00
X-4209	Bridge	00.00	30.00	X-7693	Leedom	18.25	12.00
Total this column this page		<u>\$335.50</u>	<u>\$359.00</u>	Total this column this page		<u>\$364.50</u>	<u>\$361.00</u>

SPECIAL INSTRUCTIONS

Cases are to be listed in numerical order, two columns, double-spaced, twenty-five cases in each column, unless the county desires space for the entry of additional data useful for local purposes such as address, district worker, reason for change, or other amounts or codes needed for local controls. In the latter event, a single-column listing may be used, to consist of twenty-five, or any other fixed number of cases on a page, provided the number of cases per page is indicated.

Cases presented to the Board this month for formal continuance of assistance, with a change in grant, are to be included in this listing, but indicated by an asterisk (*) following the case number. Note X-4008, X-4056, and X-4293.

Cases presented to the Board for a decrease from the preceding month, plus an increase of exactly the same amount for the current month, resulting in no change in net payment, are to be included in this listing. Note X-4201 and X-4337.

Cases presented to the Board for change from payment status to "active without payment" status, and vice versa, are to be included in this listing. Note X-4205 and X-4209.

All changes in amount of grant, including adjustments of nursing home cases, are to be listed in this schedule.

The money-column totals at the foot of each page should be added to reflect grand totals on the final page of the Schedule, or may be carried forward cumulatively.

Essex County Welfare Board

Month of January 1950

SCHEDULE IV

GRANTS FORMALLY CONTINUED WITHOUT CHANGE

The following current cases were presented to the Board, after reinvestigation with formal recommendation for continuance of assistance, and were voted to be continued without change:

Number	Surname	Amount	Number	Surname	Amount
X-680	Cooper	\$37.25	X-4673	Reid	\$36.00
X-1809	Bair	67.25	X-4714	Nemme	41.50
X-2884	Brown	57.75	X-4822	McCue	29.50
X-3111	Terry	41.25	X-4950	Lany	60.50
X-3773	Westhall	47.50	X-5926	Gravatt	32.25

Summary of Continuances Approved:

Number of continuances included in Schedule III (marked *)..... 3

Number of continuances in this Schedule..... 10

Total continuances this month..... 13

SPECIAL INSTRUCTIONS

Cases are to be listed in numerical order, two columns, single-spaced, forty cases in each column.

Additional columns may be used, at the discretion of the county to show address, district, worker, or other amounts or codes needed for local controls.

Only cases which have been fully reinvestigated, and which are recommended for continuance with no change in budget allowances or in net amount of grant are to be listed in this schedule.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE V

BURIAL AND FUNERAL CLAIMS

The following burial and funeral claims were presented for consideration by the Board, and allowances voted as indicated:

Case Number	Surname	Total Claim	Allowance by Board		Remarks
			From Clearing	From Assistance	
X-5195	Young	\$200.00	\$125.00	\$75.00	Insurance
X-5964	Naylor	200.00	-	200.00	-
X-7690	Hutton	250.00	-	-	Family resp.
X-7698	Kone	<u>130.00</u>	<u>130.00</u>	<u>-</u>	Death Benefit
Totals		\$780.00	\$255.00	\$275.00	

SPECIAL INSTRUCTIONS

All funeral claims officially presented to the Board are to be listed in this Schedule, regardless of whether or not any allowance from public funds is contemplated and regardless of whether or not any payment from funds available to the Board is approved.

The amount to be entered in the column "Total Claim" is the full amount of the funeral director's bill, rather than the net amount which the Board is requested to pay. Therefore in some cases the total of allowances will not equal the amount of the claim, and in some cases there may be a complete disallowance of the claim. Such matters are explained in the "Remarks" column. Note X-7690.

The entries in the "Remarks" column may be abbreviated, but should be sufficient to indicate the source of funds allowed to be paid from the Clearing Account, and to account for any difference between the total of approved allowances and the amount of the total claim submitted.

Lucks County Welfare Board

Month of January 1950

SCHEDULE VI

CANCELLATIONS AND CREDITS TO ASSISTANCE

The following cancellations and credits to assistance payments, for entry on Form OA-6 or OA-6A for January, were directed by the Board:

The following not reimbursements were approved for acceptance by the Board and directed to be entered on Form OA-6 or OA-6A for January:

Section A: Assistance Checks Cancelled.

Case Number	Surname	Months or Amount	Remarks
X-1846	Dee	Nov. & Dec.	Hospitalized
X-1921	Brown	December	Not needed
X-5195	Young	December	Died 12-16-49
X-5806	Schloer	Oct.-Dec., incl.	Employed
X-5964	Naylor	December	Died 12-19-49
X-7690	Hutton	December	Died 12-29-49
X-7697	Young	December	Burial payment revoked.

Section B: Cash Credits to Assistance Payments.

X-6209	Marks	\$72.00	Nursing home refund
X-7690	Hutton	15.95	Decedent's cash
X-7692	Jones	120.00	OASI burial refund

SPECIAL INSTRUCTIONS

In Section A, the entry of amounts of the checks cancelled is not essential for use of the Schedule by the State Division, but such entry may be made, if desired by the county, in an additional column.

In Section B, the entry of months to which the cash credit will apply is not essential for use of the Schedule by the State Division, but such entry may be made, if desired by the county, in an additional column.

Under certain circumstances, the same case may appear in both Section A and Section B. Note X-7690.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE VII

REIMBURSEMENTS

The following net reimbursements were approved for acceptance by the Board and directed to be entered for distribution on Form OA-12 for January:

<u>Case Number</u>	<u>Surname</u>	<u>Amount</u>	<u>Remarks</u>
X-71	Morris	\$182.00	Balance insurance
X-910	Munro	918.00	Balance property
X-1440	Krammar	500.00	Inheritance
X-4114	Scott	318.50	Accident Recovery
X-5107	Servis	201.18	Securities

SPECIAL INSTRUCTIONS

The "Remarks" column may be used, if desired by the county, for a more detailed statement of the total transaction from which the net reimbursement results, where this will serve to eliminate duplicate narrative recording in the main body of the Minutes. However, the entries in the "Remarks" column of this Schedule will not always be a complete substitute for detailed narrative recording in the main body of the Minutes, particularly where the net reimbursement is merely the end result of an involved series of receipt and disbursement transactions, or of a negotiated series of settlements, etc., the full details of which were reported to and discussed by the Board. All such detailed reporting and discussion should be recorded by narrative elsewhere in the Minutes, in compliance with section 4(j) of the Ruling.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE VIII

