

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

DEPARTMENT POLICY: DCF.P-Misc.07-2007

EFFECTIVE: August 31, 2007

SUBJECT: Financial Transactions with Clients, Patients and Residents

I. PURPOSE

The purpose of this policy is to establish minimum standards for use by Provider Agencies in the development and implementation of Financial Transaction with clients, patients and residents.

II. SCOPE

This policy applies to all Provider Agencies.

III. DEFINITIONS

Financial Transaction for the purpose of this policy is defined as any exchange of money or goods for money or goods between two or more parties.

IV. POLICY

- A. Each Provider Agency shall have written policies and procedures covering Financial Transaction(s) with clients, patients and residents.
- B. This Provider Agency policy shall advise staff, and volunteers, that engaging in certain activities with respect to Financial Transaction(s) with clients, patients and residents are prohibited. These prohibitions shall include the following:
 - 1. Borrowing money from clients, patients and residents;
 - 2. Engaging in any Financial Transaction with clients, patients and residents, i.e., unauthorized loans, purchases, etc.;
 - 3. Selling to clients, including inviting sales persons to meet with clients, patients and residents; and
 - 4. Coercing any client, patient or resident to make a purchase or loan.
- C. The policy shall specify the procedures to be followed when an employee is in violation of the policy, including, but not limited to, any administrative actions covering specific offenses, such as:

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1. A formal written reprimand;
2. A short suspension from work without pay; or
3. Termination.

V. PROCEDURES

- A. The Provider Agency shall develop a written policy in accordance with the minimum guidelines specified in this policy.
- B. The policy shall be adopted by the Provider Agency's Governing Board in accordance with procedures in the Board's by-laws.
- C. A copy of the adopted policy with a date for compliance shall be furnished to Board members, officers and staff and posted in a conspicuous place in the facility.

Commissioner