

**STATE OF NEW JERSEY  
DEPARTMENT OF HUMAN SERVICES**

- SUBJECT:** Collapsing Direct Care Positions for Budgetary Purposes
- EFFECTIVE:** This policy circular shall become effective on August 1, 2000, and shall be implemented as new Contracts commence or existing Contracts are renewed thereafter.
- PROMULGATED:** August 1, 2000
- SUPERSEDES:** Information Memorandum DDD P98-1, Collapsing Direct Care Positions for Budgetary Purposes, Division of Developmental Disabilities' Pilot Project dated May 15, 1998.

I. SCOPE

This policy circular applies to Division of Developmental Disabilities' Contracts that have more than one group home or adult training program.

II. POLICY

Division of Developmental Disabilities (DDD) Provider Agencies will be allowed, with division approval, to collapse budgeted direct care supervisory and non-supervisory staff positions into similar groupings to facilitate budget monitoring and reconciliations. The direct care supervisory and direct care non-supervisory staff shall be the only positions permitted personnel budget groupings. This procedure will be permitted only if the conditions as listed in the policy section of this circular are met. The conditions required are:

- A. The Provider Agency shall exhibit a strong financial position, an effective accounting system, and a satisfactory level of service as evidenced by the most recent audit report and program monitoring reports.
- B. The Provider Agency must meet the staffing requirements of current licensing standards.

III. PROCEDURES

A. Approval Process

- 1. If a Provider Agency wishes to collapse supervisory and/or non-supervisory direct care staff in the

Contract budget, they must petition the division, in writing, at least 4 months before the start date of the Contract, requesting an approval for the grouping of eligible positions.

2. The DDD shall contact the Provider Agency at least 3½ months prior to the Contract start date through written correspondence or e-mail of its approval/disapproval of the Provider Agency "collapsing" request.
3. Once an approval is granted by the division, it is not necessary to seek approval for any subsequent renewal Contract unless conditions at the Provider Agency have changed, making the Provider Agency fall outside the scope of this circular or below the eligibility standards as outlined in the policy section of this circular.

#### B. Budget Requirements

1. Direct care supervisory and direct care non-supervisory staff are the only allowable groupings and shall be listed by program site with the associated number of positions and total hours per week worked.
2. Each of the direct care supervisory and non-supervisory groupings shall be subject to the greater than 5% line item requirement of Policy Circular P1.10, Contract Modification, Section III.D.2.d.1.
3. Personnel positions other than supervisory and/or non-supervisory direct care staff shall be listed in the Annex B Budget as required in the Contract Reimbursement Manual, specifically by position title/name, position number, hours per week and total reimbursable cost.

#### C. General Requirements

1. The Annex A staffing schedule shall correspond to the respective reimbursable costs listed in the Annex B.
2. If a direct care supervisory or non-supervisory position remains vacant for longer than one month, this information, along with the respective grouping, program site and related budgeted costs shall be reported to the Division no later than the end of the second vacant month. This

requirement shall be valid even if a position is filled by a part-time or substitute individual.

3. The Provider Agency must be able to correct any deficiency discovered as a result of any monitoring or required report that jeopardizes the Provider's eligibility for the collapsing accommodation. The correction must be accomplished within any reasonable time frame negotiated by the Provider Agency and DDD.
4. If DDD is part of a cognizant Contract, DDD shall notify the other cognizant Departmental Component(s) prior to the Contract start date regarding the grouping of any supervisory or non-supervisory direct care positions.

Issued by:

  
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