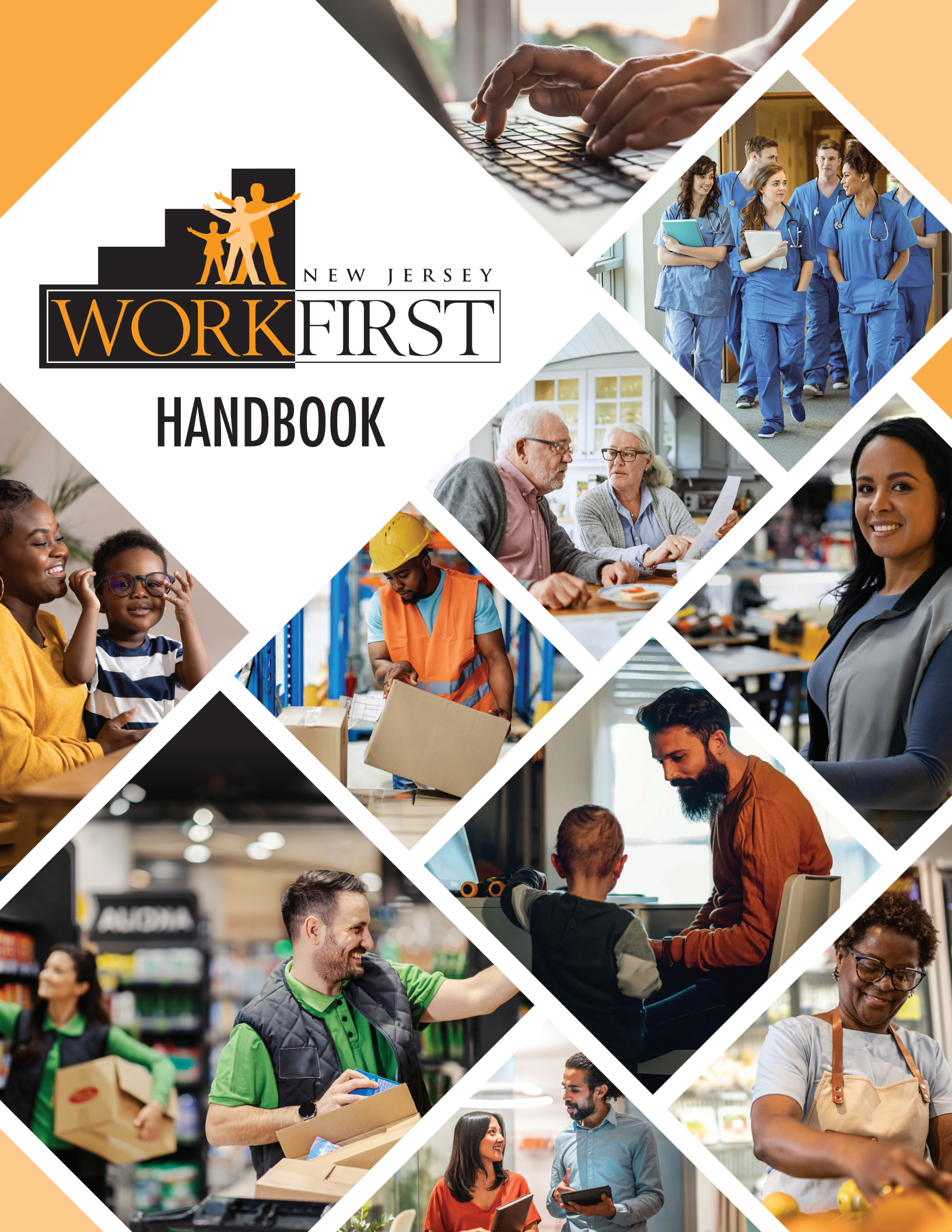
NEW JERSEY

WORKFIRST

HANDBOOK



WELCOME TO THE WORK FIRST NEW JERSEY HANDBOOK!

This handbook covers information you need to know about how the program works and will help you stay in compliance with program regulations and maintain your cash assistance.

Work First New Jersey (WFNJ) is the state's assistance program that provides cash and supportive services to eligible individuals and families in need.

Work First New Jersey:

- Provides monthly cash assistance to meet your basic needs.
- Helps you get child support payments to care for your dependent children.
- Helps you secure employment and work toward self-sufficiency through job training, education and work activities.
- Supports you with child care, transportation and other support services, if needed.
- Provides additional support when you are nearing the **60-month** lifetime limit of cash assistance.
- Supports your transition to work by keeping your cash assistance the same the first month you get a job and phasing them out.

WFNJ consists of two programs: **Temporary Assistance for Needy Families (TANF)** for families and **General Assistance (GA)** for single adults or couples without dependent children. Most of the information in this handbook applies to both programs, however, if it applies to TANF only or GA only, it will be clearly marked.

The **New Jersey Department of Human Services (DHS)**, **Division of Family Development (DFD)** is the state agency responsible for overseeing WFNJ.

DHS/DFD contracts locally with **County Social Service Agencies (CSSA)**. CSSA staff can tell you about how WFNJ works, explain program rules and how to use your benefits.

