



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

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Chapter:	A	Office of Education	7-1-1997
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Issuance:	34	<b>Emergency Nursing Services (Regional Schools)</b>	Revised:
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**SUBJECT:** Emergency Nursing Services at Department of Children and Families (DCF) Regional Schools

**EFFECTIVE DATE:** July 1, 1997

**REVISED DATE:** January 6, 2009

**A. OBJECTIVE**

To assure the provision of adequate nursing services in order to meet the health and safety needs of students enrolled in Department of Children and Families (DCF) Regional Schools.

**B. STANDARDS**

Contracted emergency nursing services are allowed in order to maintain student health and safety when the following conditions exist:

1. A school’s nurse is not available for reasons such as illness, vacation or vacancy.
2. The nurse present at the school requires assistance in order to meet the health and safety needs of those students enrolled. The nurse present, in conjunction with the Education Supervisor (ES), shall determine if additional assistance is necessary.
3. The ES and the Regional Administrator (RA) are unable to arrange cross coverage with another Regional School or coverage by the Office of Education (OOE) Nursing Consultant.

**C. PROCEDURES**

1. When a need for contracted nursing services has been identified, the ES shall notify the RA and shall complete and submit the Notification of Contracted Nursing Services form (Attachment 1) to:
  - a. the OOE Nursing Consultant;
  - b. the designated Fiscal Analyst at the OOE responsible for contracted nursing services; and
  - c. the Regional Administrator.
2. When securing Emergency Nursing Services, the ES or designee shall use the most recent list of approved contracted vendors for Temporary Nursing Services and shall adhere to the current mandatory procedures established by the Department of Treasury, Division of Purchase and Property.
3. The ES or designee shall verify that each contracted nurse possesses a current New Jersey Registered Nurse (RN) license.
4. All contracted nurses shall sign in and out on a DCF OOE weekly time sheet (Attachment 2).
  - a. A time sheet is required for each nurse from a contracted provider agency.
  - b. The completed time sheets for contracted nursing services shall be submitted by the ES to the designated fiscal person at the OOE by the last day of each month.
5. In order to initiate the payment process for contracted nursing services, the ES or designee shall also submit the following documentation to the designated fiscal person at the OOE:
  - a. the original vendor invoice which includes the billing address, federal ID number, the nurse's name, and the complete dates and hours worked;
  - b. the nurse's time sheet from the vendor;
  - c. the completed original State of New Jersey Payment Voucher which includes the information listed in 5. a. above, the State of New Jersey contract number, and the appropriate sign-off by the vendor agency and the ES which ensures the approved delivery of services; and
  - d. any other required documentation such as a copy of the e-mail sent when trying to secure contracted nursing services.

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**Attachments**

[Attachment A-1](#): Notification of Contracted Nursing Services

[Attachment A-2](#) : Contracted Nursing Services Weekly Timesheet

**Note: This is a reproduction of a signed document. The original document is on file with the DCF Office of Education.**