



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	IV	Out of Home Placement	
Chapter:	B	Resource Care	10-12-2010
Subchapter:	1	Recruitment of Resource Homes (Foster and Adoptive)	
Issuance:	300	Recruitment Funding (FCAR/FCAT)	

Introduction 8-17-90

Adoption and foster home recruitment has the dual purpose of enhancing public awareness of issues related to adoption and foster care and developing new homes for children in need. Recruitment can focus on a population of children, such as handicapped youngsters, or it can target the special needs of individual children.

Recruitment activities can be divided into three categories:

- Formal - the overall plan or campaign for the dissemination of information and the development of new homes.
- Informal - the day to day staff activity which promotes positive public image and awareness and involves community leaders and active foster and adoptive parents in the search for homes.
- Response - the engagement process between inquirer and agency.

Although the Recruitment Specialists and Home Finding Specialists in each office hold primary responsibility for overseeing and coordinating activity, recruitment activity cannot succeed without the full commitment and support of the entire agency.

Formal Recruitment 8-17-90

A formal recruitment plan is multi-faceted and provides for statewide as well as local campaigns. Its efforts encompass general categories as well as specific child need issues. The program design targets various cultural and racial populations. The Recruitment Specialist and Home Finding Specialist in each county/LO are responsible for participation on the statewide level for insuring that local efforts are compatible with the general campaign, while adequately addressing local needs and resources.

In order to maximize the effectiveness of the overall recruitment effort, it is essential to enlist the services and assistance of outside community groups and leaders. It is also helpful to have the support and/or endorsement of a prominent individual or celebrity. Such endorsements lend credibility to the recruitment effort but, more importantly, the endorsements promote interest by the public. However, celebrity support is of little value unless it is part of a larger, coordinated recruitment campaign with appropriate follow-up response.

Types of Formal Recruitment 8-17-90

Formal recruitment activity may include any activity designed to be part of an overall recruitment campaign whether the specific effort is on a large or small scale. Such activity may include but is not limited to:

- public service television or radio announcements;
- utilizing private sources of publicity such as newsletters for labor organizations, corporations, or the military;
- statewide adoption or foster care week;
- development of informational pamphlets and posters in English and Spanish;
- development of adoption listings and exchange programs;
- distribution of resource material;
- public speaking engagements;
- development of community and corporate interest, sponsorship, and advocacy;
- statewide/area/local informational or recognition conferences;
- participation in a "One Church, One Child" type program, a church- the religious community;
- development of public awareness programs;
- development of major recruitment initiatives;
- preparing photo listings with regular updated reports;
- contracting with professional advertisement agencies for recruitment campaign activities;

- celebrity endorsement.

No formal recruitment program is complete without a strong informal component that augments the larger campaign goals. The Recruitment or Home Finding Specialist serves as liaison to statewide activity by sharing information about local initiatives and insuring that statewide efforts are responsive to local needs. In the capacity of liaison, the Specialist also disseminates information, a function which is particularly important to promote adequate response when inquiries are generated by recruitment efforts.

Informal Recruitment 8-17-90

Informal recruitment runs the gamut of any internal and external activity that reinforces public awareness and promotes interest in children for whom substitute homes are needed. It generally involves direct contact between agency staff and a person or group in the community. It may be a casual luncheon engagement between a staff member and an interested community sponsor such as a clergyman, corporate or local business person, an in-house staff group, or it may be part of a highly structured statewide campaign that emphasizes local concerns. Informal recruitment initiatives are noted on the Recruitment Plans.