SPECIAL STATUTORY DETERMINATIONS

The following matters being brought before the Board for special review as required by statute, and the Director reporting to the Board that an investigation of the relevant facts and circumstances was made and representing to the Board that the determinations hereinafter stated are in conformity with statutory requirements and the regulations of the State Division, the Board, accepting and approving the reports and recommendations of the Director, voted the following determinations:

<u>Case Number</u>	<u>Surname</u>	<u>Ruling Reference</u>	<u>Determination</u>	<u>Schedule Reference</u>
X-4278	Murphy	5	Continuance of assistance while in Pennsylvania approved.	III
X-4205	Poker	5	Continuance of assistance while in Florida disapproved. Grant suspended but not closed pending further report.	III
X-3773	Westhall	9	Restricted payment for total grant, pursuant to plan reported by Director.	IV
X-4987	Scoles	9	Restricted payment for \$45 only of each monthly payment, pursuant to plan reported by Director.	-
X-7699	Gibbs	10	Waiver of spouse's joinder on OA-10 authorized.	I
X-4713	Lyons	18	Special nursing status approved.	I
X-4291	Hays	18	Special nursing status approved.	III

SPECIAL INSTRUCTIONS

All cases in which the Board was called upon to make special determinations pursuant to Rulings 5, 9, 10 and 18, are to be reported in this Schedule.

No special order of listing is required, but all matters relating to any one of the specified Rulings shall be grouped together.

In most instances cases listed in this Schedule will also appear in some other Schedule. This should be indicated in the column "Schedule Reference".

Ecks County Welfare Board

Month of January, 1950

SCHEDULE IX

TRANSACTIONS SUBSEQUENT TO BOARD MEETING

The following transactions were accomplished by direction and authority of the director of welfare subsequent to the Board meeting for January, subject to report and ratification by the Board at the meeting for February:

Section A: Administrative Closings: Total Number 2

Case Number	Name	Am't, of Last Billing	Month of Last Payment Recd.	Reason for Closing
X-752	Jean Beaucoup	\$25.00	Dec. '49	Died 1-15-50
X-910	Ida Clare	52.50	Dec. '49	Trfd. to Q-5010

Section B: Temporary Grants (New or Reinstated Grants): Total Number 3

Case Number	Previous Number	Name	Amount	Date of Payment	Class
X-4215		Ed. R. Moore	\$28.25	1-24-50	Reap.
X-7713		John Doaks	33.00	1-29-50	New
X-7714	D-5000	Jane Brick	30.00	1-26-50	Trfd. In.
Total Amount			\$91.25		

Section C: Temporary Changes in Grant

Case Number	Surname	From	To	Net Increase	Net Decrease
X-402	Walker	\$61.00	\$105.00	\$44.00	-

Section D: Other Administrative Adjustments in Grants

Enter in this section, using the same columnar headings as Section C, all necessary corrections of Board action previously entered incorrectly, or any other changes or adjustments subsequent to Board action which require immediate attention. All entries in this section should be kept to a minimum. Footnote or marginal comment should be used to explain transactions not otherwise self-explanatory.

Summary, Sections C and D: Net Amount of Increase \$44.00 or Decrease _____.

SPECIAL INSTRUCTIONS

This Schedule will be prepared at the close of the month's business, and a copy will be transmitted to the State Division as an annex to the official Minutes for that month. Another copy will be retained for formal presentation to the Board at the succeeding month's meeting, as a report of accomplished transactions to be ratified or otherwise dealt with in the discretion of the Board. The Minutes for the succeeding month will include a narrative entry establishing that Schedule IX for the preceding month was reported and showing the Board's disposition thereof.

Any case appearing in Section A of this Schedule should not thereafter appear in Schedule II of the following month.

Any case appearing in Section B of this Schedule should not thereafter appear in Schedule I of the following month, but may appear in Schedule II or III for the following month, whichever is appropriate.

Ecks County Welfare Board

Month of January, 1950

SCHEDULE X

PRE-CONTROL OF ASSISTANCE PAYMENTS TOTAL

	Number of Active Cases	Amount of Assistance
A. Total gross assistance cost previous month	1415*	\$70,750.00
B. Deductions		
(a) Cases closed - Schedule II	7	467.50
(b) Administrative closings - Schedule IX	2	77.50
(c) Net change Schedule III (if net decrease)	-	-
(d) Net change Schedule IX, Sections B and C (if net decrease)	-	-
(e) Others (explain)	-	-
Total Deductions	9	545.00
C. Sub-Totals	1406	70,205.00
D. Additions		
(a) New cases approved - Schedule I	8	286.00
(b) Emergency grants - Schedule IX, Section A	3	91.25
(c) Net change Schedule III (if net increase)	-	20.00
(d) Net change Schedule IX, Sections B and C (if net increase)	-	44.00
(e) Others (explain)	-	-
Total Additions	11	441.25
E. Total gross assistance cost this month	1417**	70,646.25

* Should agree with Form OA-8, item 26.

** Should agree with Form OA-8, item 30.

SPECIAL INSTRUCTIONS

The entries and computations on this Schedule relate to gross assistance payments, exclusive of burial payments from assistance funds, and without adjustment for credits, refunds, or recoveries.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance

Revised June 20, 1951

SUPPLEMENT NO. 1 TO RULING NO. 22

In order to establish a uniform procedure covering minute and statistical reporting of applications which may be disposed of (from the pending case load) and of cases which may be closed (from the active case load) by administrative decision, the following instructions will apply.

The director of welfare is hereby authorized to make administrative disposition of applications which are to be submitted with a report of withdrawal or a recommendation for dismissal.

The director of welfare may also be authorized and empowered (by resolution of the county welfare board stated in the Minutes) to make administrative disposition of pending applications which are to be submitted with a recommendation for denial, and of active cases which are to be submitted with a recommendation for closing.

All administrative dispositions will be reported as decisions for the month in which such administrative determination is made, even though the disposition may not be formally submitted to the board until the following month.

The reporting of such administrative dispositions to the State office and to the board will be accomplished by entering such items on Schedule IX. Administrative closings will be entered in Section A of Schedule IX. Administrative denials and dismissals, and withdrawals, will be entered in an additional section of this Schedule to be identified as Section E "Administrative Denials and Dismissals and Withdrawals".

(In the event the Welfare Board, upon considering the items entered in Section A or E of Schedule IX for the preceding month, should disapprove or alter any such administrative disposition, a new Form OA-7 and related registration procedures will have to be prepared for the application so affected, in order that the case may be re-entered in the statistical count as a pending application.)

