

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

DEPARTMENT POLICY: DCF.P1.12-2007

EFFECTIVE DATE: August 31, 2007

SUBJECT: **Clusters**

I. PURPOSE

The purpose of this policy is to instruct all Provider Agencies and DCF Departmental Components' contracting staff on the policy and procedures for identifying and utilizing Clusters within the Budget.

II. SCOPE

This policy applies to all Department of Children and Families (DCF) Third Party Social Services and Training Contracts.

III. DEFINITIONS

In addition to the terms defined in the DCF Contract Policy and Information Manual, and the DCF Contract Reimbursement Manual, the following terms, when capitalized, shall have meanings as stated:

Cluster means one or more service-related Programs designated by the Departmental Component, and identified in the Contract.

IV. POLICY

The following Departmental Component has identified service-related programs that may be combined to form Clusters:

- Division of Youth and Family Services (see criteria; DYFS Attachment 1)

For contracting purposes, service-related program components identified within a Cluster category will enable Provider Agencies to move funds between these service-related programs to offset a deficit identified in one program with a surplus in another service-related program within the same Cluster category.

A Cluster Designation Form is attached to this policy, (Attachment 2), which is required to be completed annually and updated as necessary by all Provider Agencies that have designated Clusters. When Clusters are added or deleted within a Contract term, a Contract Modification is required.

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

1. Level of Service and/or Performance Outcomes Requirements

Each contracted service program component will have a minimum level of service and/or performance outcomes identified as part of the Annex A Contract requirements. These minimum requirements must be maintained as a prerequisite for any funds being transferred between service-related programs within the same Cluster.

2. Funding Source

Services funded under any one of the following sources may be Clustered (by funding source), unless otherwise prohibited by the funding source's regulations or policies.

- a. Single funding source
- b. Multiple funding sources for the same service
- c. State funds
- d. Federal funds

Service program components that are funded by a federal grant will generally not be Clustered with services funded by other funding sources. However, where two or more service components are solely funded by the same federal grant, the services may be Clustered unless otherwise restricted by the grant language.

3. Fixed-Unit Rate Service Programs

Service program components funded under the fixed-unit rate method of payment will not be Clustered.

4. Required Form

The authorized Provider Agency signatory shall sign a Cluster Designation Form (Attachment 2), if any Clusters are designated.

Commissioner

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

**DIVISION OF YOUTH AND FAMILY SERVICES
CLUSTER CATEGORIES**

DYFS recognizes two categories of Clustered services: General Social Services and Substitute Care Services.

(1) General Social Services

Intake
Initial Crisis Services
General Case Management
Protective Services Case Management
Adoption Services Case Management

Income Maintenance/Financial
Parent Education
Child/Family Screening/Treatment
Life Skills Training
Self-Help and Support Groups

Crisis Care
Public Education & Information
Technical Assistance
Planning
Employment Related

Health Related
Housing Related
Legal
Law Enforcement
Group Counseling

Individual Counseling
Psychological Assessment
Professional Consultation
Transportation
Personal Attendant Service

Companionship
Meals
Homemaker
Camps
Day Care/Child

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Day Care Adult
Day Treatment
Respite Care
Educational Services
Substance Abuse Rehabilitation Services

(2) Substitute Care

Permanency Enhancing Services
Independent Living
Subsidize Adoption
Shelter Care
Foster Care

Para Foster Care
Group Homes
Treatment Home Care
Teaching Family Home
Transitional Living Home

Alternate Care Home
Residential Treatment
Other Substitute Care Settings
Unsupervised Living Arrangements
Inpatient Health Care Facilities

**STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES**

Cluster Designation Form

The Department of Children and Families has defined the term “Cluster” in DCF Policy DCF.P.1.10 (Contract Modification) and this policy, as one or more service-related Programs designated by the Departmental Component, and identified in the Contract. For contracting purposes, the applicable Cluster determines the extent to which a Provider Agency can offset deficits in one program with surpluses in another program, without penalty, subject to other provision in this policy. Note: The contract settlement process will be performed on a Cluster-by-Cluster basis.

PROVIDER AGENCY: _____

CONTRACT #: _____ **CONTRACT TERM:** _____

CONTRACT CLUSTER (complete one sheet for each cluster):

Program Name

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____

SIGNATURES:

Provider Agency

Date