TABLE OF CONTENTS

I. YOUR WORK FIRST NEW JERSEY BENEFITS 6
Accessing Your Benefits 6
Online Services 7
Families First Discovery Pass 7

II. STAYING ON WORK FIRST NEW JERSEY 8
Work and Work Activities 9
Self-Employment 9
Earning a Wage 10

III. SANCTIONS 11
How Sanctions Work for TANF 11
How Sanctions Work for GA 12
Emergency Assistance 13
Fair Hearings 14

IV. SUPPORT SERVICES WHILE YOU ARE ON WFNJ 15
Child Care (TANF Only) 15
Energy Assistance 15

V. LEAVING WORK FIRST NEW JERSEY FOR WORK 16
Paycheck Plus (TANF and GA) 16
Transitional Child Care 17

VI. SUPPORT FOR WORKING FAMILIES AFTER WFNJ 18

VII. GLOSSARY 19

VIII. THINGS TO KNOW 20

IX. COUNTY SOCIAL SERVICE AGENCIES 20



YOUR WORK FIRST NEW JERSEY BENEFITS

Your Rights and Responsibilities

When you apply for Work First New Jersey (WFNJ) and while you are on cash assistance, you are entitled to receive certain information and services. In turn, you too must do your part to cooperate with specific requirements detailed in this handbook. To ensure that you receive your cash assistance, you must:

- Report to your County Social Service Agency (CSSA) within 10 calendar days when you move, have a change in your job status, receive your first paycheck, have a change in the amount you make, or if there's a change in your family size.
- Participate in a 6-month reporting cycle if you are an employed recipient. A CSSA worker will explain your new requirements once you report employment.
- Notify your CSSA in advance if you will be out-of-state for more than 30 days.
- Repay any financial assistance payment (including cash assistance and emergency assistance) that you received in excess of the amount for which you were eligible.

Work Requirements

You are required to look for a job and participate in an employment and training program. Some people may be excused from the work requirements — if this applies, your CSSA worker will discuss this with you.

Compliance With Child Support (TANF Only)

Before receiving cash assistance, you must cooperate with child support requirements. You will be asked to provide a CSSA worker with information about the other parent. This includes their full name and address and the following items, if you know them or can reasonably obtain them:

- Date of birth;
- Social Security number;
- Employer;
- Or any information you can reasonably supply.

Any child support collected will be given to the state. If you have one child, you may receive up to $100 of child support collected per month. If you have two or more children, you may receive up to $200 of child support collected per month. Once you are no longer receiving cash assistance, you will receive the full amount of child support collected.

WFNJ – Teen Parents (TANF Only)

If you are a teen parent (younger than 18), you must live at home with your parents, or with another adult in order to be eligible for TANF. Your cash assistance will be paid to your parent or the adult you live with. If this living arrangement is not appropriate, a CSSA worker will help you find another acceptable arrangement.

ACCESSING YOUR BENEFITS

Your Families First EBT Card

WFNJ uses "Families First," an electronic benefits transfer (EBT) card, for you to access your WFNJ cash assistance and NJ Supplemental Nutrition Assistance Program (SNAP) food assistance. The card can be used as a debit card to purchase items at authorized stores, including online. The card can also be used to withdraw your cash assistance from Automated Teller Machines (ATMs) with the Quest® logo.

It is illegal to use the Families First Electronic Benefits Transfer (EBT) card at any of these locations:

- Liquor stores
- Casinos/gaming
- Adult entertainment establishments/strip clubs

If your card has been lost, stolen or damaged, report it immediately so no one can steal your food or cash assistance. There may be a fee for a replacement.

ONLINE SERVICES

NJ Families First and ConnectEBT

There are two places you can manage your account: NJFamiliesFirst.gov or the ConnectEBT app. You can set up an account on either, using the same username and password for both. On both platforms you can:

- Activate your card
- Change your PIN
- Check your balance
- See your transaction history
- Report lost, stolen or damaged cards
- Request a replacement card
- Lock/Unlock your card
- Sign up for account alerts

Call EBT customer service at 1-800-997-3333 to:

- Activate your card
- Change your PIN
- Check your balance
- Hear your transaction history
- Report lost, stolen or damaged card
- Request a replacement card
- Resolve issues with your account login
- Unlock your card

MyNJHelps

MyNJHelps is New Jersey's online application and account information website. If you applied online at MyNJHelps.gov, you already have an account. If you did not, you can create an account and link your SNAP and WFNJ cases.

On MyNJHelps, you can:

- Check your case status
- Upload documents
- Complete your Interim Reporting Form (IRF) for SNAP
- See your benefit amount
- Know when to recertify
- View the members in your household
- Request a replacement Families First card
- Report a change that affects your case
- Complete your redetermination application

Reminder: You must report changes in your case within 10 calendar days. These changes include: a new address, a change in your job status, a change in the amount of money you make, or a change in your family size. In addition to MyNJHelps, you can also report these changes to your CSSA or with the change reporting form you received when you were approved for WFNJ.



Families First Discovery Pass

Your Families First card can also be used for New Jersey's Families First Discovery Pass program. This program allows families and individuals with a Families First or eWIC card to receive free or discounted admission to arts and history organizations, venues and programs. For more information and a list of participating organizations, visit FamiliesFirstDiscoveryPass.com.

STAYING ON WORK FIRST NEW JERSEY

Work First New Jersey (WFNJ) is a time-limited program. In this section, we will discuss what you need to do to continue receiving your cash assistance, such as: participate in a work activity, set employment goals with a County Social Service Agency (CSSA) worker and comply with program requirements if you are sanctioned. You will also learn about other supports available to you as a WFNJ recipient, such as child care, work expenses, and transportation costs.

