

DEPARTMENT OF CORRECTIONS

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7025-140-130030-63

100 026 7025 121 130030

NEW JERSEY ASSOCIATION
FOR RETARDED CITIZENS

I. PROGRAM OBJECTIVES

The objective of the Association for Retarded Citizens (ARC) Program is to provide a full array of education and training, case management and consultation services to the Department of Corrections that will assist them to more accurately identify, develop "habilitative programs" and to plan for inmates with development disabilities during the length of their incarceration and upon their release.

II. PROGRAM PROCEDURES

Funds are provided by the State to ARC, a non-profit provider, to fulfill the provisions of the contract with the New Jersey Department of Corrections upon approval of an annual operating budget submitted to the Director of the Office of Institutional Services.

III. COMPLIANCE REQUIREMENT AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Monies may only be expended for education, training, case management and consultation services unless otherwise specified in the special conditions of the contract.

Suggested Audit Procedures

- * Review the contract agreement and determine if there are special conditions;
- * Test expenditures and related records to the approved budget.

B. ELIGIBILITY

Compliance Requirement

Services can only be rendered to the professional staff from the eight designated facilities and Central Office, unless otherwise specified in the special conditions of the contract.

Suggested Audit Procedures

- * Review the procedures for approving those employees who participate in the program to ensure that they meet the requirements as set forth in the contract.

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

There are no matching, level of effort, or earmarking requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The contractor will report its findings and/or recommendations to the Department's primary liaison via monthly reports covering the areas specified in paragraphs A1 through A4 of the contract.

Suggested Audit Procedures

* Review reports to ensure accuracy and completeness to the provision of the contract.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests or procedures for the auditor to perform.

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7025-140-130210-63

100 026 7025 128 130210

PURCHASE OF COMMUNITY
SERVICES

I. PROGRAM OBJECTIVES

The objective of the Residential Community Release Programs is to reintegrate eligible full-minimum custody inmates from State Correctional Institutions into the community. This is achieved by the provision of contract residential services in the private sector that include room and board, individual case management, employment counseling, therapeutic counseling, urine monitoring and resident accountability.

II. PROGRAM PROCEDURES

Funds are provided by the State to private non-profit providers under a per diem cost reimbursement contract with the New Jersey Department of Corrections upon approval of an annual operating budget submitted to the Bureau of Contract Administration.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Monies may only be expended for pre-release program services to eligible non-profit community based providers.

Suggested Audit Procedures

- * Review the grant agreement and determine if there are special conditions;
- * Test expenditures and related records.

B. ELIGIBILITY

Compliance Requirement

Only non-profit agencies with a department approved program plan and with a suitable facility that:

- * Meets Department of Community Affairs Licensing Requirement;
- * Conforms with local building codes and zoning ordinances.

Suggested Audit Procedures

- * Review procedures for approving applicants and for determining recipients of services and evaluate for adequacy;
- * Obtain a list of program applications that show eligibility compliance status;
- * Review selected applicant files to determine adherence to prescribed system;
- * Test records of applicants receiving support services and determine whether any do not meet eligibility criteria.

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

There are no matching, level of effort, or earmarking requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The following reports must be submitted periodically for this program:

- * Annual Financial Audit;
- * Annual Certification Materials (DCA Licensing, Fire and Health Certificates);
- * Quarterly Program Reports.

Suggested Audit Procedures

- * Determine that reports were submitted on a timely basis;
- * Review and test accuracy of reports.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests or procedures for the auditor to perform.

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MUTUAL AGREEMENT PROGRAM
(MAP) OUTPATIENT

I. PROGRAM OBJECTIVE

In 1991, the Department of Corrections initiated the Mutual Agreement Program - Outpatient Program (MAPOP). The objective of MAPOP is to purchase services from community treatment programs who provide intensive primary and/or secondary outpatient alcohol/drug treatment services. Forty-six parolees participate for an average of 16 weeks. The treatment is intended to increase the number of parolees who succeed on parole and to maintain offenders as productive citizens, thereby reducing recidivism.

II. PROGRAM PROCEDURES

Funds are provided by NJDOC to five agencies, Atlantic Mental Health Center, Inc., McKee City; Cape Counseling Services, Wildwood; Genesis/Union Hospital, Union; Jersey City Medical Center, Jersey City; West Jersey Physician Associates, Cherry Hill; to fulfill provisions of annual contracts which begin each fiscal year. The contracts are approved by Commissioner Fauver.

III. COMPLIANCE REQUIREMENTS and SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Monies are expended by the agencies to complete the individual's treatment plan as established at the initial evaluation.

Suggested Audit Procedure

Review the contract agreement and determine if there are special conditions.

B. ELIGIBILITY

Compliance Requirements

Services can only be rendered to parolees from contracted agencies by degreed and/or certified staff.

Suggested Audit Procedures

Review agency's independent audit reports.

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

There are no matching, level of effort, or earmarking requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The contractors will report its findings and/or recommendations to the Department's MAP Director via monthly reports as specified in their contracts.

Suggested Audit Procedures

Review reports to ensure accuracy and completeness to the provision of the contract.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests or procedures for the auditor to perform.

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AMER-I-CAN PROGRAM

I. PROGRAM OBJECTIVES

The object of the AMER-I-CAN program is two-fold. First, it offers a system of Life-Management Skills to the participants, and secondly, it provides Gang Intervention Training. The special emphasis is on reaching the "at risk" inmate populations, placing special emphasis on making juveniles and young adults aware of cultural differences, race relations and the need for self-esteem. The juveniles learn life management skills, leadership, anger management and methods of relying on self, rather than on peer groups which tend to negate the basics and lead to criminal behavior. The program seeks to train a total of 1,500 inmates throughout the State of New Jersey, both in State and County facilities.

II. PROGRAM PROCEDURES

Funds are provided by the State to AMER-I-CAN, Incorporated of New Jersey, to fulfill the provisions of the contract with the New Jersey Department of Corrections. The funds are within a line item appropriation account within the current Fiscal Year 1995 Budget, and are not within the budget of the Department of Corrections. Annual operational budgets and expenditures to be placed under audit are required of the contractor. Monthly financial and narrative reports are also required of AMER-I-CAN. The terms, "scope and object" of the agreement are contained within specific articles of the contract under various sections.

III. COMPLIANCE REQUIREMENTS and SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

Monies may only be expended for training of inmates based on a cost of \$1,000 per participant, a total of 1,500 participants to be trained. Specifics of the internal budget have been submitted and reviewed by various component agencies of State Government. They are contained within the total contract on file, and are approved by the Office of the Attorney General, October 1, 1994, for a period of one year.

Suggested Audit Procedures

Audit procedures and requirements for financial review are contained in various line item specifics found within the contract, listed as Article 2, which is attached as ATTACHMENT ONE.

B. ELIGIBILITY

Compliance Requirement

Training services can be offered to inmates of the State of New Jersey under the care and custody of the Department of Corrections in either State or County facilities. There are total of 1,500 inmates to be trained by the contracting agency.

Suggested Audit Procedures

As above, A, and listed as Article 2, which is attached as ATTACHMENT ONE.

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

There are no matching, level of effort, or earmarking requirements.

D. REPORTING REQUIREMENTS

Compliance Requirements

The contractor will report its findings and/or recommendations to the Department's primary liaison via monthly reports covering the areas of program service delivery to participants and financial expenditures on a monthly and cumulative basis.

Suggested Audit Procedures

Contained in the contract, listed as Article 2, which is attached as ATTACHMENT ONE.

E. SPECIAL TESTS AND PROVISIONS