NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Q&A

**QUESTIONS AND ANSWERS**

**Children's System of Care**

**2026 RFQ Summer Camp and Alternative Recreational Services for Youth with Developmental Disabilities**

**and**

**2026 RFQ Summer Camp and Alternative Recreational Services Programs to offer One-To-One Support Services to Youth with Developmental Disabilities**

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Written questions related to the *content* of this Request for Qualifications (RFQ) were due on Wednesday, October 28, 2026.

A recording and slides from a non-mandatory conference were published on the DCF contracting opportunities webpage: Contracting Opportunities

Written *technical* questions about forms, documents, and format may be emailed at any time up to the due date to dcf.askrfp@dcf.nj.gov.

All responses must be submitted ONLINE. To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form to dcf.askrfp@dcf.nj.gov.

**Click here to access the AOR Registration Form.**

**AOR Registration Form Due Date**: AOR registration forms must be received by DCF by **Wednesday, November 11, 2026**.

**RFQ Due Date**: All responses must be received by DCF ONLINE by no later than **12:00 NOON on November 18, 2026.**

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## QUESTIONS AND ANSWERS

1. **Please clarify whether an organization primarily providing behavioral health, family support, and parenting education services may qualify to apply for either RFQ? I would also appreciate guidance regarding**

**any required experience, staffing qualifications, organizational credentials, or partnerships necessary to be eligible.**

Answer: Yes, an organization providing all the above-mentioned services may apply for both Requests for Qualifications. Please note that a qualification to provide camp services does not automatically qualify a camp provider to provide one-to-one support services. Qualified Providers must ensure staff are trained in accordance with the outlined trainings listed in the Requests for Qualifications. Staff must be familiarized with policies, procedures and other topics as services are being offered to youth with intellectual/developmental disabilities. Qualified Providers are required to apply for an annual Youth Camp Safety Certificate with the NJ Department of Health.

2. **Are there any prerequisites we should complete before submitting an application, including Authorized Representative (AOR) registration or other provider registration requirements.**

   Answer: AOR registration forms must be submitted by the end of business November 11, 2026. Respondents must also register for a Unique Entity Identification Number through Sam.gov and are requested to submit proof of their UEID, active status, and expiration date. If your Sam.gov registration is pending, please submit proof of registration at the time of application submission.

3. **Camp RFQ, Section I.F – Eligibility: Is an applicant required to have completed DDD Medicaid provider enrollment before qualifying under this CSOC RFQ, or may an otherwise eligible New Jersey-registered business apply independently?**

   Answer: Summer Camp and One to One providers are not required to have a completed DCF Medicaid Provider ID Number before qualifying for the RFQ. Summer Camp Services are not directly billed through Medicaid; a separate Medicaid provider number is not needed.

4. **Camp RFQ, Section II.C.8 – Alternative Recreational Sessions (ARS): May an existing indoor sensory gym offer structured, two-hour recreational sessions as ARS, provided the activities, staffing, and documentation satisfy CSOC requirements?**

   Answer: The Alternative Recreational Sessions (ARS) are typically 2-4 hours but must be a minimum of 2 hours. An indoor sensory gym can offer ARS with appropriate staffing, ratio, and structured activities.

5. **1:1 RFQ, Section I.A – Provider Qualification: May a CSOC-qualified camp operate a hybrid model in which the camp directly provides authorized CSOC-funded 1:1 support to some participants while other participants attend with independently arranged aides?**

   Answer: A qualified camp provider may have both CSOC one-to-one support services and independently arranged aides as this would be left to the discretion of the organization. However, CSOC-funded one-to-one support services may only be provided at a CSOC Qualified Traditional Day Camp or ARS provider. CSOC will not provide reimbursement or authorize services for independently or privately arranged aides.