Recruitment must become second nature to all those interested in child welfare so that every opportunity to recruit is pursued to full advantage. Generally, a year or so passes between the time an individual's interest is initially stirred until that interest is pursued to the point of inquiry. Thus, it is extremely important that the potential applicant's interest is regularly reinforced. Informal recruitment activity helps keep the recruitment objectives in the public eye and includes but is not limited to:

- public speaking at schools, community groups, fairs or special events;
- holding an open house for community members to visit local offices;
- maintaining regular, on-going semi-social contacts such as lunch with community leaders or civic groups, church auxiliaries, active foster/adoptive parents, or staff of other agencies with compatible interests or goals;
- pursuing media events, such as "waiting child" columns in local newspapers, feature articles on special events or special foster/adoptive families, radio talk shows, or T.V. announcements;
- developing a comprehensive list of community organizations that may be able to provide valuable volunteer assistance;
- developing programs for resource parent sponsorship of new families and applicants;

- encouraging the recruitment of new homes by existing foster and adoptive parents;
- closely collaborating with foster and adoptive parents for ongoing agency assessment of how CP&P can do the job better and for volunteer assistance to expand CP&P' ability to reach more potential foster and adoptive homes;
- distributing posters, pamphlets, cards, stickers on substitute parenting;
- developing and encouraging support groups from existing foster and adoptive parents;
- enlisting the support, ideas, and efforts of local businesses and corporations in recruitment activity;

Response 8-17-90

Whenever an inquiry is generated, it is essential that the inquirer's first contact with the agency be supportive, encouraging, and informative. The inquirer may have considered the matter at length prior to contacting the agency or he might have responded spontaneously to a newspaper article or poster. The Worker's primary objectives at this stage of recruitment are:

- to convey appreciation for the inquiry;
- to express belief that the inquirer is a potential resource for a child;
- to express the agency's commitment to finding families for children;
- to extend assistance to the inquirer in the adoption or foster care process;
- to provide information; and
- to obtain basic information.

The purpose of recruitment is to screen in, not screen out, potential families.

It is essential that each Local Office establish a system for receiving, tracking and processing inquiries in a timely and efficient manner. At no time should an inquirer be referred to another office for preliminary information on substitute care on a specific child. The person taking the inquiry, if he cannot provide preliminary information directly, determines the inquirer's preliminary questions and re-contacts the inquirer as soon as the answers to the preliminary questions have been determined. The return call occurs no later than the next working day. Once preliminary questions have been

answered, the inquirer may be appropriately referred to a more suitable resource for in-depth information. The inquirer is advised that his inquiry is being routed to the appropriate office and the address and telephone number of that office is provided.

A short written letter with a copy to the appropriate office keeps the inquirer engaged and cues the receiving office to follow-up. Whenever possible, appropriate recruitment literature is included with the letter to the inquirer.

Media Recruitment 8-17-90

Media publicity, newspapers, television or radio, may generate substantial inquiries into foster care and adoption services. If the publicity refers to a particular child, as in a waiting child newspaper column, it is important that all potential response staff are fully alerted to the nature and content of the publicity. Similarly, the non-CP&P generated publicity about foundlings or abandoned children is likely to generate many inquiries and questions that need accurate response. The Recruitment Specialist is responsible for monitoring statewide and local publicity and disseminating information to all potential response staff. For instance, if the Recruitment or Home Finding Specialist has arranged for a feature story on a child to appear on television, part of the recruitment effort includes a statewide memo to Recruitment and Home Finding Specialists in other offices to insure appropriate response. Whenever possible, the dissemination of publicity information is shared with all potential recipients of inquiries.

NOTE: All mass media recruitment activity generated from within the Division must be approved by the Office of Community Education or the Assistant Commissioner's Office. However, adoption home recruiters may pursue "waiting child" publicity for children registered on the Adoption Exchange in local newspapers only without prior approval.

Photo Listings 8-17-90

For children in need of adoptive homes, photo listings and information sheets on available children are important components of effective recruitment material. Workers for the children work with the Recruitment or Home Finding Specialists to maintain current references. The photographs of the youngsters are black and white glossy pictures, preferably 5 x 7 or 8 x 10 inches in size. Whenever possible, several copies of the photograph are made available for appropriate distribution to all LO for use in general recruitment programs; and to be submitted to the Central Office Adoption Unit for inclusion in Adoption Exchanges. The child's Worker or the Recruitment Specialist prepares a publicity summary on the child which is an accurate, yet positive, portrayal of the child's strengths and needs. The Recruitment Specialist is responsible for appropriately disseminating the information and photographs on the child.