Time Limits

You may receive up to **60 months** of cash assistance during your lifetime. When you get a job and stop receiving cash assistance, any time you have left will remain available to use for a future emergency.

There are, however, certain situations in which you **may** qualify for continued cash assistance after 60 months. For example, if:

- Your cash assistance is received on behalf of dependent children, those months are not counted towards the limit for them.
    - Once a dependent child turns 18 and is no longer in high school or equivalent, they must apply for assistance on their own.
- You are a teen parent receiving cash assistance, those months are not counted toward the 60-month limit until you turn 18 and are no longer in high school or equivalent.
- You are older than 60 years of age.
- You provide full-time care for a dependent child with a disability or an adult family member with a disability.
- You have a permanent disability.
- You are "chronically unemployable," as determined by your CSSA.
- You have experienced family violence.

When you reach your 48th month of WFNJ, you will be required to participate in the Supportive Assistance to Individuals and Families (SAIF) program. You'll learn more about SAIF on page 12.



WORK AND WORK ACTIVITIES

Since WFNJ is limited to **60 months**, it is important to take steps to gain training, skills, and employment that's right for you. To receive cash assistance, you must take part in a job search/job readiness or work activity to meet this requirement. Specifically, that means TANF recipients must participate in a work activity, job or a combination of both for **35 hours a week**. GA recipients must participate in a work activity, job or a combination of both for **30 hours a week**.

While you start your work activity, you may be eligible to receive help with expenses, such as transportation, child care, or other costs necessary for participating, such as uniforms, books, supplies or fees related to testing and licensing for certain professions.

Individual Responsibility Plan (IRP)

As a Work First New Jersey participant, you will create an Individual Responsibility Plan (IRP) with your CSSA worker, which outlines specific employment goals and work activities for you.

The IRP:

- Identifies the support services that you may receive such as child care, transportation assistance and/or assistance with other work-related expenses.
- Identifies any issues you may have that might make it difficult to get a job, such as drug or alcohol use, a language barrier, low reading skills, or a physical or mental disability.

What Work Activities Can I Participate In?

- Job search: This activity will prepare you to write a résumé, search for employment and work on your interviewing skills.
- Work experience: This program is to help you get work experience or develop skills to help you get a job. You are not considered an employee and are not paid wages by the employer, but you receive your cash assistance during this activity.
- Paid work.
- Mental health and/or substance use treatment — your CSSA worker will refer you for an assessment and possible treatment recommendations.
- High school equivalency or adult basic education.
- Vocational/job skills training, which is directly related to employment, such as a computer skills class or training to become a certified nursing assistant.
- Education, including college: This activity helps you achieve the skills required to obtain employment in a field where jobs are available as defined by the New Jersey Department of Labor and Workforce Development **(TANF only)**.

Certain activities may only be allowed for a limited time. This is discussed as part of your IRP and your CSSA worker will identify time-limited activities.

REMEMBER!

TANF recipients must participate in a work activity, job or a combination of both for 35 hours a week. GA recipients must participate in a work activity, job or a combination of both for 30 hours a week.

Self-Employment

If you have your own business but are earning less than if you had a minimum-wage job, you may need to participate in another work activity — even if you are working full-time.

For example, working a job earning the minimum wage of $15.13 an hour, you would earn around $530 a week. If you are self-employed providing child care to neighbors, driving rideshare or doing food delivery, but you are not making $530 a week for your employment, you may need to participate in an additional work activity.

Earning a Wage

Many people start in an entry-level job to get work experience. They also learn the skills necessary to get a better paying job.

As a participant in WFNJ, you may receive any combination of the following types of income:

- The paycheck from your job
- Your WFNJ cash assistance
- Child support: You may receive up to $100 of child support per month for one child or up to $200 per month for two or more children

If you are working at least 20 hours a week, you can keep all or some of your cash assistance along with your paycheck through a program called Paycheck Plus (earned income disregard). For more information, go to page 16.

Deferrals

WFNJ will "defer" or delay the requirement to work or participate in work activities for those who are unable to work due to age, health, or disability. For example, deferrals may be granted to:

- People 62 years old or older;
- Women who have reached the seventh month of pregnancy or have a medical complication in pregnancy;
- Parents or relatives who are responsible for the care of a child under 12 weeks of age;
- Individuals who provide full-time care for a dependent child with a disability or an adult family member with a disability (your CSSA worker will give you a form for your doctor to fill out and sign);
- People who are diagnosed by a medical practitioner to be temporarily or permanently physically or mentally impaired and are unable to work (your CSSA worker will give you a form for your doctor to fill out and sign);
- A person who is "chronically unemployable," as determined by your CSSA;
- Someone experiencing family violence; or
- Someone participating in a Community Work Experience Program (CWEP) activity and eligible for leave under the State Family Leave Act and the family medical leave provisions allowed under federal law.

Supplemental Work Support (TANF Only)

If you become employed and are working at least 20 hours per week for at least four months and still receive a partial benefit, you may be eligible to receive $200 per month for up to 24 months. To be eligible for this program, you must have been on WFNJ/TANF for at least six months and agree to voluntarily close your case.

