



# State of New Jersey

CALENDAR YEAR 2022

DOCUMENT SUBMISSION REQUIREMENTS

SECTION 6032 OF THE FEDERAL DEFICIT REDUCTION ACT OF 2005,  
42 U.S.C. §1396a(a)(68)

**Your entity is required to submit documentation substantiating its Section 6032 Policies for this calendar year.** Documentation may be submitted via hard copy, electronic mail attachment or provision of a link to an external website where the policies may be accessed publicly. If the policies appear on an internal website (intranet), you must submit a hard copy or an electronic copy of your entity's policies and computer screen shots that verify that the policies appear on an intranet site.

## Section 6032 Policies

Please submit copies of the entity's Section 6032 Policies, including:

- Detailed information regarding the role of the federal and state statutes outlined in **Question 1a of the certification form** to prevent and deter fraud, waste and abuse, including penalties and whistleblower protections;
- The entity's own policies and procedures for detecting and preventing fraud, waste and abuse;
- The entity's reporting methods for fraud, waste and abuse, including alternative reporting through New Jersey's Medicaid Fraud Division and Insurance Fraud Prosecutor; and
- The entity's monthly background check policies in accordance with New Jersey Division of Medical Assistance and Health Services Newsletter [Volume 26, Number 14](#), as outlined in **Question 1c of the certification form**.

## Employee Handbook (if applicable)

If an employee handbook exists, please submit copies, highlighting the following sections:

- Detailed information regarding the role of the federal and state statutes outlined in **Question 1a of the certification form** to prevent and deter fraud, waste and abuse, including penalties and whistleblower protections;
- Employee's rights to whistleblower protections;
- The entity's own policies and procedures for detecting and preventing fraud, waste and abuse; and
- The entity's reporting methods for fraud, waste and abuse, including alternative reporting through New Jersey's Medicaid Fraud Division and Insurance Fraud Prosecutor.

## Evidence of Occurrence and Distribution

Please submit evidence of the following:

- Monthly background checks are occurring, including a list of databases that are being checked;
- The entity's Section 6032 policies have been disseminated to employees.
- The entity's employees have been educated regarding its Section 6032 Policies.
- The entity's Employee Handbook, if applicable, has been distributed to employees.
- Contractors and their employees are required to comply with the entity's Section 6032 Policies;
- The entity's Section 6032 policies have been disseminated to contractors.
- The entity's contractors have been educated regarding its Section 6032 Policies.

A sample is sufficient, including a sample signed acknowledgement or screen shot of the information on the company intranet.