Section E of Schedule IX should report the case number, name, type of disposition and date, and the reason application was not approved. The total of all applications denied, as reported both in Schedule I and in Section E of Schedule IX, should be accounted for, by type of application, on line five of Form OA-8. The total of all applications withdrawn, as reported both in Schedule I and in Section E of Schedule IX, should be accounted for, by type of application, on line six of Form OA-8. The total of all applications dismissed, as reported both in Schedule I and Section E of Schedule IX, should be accounted for, by type of application, on line seven of Form OA-8. All applications disposed of both by board decision and by administrative decision, as reported on

Supplement No. 1 to Ruling No. 22

- 2 -

Revised June 20, 1951

lines five, six and seven of Form OA-8 should be accounted for in Section C of Form OA-8, by classified reason application was not approved.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved:

Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Ruling Series.

Supplement No. 1 to Ruling #22. Insert in Handbook under section "Rulings and Bulletins". Destroy Supplement No. 1 to Ruling #22 issued March 6, 1951.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare -- Bureau of Assistance

August 23, 1951

SUPPLEMENT NO. 2 (TEMPORARY) TO RULING NO. 22

In order to provide uniformity in Minute recording covering Welfare Board transactions the following instructions are issued:

Effective August 1951 welfare board Minutes shall include separate series of Schedules I to Schedule X for the Old Age Assistance Program and for the Disability Assistance Program respectively. General Instructions as set forth in Ruling No. 22 will apply to both sets of Schedules.

Schedule VII for the Old Age Assistance transactions is titled, "Reimbursements". Schedule VII for Disability Assistance transactions shall be titled, "Recoveries".

For convenience in use of the Minutes at the State and County offices, Minutes shall be assembled in the following sections (each of such sections, if of more than one page, to be stapled separately):

1. Minute recordings as presented in narrative form, statistical reports, financial reports, asset and recovery transactions reported to the Board, personnel transactions, communications, policy determinations, special reports, etc. (order of these items within the section immaterial).
2. Schedule I to Schedule X covering Old Age Assistance transactions.
3. Schedule I to Schedule X covering Disability Assistance transactions.
4. Schedules relating to programs or activities of the Board other than Old Age and Disability Assistance.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Ruling Series:

Supplement No. 2 (Temporary) to Ruling No. 22. Insert in Handbook under section "Rulings and Bulletins"

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #24

ISSUED: _____

(Date)

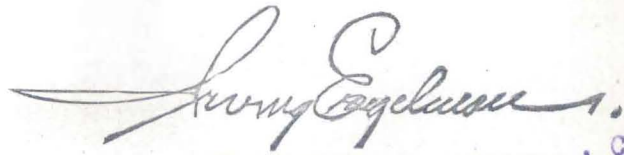
REV.: June 20, 1951

(Date)

TITLE: Notice of Agency Decisions

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-18



, Chief

Bureau of Assistance

Approved:

By: _____

State of New Jersey
Department Institutions and Agencies
Division of Welfare - Bureau of Assistance

Revised June 20, 1951

RULING NO. 24

NOTICE OF AGENCY DECISIONS

Citation
of Law

1. Section 18 of Title 44, Chapter 7, R.S., provides that "when the county welfare board receives an application for old age (or disability) assistance, an investigation and record shall promptly be made of the circumstances of the applicant.....When immediate need is apparent and the evidence of eligibility immediately available is satisfactory to the director of welfare, he may issue a temporary grant of old age (or disability) assistance pending completion of such investigation. Upon the completion of such investigation the county welfare board shall decide whether the applicant is eligible for and should receive old age (or disability) assistance under this chapter, the amount of assistance, the manner of paying it, and the date on which the assistance shall begin. It shall notify the applicant of its decision in writing."

Interpre-
tation

2. For administrative purposes this is interpreted to mean that each applicant and recipient (except, however, any individual who has died or cannot be located) shall receive written notice of every agency decision which relates to his eligibility, or the disposition of his application, or a change in the amount of his assistance payment. The term agency decision includes any decision made by executive authority of the director of welfare, as well as any decision made initially by the board itself, or any change made by formal action of the board with respect to a previous executive decision.

In addition, any applicant who voluntarily withdraws his application shall receive written confirmation that his request for withdrawal has been officially recognized by the agency.

Purpose of
Ruling

3. This ruling, issued pursuant to the cited statutory provision and administrative interpretation, is intended to:

a. prescribe the minimum content for all such written notifications; and

b. establish rules relative to the transmittal of such notifications.

Basic In-
formation

4. All written notifications of agency decisions shall state in clear, simple language the following basic information:

a. the date of the decision;

b. the nature of the decision;

c. the reason for the decision;

Additional
Informa-
tion

5. Since agency decisions vary with the type of situation under consideration, additional explanatory information which contains the elements listed below shall be provided as a minimum:

RULING NO. 24

Revised June 20, 1951

-2-

Approved
Applica-
tions -
Initial
Temporary
Grant

a. Approved Applications - Initial Payment by Temporary Grant

Notification to applicants who are determined to be eligible and to whom initial payment is being issued immediately shall include the following:

- (1) a statement of the agency's determinations as to eligibility and amount of assistance,
- (2) an explanation of the amount of assistance, the manner of payment, and the period for which the temporary payment(s) is (are) planned to meet the individual's requirements,
- (3) a statement that:
 - (a) changes in the individual's finances or other circumstances will require a reconsideration of his eligibility, and
 - (b) his assistance may be affected accordingly.
- (4) a statement that the individual will receive notification of any decision affecting his eligibility or amount of assistance.

Approved
Applica-
tions -
Initial
Payment
Deferred

b. Approved Applications - Initial Payment Deferred

Notification to applicants who are determined to be eligible but for whom initial payment is not to be issued until a later date shall include the following:

- (1) a statement of the agency's determinations as to eligibility and amount of assistance,
- (2) an explanation of the amount of assistance, the manner of payment, the approximate date of the initial payment, and the reason for deferring initial payment to such date,
- (3) a statement that:
 - (a) changes in the individual's finances or other circumstances will require a reconsideration of his eligibility, and
 - (b) his assistance may be affected accordingly.
- (4) a statement that the individual will receive notification of any decision affecting his eligibility or amount of assistance.

Approved
Transfers

c. Approved Applications - Inter-county Transfers

Notification to individuals whose applications have been approved as transfers from other counties in New Jersey shall include the following:

- (1) a statement that the individual has been found to be a resident of this county for purposes of assistance, and

RULING NO. 24

Revised June 20, 1951

-3-

c. (2) therefore, future determinations of eligibility and future payments of assistance will be made by this county welfare board rather than by the welfare board of the county of previous residence.

