

WorkFirst NJ

WHAT ARE MY RIGHTS UNDER WORK FIRST NJ (WFNJ)?

As a WFNJ applicant or recipient, you have a right to:

- Apply for WFNJ assistance and receive information about your eligibility, your rights and your obligations under the program.
- Receive immediate benefits after you apply, if you qualify.
- Get emergency assistance benefits, if you're eligible.
- Receive support services such as health care, child care, transportation, treatment for drug or alcohol abuse problems, and an allowance for work expenses, if you're eligible.



- Get a deferral or exemption from some WFNJ requirements - for example, if you are a victim of family/domestic violence, rape or incest.
- Receive up to the first \$100 of child support collected each month, after a child support order has been established.
- Examine your own case file.
- Receive written notice before your benefits are denied, reduced or stopped.
- Request a fair hearing within 90 calendar days of the action.
- Receive equal treatment under the law, regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status. *If you believe you have been discriminated against, you should report the situation in writing immediately to:*

**NJ Division of Family Development
Bureau of Administrative Review & Appeals
PO Box 716
Trenton, NJ 08625-0716
Call toll-free:
1-800-792-9773
and/or**

**U.S. Dept. of Health and Human Services
Director, Office of Civil Rights
Federal Building
26 Federal Plaza
New York, NY 10007**



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WHAT ARE MY RESPONSIBILITIES?

To receive benefits under WFNJ, you must go to work, look for work, or take part in work-preparation activities. To help you move from welfare to work, the WFNJ program provides you and your family with supports – like child care and health care benefits – so you can stay on the job, in training or in classes.

To be able to get WFNJ benefits, you must:

- Provide information that is required to determine whether you are eligible for WFNJ assistance.
- Cooperate with child support requirements. This includes providing information to establish, change or enforce a legal child support order. If you are a victim of family/ domestic violence, you should tell your case manager.
- Cooperate with WFNJ work requirements, which includes registering with your local One-Stop Career Center. If you are given an exemption or temporary deferral from WFNJ requirements – for example, as a victim of family/ domestic violence – you do not have to register.
- Meet the required income level and resource levels.
- Cooperate with your welfare agency – for example, showing up on time for meetings, classes, interviews, etc. or explaining or proving why you were unable to attend.
- Notify the county or local welfare agency right away when you (or any other family member) move to a new address, get a job, get extra income, or if there is a change in your family size.



New Jersey Department of Human Services
Jon S. Corzine, Governor
Jennifer Valez, Commissioner



You must also:

- Notify the county or local welfare agency in advance if you and /or your children will be out of state for more than 30 days.
- Notify the welfare agency about any unexpected change in the amount of your cash assistance.
- Repay the welfare agency any part of cash assistance that you get while you are waiting for settlement of a claim, legal suit, inheritance, lottery winnings or other award.

If you do not meet these responsibilities, your WFNJ cash assistance may be denied, reduced or stopped, and your case may be closed.

What will my welfare agency do for me?

- Determine if you and your family are eligible for Work First NJ.
- Explain the program and services available to help you, as well as your rights and what you are required to do.
- Help you establish who is the father of your child and take steps to obtain child support from an absent father or mother.
- Review your case at least every six months. (If you are receiving WFNJ General Assistance benefits, case reviews may be done monthly.)
- Tell you about your right to equal treatment under the law and provide you with a copy of the Discrimination Complaint Form, if you ask for one.
- Send any information you provide to them regarding discrimination complaints immediately to the NJ Division of Family Development.