NOTE: Children who are not legally free for adoption may not be featured in any photo listings or recruitment activity without the permission of the legal parent. Also see [CP&P-IV-C-1-1000](#), Photographing Children for the Exchange.

Recruitment in the Hispanic Community

8-17-90

Many of the children requiring substitute care are Hispanic. They may be English speaking, bilingual or Spanish speaking. Placement in a foster or adoptive home of a different cultural or ethnic background may add to the emotional stress of placement that the child already experiences. Therefore, the Division develops homes that meet the cultural needs of the children.

In order to facilitate and welcome the applications of members of the Hispanic community, the Division must prepare an appropriate recruitment campaign and, equally important, the Division must prepare an appropriate response plan. Essential to both aspects is the establishment of a "state of readiness" within the local offices:

- staff recognition of ethnic diversity;
- avoidance of socio-economic stereotyping;
- establishing a relationship of trust and mutual understanding with leaders in the Hispanic community.

Recruitment and Home Finding Specialists may pursue a number of methods by which resources in the Hispanic community may be developed. Some of the ways in which Hispanic recruitment may be pursued include but are not limited to:

- insuring that all appropriate recruitment literature is available in translation;
- developing recruitment campaigns specifically directed toward the Hispanic community;
- developing in-service training to enhance staff awareness and understanding of the Hispanic culture;
- preparing comprehensive statistics on Hispanic children in need of homes - age, sex, where the children are currently living, how they became separated from their families, etc. to insure that recruitment efforts are appropriately targeted;
- networking with community leaders regarding the needs of the children and working with the community on developing improved service delivery to applicants;
- providing Spanish-speaking persons, when possible, to respond to inquiry calls. The office arranges for a follow-up response to the inquirer by a Spanish-speaking person when the initial call is not handled by a Spanish-speaking person.

- contacting Hispanic news organizations, (print, radio and television);
- establishing a resource of Hispanic foster or adoptive families that may assist new families;
- providing Hispanic persons to assist in speaking engagements or recruitment activities. If one is not available within the office, establish linkages with other offices or community volunteers.

Recruitment in the African-American Community

8-17-90

As in the Hispanic community, recruitment efforts in the African-American community require special focus, individual attention and commitment to developing homes to meet the cultural needs of the African-American children the agency services. One critical area to be addressed when developing a campaign to reach members of the African-American community is the sensitization of staff to the understandable, but often misinterpreted, reserve the African-American community has toward working with a public agency. Historically, the African-American community has cared for children in need without public sanction or financial support. Thus, there is a greater need to enhance agency visibility within the African-American community and to incorporate, whenever possible, a member of the African-American community in recruitment activity. This effort on the part of all agency staff promotes a more trusting relationship between the agency and the African-American community.

Some of the ways in which recruitment in the African-American community may be pursued include but are not limited to:

- preparing comprehensive statistics on African-American and interracial children in need of homes - age, sex, where the children are currently living, how they became separated from their families, etc., to insure that recruitment efforts are appropriately targeted;
- networking with community leaders, African-American fraternal organizations, African-American media, magazines and newspapers regarding the needs of the children and working with the community on developing improved service delivery to applicants;
- developing resources of African-American resource families (buddy system or parent advocate leaders) to assist new families in negotiating the resource family system and later succeeding with the youngsters placed with them;
- expanding the flexibility of intake time and location by allowing initial contacts for general information sharing to take place in the applicant's home, church, or community building;

- providing in-house training on single parents (especially male), common-law marriages, the older parent, or the religious family. Many African-American families have strong religious convictions which may be misunderstood;
- working closely with leaders of the African-American community on all levels of adoption and foster care;
- providing in-service training to enhance staff awareness and understanding of African-American culture;
- pursuing a "One Church, One Child" concept as well as other church connected activities, for the development of new homes.

Recruitment Plans

8-17-90

It is important to have clear objectives and an organized approach to recruitment through the development of a recruitment plan that is responsive to both local and statewide needs assessments. The recruitment plan states the identified needs and provides a planned, step-by-step approach for addressing those needs.

Recruitment Specialists and Home-finding Supervisors are responsible for developing local resource parent recruitment plans with the input of the LO manager. The plans summarize the recruitment activities and goals planned for the forthcoming fiscal year; and are due in the Area Offices by March 1 of each year.