Denials

d. Denials

Notifications to individuals whose applications have been denied shall include the following:

(1) a statement of the explicit reason for ineligibility,

(2) advice concerning the individual's right to reapply whenever he believes that his circumstances have changed with respect to the stated cause of ineligibility.

Adjustments in Grants

e. Adjustments in grants

Notifications to recipients whose grants have been adjusted shall include the following:

(1) a statement of the amounts of both previous and new grants,

(2) an explanation of the reason for the adjustment,

(3) an identification of the payment, or payments, with which the adjustment will take effect.

Continuances Without Adjustments

f. Continuances without adjustment (Optional)

Where the county welfare board, at its option, adopts the practice of sending notifications to recipients whose eligibility has been reconsidered formally for continuance without change in assistance, minimum information to be included shall state:

(1) the recipient's eligibility for assistance continues, and

(2) the amount of his assistance.

Closings

g. Closings

Notifications to recipients whose cases have been closed shall include:

(1) a statement of the ineligibility of the recipient,

(2) the explicit reason for closing,

(3) the effective date of closing,

(4) a statement of the individual's right to reapply whenever he believes that his circumstances have changed with respect to the stated cause for closing.

In addition, in all cases in which the recipient is under an obligation to repay, whether such obligation results from a contractual arrangement (agreement to reimburse) or by reason of fraud or mistake, the notification shall include;

RULING NO. 24

Revised June 20, 1951

-4-

- g. (5) a statement of the total amount of assistance which the recipient received from the welfare board and that this amount represents a debt to be repaid if and when ability to pay exists, and
- (6) where known assets are involved, pertinent advice to the client concerning the future handling and disposition of such assets, or,
- (7) in lieu of (5) and (6) a statement that another notification will be sent within sixty days which will give the amount of assistance received from the county welfare board together with pertinent advice concerning the future handling and disposition of known assets.

With-
drawals

h. Withdrawals

While withdrawals by applicants do not require board decisions, the agency should officially recognize the applicant's action through written notification. Such a notification shall include:

- (1) a statement that the applicant's decision to withdraw his application has been recognized and recorded by the agency and that no further action is being taken on his application,
- (2) a statement that the applicant has the right to reapply at any time he believes that he is eligible.

Dismiss-
als

i. Dismissals

Notification to persons whose applications are disposed of by dismissal shall include:

- (1) an explanation of the reason for dismissal,
- (2) a statement that the applicant has the right to reapply at any time he believes he is eligible.

Enclosures

6. When enclosures are submitted with notifications of agency decisions, specific mention of this fact shall be made.

Trans-
mittal
of Noti-
fications

7.(a) Written notification of applications approved by the director of welfare (for initial payment by temporary grant) shall accompany such initial payment.

(b) Written notification of all other approved applications, and of denials, dismissals and closings shall be transmitted within five working days of the decision.

(c) Notifications of adjustments in grants, or approvals of continuance of assistance without change in grant (optional), shall be sent not later than the date of issue of the appropriate checks and may accompany such checks.

1001 02 2006 RULING NO. 24

AS, OR Revised June 20, 1951

-2- -5-

7.(d) Written confirmation of withdrawn applications, shall be transmitted within five working days of the applicant's request for withdrawal.

Prepara-
tion of
Forms

8. Notifications may be prepared in mimeographed or printed form with sufficient space provided for the insertion of pertinent information. However, nothing in this ruling is to be construed as requiring the use of printed or mimeographed forms; individually composed letters may be used in all or in selected cases, as the local agency finds appropriate, so long as the minimum information as required by this ruling is included.

Illustra-
tive Noti-
fications

9. The attached illustrative suggestions include the minimum information required by this ruling. They may be revised in any way deemed suitable so long as the minimum information set forth herein as required is included.

Other Noti-
fications
to Appli-
cants and
Recipients

10. The specific requirements of sections 4, 5, and 7 of this Ruling relate only to those written notifications which are intended to make known to the applicant or recipient a conclusive agency decision concerning his eligibility, the disposition of his application, or the amount of his assistance payment. It is recognized that it frequently becomes necessary, in the process of arriving at a conclusive agency decision, for the director of welfare to make administrative decisions which are tentative, alternative, or prospective in character, and to communicate such decisions to the client. Examples are:

a letter to an applicant or recipient requesting his decision on a stated issue, and indicating how the agency decision will be or may be affected by his decision;

a letter to an applicant or recipient informing him that a certain recommendation for decision will be presented to the board at a stated meeting, and affording him opportunity to show cause why such recommendation is unwarranted or to take action which would warrant a change in the recommendation;

a letter to a recipient informing him that his payment has been temporarily suspended or withheld for stated cause, and advising him what further action by him or by the agency or both is necessary in relation to a final decision;

any notification of the character referred to in section 8 of Ruling #25.

RULING NO. 24

Revised June 20, 1951

-6-

All such "other notifications", as referred to in this section, shall make full explanation of the circumstances in direct and simple language, so that the applicant or recipient will understand what further action, if any, is required on his part, and what further action will be taken or considered by the agency. Such notifications shall be sent as promptly as possible in relation to the circumstances giving rise to the decision. Where it becomes necessary to send such a notification to a recipient of assistance, it shall be sent within one month of the date on which he last received an assistance payment.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved:
Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Ruling Series.

No. 24 - Insert in Handbook under Section "Rulings and Bulletins".
Destroy Ruling No. 24 issued March 1, 1951.

Attachment to Ruling #24 (June 20, 1951)

Page 1.

ILLUSTRATION NO. 1 - APPROVED APPLICATION (Initial payment by temporary grant
- one payment)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

Mr.
Dear Miss
Mrs.

Based on information we now have, which may not be complete, you have been found eligible for _____ assistance.

Enclosed is a check for \$ _____ for the period beginning today until _____ 19____. You will receive the next payment by check for \$ _____ on or about _____ 19____ and each month thereafter. Any question you may have about these amounts should be discussed with your case worker.

It will be necessary to review your eligibility from time to time. Any change in your circumstances may require a change in your assistance payment.

You will be informed by letter whenever a change in your assistance payment is necessary, or if there is a decision that you are no longer eligible.

Enclosed you will find;

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

Attachment to Ruling #24 (June 20, 1951)

Page 2.

ILLUSTRATION NO. 2 - APPROVED APPLICATION (Initial payment by temporary grant -
in two payments)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

Based on information we now have, which may not be complete,
you have been found eligible for _____ assistance.