If you are receiving Paycheck Plus and would like to get Supplemental Work Support, you must ask to close your case before Paycheck Plus ends, at which time your case would close automatically. For more information, go to page 16.

Redetermination

Households must complete the redetermination process at the end of the approval period (either **6 or 12 months**) to continue receiving cash assistance.

You will receive a letter in the mail and an online notice in MyNJHelps from your CSSA with a scheduled interview appointment. If your cell number is listed in MyNJHelps, you will receive your interview appointment by text as well. After the interview, you will receive a packet of information including a redetermination application and a list of documents you will need to submit. You must return the information to your CSSA by the date provided on the letter in the packet. You can contact your CSSA if you need help completing your redetermination.



SANCTIONS

Sanctioning is when you lose part or all of your cash assistance because you did not attend your work activity or did not cooperate with some other WFNJ requirement — and you cannot show a good reason for it. If you have two or more unexcused absences in a month from your work or work activity, you may be sanctioned.

If you have been sanctioned for not complying with WFNJ work requirements and you are suspected of drug or alcohol use, you will be required to be assessed by a Care Coordinator. If it is determined that you require drug or alcohol treatment, you must enter a treatment program. This will be considered your work activity.

How Sanctions Work for TANF

ONE-ADULT TANF HOUSEHOLD

If you are sanctioned, you will lose your share of cash assistance for six months. For example, in a household of three (one adult and two kids), you will lose 1/3 of your cash assistance amount.

If you do not participate in your required activity during the six months, your case will be suspended in the seventh month for one month. If you still do not participate in the seventh month, your case will be closed for a minimum of one month and you will need to reapply in order to receive further cash assistance.

Once your case is closed, there is no way to fix the sanction or to get any cash in the next month. If your case is closed you can reapply, however, certain requirements must be met. A CSSA worker will provide the details. If you are getting Emergency Assistance, including Temporary Rental Assistance (TRA), it will continue for the first month that your case is closed and then it ends, too.

TWO-ADULT TANF HOUSEHOLD

If one adult is sanctioned, you will lose that person's share of cash assistance until they comply with their assigned work activity.

If both adults are sanctioned, both adults will lose their share of cash assistance for six months.

If you do not participate in your required activity during the six months, your case will be suspended in the seventh month for one month. If you still do not participate in the seventh month, your case will be closed for a minimum of one month and you will need to reapply in order to receive further cash assistance.

Once your case is closed, there is no way to fix the sanction or to get any cash in the next month. If your case is closed you can reapply, however, certain requirements must be met. A CSSA worker will provide the details. If you are getting Emergency Assistance, including Temporary Rental Assistance (TRA), it will continue for the first month that your case is closed and then it ends, too.

Understanding the Sanction Process for TANF

Here's an easy way to understand the sanction process. The sanction period is six months. If you don't do anything to fix the sanction by the end of the sixth month, in month seven, you will lose all cash assistance. In month eight, your case will close.

For example: Marie, who gets $466 in cash assistance for herself and two children, did not attend her work activity in December, and the reasons she has for not attending are not acceptable ones. Here's what happens:

JANUARY (Month 1)	JULY (Month 7)	AUGUST (Month 8)
Cash assistance reduced by one person's share to $311.	Cash goes back to $466 if Marie met the program requirements in any of the past six months. If Marie did not attend her work activity in any of the previous months, in July she loses her entire $466.	If she did not attend her work activity in July, her case is closed. She will have to reapply for cash assistance and take steps to fix the sanction.

Even if your case was closed because of a sanction, you may still be eligible for SNAP. Also, if you think that you should not have been sanctioned, you can request a Fair Hearing by calling **1-800-792-9773**.

How Sanctions Work for GA

ONE-ADULT GA HOUSEHOLD

If you are sanctioned, you will lose your cash assistance for one month. During this month, if you participate with the program requirements, you will receive the full amount the next month. If you do not participate in your required activity during this first month, your case will be suspended and you will not receive your cash assistance for the second month. If you still do not participate in the second month, your case will be closed in the third month.

Once your case is closed, there is no way to fix the sanction or to get any cash in the third month. If your case is closed, you can reapply, however, certain requirements must be met.

TWO-ADULT GA HOUSEHOLD

If one adult is sanctioned, you will lose one person's share of cash assistance for the first month.

During the first month, if you participate with the program requirements, you will receive the full amount the next month.



If you do not participate in your required activity, your cash assistance will continue to be reduced by your share until you participate again.

If both adults are sanctioned, you will both lose your cash assistance for the first month.

During the first month, if one adult participates with the program requirements, they will receive their share of cash assistance the next month.

If you both do not participate in your required activity during this first month, you will not receive your cash assistance for the second month. If you both still do not participate in the second month, your case will be closed in the third month.

Once your case is closed, there is no way to fix the sanction or to get any cash in the third month. If your case is closed, you can reapply, however, certain requirements must be met. A CSSA worker will provide the details.

If you are getting Emergency Assistance, including Temporary Rental Assistance (TRA), it will continue for the month that your case is closed and then it ends, too.

If you have been sanctioned for not complying with WFNJ work requirements and you are suspected of drug or alcohol use, you will be required to be assessed by a Care Coordinator. If it is determined that you require drug or alcohol treatment, you must enter a treatment program. This will be considered your work activity.

