

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**PROVIDER AGENCY
CONTRACT POLICY AND INFORMATION MANUAL
(CPIM)**

INTRODUCTION

The Department of Children and Families (DCF), Office of Contract Administration (OCA), maintains responsibility for the development and revision of policies and procedures. The OCA will be the single contract authority across DCF that supports and sustains the integrity of our procurement processes. The mission of the OCA is to provide centralized contract services, foster consistency and standardize practices for and across all operational components. The primary goal of the OCAAP is to develop contract processes that are standardized, consistent and possess intrinsic value for the children and families we serve.

The purpose of this Manual is to communicate contracting policies and procedures to Provider Agencies. The Contract Policy and Information Manual is one of two manuals issued by the DCF to Provider Agencies. The companion manual, the Contract Reimbursement Manual, contains principles and procedures for establishing costs and rates for Contracts with the Department. The Contract Policy and Information Manual contains all additional Department policies, procedures and information with regard to the Contract process. All material in the Manual has been developed to ensure consistency and compliance with applicable State and federal regulations. This policy manual is available to Provider Agencies on the DCF Internet.

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