The local recruitment plan(s) includes:

- a statement of foster/adoptive home resource needs for the county/area (assessment);
- a listing of the goals for recruitment for the year;
- a listing of the objectives for recruitment for the year;
- a listing of events/activities planned to achieve each objective including time frames, dates and individuals responsible;
- a listing for each activity/event of any supports or resources needed from the NJ FAFS, Central Office, Area Office, Office of Community Education, community, etc.;
- a spending plan for Foster Care and Adoption Recruitment FCAR monies;
- the identification of any additional fiscal issues/needs.

The Area Offices meet with local foster and adoptive home representatives to review, comment, coordinate activities and expenditures, and provide Area Office approval of the plans by April 15. Representatives from the Office of Policy, Planning and Support, the Office of Community Education, and the New Jersey Foster Parents Association should participate in these meetings to insure that statewide activities appropriately reflect the stated local needs and goals.

The Area Office summary includes:

- a listing of key area needs and initiatives;
- a monitoring program to assess the progress of the county activities on a quarterly basis;
- the designation of an FCAR Specialist in each county office/LO.
- a general statement of the foster and adoptive home needs for the area as a whole;
- a listing of specific area/county initiatives designed to address the most pressing needs.

The Area Office forwards copies of the local plans along with a summary of the area's overall recruitment objectives to the Assistant Director of Program Operations who then develops a statewide recruitment plan based upon the local plans.

The statewide plan includes:

- a statement of foster and adoptive home resource needs for the State;
- a listing of the general or overall goals for recruitment for the year;
- a listing of events and activities planned to achieve each objective, including time frames/dates and individuals responsible;
- a listing for each activity and event of any supports or resources needed from the NJ FAFS, other Central Office Units, the DCF, the community, etc.;
- a spending plan for FCAR monies based upon the specified allocation.

The Assistant Director of Program Operations and the NJ FAFS establish the recruitment activities for which that organization will be responsible through contract. These activities will be included as part of the Statewide Recruitment Plan.

Procedure for Completing the Recruitment Plans

8-17-90

RESPONSIBILITY	ACTION REQUIRED
RFSW/Recruitment Specialist	<ol style="list-style-type: none"> 1. Assess foster/adoptive needs within the county 2. Develop a list of the recruitment goals for the year based on the assessed needs. 3. Develop a list of recruitment events/ activities to address the objective and designate a lead or responsible person for each activity. 4. Evaluate the recruitment objectives for funding issues, community support, and resource needs. 5. Prepare a Recruitment Plan by March 1, which itemizes: <ul style="list-style-type: none"> • the county needs; • the designated plan to address those needs; • the time frames for achieving the objective of the plan; • the person responsible for the activity; • the supports or resources needed from the NJ FAFS, Central Office, Office of community Education, the community or other source; • the spending plan for Foster Care and Adoption Recruitment FCAR funds; • additional fiscal issues or needs within the county.
LO Managers or Designee	<ol style="list-style-type: none"> 6. Review proposed plan to assess appropriateness to resource needs and allocation. Make recommended revisions as appropriate.
Area Resource Family Specialist and Resource Family	<ol style="list-style-type: none"> 7. Conduct area meetings to coordinate activities and efforts to review area needs by April 1.

Recruiters	8. Prepare area summary of Recruitment Plan and submit the summary to the Assistant Director of Program Operations by April 15 which: <ul style="list-style-type: none"> • lists key area initiatives; • provides for a quarterly monitoring system; • designates an FCAR Specialist; • provides a general statement of area foster/adoptive home needs; • provides a plan to address
Assistant Director of Program Operations	9. Prepare a statewide Recruitment Plan which: <ul style="list-style-type: none"> • lists general objectives; • lists activities/events and supports or resources needed; • provides a spending plan for FCAR monies.

FCAR/FCAT Funds 8-17-90

Each year monies are made available to the Local Offices through the Area Offices for recruiting and developing foster and adoptive homes in the state. These monies are a specific allocation out of the State Aid appropriation funds, and are designated as FCAR/FCAT Funds - Foster Care and Adoption Training.