Supportive Assistance to Individuals and Families

Remember, WFNJ cash assistance is limited to 60 months during your lifetime. That means that if you receive cash assistance for 24 months, get a job and close your case, you would still have 36 months available, in case you have another emergency and need cash assistance again.

However, say you remain on cash assistance for an extended time — what happens then? If you reach a total of 48 months of cash assistance, you will be placed into the Supportive Assistance to Individuals and Families (SAIF) program. A SAIF case manager — in addition

to your CSSA worker — will help you find employment since your time on WFNJ is reaching the end.

SAIF gives you a last chance to extend your cash assistance while you receive additional individualized help to find a job.

If you remain on WFNJ after you reach 60 months of cash assistance, you may be eligible to receive up to two six-month extensions. During this time, you will continue to receive cash assistance and support services, such as child care and transportation assistance. After the additional 12 months, your case will close and you will lose all of your cash assistance because you have used up all of your WFNJ time.

You may not be required to participate in SAIF if the lifetime limit does not apply to you. That would include if:

- You have a permanent disability;
- You are the sole caretaker of a family member with a disability
- You are an individual above the age of 60
- You are a victim of family violence
- You have other reasons preventing you from getting a job

If you do not comply with the requirements of SAIF, you will become ineligible for WFNJ, including cash assistance and Emergency Assistance.

Emergency Assistance

Emergency Assistance (EA) is temporary housing and shelter-related assistance for people who are eligible for WFNJ or Supplemental Security Income (SSI) and meet the eligibility criteria below.

To be eligible for EA, you must:

- Be able to show a shut-off notice for loss of utility services (heat, water, electric);
- Show proof that you are about to be evicted or are facing foreclosure; or
- Be experiencing homelessness or about to experience homelessness through no fault of your own.

EA helps to:

- Prevent homelessness by paying for back rent, back mortgage or back utilities as well as shelters, motels or Temporary Rental Assistance (TRA).
    - o TRA can be provided when someone is facing an eviction in order to maintain current permanent housing that was affordable but is temporarily no longer affordable. TRA can also be provided if it is the most affordable way to keep a family together while searching for affordable housing.
- Provide temporary support for ongoing housing costs, such as rent, mortgage, utilities or emergency shelter for up to twelve months in the lifetime of a WFNJ case, with the possibility of two six-month extensions for TANF and one six-month extension for GA
- Set up a household by paying for moving expenses, security deposits, utility deposits and/or furniture.

If you are receiving EA, you must contribute 30% of your household income, including your cash assistance, toward your housing costs.

Fraud

We make sure you are who you say you are. In New Jersey, we use electronic systems to monitor the information you put on your application. Some of the measures we use to identify and prevent fraud include:

- Matching SNAP and/or cash assistance information from other states
- Verifying Social Security numbers for identity purposes
- Matching wage information with employers
- Matching with other state programs such as unemployment
- Matching against prison and death records

There are penalties for knowingly providing false or inaccurate information, including:

- Being ineligible for any future benefits
- Having to pay back to the state any money you were not eligible to receive
- Criminal charges



Fair Hearings

If you disagree with a decision made by your CSSA about your case, you have a right to request a Fair Hearing to appeal the decision. You may request a Fair Hearing for any CSSA action or inaction that negatively affects you as a WFNJ applicant or recipient of WFNJ cash assistance. If your request does not fall into one of the reasons for a Fair Hearing, it may be denied.

For example, you might appeal a decision about:

- Eligibility for WFNJ; or
- Reduced, suspended or stopped cash assistance.

You must request a Fair Hearing within **90 days** of such action or inaction.

If you were receiving WFNJ and you make the request for a Fair Hearing within **15 calendar days** from the date of the mailing of a notice of termination, suspension, or reduction, your cash assistance may be continued until the time of the hearing. However, if you lose your appeal, you will have to repay that cash assistance.

For more information about Fair Hearings, contact your CSSA or call the Fair Hearings Hotline: **1-800-792-9773**.

If you feel that you cannot afford a lawyer, you may contact Legal Services of New Jersey (LSNJ) to see if you qualify for free legal services. Their telephone number is **1-888-576-5529** or you can visit their website at LSNJLAW.org.

SUPPORT SERVICES WHILE YOU ARE ON WFNJ

Child Care (TANF Only)

While you are on WFNJ, you will receive child care services so you can work, participate in an approved work activity or look for a job. You will not be required to work or participate in a work activity until you have access to child care; however, the time you spend looking for child care will count towards your 60-month limit.

If you need child care, let a CSSA worker know and they will refer your case to the Child Care Resource & Referral (CCR&R) agency in your county. A CCR&R representative will reach out to you and help you find child care that works for you.

WFNJ/TANF includes child care that can be used at any licensed child care center, registered family child care provider, approved home (in-home and family, friend and neighbor provider), school-based program or summer youth camp that is approved by the state and that accepts state payments. For more information on available child care options, visit ChildcareNJ.gov/Parents/Types.

Work Expenses

Some jobs require special clothing or equipment, such as uniforms, tools, special testing or licensing, or a driver's license. WFNJ can provide up to $500 in vouchers during your 60 months on cash assistance for these items. Ask a CSSA worker about assistance to cover these work-related expenses.