Enclosed is a check for \$_____ for the period beginning to-
day until _____ 19____. You will receive the next payment by check for
\$_____ on or about _____ 19____ for the period from that date until
_____ 19____. Thereafter you will receive a check for \$_____ on
or about the first of each month. Any question you may have about these amounts
should be discussed with your case worker.

It will be necessary to review your eligibility from time to
time. Any change in your circumstances may require a change in your assistance
payment.

You will be informed by letter whenever a change in your as-
sistance payment is necessary, or if there is a decision that you are no longer
eligible.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

, Director

Page A.

Attachment to Ruling #24 (June 20, 1951)

Attachment to Ruling #24 (June 20, 1951)

Page 3.

ILLUSTRATION NO. 3 - APPROVED APPLICATION (Initial Payment Deferred)

ILLUSTRATION NO. 3 - APPROVED APPLICATION (Initial Payment Deferred)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

This is to inform you that you have been found eligible to receive _____ assistance.

You will receive the first payment of \$_____ on or about _____ 19____. Payment is not being made until that time because _____.

Thereafter you will receive a check in the amount of \$_____ on or about the first of each month. Any question you may have about these amounts should be discussed with your case worker.

It will be necessary to review your eligibility from time to time. Any change in your circumstances may require a change in your assistance payment.

You will be informed by letter whenever a change in your assistance payment is necessary, or if there is a decision that you are no longer eligible.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

, Director

Mr.
Dear Miss
Mrs.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

, Director

Attachment to Ruling #24 (June 20, 1951)

Page 4.

ILLUSTRATION NO. 4 - APPROVED APPLICATION (Inter-county Transfer)

Registration No. _____

Date _____

Mr.
Dear Miss _____
Mrs. _____

At a meeting on _____ 19____, the _____ County Welfare Board found that you are a resident of this county for purposes of _____ assistance. Therefore, future decisions about your eligibility and future payments of assistance will be made by this county welfare board rather than by the welfare board of the county of your previous residence.

You have been granted assistance in the amount of \$ _____ beginning with a payment to be issued by check on or about _____ 19____.

As you already know, it will be necessary to review your eligibility from time to time. Any change in your circumstances may require a change in your assistance payment.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

ILLUSTRATION NO. 5 - DENIAL

Registration No. _____

Date _____

Mr.
Dear Miss _____
Mrs. _____

This is to inform you that you have been found ineligible for _____ assistance because:

You have the right to reapply whenever you believe your circumstances have changed with respect to the stated cause for ineligibility.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

Page 6.

Attachment to Ruling #24 (June 20, 1951)

Page 5.

ILLUSTRATION NO. 6 - ADJUSTMENT IN GRANT (Change in regular monthly amount)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

Mr.
Dear Miss
Mrs.

This is to inform you that your monthly assistance payment has been changed from \$ _____ to \$ _____ because _____

This change starts with the check which (is enclosed) (you will receive on or about _____ 19____), and future monthly payments will continue to be in the same new amount unless you are advised of a further change.

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

ILLUSTRATION NO. 7 - ADJUSTMENT IN GRANT (for one month only)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

Mr.
Dear Miss
Mrs.

This is to inform you that your assistance payment for this month has been changed from \$ _____ (1) to \$ _____ (2) because (3) _____

This change applies only to the check which (is enclosed) (you will receive on or about _____ 19____). Thereafter future monthly payments will be in the amount of \$ _____ (4) until you are advised of a further change.

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

- (1) Insert here the actual amount of total payment for previous month.
- (2) Insert here the actual amount of total payment for this month.
- (3) Word explanation so that client will understand how much extra money has been made available to meet one or more special requirements.
- (4) Insert here the exact amount of the regular monthly grant, exclusive of non-recurring adjustments for special requirements.

ILLUSTRATION NO. 8 - CONTINUANCE WITHOUT ADJUSTMENT

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

At a meeting on _____ 19____, the _____ County Welfare Board found that you continue to be eligible for _____ assistance. Your assistance payment will still be in the amount of \$_____.

You will be informed by letter if any change in your assistance payment is necessary, or if there is a decision that you are no longer eligible.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

ILLUSTRATION NO. 9 - CLOSING (Because of Loss of Eligibility)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

This is to inform you that you are no longer eligible for assistance because _____

Therefore, you received your last assistance check on _____ 19____.

You have the right to reapply whenever you believe that your circumstances have changed with respect to the stated cause for closing.

According to our records, you received _____ assistance payments* in the total amount of \$_____. According to law, this represents a debt to be repaid by you or your estate at any time that ability to pay exists. (Or an explanation that a statement of the assistance received will be mailed within 60 days.)

(Provide here pertinent advice to the client concerning the future handling and disposition of any known assets.)

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

*In any case for which partial reimbursement has already been received insert here the phrase: ", less repayment already received,"

Attachment to Ruling #24 (June 20, 1951)

Page 7.

ILLUSTRATION NO. 10 - CLOSING (Because of Inter-County Transfer)

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

The _____ County Welfare Board has been notified that your application as a resident of _____ County has been acted upon by the _____ County Welfare Board.

Therefore at a meeting on _____ 19____ the _____ County Welfare Board ordered your assistance grant from this county discontinued.

According to our records you received _____ assistance payments* in the total amount of \$ _____ from the _____ County Welfare Board. According to law, this represents a debt, without interest, to be repaid by you or your estate at any time that ability to pay exists. (Or an explanation that a statement of the assistance received will be mailed within 60 days.)

(Provide here pertinent advice to the client concerning the future handling and disposition of any known assets, particularly any transfer of assets to the custody of another county welfare board.)

Very truly yours, _____

COUNTY WELFARE BOARD

_____, Director

* In any case for which partial reimbursement has already been received insert here the phrase: ", less repayment already received,"

ILLUSTRATION NO. 11 - WITHDRAWAL

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

In your (letter or interview) of _____ 19____, you stated that you wished to withdraw your application for _____ assistance.

This is to inform you that we have officially noted your withdrawal and will therefore take no further action on your application.

You have the right to reapply at any time you believe that you are eligible.

Enclosed you will find:

Very truly yours, _____

COUNTY WELFARE BOARD

_____, Director

Attachment to Ruling #24 (June 20, 1951)

Page 8.

ILLUSTRATION NO. 12 - DISMISSAL

Registration No. _____

Date _____

Mr.
Dear Miss
Mrs.

On _____ 19__ we registered your name as an applicant for _____ assistance. This is to notify you that the application has been dismissed as of _____ 19__ because *

You have the right to reapply at this office at any time if you believe you are eligible and wish to have your eligibility considered.