In order for staff to use the funds, Department of Treasury procedures must be followed for payments to be made. The Department of Treasury procedures govern all payments made by state agencies regardless of the funding source. Additional information about the Department of Treasury procedures is available through the DCF Office of Accounting.

FCAR/FCAT Funding - Allocations, Monitoring, and Special Approvals 8-17-90

The distribution and monitoring of FCAR/FCAT funding is managed in the Office of Program Operations by the FCAR/FCAT Manager. The FCAR/FCAT Manager convenes a meeting in May of each year with representation from the units that are potential candidates of the management of FCAR/FCAT funds: the Office of

Community Education, the Office of Program Operations, the Office of Policy, Planning and Support, the Adoption Unit, and the Office of Training and Professional Development. The potential managers/coordinators of the funds present their allocation needs to the FCAR/FCAT Manager in the form of Operational Plans or recruitment plans.

Allocation of all FCAR/FCAT funds is completed by July 1 of the fiscal year and are available for use immediately thereafter.

Each County Office or Central Office Unit manager of FCAR/FCAT funds designates an FCAR/FCAT Specialist as part of their recruitment plan. The FCAR/FCAT Specialist monitors the use of FCAR/FCAT funds within their unit of responsibility. The monitoring report of each fiscal year becomes part of the allocation request for the next fiscal year. FCAR/FCAT funding requests not signed by either an FCAR/FCAT Specialist or the FCAR/FCAT Manager are not processed by the DCF Office of Accounting or the Purchasing Unit.

Disagreements in the allocation of FCAR/FCAT disbursements are resolved through an appeal process, first to the FCAR/FCAT Manager and then to the Assistant Director of Program Operations.

Expenditure of FCAR/FCAT Monies **8-17-90**

Non-refreshment/Entertainment Purchases **8-17-90**

Purchases of non-refreshment/entertainment items of less than \$150.00 are obtained by requesting a State of New Jersey Payment Voucher, PV 6/93 from the Purchasing Unit, Office of Facilities Management. The request must include the intended use for the FCAR/FCAT funds. The Purchasing Unit determines the appropriate vendor, and with the Office of Accounting initiates the State of New Jersey Payment Voucher, PV 6/93. The Payment Voucher is forwarded to the selected vendor for goods/services required. The Payment Voucher, PV 6/93, serves to guarantee the vendor that funds are available, and that proper approval for disbursement of the funds has been obtained.

Upon delivery of the goods/services the vendor completes and submits the State of New Jersey Payment Voucher, PV 6/93, to the office that received the goods/services. The Payment Voucher is reviewed for completeness and accuracy and signed, acknowledging receipt of the goods/services. The recipient office submits the Payment Voucher to the Central Office FCAR/FCAT Manager with a copy to the Regional Administrative Analyst/Area Office Budget Analyst.

Purchases of \$150.00 - \$2500.00 for non-refreshment items follow the same procedures as in this section, except:

- the Purchasing Unit may request three (3) telephone quotes of possible vendors, and

- enter on the Summary of Telephone Quotations, PB-119, the results.

In all cases follow the specific directions of the Purchasing Unit.

Questions concerning non-refreshment purchases are directed to the Central Office Purchasing Unit.

For purchases of more than \$2500 for non-refreshment/entertainment items, contact the Central Office Purchasing Unit for special procedures.

For CP&P purposes with respect to recruitment activity, the following Department of Treasury definition of entertainment/receptions is most applicable:

"For all agencies, costs of meals and refreshments for all officially scheduled receptions, meetings or conferences, provided that such expenses are directly related to the goals or objectives of the programs for which the funds are appropriated:"

For refreshment/entertainment expenditures of more than \$50.00, a State of New Jersey Payment Voucher, PV 6/93, must be completed 2 to 3 months in advance of the expenditure. This is a pre-approval process which involves approval from CP&P administration, the Department of Children and Families and the Department of Treasury.

Payments for expenditures are generated through the use of the PV 6/93, State of New Jersey Payment Voucher, after services have been rendered or purchases have been made. All requests for these expenditures must be included in the "Calendar of Events" submitted by the Area Offices.

