



## State of New Jersey

DEPARTMENT OF CHILDREN AND FAMILIES  
OFFICE OF CONTRACT ADMINISTRATION, ACCOUNTING AND PROCUREMENT  
PO Box 717  
TRENTON, NEW JERSEY 08625-0717

JON S. CORZINE  
*Governor*

KIMBERLY S. RICKETTS  
*Commissioner*

December 1, 2008

Dear Colleague:

On behalf of the Department of Children and Families (DCF), Office of Contract Administration I would like to take this opportunity to wish you and your staff a happy and healthy holiday season and New Year.

I would also like to take this opportunity to remind you that DCF funds cannot be used to cover the cost of staff holiday parties. Please note that this policy pertains not only to DCF contracted funds, but to any funding received for services provided to DCF children and families including Medicaid or DYFS fee for service. This does not apply to programs and events that are for agency clients.

Further information on unallowable expenditures can be found in the DCF Contract Reimbursement Manual (Section 4.7 Item 5 Entertainment Costs) which is available on our website at <http://www.nj.gov/dcf/contract/manuals/index.html> Also please feel free to contact your Contract Administrator for clarification. Please note that the Department is reviewing this area of contract policy and may further clarify or revise allowable expenditures.

Thank you in advance for your cooperation and as always for your valued partnership in providing services to the children and families of New Jersey.

Sincerely,

A handwritten signature in black ink that reads "Valery Bailey".

Valery Bailey, Director  
Office of Contract Administration