Enclosed you will find:

Very truly yours,

COUNTY WELFARE BOARD

_____, Director

* Situations (other than death or inability to locate applicant) in which disposition by dismissal is appropriate:

1. Applicant fails to advise welfare board of decision to continue with application within stipulated time limit after first interview.
2. Applicant fails to reply to acknowledgment by welfare board of his initial request for assistance by mail or phone or referral within stipulated time limit.
3. Application registered by referral on assumption person was authorized to act for individual concerned but first contact with individual reveals he does not wish to apply.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____
Ruling #25

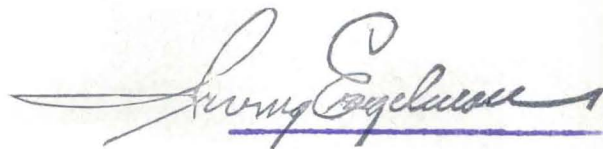
ISSUED: October 15, 1952
(Date)

REV.: _____
(Date)

TITLE: Policy and Procedure on Prompt
Disposition of Applications

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-18

 Irving Engelmann, Chief
Bureau of Assistance

Approved:

By: _____

October 15, 1952

RULING NO. 25

POLICY AND PROCEDURE ON PROMPT DISPOSITION OF APPLICATIONS

- Citation of Law 1. Federal Law. -- Title I, Sec. 2(a) (9) of the Federal Social Security Act, relating to Old Age Assistance, effective as of July 1, 1951, and Title XIV, Sec. 1402(a) (10), relating to Aid to the Permanently and Totally Disabled, effective October 1, 1950, require that "a State plan must.....provide that all individuals wishing to make application for.....assistance shall have opportunity to do so, and that [such aid] shall be furnished with reasonable promptness to all eligible individuals."
- Federal Title I, Sec. 2(a) (4), effective as of July 1, 1951 and Title XIV, Sec. 1402(a) (4), effective October 1, 1950, require that "a State plan must.....provide for granting an opportunity for a fair hearing.....to any individual whose claim.....is not acted upon with reasonable promptness."
- State 2. State Law. -- Section 18 of Title 44:7, R.S., requires that "when the county welfare board receives an application for old age [or disability] assistance, an investigation and record shall promptly be made of the circumstances of the applicant," and provides further that "where an application is not acted upon.....within thirty days after the filing of the application,.....the applicant may appeal, etc."
- Interpre- 3. Federal Interpretation. -- The Social Security Adminis-
tation tration has promulgated* the following general interpretation of the cited provisions of the Federal Act:
- Federal "The purpose.....is to clarify.....and to emphasize the intent of the act that each individual who wishes to claim assistanceshall be assured the right to.....obtain action on his claim without undue delay.....State agencies (are) required toestablish standards for evaluating and methods of controlling the length of time expended during the application processA standard of reasonable promptness will need, of course, to set forth the period of time that the State agency has found to be necessary for processing an uncomplicated application and issuing a payment to an eligible claimant. To set a standard that would make allowances for unusual delays would seem to defeat the purpose of these amendments. The State should be able, however, in case of delay beyond the usual time standard, to show that the reasons for delay were valid and that they resulted either from circumstances wholly within the claimant's control or from some administrative or other emergency that could not reasonably have been avoided."
- Pursuant to this interpretation the Social Security Administration has required that**

* Handbook of Public Assistance Administration, section 2320, 10/1/50.

** Handbook of Public Assistance Administration, section 2331, 11/14/51.

"State plans must

1. Specify a time period to serve as a standard of reasonable promptness for completing the application process in all but exceptional cases. If the period established as the standard.....for old age assistance.....is longer than 30 days, and for aid to the permanently and totally disabled longer than 60 days, the submittal must be accompanied by (a) a statement justifying the necessity for the longer period, and (b) a statement as to the action the State proposes to take to remedy any hindering conditions, and when it will put such action into effect.
2. Provide for informing claimants (a) of the agency's standard of promptness so that each may know the time period within which he should expect action on his claim, and (b) of his right to request a hearing on the basis of the promptness requirement if action is not taken within the specified period to furnish assistance or notify him of his ineligibility."

State

4. State Interpretation. -- The Bureau of Assistance recognizes and adopts the above interpretation of the Social Security Administration as to the extent to which a standard of reasonable promptness in disposing of applications should be assured to each applicant, and finds that the provisions of State law authorize the promulgation by the Bureau of rules, regulations and procedures sufficient to satisfy the requirements of the Federal Act and the cited interpretation thereof.

Normal

Standards

of Reason-

able Prompt-

ness

5. The maximum period of time normally essential to process an application between the date of application (as defined in Temporary Series-County Series No. 3, section 7.) and the date of effective disposition (as defined in regulation 6 below) is

- (a) thirty days for old age assistance; and
- (b) sixty days for disability assistance.

Each county director of welfare shall arrange operational procedures and establish appropriate operational controls within his staff organization to expedite the processing of applications and assure the maximum possible compliance with these standards.

Date of

Effective

Disposition

Defined

6. "Date of effective disposition", as used in the preceding regulation, means:

- (a) in the case of an approved application, the date on which first payment is issued to the applicant, or the date on which written notice of approval is sent to him, whichever is earlier.
- (b) in the case of a denied application, the date on which written notification, informing the applicant of his lack of eligibility and the reasons therefor, is sent to him.

(c) in the case of a withdrawn application, the date on which written notification, confirming to the client that the agency has taken cognizance of his voluntary withdrawal, is sent to him.

(d) in the case of a dismissed application, the date on which written notification, informing the applicant of the dismissal and the reasons therefor, is sent to him; or, with respect to an applicant who died or for whom an application was erroneously registered without his knowledge, the date on which the decision to dismiss the application is determined by the Director of Welfare or by the Welfare Board, whichever is earlier.

Exceptions
from Normal
Standards

7. It is recognized that there will be exceptional cases where the proper processing of an application cannot validly be completed within the 30 day period for old age assistance or the 60 day period for disability assistance, specified in regulation 5 as the normal standard of reasonable promptness. Where substantially reliable evidence either of eligibility or ineligibility is still lacking at the end of thirty days (for old age assistance) or sixty days (for disability assistance), the application shall be continued in pending status in preference to an arbitrary or hasty disposition based on insufficient evidence. In each such case, however, the local agency shall be prepared to demonstrate that the delay resulted from one of the following:

- (a) circumstances wholly within the applicant's control, or
- (b) a determination to afford to an applicant, whose proofs of eligibility have been inconclusive, further opportunity to develop additional evidence of eligibility before final action on his application, or
- (c) an administrative or other emergency that could not reasonably have been avoided, or
- (d) circumstances wholly outside the control of both the applicant and the local agency.

