



State of New Jersey

Department of Human Services
Division of Family Development
PO BOX 716
Trenton, NJ 08625-0716

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JENNIFER VELEZ
Commissioner

JEANETTE PAGE-HAWKINS
Director
TEL: (609) 588-2000

November 14, 2013

TO: COUNTY WELFARE AGENCY DIRECTORS
COUNTY WFNJ DIRECTORS
COUNTY INCOME MAINTENANCE ADMINISTRATIVE SUPERVISORS
COUNTY CASE MANAGEMENT SUPERVISORS
COUNTY FISCAL OFFICERS
COUNTY DOCUMENT CONTROL UNIT COORDINATORS
COUNTY WELFARE AGENCY TRAINERS
COUNTY SOCIAL SERVICE ADMINISTRATIVE SUPERVISORS
COUNTY WFNJ/GA ADMINISTRATIVE SUPERVISORS
MUNICIPAL WELFARE DIRECTORS
COMPREHENSIVE EMERGENCY ASSISTANCE SYSTEM CHAIRS
HUMAN SERVICE ADVISORY COUNCIL DIRECTORS
COUNTY ADMINISTRATIVE ENTITIES

SUBJECT: SHRAP Authorization – Program Integrity

DFD Instruction No. 13-11-03

PURPOSE

The Division of Family Development (DFD) is issuing this instruction to provide clarification on the program integrity requirements of the Sandy Homeowner/Renter Assistance Program (SHRAP) referenced in [DFDI 13-09-01](#).

PROGRAM

Employee Authorization

DFDI 13-09-01 included the following instruction: “Applicant households that contain an individual who is employed by the Division of Family Development, a County Welfare Agency, or the vendor contracted to provide SHRAP services must have the eligibility determination approved by an Administrator. All assistance provided to employees will be subject to an integrity review.”

A specific authorization process was not outlined in DFDI 13-09-01; therefore, the service providers are to adhere to the following approval process for employee cases who are subject to a program integrity review.

If the individual/family seeking assistance is an employee of DFD, or an employee of the county department which is the contracted recipient of the SHRAP funding, the request for SHRAP services must be reviewed and authorized by the Director of the provider agency.

If the individual/family seeking assistance is an employee of the provider agency, the request for SHRAP services must be reviewed and authorized by DFD. To request DFD authorization of SHRAP services, all case information must be emailed to DFD.SHRAP@dhs.state.nj.us. Case information includes the affidavit (SHRAP-1), the program worksheet (SHRAP-2) and all accompanying verifications. If the provider agency lacks the ability to scan the required documents, requests for DFD approval may also be faxed to (609) 588-7240.

Case Verification Records

DFD staff will be monitoring randomly selected cases to ensure that assistance is provided appropriately. SHRAP vendors must maintain a case record for all households requesting SHRAP services, including those households who have completed an affidavit to request services, but were not issued assistance either due to the household not being eligible or for failing to provide verification.

Case records must include the original program affidavit (SHRAP-1) and the program worksheet (SHRAP-2). In addition to the program documentation, the case record must contain a copy of all verifications cited on the program worksheet as being used to validate any of the program eligibility components. For example in addition to the SHRAP-1 and SHRAP-2, a case record would contain a copy of the driver's license used to verify the identity and residency, a copy of FEMA maps or photos used to verify the need is related to Sandy, a copy of the mortgage/rent statement, utility bill, vouchers/receipts for purchase of essential items if applicable and documentation of citizenship. Any information used as verification must be retained in the case record.

Please bring this information to the attention of appropriate staff. Questions regarding program integrity for SHRAP may be directed to Nick Butkewicz at (609) 588-2274.

Sincerely,

SIGNED

Jeanette Page-Hawkins
Director

JPH:AKS:LRB

c: Dr. Allison Blake, Commissioner
Department of Children and Families

Valerie J. Harr, Director
Division of Medical Assistance and Health Services

S:\WORKING2\Larry\SHRAP\DFDI-SHRAP Integrity.docx