

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES

TO: Department Manual Holders

DATE: July 1, 1994

SUBJECT: Debarments, Suspensions and Disqualification Pursuant
to Executive Order #34-1976

The purpose of this memorandum is to inform the Departmental Components of how to initiate the procedure to debar, suspend, or disqualify a person/Provider Agency according to Executive Order #34-1976; N.J.A.C. 10:3-1, Debarment, Suspension and Disqualification of Person(s); and Treasury Circular 93-13-GSA.

The Departmental Component shall notify the Director of the Office of Legal and Regulatory Liaison (OLRL) and the Manager of the Contract Policy and Management Unit (CPMU) of a pending recommended action for debarment, suspension or disqualification. All documentation shall be forwarded to OLRL as soon as possible for review. OLRL will notify all appropriate persons of the recommendation, including the Commissioner and the Attorney General, as appropriate, and obtain all required signatures to implement the recommendation.

Upon the decision to or not to debar, suspend, or disqualify a person/Provider Agency, OLRL will notify the Departmental Component and CPMU of the final decision. If the person/Provider Agency is to be debarred, suspended or disqualified, OLRL will complete and forward the required form (GSA-40, New Jersey Debarment Transmittal) to Treasury notifying them of the action.

CPMU shall notify all Department Manual holders explaining who has been debarred, suspended or disqualified and the reason for such.

Issued by:



Henrietta Small, Manager
Contract Policy and Management Unit