

State of New Jersey  
Department of Human Services  
The Central Registry of Offenders Against  
Individuals with Developmental Disabilities  
N.J.A.C. 10:44D



**ADVISORY: LICENSING REQUIREMENTS FOR AGENCY COMPLIANCE  
WITH THE CENTRAL REGISTRY OF OFFENDERS**

The Office of Licensing shall determine the compliance of licensed Provider Agencies with the Central Registry of Offenders during the annual/bi-annual residential/housing inspection, triennial site review and/or as necessary. Compliance with the rule includes, at a minimum, the following:

- A. The Provider Agency shall develop and implement a policy and procedure to assure compliance with the Central Registry of Offenders, pursuant to N.J.A.C. 10:44D, as well as N.J.A.C. 10:44A-2.2(a), N.J.A.C. 10:44C-2.2(a), N.J.A.C. 10:37D-2.2(a) and/or N.J.A.C. 10:47-3.8(a), as applicable. The policy and procedure shall be available as requested by the Office of Licensing.
- B. The Provider Agency shall assure that the enclosed Employee/Volunteer Consent For Employers to Check Form is completed, signed, dated and placed in the personnel file of each employee or volunteer, (as defined in N.J.A.C. 10:44D).
- C. The Provider Agency's Executive Director shall sign and date an attestation asserting that all employees/volunteers personnel files contain a completed Employee/Volunteer Consent For Employers to Check Form, which includes documentation that the employee/volunteer's name has been checked against the Central Registry. This attestation shall be completed within 60 days of receipt of this communication. The attestation shall be maintained by the Provider Agency and available for review by the Office of Licensing as requested.
- D. The Provider Agency's Executive Director, or designee, shall assure that upon each notification by the DHS that a name has been added to the Central Registry, that the person is not an agency employee or volunteer. Documentation of said assurance shall be available at the time of the inspection.

DHS OOL Advisory  
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