Transportation

You may also be able to get assistance with travel costs while you are looking for a job, engaged in an approved work activity or taking your child to and from a child care facility (in conjunction with work or work-related activities). You may receive a voucher for daily or weekly transportation costs. If you take public transportation, you may receive free or low-cost bus or train passes from your CSSA.

Supplemental Nutrition Assistance Program

As a WFNJ participant, you will also be eligible to receive Supplemental Nutrition Assistance Program (SNAP) food assistance to help pay for food for you and your family. SNAP is separate from WFNJ, but your CSSA will help determine how you can get SNAP. You can apply for SNAP at the same time as WFNJ.

For more information, visit NJSNAP.gov, or your CSSA.

Energy Assistance

Low Income Home Energy Assistance Program (LIHEAP)

If you need help paying your heating bills, or if your heat is included in your rent, you may be eligible for LIHEAP. You may also be eligible for assistance with medically necessary cooling costs.

For more information, call 1-800-510-3102 or visit energyassistance.nj.gov.

Universal Service Fund (USF)

USF can help make energy bills more affordable to New Jersey residents with low incomes. If you are eligible, USF can lower the amount you have to pay for natural gas and electric bills.

For more information, call 1-800-510-3102 or visit energyassistance.nj.gov.

Note: If you are receiving SNAP, you may be considered automatically eligible for the LIHEAP and USF programs. But if you are getting SNAP and are not receiving this energy assistance, call the LIHEAP and USF programs directly at 1-800-510-3102 or visit energyassistance.nj.gov.

LEAVING WORK FIRST NEW JERSEY FOR WORK

WFNJ offers a number of benefits and services to you when you leave for a job or agree to close your case.

The following programs are time-limited supports intended to help you stay employed and move closer to an independent life.

Paycheck Plus (TANF and GA)

If you are working at least 20 hours a week, you can keep all or some of your cash assistance in addition to your paycheck. Here's how it works:

- You keep all of your cash assistance for the first month to help you as you start your job
- For the next six months, we "ignore" 75 percent of your employment income, which means only 25 percent of your paycheck is subtracted from your cash assistance
- After that, 50 percent of your employment income will count when determining your cash assistance amount, until you earn too much to still be eligible

WHAT DOES THAT MEAN?

Say you are a mom with two children getting $559 a month in cash assistance. You earn $15.13 an hour and work 20 hours a week to earn $1,310 in employment income before taxes per month.

In the example above, after seven months, you would not be eligible for cash assistance anymore. But you may be eligible for a variety of post-TANF benefits, such as transportation assistance and child care assistance. Any remaining months of your 60-month lifetime limit will be available if you need cash assistance in the future. Ask a CSSA worker to help you figure out what Paycheck Plus would mean to you.

NOTE: If you are leaving TANF and receiving Paycheck Plus, you may be eligible for Supplemental Work Support. You must talk to your CSSA worker about Supplemental Work Support before Paycheck Plus ends. For more information, see the Supplemental Work Support section below.

Working 20 HRS/WK	Cash Assistance	Cash Assistance and Salary
Cash Assistance Only	$559	$559
First Month Working	$559	$1,869
Next 6 Months with Paycheck Plus	$232	$1,542
Case Closes in Month 8	$0	$1,310

Transportation (TANF and GA)

You may be able to get assistance with travel costs when you begin to work. For more information, contact your CSSA.

Supplemental Work Support

If you are now employed and have been working 20 hours or more per week for at least the past 4 months, you may be eligible to receive $200 per month for up to 24 months and continue receiving child care along with other benefits. To be eligible, you must have been on WFNJ/TANF for at least 6 months and agree to voluntarily close your case.

This program is designed to support you in your efforts to stay employed and no longer need cash assistance. For more information, contact your CSSA.

REMEMBER!

To take advantage of the Supplemental Work Support program, you must agree to close your TANF case. Doing so brings the added benefit of "stopping the clock" on your 60-month lifetime limit on cash assistance.

Transitional Child Care

You may be eligible for extended child care benefits for up to 24 months through Transitional Child Care (TCC), which is a benefit of Supplemental Work Support. These benefits are available to individuals whose WFNJ/TANF cash assistance has ended due to earnings from employment. To receive TCC, let a CSSA worker know that you have a job. They will refer your case to the Child Care Resource & Referral (CCR&R) agency. A CCR&R representative will reach out to you and help you find child care that works for you if you aren't already using an eligible provider.

You must also meet certain eligibility criteria, such as providing proof of your earnings, signing an agreement for services, and sharing in the cost of child care using a sliding fee scale (meaning cost is adjusted depending on your income). This fee is known as copayment or copay.

TCC benefits can be used at any licensed child care center, registered family child care provider, approved home (in-home and family, friend and neighbor provider), school-based program or summer youth camp that is approved by the state and that accepts state payments. If you were receiving WFNJ/TANF child care benefits, you may not need to change providers.

Career Advancement Vouchers

If you are no longer receiving cash assistance because of employment, you may be eligible to receive training or work-related classes to advance your career. This would help pay for classes or training for your current job or a new job with training or education vouchers worth up to $4,000.

To find out if you qualify and how to apply, ask about it at your One-Stop Career Center.
nj.gov/labor/career-services/contact-us/one-stops



SUPPORT FOR WORKING FAMILIES AFTER WFNJ

After you leave Work First New Jersey, you may still be eligible for various programs that strengthen working families with low incomes.