Notifi-
cation

8. When the final disposition of an application for old age assistance is delayed beyond 30 days, or an application for disability assistance is delayed beyond 60 days, written notification shall be sent to the applicant at or before the expiration of such period, such notification to contain information as follows:

- (a) if the reason for delay comes within the description of 7(a) or 7(b), the applicant shall be informed what information he should furnish or what action he must take, and shall be notified that his application will be denied unless he furnishes the information or takes the action within a time specified to make possible the agency's final decision within an additional period of 30 days.

- (b) If the reason for delay comes within the description of 7(c) or 7(d), the applicant shall be informed of the reason for delay and the time within which he may expect to receive either a notice of final action or further advice from the agency.

Local
Agency
Control

9. In order to focus administrative attention on the exceptional cases and to assist in the identification of hindering conditions which may be subject to administrative correction, each director of welfare shall arrange for the maintenance of control records which will disclose at any time the identity of all old age assistance applications which have been in pending status for more than 30 days, and all disability assistance applications pending for more than 60 days, and the reasons therefor. Such records shall be adequate to make possible the preparation of a report of such information at any time that it might be requested by the Welfare Board or the State Bureau.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved: 10-22-52

Elmer V. Andrews,

Deputy Commissioner in Charge of Welfare

Ruling Series.

- No. 25 - Insert in Handbook under Section "Rulings and Bulletins".
Destroy Ruling No. 25 issued June 20, 1951 and Supplement
No. 1 to Ruling No. 25 issued August 9, 1951.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #26

ISSUED: July 15, 1952
(Date)

REV.: _____
(Date)

Supplement #1, 12/29/52
Supplement #2, 9/23/53

TITLE: Authorization for Payments for Cortisone
and ACTH

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-12

 , Chief

Bureau of Assistance

Approved:

By: _____

County Welfare Board Ruling Series No. 26
Municipal Budget Manual 2.300AA

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance
Trenton 8

TO COUNTY WELFARE BOARDS AND MUNICIPAL DEPARTMENTS OF WELFARE

CORTISONE AND ACTH

There are an increasing number of requests for consideration of authorizing payment for cortisone [cortone] and ACTH when recommended by physicians for Old Age Assistance, Disability Assistance or General Assistance recipients.

The Bureau of Assistance has some question about the advisability of the use of public funds to provide these drugs. However, for the next six months [June through November 1952] the Bureau of Assistance will authorize payment for cortisone [cortone] and ACTH if the following procedure is observed:

1. Medical Request for Authorization

Whenever a physician wishes to prescribe cortisone or ACTH for a recipient of Old Age Assistance, Disability Assistance or General Assistance it will be necessary for him to complete the attached form, "Request for Authorization", in triplicate.

2. Agency Procedure

Upon receipt of the attached form the local agency will complete the section indicated on the "Request for Authorization" form and forward two copies to the Bureau.

3. Bureau Approval

Upon receipt of "Request for Authorization" from the attending physician the local agency shall submit such request, in duplicate, to the Bureau of Assistance, attention of Medical Consultant. The Medical Consultant will review the request and advise the county or municipality whether use of cortisone or ACTH for the client is or is not authorized by returning one of the authorization forms with the above notation indicated thereon.

4. Period of Authorization: Reauthorization

a) Initial authorization will be given for a maximum period of three months only.

County Welfare Board Ruling Series No. 26
Municipal Budget Manual 2.300AA
Page 2.

- b) If the physician anticipates continuation of the treatment beyond three months it will be necessary for him to prepare a second "Request for Authorization". This will be forwarded to the local agency and will follow the same procedure as above.

5. Instructions for Physician

A copy of these instructions shall be made available by the local agency to any physician who prescribes or inquires about prescribing cortisone or ACTH for a recipient of Old Age Assistance, Disability Assistance or General Assistance.

6. Extension of Experimental Period by Bureau

It is hoped that before the end of the first months of the experimental period the Bureau of Assistance will be in a position to formulate a permanent policy for approval of the use of cortisone and ACTH. In any event, the local agencies will be advised at least one month in advance of any change in policy. This will provide time to secure reauthorization, or to initiate other arrangements for provision of the drug to eliminate the possibility of interruption of needed treatment.

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Director
Bureau of Assistance

Approved: 7/15/52

Elmer V. Andrews, Deputy Commissioner
Director Division of Welfare

Notice to County Welfare Boards: Insert in Handbook under section "Rulings and Bulletins" - Ruling No. 26.

Destroy any copies of letter dated February 13, 1951, addressed to Essex County Welfare Board, regarding the use of cortisone for recipients of Old Age Assistance.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance
Trenton 8

Revised 12/23/52

AUTHORIZATION FOR USE OF CORTISONE, HYDRO-CORTONE, OR ACTH

1. Request (authorization) (re-authorization) for use of (Cortisone) (Hydro-cortone) (ACTH) for _____
(Last Name) (First Name) (Initial)
of _____,
(Address) (Age)

- a. Use of drug requested for a period of _____, from _____
(Three months maximum) (Date)
to _____.
(Date)

2. SPECIFIC diagnosis for which treatment with Cortisone, Hydrocortone, or ACTH is requested.

3. Average daily dosage _____

4. Check method(s) used to arrive at above diagnosis:
() X-ray, () Laboratory Studies, () Clinical Evaluation, () Consultant

(Name of Physician) (M.D.) (D.O.)

(Address)

(TO BE COMPLETED BY LOCAL AGENCY)

1. Cost of drug (per bottle of 40 tablets, each tablet 25 mg.) _____. Total Cost
of drug for estimated period of treatment _____

(If drug purchased is for injection or in bottles of lesser quantity than 40 tablets or tablets are less than 25 mg. each, please give details as to amount of drug in bottle or vial, dose and cost per bottle or vial.)

(Signature of Representative) of _____
(Local Agency)

(TO BE COMPLETED BY MEDICAL CONSULTANT, STATE BUREAU OF ASSISTANCE)

Authorization is hereby given for the use of the above indicated drug from

_____ to _____ at a total cost of _____.
(Date) (Date)

(Date) _____ M.D.
(Signature of Medical Consultant)
Medical Administrative Consultant
Bureau of Assistance



State of New Jersey
DEPARTMENT OF INSTITUTIONS AND AGENCIES
TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

December 29, 1952

TO COUNTY WELFARE BOARDS AND MUNICIPAL DEPARTMENTS OF WELFARE


County Welfare Board Ruling Series No. 26 and Municipal Budget Manual 2.300AA issued 7/15/52, authorized payment for cortisone and ACTH under specified procedure until November 1952.

