

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

DEPARTMENT POLICY: DCF.P-Misc.03-2007

EFFECTIVE DATE: August 31, 2007

SUBJECT: **Provider Agency Chief Executive Officer and Contract Program Director**

**I. PURPOSE**

The purpose of this policy is to clarify the term "Chief Executive Officer" (CEO) and to specify the responsibilities of the CEO and the Contract program director.

**II. SCOPE**

This policy applies to all Contracts.

**III. DEFINITIONS**

The definitions for the purpose of this directive are listed in the policy section of this document.

**IV. POLICY**

**A. Chief Executive Officer**

1. The Chief Executive Officer named in the Annex(es) is responsible for all aspects of Contract services.
2. Because of the differences in the types of agencies that contract with the Department, the following are separate definitions for the CEO in:
  - a. Private for-profit and non-profit Provider Agencies

In the case of private for-profit and non-profit Provider Agencies, the CEO shall be either the chairperson of the Agency's governing body or the executive director of the Agency, as designated by resolution of the governing body and consistent with Agency by-laws.

**b. Public Provider Agencies**

In the case of public Provider Agencies, (e.g., municipalities and counties), the CEO shall be either the chairperson of the Agency's governing body (e.g., city council, board of supervisors, board of chosen

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

freeholders), or the Agency's chief administrator (e.g., mayor, city manager, county administrator), as designated by resolution of the governing body.

c. Educational Institutions

In the case of educational institutions, the CEO shall be either the chairperson of the Agency's governing body or the president of the institution, as designated by resolution of the governing body and consistent with the institution's by-laws.

B. Program Director

The program director named in the Annex (es) must be directly responsible for Contract services, and unless otherwise specified in the Annex (es), must devote full time to the Provider Agency to carry out that responsibility and to supervise Provider Agency personnel in the administration and/or delivery of Contract services.

- C. If the position of CEO and/or program director should be or become vacant during the term of the Contract, the Department must be notified in writing of said vacancy. The Department must subsequently be notified in writing of the new CEO or program director when the vacancy is filled.

---

Commissioner