

**STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES**

- SUBJECT:** Provider Agency Chief Executive Officer and Contract Program Director
- EFFECTIVE:** This policy circular shall become effective on July 1, 1988, and shall be implemented immediately.
- PROMULGATED:** July 1, 1988
- SUPERSEDES:** Policy Circular P-Misc.03, promulgated June 1, 1983.

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

I. SCOPE

This policy circular applies to all Contracts.

II. 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 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. In addition, when the vacancy is filled, the Department must be notified in writing of the new CEO or program director.

Issued by:


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