



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

**New Jersey Department of Children and Families Policy Manual**

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	191	Children'S Partial Care Programs	10/11/2013
Subchapter:	1	Children'S Partial Care Program Standards	
Section	6	<b>Admission (N.J.A.C. 10:191-1.6)</b>	

**§10:191-1.6 Admission**

(a) Agencies operating children's partial care programs shall develop a written admission policy. The policy shall include, but not be limited to, the following:

1. Admission criteria (both inclusionary and exclusionary);
2. Referral procedures, which identify any service area or geographic restrictions, contact procedures, scheduling of intake interviews, and procedures for obtaining required information;
3. Procedures for obtaining authorized consent(s) for treatment; and
4. Procedures, consistent with laws and rules regarding health privacy and protected health information, for notifying applicants, legal guardian(s), families, and referral sources of admissions decisions, rationale for such decisions, and any information related to service initiation. Such notification shall be made within seven calendar days of the intake interview.