

## **Instructions for IIC/BA Annual Driver's License Forms**

IIC and BA providers are often tasked with transporting youth and family members in the course of service provision. As a result, the Children's System of Care is responsible for ensuring all applicable staff have valid driver's licenses. Beginning January 1, 2024, agencies will be required to submit two forms to CSOC: the Annual IIC/BA Driver's License Verification Attestation and Annual IIC/BA Driver's License Tracking Form. Both forms are available at <https://www.nj.gov/dcf/providers/csc/index.html>. The **forms shall be submitted annually by January 31<sup>st</sup>** to the CSOC Office of Community Services, at [IICprovider.Communications@dcf.nj.gov](mailto:IICprovider.Communications@dcf.nj.gov).

The **IIC/BA Driver's License Verification Attestation Form** should be completed and signed by the agency head or an assigned signatory. This form asks agency heads (or assigned signatories) to attest to the verification of valid driver's licenses for all employees whose duties may involve transporting children, caregivers and/or family members being served by the agency. The person completing the form is required to physically review all staff driver's licenses and confirm they have not expired. The agency must also certify that staff with license expiration dates within two months of the license examination date have been instructed to provide a copy of the renewed license upon renewal. Agencies should have staff agree to this provision in writing.

The **IIC/BA Driver's License Tracking Form** must list all employees whose responsibilities may involve transporting children, caregivers and/or family members being served by the agency. Employee names should be listed as they appear on the driver's licenses. Under the "Title" heading, please list the employee as either BA or IIC. If the staff member is neither a BA nor an IIC, please list their agency title.

The two forms shall be submitted together annually to CSOC at any time in January, but no later than January 31<sup>st</sup>. While CSOC will send reminders of this due date, responsibility for submitting the forms on time rests solely with the agency. Agencies that fail to submit the forms on time will not be able to receive referrals through CSOC until all required documentation has been provided.

Please also note that **valid driver's licenses must be verified for all new hires before they can begin work with children and families.** Proof of a valid driver's license should be submitted to CSOC along with the Change of Staff form, located at <https://www.nj.gov/dcf/providers/csc/index.html>. Acceptable forms of verification include a photocopy or picture of the license, or a notation on the Change of Staff form that the license was physically inspected by the agency head or their designee.

If you have any questions related to these requirements, please email [IICprovider.Communications@dcf.nj.gov](mailto:IICprovider.Communications@dcf.nj.gov).