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SUBJECT: Reporting of Suspected Fraud, Waste or Abuse by Department or Provider Agency Personnel

I. PURPOSE

The purpose of this Administrative Order is to establish policies and procedures for the reporting of suspected incidences of fraud, waste or abuse by Department or provider agency personnel.

II. SCOPE

This Order has Department-wide applicability.

III. DEFINITIONS

The following term(s), when used in this Order, have the meanings indicated:

Abuse means activities by any party that are inconsistent with sound fiscal or business practices, including misuse of state resources, which result in unnecessary cost to the Department of Children and Families (DCF) or generally to the State of New Jersey.

Fraud means a knowing misrepresentation of truth or concealment of a material fact to DCF's or the State's detriment, inclusive of embezzlement.

Waste means the thoughtless or careless expenditure, consumption, mismanagement, use or squandering of resources owned or operated by DCF to the detriment or potential detriment of the State. Waste also includes incurring unnecessary costs because of inefficient or ineffective practices, systems, or controls.

IV. POLICY

A. Consistent with federal and State law, the Department of Children and Families strictly prohibits all acts that constitute fraud, waste and abuse.

B. It is incumbent upon all Department and provider agency personnel to vigilantly safeguard public resources. Suspected incidences of fraud, waste or abuse must be reported promptly to the Department Audit Manager (dcfauditing@dcf.state.nj.us). Additionally, reports of incidents of fraud, waste, and abuse may be made to the Office of the State Comptroller (1-855-OSC-TIPS/1-855-672-8477). Finally, incidences of fraud, waste or abuse in federally funded programs are to be reported directly to the Inspector General of the U.S Department of Health and Human Services (1-800-HHS-TIPS/1-800-447-8477).

C. The Director of each Division, Office, or provider agency shall develop appropriate procedures to ensure that reports of fraud, waste or abuse are conveyed to the appropriate authority as required in (B) above.

D. Pursuant to the New Jersey False Claims Act, N.J.S.A 2A:32C-1 et seq., neither the Department, its subordinate Divisions and Offices, nor any provider agency shall engage in retaliatory activity against employees, clients or other persons making good-faith reports of waste, fraud or abuse.

E. Department and provider agency personnel are required to cooperate with agencies investigating reports of fraud, waste or abuse, including but not limited to the Office of the State Comptroller, the Office of the Attorney General, the Office of the State Auditor and any state or federal law enforcement agency having jurisdiction to investigate such claims.

Allison Blake, PH.D., L.S.W.
Commissioner

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