



NEW JERSEY DEPARTMENT OF  
CHILDREN AND FAMILIES

Policy Manual

Manual:	CON	Contracting	Effective Date: 5-1-2008
Volume:	I	Contract Policy and Information Manual (CPIM)	
Chapter:	A	Contract Policy and Information	Revised Date: 12-18-2023
Subchapter:	1	Contract Negotiations and Revisions	
Issuance:	1.07.2008	Funding Authorization for Social Service Contracts	

### Purpose:

The purpose of this policy is to standardize the Third-Party Social Services Contract funding authorization process throughout the Department of Children and Families (DCF).

### Policy:

- A) The funding authorization process is implemented when the Department or its respective Divisions and Offices release new or reallocated funds to support third party contracted services or programs. Identified funds may include: State grants in aid; Federal appropriations; specific Federal grant awards; special State appropriations; annually distributed revenues such as Domestic Violence Victims Funds; redirected DCF budget funds; or other funding that is utilized by the Department to purchase contracted services.
- B) This process is not required for the routine renewal of DCF Third Party Social Service Contracts with ongoing funding.

### Procedures:

- 1) The Departmental Component shall complete [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) and follow the procedures and instructions set forth in this policy when requesting authorization to release new or reallocated Contract funds.
- 2) Instructions for completing the Social Service Contract Funding Authorization [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) are found at the above link.

### **Section A**

The DCF Program Administrator or designee completes [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) Section A in its entirety. Once completed, the Form is forwarded to the DCF Budget Director for review and approval.

### **Section B**

DCF's Budget Office completes Section B. The budget analyst reviews the request, completes Section B, signs Section B and forwards it to DCF's Budget Director for review and approval. If approved, the DCF Budget Director signs Section B prior to forwarding it to the DCF Office of Contract Administration (OCA).

### **Section C**

- 1) The Office of Contract Administration (OCA) receives and records receipt of the [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) and reviews the packet for completeness and accuracy. The Form is forwarded to the Director of Contracting for review and approval.
- 2) If approved, the Director signs and dates the Funding Authorization and OCA distributes it to the designated DCF Business Office(s).
- 3) Once the [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) has been approved at all levels, the DCF Business Office may execute Contracts and Modifications under the scope of this authorization.

### **Distribution**

Copies of the completed [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#) are forwarded to: the Office of Contract Administration; Budget Office; Office of Accounting; Office of Revenue and Financial Reporting; DCF Business Manager(s); the DCF entity responsible for program management; and other stakeholder(s), as necessary.

### **Forms and Attachments:**

- [CON-IV-A-1-3.1, Third Party Social Services Contract Funding Authorization Form](#)

### **Policy History:**

- 7-1-2011
- 5-1-2008