Contact the Office of Accounting with questions concerning procedures to vendors for refreshments/entertainment.

Procedures for Expenditure of FCAR/FCAT Monies

8-17-90

RESPONSIBILITY	ACTION REQUIRED
Assistant Director,	1. Designate statewide FCAR/FCAT Manager.
FCAR/FCAT Manager	2. Convene meeting in May with potential recipients of FCAR/FCAT funds to determine allocations.

	3. Allocate FCAR/FCAT funds by July 1 of the fiscal year.
LO Managers	4. Designate FCAR/FCAT Specialist to monitor use of funds and submit name of FCAR/FCAT Specialist to Office of Accounting.
FCAR/FCAT Specialists	5. Monitor FCAR/FCAT spending procedures and maintain records of spending activity to be used as part of the allocation request for the following year.
	6. Participate in allocation meeting in May for the following fiscal year.

Procedures for Non-refreshment/Entertainment Purchases 8-17-90

RESPONSIBILITY	ACTION REQUIRED
FCAR/FCAT Specialist	<p>1. For purchases of non-refreshment/ entertainment items costing less than \$150.00:</p> <ul style="list-style-type: none"> • request from the Purchasing Unit a State of New Jersey Payment Voucher, PV 6/93, including a description of the intended use; • select the vendor, and initiate the Payment Voucher; • forward Payment Voucher to the selected vendor; • complete and submit the Payment Voucher to the office which received the goods/services; • review the Voucher for completeness and accuracy; • sign the Voucher acknowledging receipt of the goods/services; • submit the Voucher, PV 6/93, to the Central

	<p>Office FCAR/FCAT Manager;</p> <ul style="list-style-type: none"> submit a copy to the Regional Administrative Analyst/Area Office Budget Analyst.
FCAR/FCAT Specialist	<p>2. For Purchases of \$150.00 to \$250.00 for non-refreshment/entertainment items:</p> <ul style="list-style-type: none"> contact Purchasing Unit for specific instructions; if directed, obtain 3 telephone quotes and record the quotes on a PB-119, Summary of Telephone Quotations; record the estimates on a PB-119, Summary of Telephone Quotations; submit the completed PB-119 to the Purchasing Unit.
Purchasing Unit	3. Review the PB-119 bids and prepare a State of New Jersey Payment Voucher, PV 6/93.
	4. Send Payment Voucher to the vendor with a copy to the LO.
Vendor	5. Initiate and complete requested service provision.
FCAR/FCAT Specialist	6. Complete and sign the Payment Voucher and send it to the LO.
	7. Confirm that service has been rendered and forward Payment Voucher to FCAR/FCAT Manager with a photo copy to the Business Office with a notation that it is an FCAR expenditure.
	8. For questions about non-refreshment purchases over \$150.00, contact the Purchasing Unit
	9. For purchases of more than \$2,500.00 for non-refreshment/entertainment items, contact the Purchasing Unit.
FCAR/FCAT Manager	10. Allocate to various offices or projects, as appropriate, any funds not specifically obligated

	by May 15 of the current fiscal year.
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Procedures for Refreshment/Entertainment Purchases

8-17-90

RESPONSIBILITY	ACTION REQUIRED
FCAR/FCAT Specialist	1. For refreshment/entertainment expenditures of more than \$50.00:
	<ul style="list-style-type: none"> complete a Request for Travel Form 2 to 3 months in advance of the expenditure;
	<ul style="list-style-type: none"> submit the Form to the Senior Staff Manager for approval with a copy to the FCAR Manager; and
	<ul style="list-style-type: none"> route the Form to the Office of Accounting for processing.
Senior Staff Office	2. When approval is received from the Department of Treasury, authorize the service to the requesting office.
LO	3. When the service is rendered, the vendor completes the PV 6/93, State of New Jersey Payment Voucher, and submits it to the Office of Accounting to generate payment

Requesting and Accounting for FCAR Cash Advances 10-12-2010

Each Local Office is responsible for preparing an Event Calendar on a quarterly basis and forwarding a copy to the Office of Accounting. The Event Calendar includes a projected cost request for each event listed.

