



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:	1.06.2007	Standardized Board Resolution Form	Revised:

I. PURPOSE

The purpose of this policy is to standardize the content of the Provider Agency Board Resolutions across all Department of Children and Families (DCF) Departmental Components to assure that all of the required obligations are identified and committed to by the Provider Agency Board.

II. SCOPE

This policy applies to all DCF Third Party incorporated contracted Provider Agencies.

III. POLICY

Periodically, Boards of Directors, in conducting the business of their organizations, attest to their actions or decisions by way of written resolutions. The DCF requires incorporated Contract Providers to file the attached standard board resolution when executing a DCF Third Party Social Service Contract.

Requirements for completion, updating and submission

The [Attachment 1](#), Pages 1 and 2 are to be completed by the Agency.

When any changes occur that would affect the contents of the form, the Board is to convene and complete a new Board Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DCF policy.

The completed form is to be returned to the Departmental Component with all other required contract documents as part of the contract package. (See policy [CON-I-A-1-1.01.2007](#), Documents and Conditions Required for Processing, Executing and Documenting a DCF Third Party Contract.)

Commissioner