



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT
P.O. Box 716
TRENTON, NJ 08625-0716

LEGAL SERVICES OF NEW JERSEY

JUL 03 2001

RECEIVED

OSVALDO DEFRANCESCO
Administrative

June 27, 2001

JAMES W. SMITH, JR.
Acting Commissioner
DAVID C. HEINS
Director
Tel: (609) 588-2600

DFD Instruction No. 01-6-9

General Assistance Program Instruction No. 01-6-5

TO: COUNTY WELFARE AGENCY DIRECTORS
COUNTY INCOME MAINTENANCE ADMINISTRATIVE SUPERVISORS
COUNTY SOCIAL SERVICE ADMINISTRATIVE SUPERVISORS
MUNICIPAL WELFARE AGENCY DIRECTORS

SUBJECT: ACCESS TO CASE RECORDS BY WFNJ APPLICANTS
AND/OR WFNJ RECIPIENTS

REGULATORY

REFERENCE: N.J.A.C. 10:90-7.1(C)

WFNJ/TANF
WFNJ/GA
FS

PROGRAM

It has come to the attention of the Division that some county and municipal welfare agencies may be erroneously denying access to case files to applicants for or recipients of WFNJ benefits. N.J.A.C. 10:90-7.1(c) makes clear that "it is the right of every applicant for or recipient of WFNJ or his or her authorized representative to review the contents of his or her case file."

This applies to all case files held by CWAs or MWDs regarding the applicant or recipient, regardless of whether or not the applicant or recipient has requested a fair hearing, and regardless of whether or not an adverse action has occurred. Individuals who request to review the contents of their case file shall be given an opportunity to do so within a reasonable amount of time following the request, at a

time mutually convenient to the recipient (or his or her authorized representative) and the agency. Applicants shall be given the opportunity to review their case files and to obtain copies of anything contained in their file(s).

FISCAL:

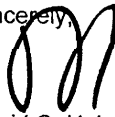
N/A

SYSTEMS:

N/A

This information is to be brought to the attention of appropriate staff. Questions may be directed to your field representative.

Sincerely,

A handwritten signature in black ink, appearing to be 'DCH', written over the word 'Sincerely,'.

David C. Heins
Director

DCH:MCRM:MJ:mj

c: Barbara DeGraaf, Deputy Commissioner
Department of Human Services

Charles Venti, Director
Division of Youth and Family Services

Deborah Bradley, Acting Director
Division of Medical Assistance and Health Services