



New Jersey Department of Children and Families Policy Manual

Manual:	CON	Contracting	Effective Date:
Volume:	I	Contract Policy and Information Manual (CPIM)	
Chapter:	A	Contract Policy and Information	8-31-2007
Subchapter:	1	Contract Negotiations and Revisions	
Issuance:	1.03.2007	Charitable Registration and Investigation Act	Revised:

I. PURPOSE

The purpose of this policy is to advise private non-profit provider agencies of the necessity to be in compliance with the Charitable Registration and Investigation Act of 1994, P.L. 1994 Chapter 16 (N.J.S.A. 45:17A-18 et seq.) The Act applies to non-profits with fiscal years ending December 31, 1994 and thereafter.

II. SCOPE

This policy applies to all private non-profit provider agencies that contract with the Department of Children and Families.

III. DEFINITIONS

Charitable Registration and Investigation Act N.J.S.A. 45:17A-18et seq., specifically 45:17A-21b was developed to protect the public from fraud and deceptive practices.

IV. POLICY

Private non-profit provider agencies must be in compliance with the Charitable Registration and Investigation Act of 1994 and all reporting and auditing requirements of the Division of Consumer Affairs, Office of Consumer Protection.

V. PROCEDURES

- A. In accordance with policy [CON-I-A-1-1.01.2007](#), Documents and Conditions Required for Processing, Executing and Documenting a Third Party Contract, upon request the provider agency must provide written verification of compliance with all conditions of the Charitable Registration and Investigation Act. Information about the Act can be obtained by telephoning the Division of Consumer Affairs, Office of Consumer Protection, P.O. Box

45021, Newark, NJ 07101 at (973) 504-6215 or reviewing online at www.njconsumeraffairs.gov/ocp/charities.htm.

- B. Every registered organization, unless otherwise exempt, is required to file an annual Registration Statement with the Division of Consumer Affairs, Office of Consumer Protection, Department of Law and Public Safety within six months of the close of its fiscal period.

Commissioner