Some of the services that you received in addition to WFNJ may still be available to you. For example, you may continue to receive SNAP.

Supplemental Nutrition Assistance Program (SNAP)

SNAP provides food assistance to individuals and families with low incomes. To be eligible for SNAP, a single person can have a gross monthly income of $2,322. A household size of three can have a gross monthly income of $3,981 (figures valid October 2024-September 2025). If you are eligible, you will receive at least $95 a month for food shopping. For more information, visit NJSNAP.gov or your CSSA.

Child Care Assistance Program (CCAP)

After leaving WFNJ, there are several options for child care that may be available to you.

If you are working and just transitioning off WFNJ for work, you may be eligible for Transitional Child Care (TCC) available through Supplemental Work Support. View the section on page 17 or talk to a CSSA worker about this option.

You may be eligible for the Child Care Assistance Program (CCAP), which can help income-eligible parents who are working, in school, or in job training to pay for child care. To give you a sense of whether you might be eligible to receive assistance through CCAP, the maximum yearly income for a family of three (for example, a mom and two kids) is $53,300 (for 2025).

CCAP benefits can be used at any licensed child care center, registered family child care provider, approved home (in-home and family, friend and neighbor provider), school-based program or summer youth camp that is approved by the state and accepts state payments. If you were receiving WFNJ/TANF or TCC benefits, you may not need to change providers.

For more information on available child care in New Jersey, visit ChildCareNJ.gov.

Child Support

Once you are no longer receiving cash assistance, you will receive the full amount of child support collected.

For more information on child support, visit NJChildSupport.gov or call the customer service line: **1-877-NJKiDS1 (1-877-655-4371)**.

NJ FamilyCare

You or your family may qualify for free or low-cost healthcare coverage through NJ FamilyCare/Medicaid. For more information, call the Medicaid Hotline toll-free at **1-800-701-0710** or visit NJFamilyCare.org.

Energy Assistance

Even if you are working, you may still be eligible for help paying for your energy costs through the Low Income Home Energy Assistance Program (LIHEAP) and/or the Universal Service Fund (USF). For more information, call **1-800-510-3102** or visit EnergyAssistance.NJ.gov.

Earned Income Tax Credit (EITC)

EITC is a special tax benefit for working people who earn low or moderate incomes. It reduces the amount of taxes you pay. If you qualify for the EITC and file a federal income tax return, you can get back some or all of the federal income tax that was taken out of your pay during the year. Families that are eligible for the federal EITC also qualify for additional tax refunds under the New Jersey state EITC.

For example, a mom who has two children and is earning less than $55,768 could earn a federal EITC benefit of as much as $6,960 and a state benefit of as much as $2,115 (figures based on 2024 tax season).

For more information, call the Internal Revenue Service (IRS) at **1-800-TAX-1040 (1-800-829-1040)** or the NJ Division of Taxation at **1-888-895-9179** or visit njeitc.org.

GLOSSARY

Child Care Assistance Program (CCAP) – Helps income-eligible parents who are working, in school, or in job training to pay for child care.

Child Care Resource and Referral (CCR&R) agencies – Agencies that are contracted with DHS/DFD to administer the Child Care Assistance Program in every county.

County Social Service Agency (CSSA) – Agencies that are contracted with DHS/DFD to administer the Supplemental Nutrition Assistance Program and Work First New Jersey in every county.

Department of Human Services (DHS) – The state department that houses the Division of Family Development.

Division of Family Development (DFD) – A division of the Department of Human Services that supervises four programs that support New Jersey families – Child Care, Child Support, Supplemental Nutrition Assistance Program, and Work First New Jersey.

Earned Income Tax Credit (EITC) – A special tax benefit for working people with low or moderate incomes.

Electronic Benefits Transfer (EBT) – Referred to in New Jersey as "Families First", it's a card where individuals access their Work First New Jersey and Supplemental Nutrition Assistance Program.

Emergency Assistance (EA) – Temporary housing and shelter-related assistance for people who are eligible for Work First New Jersey or Supplemental Security Income and meet certain eligibility criteria.

General Assistance (GA) – The program under Work First New Jersey that serves single adults and couples without dependent children. Often referred to as WFNJ/GA.

Individual Responsibility Plan (IRP) – The IRP is part of the Work First New Jersey program that outlines specific employment goals and work activities.

Legal Services of New Jersey (LSNJ) – A nonprofit offering free civil legal assistance to people with low incomes in New Jersey.

Low Income Home Energy Assistance Program (LIHEAP) – Helps families and individuals with low incomes meet home heating and medically necessary cooling costs.

Supplemental Nutrition Assistance Program (SNAP) – Provides food assistance to families with low incomes to help them buy groceries through a benefits card.

Supplemental Security Income (SSI) – A federal program that provides monthly payments to people with disabilities and older adults who have little or no income or resources.

Supportive Assistance to Individuals and Families (SAIF) – Part of the Work First New Jersey program that provides individualized help to find a job after reaching a total of 48 months of cash assistance.

Temporary Assistance for Needy Families (TANF) – The program under Work First New Jersey that serves families. Often referred to as WFNJ/TANF.

Temporary Rental Assistance (TRA) – Provides a lifetime limit of 12 months of emergency assistance to prevent homelessness for recipients of WFNJ.