6. **1:1 RFQ, Section II.D.9 – Staffing: If a provider has two qualified aides, may one serve as the primary assigned aide and the second provide substitute coverage, with the second aide assigned to another authorized participant when staffing permits?**

   Answer: If a provider has more than one aide assigned to a youth for primary and secondary substitute coverage, the secondary aide can be assigned to another authorized participant. CSOC will only provide One-to-One Support Services funding for a youth authorized to receive this service from a CSOC-qualified provider. The provider should ensure that necessary staffing ratios are maintained.

7. **Are CSOC-qualified camp, ARS, and One-to-One providers permitted to use physical restraint in emergency situations? What restrictions apply?**

   Answer: NJ DCF CSOC utilizes the Six Core Strategies as an evidence-based framework to reduce and prevent the use of seclusion and restraint. As such, restraint can only be used in emergencies when a youth's behavior poses an immediate threat to themselves or others and can only be performed by staff members who have received training in safe restraint techniques, with annual training updates. If a restraint is used, the parent/legal guardian must be notified immediately, and an Unusual Incident Report (UIR) must be submitted to DCF CSOC.

   Respondents must submit a Summary of Reduction of Seclusion and Restraint Use describing policies adopted and practices implemented to achieve the goal of reduced seclusion and restraints as part of the RFQ response.

8. **Please clarify whether CSOC requires specific crisis-prevention or physical intervention training or certifications.**

Answer: Respondents are required to ensure staff are trained on the topics listed on page 11 of the Summer Camp RFQ and pages 11 and 12 of the One-to-One Support Services RFQ.

9. **Is training required for all direct-care personnel? Can training be limited to designated trained supervisors.**

   Answer: Training is required for all direct-care personnel.

10. **What incident documentation, parent notification, and external reporting requirements apply?**

    Answer: As stated in the RFQ, a provider must:

    - Comply with reporting requirements listed in the NJ Department of Health Youth Camp Safety Standards: https://www.nj.gov/health/ceohs/documents/phfpp/Youth_Camp_Rule_Updated_March_18_2026.pdf

    - Complete a report for every accident, incident, or unusual occurrence involving staff, youth and/or families and send the report to CSOC and the Universal Incident Management Reporting System, Pursuant to Administrative Order 2:05 : https://www.nj.gov/humanservices/staff/opia/cimu/

    - Comply with the requirements to report suspected abuse and neglect against a child under eighteen years of age DCP&P at 1-800-NJ ABUSE as set forth in N.J.S.A. 9:6-8.10; and a vulnerable adult 18 years of age or older to APS as set forth in N.J.S.A. 52:27D-406 to 426.

11. **Does CSOC have a preferred policy framework for the Seclusion and Restraint Reduction Summary required in Section III?**

    Answer: NJ DCF CSOC utilizes the Six Core Strategies as an evidence-based framework to reduce and prevent the use of seclusion and restraint.

12. **Section II.D.9.a (page 12): Must a respondent offering only ARS (sessions of at least 2 hours) hold the NJ Department of Health Youth Camp Safety Certificate before services are authorized, or only respondents offering traditional day camp or overnight camp?**

    Answer: Respondents offering traditional day camp, ARS, and overnight camp must apply for a NJ Department of Health Youth Camp Safety Certificate. The certificate must be received before services can begin. Respondents without a current certificate are encouraged to apply to the

RFQ and subsequently apply for a Youth Camp Safety Certificate if they are qualified.

13. **Section II.D.3: May ARS be delivered at a CSOC-approved partner location (for example a community center or library)? What documentation is needed for that approval?**

    Answer: ARS may be delivered at a partner location. The camp will need to obtain a Youth Safety Certificate for their site, but youth may be taken on local community outings as part of the program with parental approval and staff supervision.

14. **Section I.A, Summary Program Description (Page 1) and Section II.C.8 (Page 10): May ARS consist of structured creative and vocational-recreational activities — for example, hands-on art, design, and printmaking sessions — provided they are recreational in nature and delivered in sessions of at least two hours?**

    Answer: Yes, ARS can be structured recreational activities as described in the example, or typical camp activities.