Based on the accumulation of all the Event Calendars for Foster Care and Adoption Recognition Month, the Office of Accounting prepares a State of New Jersey Payment Voucher, PV 6/93. The money for recognition events is part of the overall LO FCAR allocation.

For all other activities or events, the hosting field office is responsible for the preparation and timely submission of the Form PV 6/93, State of New Jersey Payment Voucher, for

the amount of the advance requested. The Form must be prepared with clear and ample justification for the requested cash advance. The Form PV 6/93, State of New Jersey Payment Voucher, must be received in the Office of Accounting no less than 40 working days prior to the scheduled event.

The Form PV 6/93, State of New Jersey Payment Voucher, is forwarded to the appropriate Senior Staff member by the host office for signature and is then forwarded to the DCF Office of Accounting. The Office of Accounting obtains the approval of the Assistant Director, Fiscal and Management Operations. The State of New Jersey Payment Voucher, PV 6/93, remains with the Office of Accounting. Approved documents are forwarded to the Department of Treasury by the Office of Accounting.

The Department of Treasury reviews the Form, grants approval, processes the State of New Jersey Invoice and issues the check to the Office of Accounting. The Office of Accounting forwards the check to the Local Office, or notifies the office of a deposit to their LO Bank Account.

If the check is deposited in the LO Bank Account, the Special Approval Request, CP&P Form [16-76](#), is prepared and approved for each check issued from the LO Bank Account. The procedures are:

- Obtain original vendor receipts for all expenditures made. The receipt indicates that the payment has been made and the date of payment. Copies of canceled checks or receipts are not acceptable.
- Upon the completion of the event/activity prepare an accounting of advance funds using the standard form developed for that purpose. A list of all expenditures, identifying the name of the vendor, item(s) purchased, amount per vendor and total of all expenditures is included.
- Prepare and sign a second State of New Jersey Payment Voucher, PV6-93. The "Certification by Receiving Agency" section of the form is signed by an individual other than the payee in whose name the original check was issued.
- Forward all required documentation to the Office of Accounting within 20 days following the event/activity. This documentation must be received by the Department of Treasury within 30 days following the event or activity. Failure to comply with this Treasury requirement may lead to the suspension of advances for CP&P events.

Required documentation consists of the following:

- a detailed listing of expenditures made using advance funds; and
- original vendor receipts for all expenditures; and
- copies of CP&P [16-76](#), Special Approval Request, for each check written if advance funds were deposited in the LO Bank Account; and
- a check or money order for unused funds, if any, made payable to Treasurer, State of New Jersey; and
- a properly completed PV 6/93, State of New Jersey Payment Voucher, signed by the person to whom the original check was issued.

**Procedures for Requesting and Accounting for FCAR/FCAT Cash Advances
10-12-2010**

RESPONSIBILITY	ACTION REQUIRED
FCAR/FCAT Specialist, Recruitment Specialist, Foster Care Specialist, Home Finder	1. Prepare an "Events Calendar" on a quarterly basis indicating the Foster Care and Adoption Recognition events planned for the quarter and the anticipated costs of each event listed.
	2. Submit completed "Events Calendar" to the FCAR/FCAT Manager.
FCAR/FCAT Manager	3. Collate county "Events Calendars" and submit complete listing of all recognition events to the Office of Accounting.
Office of Accounting	4. Prepare a State of New Jersey Payment Voucher, PV6-93, and process through the Department of Treasury.
FCAR/FCAT Specialist, Recruitment Specialist, RFSW	5. For non-recognition events/activities: <ul style="list-style-type: none"> • complete a State of New Jersey Payment Voucher, PV 6/93; and • forward the information to the FCAR/FCAT Manager at least 40 working days prior to the event.
FCAR/FCAT Manager	6. Forward package to the Senior Staff Manager for