Universal Service Fund (USF) – Provides a monthly credit on eligible customer's natural gas and/or electric bills.

Work First New Jersey (WFNJ) – New Jersey's cash assistance program that provides monthly cash, child care, job search and readiness, and short-term housing support for eligible New Jersey residents.

THINGS TO KNOW

Find information about the following on the pages listed below or contact your CSSA worker with specific questions.

- How do I get into an approved work activity? (page 9)
- What are my work activity options? (page 9)
- What if I am too sick to participate in my work activity? (page 9)
- What is an Individual Responsibility Plan (IRP) and how can it help me? (page 9)
- Do I have to quit school to go to work? (page 18)
- How do I get child care while I look for work or participate in a work activity? (page 15)
- What does "cooperating with child support" mean? (page 6)
- Can I get transportation assistance? (page 15)
- Can I get help with work expenses? (page 15)
- Can I get NJSNAP? (page 15)
- How do I get help with a drug or alcohol problem? (page 9)
- How do I end my sanction? (page 11)
- When I get a job, how much of my grant will I get to keep under the Paycheck Plus program? (page 16)
- When I begin working, can I continue to receive any support services? (page 16)
- What if I am too sick to participate in my work activity?*
- Can I get help for a family/domestic violence problem?*

*Contact your CSSA worker.

COUNTY SOCIAL SERVICE AGENCIES

The County Social Service Agencies provide financial assistance and support to individuals and families who have limited resources and income. For more information regarding services, contact your county office below.

ATLANTIC COUNTY
Department of Family and Community Development
1333 Atlantic Avenue
Atlantic City, NJ 08401
Telephone: 609-348-3001
Fax: 609-343-2374

Bergen County
Board of Social Services
218 Route 17 North
Rochelle Park, NJ 07662
Telephone: 201-368-4200
Fax: 201-368-8710

Burlington County
Board of Social Services
Human Services Facility
795 Woodlane Road
Mount Holly, NJ 08060
Telephone: 609-261-1000
Fax: 609-261-0463

Camden County
Board of Social Services
101 Woodcrest Road, Suite 161
Cherry Hill, NJ 08003
Telephone: 856-225-8800
Fax: 856-225-7797

Cape May County
Department of Social Services
Social Services Bldg.
3801 Route 9 S, Unit 4
Rio Grande, NJ 08242
Telephone: 609-886-6200
Fax: 609-889-9332

Cumberland County
Board of Social Services
275 North Delsea Dr.
Vineland, NJ 08360
Telephone: 856-691-4600
Fax: 856-692-7635

Essex County
Department of Citizen Services
Division of Family Assistance & Benefits
320 University Avenue, 2nd floor
Newark, NJ 07102
Telephone: 973-395-8000
Fax: 973-504-9316

Gloucester County
Division of Social Services
400 Hollydell Drive
Sewell, NJ 08080
Telephone: 856-582-9200
Fax: 856-256-2214

Hudson County
Department of Family Services
Welfare Division
257 Cornelison Ave.
Jersey City, NJ 07302
Telephone: 201-420-3000
Fax: 201-395-4624

Hunterdon County
Department of Human Services
Division of Social Services
6 Gauntt Place
P.O. Box 2900
Flemington, NJ 08822
Telephone: 908-788-1300
Fax: 908-806-4588

Mercer County
Board of Social Services
200 Woolverton Street
P.O. Box 1450
Trenton, NJ 08650
Telephone: 609-989-4320
Fax: 609-394-6638

Middlesex County
Board of Social Services
181 How Lane
P.O. Box 509
New Brunswick, NJ 08903
Telephone: 732-745-3500
Fax: 732-745-4558

Monmouth County
Division of Social Services
3000 Kozloski Road
P.O. Box 3000
Freehold, NJ 07728
Telephone: 732-431-6000
Fax: 732-577-6605

Morris County
Office of Temporary Assistance
340 W. Hanover Ave
P.O. Box 900
Morristown, NJ 07963
Telephone: 973-326-7800
Fax: 973-829-8531

Ocean County
Board of Social Services
1005 Hooper Avenue
P.O. Box 547
Toms River, NJ 08753
Telephone: 732-349-1500
Fax: 732-244-8075

Passaic County
Board of Social Services
80 Hamilton Street
Paterson, NJ 07505
Telephone: 973-881-0100
Fax: 973-881-3233

Salem County
Department of Social Services
147 South Virginia Avenue
Penns Grove, NJ 08069
Telephone: 856-299-7200
Fax: 856-299-3245

Somerset County
Board of Social Services
73 East High Street
P.O. Box 936
Somerville, NJ 08876
Telephone: 908-526-8800
Fax: 908-707-1941

Sussex County
Division of Social Services
83 Spring Street, Suite 203
P.O. Box 218
Newton, NJ 07860
Telephone: 973-383-3600
Fax: 973-383-3627

Union County
Division of Social Services
342 Westminster Avenue
Elizabeth, NJ 07208
Telephone: 908-558-2288
Fax: 908-965-2752

Warren County
Division of Temporary Assistance and Social Services
3 Shotwell Drive
Belvidere, NJ 07823
Telephone: 908-475-6301
Fax: 908-475-1533



NEW JERSEY
WORKFIRST
THE DIGNITY OF WORK; THE PRIDE OF INDEPENDENCE

State of New Jersey | Department of Human Services | Division of Family Development