15. **Section I.B, Funding Information (Page 2): Is the ARS maximum rate of $64.28 per session applied per youth per session — i.e., does each authorized youth attending a group session generate one session unit?**

    Answer: The rate is per youth per session. For example, if a group of 5 youth attend one two-hour ARS session, the camp will receive 5 separate ARS authorizations for that session.

16. **Section I.F, Respondent Eligibility Requirements (Page 5), and Section III, Item 4 (Page 18): Our company is a for-profit LLC that is not currently registered in SAM.gov. Must the respondent hold an active SAM.gov registration and Unique Entity ID at the time the response is submitted (November 18, 2026), or may the response be submitted while a SAM.gov registration is in progress?**

    Answer: Proof of the SAM.gov registration showing the UEID is acceptable at the time of application submission.

17. **Section II.C.6, Referral Process (Pages 8–9): If a youth attending our ARS program requires one-to-one support services, must our organization also be qualified under the companion One-to-One Support Services RFQ, or may one-to-one support at our sessions be provided by a different provider qualified under that RFQ?**

Answer: Camp providers applying to offer traditional Summer Day Camp or Alternative Recreational Sessions are **strongly encouraged** to also apply to offer one-to-one support services to prospective campers by responding to the simultaneously published RFQ for one-to-one supports. A qualification to provide camp services DOES NOT automatically qualify a camp provider to provide one-to-one support services. CSOC funding for one-to-one support services is only available to providers who are qualified through the One-to-One Support Services RFQ. There is limited availability for One-to-One Support Providers to provide services to other camps due to staffing.

18. **Section II.D.3 and D.9.a (Pages 12–13) and Section V (Page 21): Our ARS site is our own commercial facility (a retail unit in Mount Laurel). Is a commercial site of this kind an acceptable "Agency Site" for ARS?**

    Answer: The commercial site would need to meet the requirements set forth in the NJ Department of Health Youth Camp Safety Standards and would need to be eligible for a Youth Camp Safety Certificate.

19. **Is an ARS-only provider required to obtain the NJ Department of Health Youth Camp Safety Certificate of Approval and, if so, must the certificate be in hand before the response is submitted, before qualification, or before services begin in Summer 2027?**

    Answer: Yes. An ARS-only provider must obtain the Youth Camp Safety Certificate. The certificate does not need to be obtained before the response is submitted as the application process for the Youth Camp Safety Certificate does not begin until mid-March/early April 2027. The certificate should be in hand before services are provided beginning mid-June 2027.

20. **Section II.D.9.b (Page 13): What staff-to-youth ratio applies to ARS group sessions for youth with developmental disabilities, and does the applicable ratio vary by the ages of the youth served?**

    Answer: Please adhere to the staffing ratios outlined in the NJ Department of Health Youth Camp Safety Standards: https://www.nj.gov/health/ceohs/documents/phfpp/Youth_Camp_Rule_Updated_March_18_2026.pdf

    Youth who require one-to-one support services but have one-to-one supervision.

21. **Section II.D.10.d (Page 14): Must CHRI fingerprint background checks for all direct-service staff be completed before qualification, or before the first services are delivered in Summer 2027?**

Answer: CHRI fingerprint background checks for direct service staff must be completed before services are delivered in Summer 2027.

22. **Section III, Item 9 (Page 18): Must the three letters of support come from organizations with partnerships specific to services for youth with developmental disabilities, or may they come from community organizations with which the respondent partners for youth programming generally?**

    Answer: The letters of support may come from community organizations with which you already partner specific to services for youth with intellectual/developmental disabilities as this is the targeted population for services.

23. **Our organization has ample space: a pool, gazebos, and playground set, a fenced-in yard, driveway and security system. Would we be able to utilize our home office location for the camp site? We are an AHR and SHR respite provider.**

    Answer: Please refer to the NJ Department of Health Youth Camp Safety Standards related to the physical requirements for a youth camp: https://www.nj.gov/health/ceohs/documents/phfpp/Youth_Camp_Rule_Updated_March_18_2026.pdf.