

**ADOPTIONS SECTION**

**HUMAN SERVICES**

**DIVISION OF FAMILY DEVELOPMENT**

**Notice of Readoption**

**Ruling 11**

**Readoption with Technical Change: N.J.A.C. 10:109**

Authority: N.J.S.A. 30:1-12.

Authorized By: Elizabeth Connolly, Acting Commissioner, Department of Human Services.

Effective Date: July 26, 2016.

New Expiration Date: July 26, 2023.

**Take notice** that, in accordance with N.J.S.A. 52:14B-5.1, N.J.A.C. 10:109 is scheduled to expire on September 24, 2016. The Division of Family Development (DFD) has reviewed the rules and has determined them to be necessary, reasonable, and proper for the purpose for which they were originally promulgated. The rules are being readopted with one technical change: “Food Stamps” is being changed to New Jersey Supplemental Nutrition Assistance Program. This change serves to conform with amendments to N.J.A.C. 10:87 adopted effective February 6, 2012 (operative March 5, 2012) that, in addition to making substantive program changes, incorporated the program terminology revisions into the rules. (See 43 N.J.R. 2114(a); 44 N.J.R. 241(a)) In accordance with N.J.S.A. 52:14B-5.1.c(1), timely filing of this notice extended the expiration date of the chapter seven years from the date of filing.

N.J.A.C. 10:109 sets forth the rules concerning the public assistance staff development program. The purpose of public assistance staff development is to support the county welfare

agencies (CWAs) in achieving their operating goals effectively and efficiently. The quality and extent of service an agency is able to provide is dependent on the competence and skill of the staff charged with delivering those services. Therefore, increasing the competence of staff in order to assure the highest quality of service is a continuing objective.

Staff development and training activities based on yearly needs assessments conducted by CWA training staff will be provided through in-service resources, and out-sourced when funding is available.

The following is a summary of the sections of N.J.A.C. 10:109:

N.J.A.C. 10:109-1.1 sets forth the objectives of the public assistance staff development program.

N.J.A.C. 10:109-1.2 provides that the director of the county welfare agency shall be responsible for the administration of the training and staff development function of the agency.

N.J.A.C. 10:109-1.3 contains information concerning the overall objectives and guidelines for establishing a training advisory committee. The committee shall include representation from clerical, para-professional, professional, supervisory, administrative staff, and/or any other groups deemed necessary by the agency.

N.J.A.C. 10:109-1.4 contains information about the required components of the staff development and training program. Required components of a CWA staff development program shall include a mandated orientation program for new employees, ongoing training related to each of the public assistance programs supervised by the Division of Family Development (DFD) and administered by the CWA, ongoing training concerning the use of all required management information systems, a training program that provides for necessary skills development of CWA managers and supervisors, a general skills development program for all

agency staff based on individually assessed needs related to current job responsibilities, and career/professional development opportunities, as funds permit.

N.J.A.C. 10:109-1.5 contains information on the required reporting of training activities. Specific reference is made to the reporting of training activities to DFD.

**Full text** of the adopted technical change follows (addition indicated in boldface **thus**; deletion indicated in brackets [thus]):

10:109-1.4 Components of the staff development and training program

(a) Staff development and training activities as determined by ongoing yearly needs assessments conducted by CWA training staff will be provided through the use of in-service resources and out-sourced when funding is available. Required components of a CWA staff development program shall include:

1. (No change.)
2. Ongoing training related to each of the public assistance programs supervised by the DFD and administered by the CWA such as Temporary Assistance for Needy Families and [Food Stamps] **the New Jersey Supplemental Nutrition Assistance Program;**
- 3.-6. (No change.)