NEW JERSEY HUMAN SERVICES

DDHH
DIVISION OF THE DEAF AND HARD OF HEARING

INTRA-GOVERNMENTAL REQUEST FORM

Requests should be submitted two or more weeks in advance.

Assignment Information:

Service Date: Time: Duration:

If the date is flexible, please choose the days and time frame that would be best:

Sun ☐ M ☐ Tue ☐ W ☐ Th ☐ F ☐ Sat ☐

Between the hours of: _____

If this is recurring, please list all dates (ex: 1/4 10-11am, 1/12 1-2pm, 1/24 10-11am):

Name of Requestor: _____ Phone: _____ Ext. _____

Department/Division: _____ Email: _____

Second Contact (If Applicable):

On-site Address/Virtual Link:

Assignment Details:

Consumer(s) name: _____

On-Site Contact: _____ Phone: _____ Ext. _____

Billing Information

Fiscal Contact Person: _____ Phone: _____ Ext. _____

Email: _____

For Internal Use Only

Interpreter Information:

1) Name: _____ Contact: _____ Date Accepted: _____

1) Name: _____ Contact: _____ Date Accepted: _____

Guidelines for Intra-Governmental Interpreting Requests

All requests for State Departments interpreting services must be submitted to the Division of the Deaf (DDHH) Communication Access team. All contact with the DDHH interpreters must be through the Communication Access team only, this includes:

- Making interpreter requests
- Sharing information related to specific assignments
    - Providing PowerPoint presentations, agendas, or information on key speakers
    - Sending virtual meeting links
    - Parking or entrance instructions

Request Process:

- Notify Fiscal Department
    - Requesting entity notifies fiscal department of need for interpreter services, if not already completed.
    - Intra-governmental reimbursement is to be arranged between fiscal departments.

- All interpreter requests must be submitted at least two (2) weeks in advance to the DDHH Communication Access team - DDHH.communications2@dhs.nj.gov
    - Given high demand, providing advance notice will help accommodate the request more effectively

Cancellation of assignments

All cancellations must be submitted 48 hours or more in advance of a scheduled assignment

- Email DDHH Communication Access team – DDHH.communications2@dhs.nj.gov
- Cancellations made less than 48 hours in advance will be subject to billing for scheduled time

Billing

- Virtual assignments are billed in **30-minute** increments.
- On-site interpreting services are assigned at a **2-hour** minimum.
- Travel reimbursement follows the current state rate for mileage

Service Completion

- DDHH Communicaton Access team sends completed DDHH Interpreter Request Form and State Department's email request to DDHH Fiscal Specialist at the end of the pay period

- DDHH Fiscal Specialist will send request for an Intra-Governmental Document (IGD) with DDHH's accounting information to the State Department's fiscal office requesting interpreters.

Need Help?

For any questions or assistance contact DDHH at (609) 588-2648 or DDHH.communications2@dhs.nj.gov.