This is to extend the authorization under the same procedure through June, 1953. However, certain revisions have been made in the authorization form which is submitted to the Bureau by the local agency. A sample of the revised form is attached and is to be duplicated as needed by the agency.

Please attach this letter and sample revised form as a supplement to Ruling Series No. 26 or to Municipal Aid Regulation 2.300AA, as appropriate.

Very truly yours,

DEPARTMENT OF INSTITUTIONS AND AGENCIES


Marc P. Dowdell, Director
Bureau of Assistance

Approved 12/29/52
Elmer V. Andrews
Deputy Commissioner in Charge of Welfare

Ruling Series - Supplement #1 to Ruling No. 26
Municipal Aid Regulations - Supplement #1 to 2.300AA



State of New Jersey

DEPARTMENT OF INSTITUTIONS AND AGENCIES

TRENTON 8

BUREAU OF ASSISTANCE
148 WEST STATE STREET

September 23, 1953

To County Welfare Boards and Municipal Departments of Welfare:

Under date of December 29, 1952 you received a supplement, in the form of a circular letter, to County Welfare Board Ruling Series No. 26 and Municipal Budget Manual 2.300AA. This supplement extended authorization for payment for cortisone and ACTH under specified procedure through June 1953 and provided a sample revised authorization form.

This is to advise that the current policy and procedure are to continue in effect until further notice.

Please attach this letter as a supplement to Ruling Series No. 26 or to Municipal Aid Regulation 2.300AA, as appropriate.

Very truly yours,

DEPARTMENT INSTITUTIONS AND AGENCIES

Marc P. Dowdell, Chief
Bureau of Assistance

MFD:MCRw

Approved: 9/23/53
Elmer V. Andrews,
Director of Welfare

State of New Jersey
Department of Institutions and Agencies
Division of Welfare

BUREAU OF ASSISTANCE

REGULATION # _____

Ruling #28

ISSUED: _____
(Date)

REV.: June 1, 1953
(Date)

Supplement #1, 5/7/54
Supplement #2, 4/26/55

TITLE: Allowances for Visiting Nurse Service

SUBJECT: _____

STATUTORY REFERENCE: R.S. 44:7-12

 _____, Chief

Bureau of Assistance

Approved:

By: _____

County Welfare Board Ruling Series No. 28
Municipal Budget Manual 2.300A
Revised June 1, 1953

State of New Jersey
Department of Institutions and Agencies
Division of Welfare - Bureau of Assistance
Trenton 8

TO COUNTY WELFARE BOARDS AND MUNICIPAL DEPARTMENTS OF WELFARE

Temporary Regulations for Allowances for Visiting Nurse Service

Effective May 1, 1953 and to continue until May 1, 1954, unless otherwise changed by direction from the Department, allowance for fees for visiting nurse service to recipients of Disability Assistance, Old Age Assistance and General Assistance shall be made at the prevailing rate charged by the particular visiting nurse association but not to exceed \$3.00 per visit.

"Prevailing rate" means the lowest amount charged by the association, to any individual or agency purchasing the service, as representing full payment for the service.

It is the intent of this ruling that all public assistance agencies shall pay no more than necessary for the required services, and in no event more than the temporary maximum specified above. Full advantage shall be taken of any situation where visiting nurse services are available at a cost less than the \$3.00 maximum.

County Welfare Boards and Municipal Departments of Welfare will destroy any existing copies of a letter dated February 20, 1951, in which the maximum allowance for visiting nurse service was set at \$2.10 per visit.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Marc T. Dowdell
Marc T. Dowdell, Director
Bureau of Assistance

Approved: 6/1/53
Elmer V. Andrews
Deputy Commissioner in Charge of Welfare

County Welfare Boards: Insert in Handbook under section "Rulings and Bulletins" - Ruling No. 28. Destroy Ruling No. 28, issued 5/14/53

Municipal Welfare Departments: Insert in Municipal Budget Manual 2.300A. Destroy 2.300A issued 5/14/53.

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

County Welfare Board Ruling Series No. 28
Supplement No. 1
Municipal Budget Manual 2.300A

TO COUNTY WELFARE BOARDS AND MUNICIPAL DEPARTMENTS OF WELFARE

Temporary Regulations for Allowances for Visiting Nurse Service

The temporary regulation issued 6/1/53 regarding allowable rates for Visiting Nurse visits expired 5/1/54. This is to advise that this regulation is hereby extended in full force and effect until May 1, 1955.

Payment for Visiting Nurse visits shall be made at the lowest rate charged by the particular association to any individual or agency purchasing the service, but not to exceed \$3.00 per visit.

DEPARTMENT OF INSTITUTIONS AND AGENCIES

THOMAS J. DOWDELL
Marc F. Dowdell, Chief
Bureau of Assistance

Approved: 5/7/54
Elmer V. Andrews
Director of Welfare

County Welfare Boards: Insert in Handbook under section "Rulings and Bulletins"- Ruling No. 28, Supplement No. 1

Municipal Welfare Departments: Insert in Municipal Budget Manual 2.300A

WFD/MCRd

State of New Jersey
Department of Institutions and Agencies
Division of Welfare-Bureau of Assistance

County Welfare Board Ruling Series No. 28
Supplement No. 2

Municipal Budget Manual 2.300A

April 26, 1955

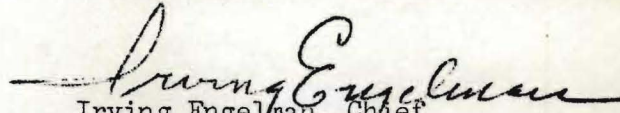
TO: COUNTY WELFARE BOARDS AND MUNICIPAL DEPARTMENTS OF WELFARE

RE: Regulations for Allowances for Visiting Nurse Service

This is to advise you that the regulation issued 6/1/53 regarding allowable rates for visiting nurse service is hereby extended until further notice.

Payment for visiting nurse visits shall be made at the lowest rate charged by the particular association to any individual or agency purchasing the service, but not to exceed \$3.00 per visit.

DEPARTMENT OF INSTITUTIONS AND AGENCIES


Irving Engelman, Chief
Bureau of Assistance

IE/MCRd

Approved: 4/27/55
Elmer V. Andrews
Director of Welfare

County Welfare Boards: Insert in Handbook under section "Rulings and Bulletins" - Ruling No. 28, Supplement No. 2.

Municipal Welfare Departments: Insert in Municipal Budget Manual 2.300A.