	approval.
Office of Accounting	7. Obtain approval from the Assistant Director, Fiscal and Management Operations, the Department of Children and Families, Office of Finance and Accounting; and submit approved documents to the Department of Treasury.
Department of Treasury	8. Issue check to payee indicated and forward to Office of Accounting.
Office Accounting	9. Notify the LO whether the check is being forwarded to the office or being deposited in the LO Bank Account.
FCAR/FCAT Specialist	10. For cash advances deposited in the LO Bank Account:
	<ul style="list-style-type: none"> • complete a Special Approval Request, CP&P Form 16-76, for each check written against the cash advance deposit; • attach original vendor receipts to the event's documentation; • complete a second State of New Jersey Payment Voucher, PV 6/93, indicating the individual in whose name the check was issued; • the "Certification by Receiving Agency" section of the PV 6/93 is signed by someone other than the payee; • prepare a detailed listing of all expenditures made using advance funds; • prepare a check payable to "Treasurer, State of New Jersey" for any advance funds not used; and • send all documentation to the Office of Accounting within 20 days following the event/activity.

FCAR/FCAT Expenditure Deadline for End of Fiscal Year 8-17-90

Money not spent by the end of the fiscal year returns to the State Treasury. Therefore, it is necessary to "obligate" money in advance for expenses through the State of New Jersey Payment Voucher, PV 6/93, procedure. All purchase order requests must be received in the Purchasing Unit by May 15th for all planned expenditures through the end of the fiscal year.

FCAR/FCAT funds which are not obligated by May 15 may be available for use by other FCAR/FCAT recipients upon the written notice and authorization of the Central Office FCAR/FCAT Manager.

FCAR/FCAT Discretionary Account 8-17-90

As part of the allocation of FCAR/FCAT funds, a discretionary account is established to be monitored by the FCAR/FCAT Manager. This fund is available for use by any Division person or office engaged in the recruitment or development of foster or adoptive homes. Access to the discretionary fund is based on written proposals for the funds submitted by the requesting recipient to the FCAR/FCAT Manager. The FCAR/FCAT Manager may convene a meeting with interested parties to determine which person or project is awarded all or part of the discretionary funds.

Use of discretionary funds is subject to procedures outlined throughout this policy, and is subject to the same Department of Treasury and DCF regulations and restrictions.

Procedures for Accessing the FCAR/FCAT Discretionary Account 8-17-90

RESPONSIBILITY	ACTION REQUIRED
FCAR/FCAT Specialist	1. Write a brief proposal for the use of the FCAR/ FCAT discretionary account and indicate why funds are not available through other resources for the activity/event.
	2. Submit proposal to the FCAR/FCAT Manager by May 1.
FCAR/FCAT Manager	3. Determine which of the requests for discretionary funds have merit and allocate funds as appropriate.

RESOURCE FAMILY RECRUITMENT EVENTS 11-22-2006

Recruitment Events - The Resource Family Support Unit staff electronically records, monitors, and tracks recruitment activities and identifies participants who attend recruitment events, by entering information into the New Jersey SPIRIT (NJS) application.

Resource Family Recruiter

General Event Information - Record the following general event information at least 30 days prior to the date of the event:

- The date and length of the event
- The type of recruitment event, such as a faith-based event, community fair, home-based event, resource family information session, ethnic festival, etc.
- Target neighborhoods, counties and cities
- The specific target population of children for whom the event is being planned, such as sibling groups, adolescents, children with special medical, physical, educational or behavioral needs
- Whether the event is to recruit a resource family home for children who speak a specific language or who communicate in sign language
- The community partners or collaboratives that participated in or assisted with the event
- The event location

Document the Results of the Event - Within ten days after the event, record a summary which includes:

- The number of hours the resource family staff worked on the event
- The estimated number of participants who attend the event
- The number of inquiries obtained as a result of the event
- The cost of the event
- Any new contacts made during the event which may assist in developing other recruitment opportunities

Note: Record any inquiries received after the event by updating the inquiry number accordingly.

Collect Participant Information and Follow Up - Record the individual participants who attend the event, including the participant's name, address, telephone number, and his or her role in the event.

Print the Participant List and follow up by contacting those individuals who express an interest in becoming a resource parent.

See the How Do I . . . ? Guide for Resource Family Recruitment on the NJS Knowledge Web.