

DEPARTMENT OF LABOR

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4535-140-070060-63

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SHELTER WORKSHOP
SUPPORT

GENERAL STATE REQUIREMENTS

Compliance Requirement

Sheltered Workshop Act - Chapter 272, P.L. 1971;

New Jersey State Vocational Rehabilitation Facilities - Rules and Regulations-
N.J.A.C. Title 12, Chapter 51;

Division of Vocational Rehabilitation Services (DVRS) Contract Agreement.

Suggested Audit Procedures

* Obtain and review compliance requirements.

I. PROGRAM OBJECTIVES

The objective of the Sheltered Workshop Support Program is to provide long-term employment and rehabilitation services to severely disabled individuals who cannot be placed in open competitive employment.

II. PROGRAM PROCEDURES

The Division of Vocational Rehabilitation Services develops and negotiates contracts with individual not-for-profit rehabilitation facilities located throughout the State. The contracts provide both compliance provisions and budgetary requirements, amounts to be paid, methods for payment and reports required.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Professional rehabilitation and employment costs.

All necessary and reasonable costs associated with administration of Program.

Suggested Audit Procedures

- * Review law and regulations;
- * Review DVRS contract;
- * Test expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Participants are eligible if they meet provisions of the Sheltered Workshop Act - Chapter 272, P.L. 1971 Section 1 (d).

Suggested Audit Procedures

- * Review Section 1(d) of the law;
- * Test participant files for support documentation (See Special Tests and Provisions for work which can be combined).

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

None

D. REPORTING REQUIREMENTS

Compliance Requirement

The DVRS Contract, Attachment A - Section VI provides reporting requirements which could vary between contracts.

Suggested Audit Procedures

- * Obtain DVRS Contract;
- * Review reporting criteria with actual reports submitted.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

See grant agreement.

Suggested Audit Procedures

- * Test compliance with grant requirements.