

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

**SUBJECT:** Persons Delivering Contract Services

**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.04, promulgated November 5, 1986.

The purpose of this circular is to advise Department personnel and Provider Agencies of policy concerning persons delivering Contract services.

I. SCOPE

This policy circular applies to all Contracts.

II. POLICY

The Provider Agency is responsible for the delivery of all Contract services, no matter how or by whom such services are delivered.

A. Contract Personnel

Except for situations described in B and C below, all Contract services are to be delivered by Contract personnel who:

1. are employees of the Provider Agency;
2. meet the qualifications and carry out the duties and responsibilities described in the Annex(es);
3. work the weekly time periods and receive the compensation (or compensation within the range) specified in the Annex B: Contract Budget; and
4. are covered by the Provider Agency's written personnel policies which, except as may be limited by the terms of the Annex B: Contract Budget, apply to all employees of the Provider Agency.

B. Volunteers

1. The Provider Agency may use volunteers in the provision of Contract services, provided that:

- a. the Annex(es) contain, at least, a detailed description of the duties, responsibilities, qualifications and standards of performance for such volunteers;
  - b. volunteers are supervised by Contract personnel; and
  - c. volunteers are not used to replace Contract personnel except when authorized in writing by the Department.
2. Subcontract Personnel

Contract services may be delivered by persons employed under an approved assignment or subcontract.

Issued by:



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