

**STATE OF NEW JERSEY**  
**DEPARTMENT OF HUMAN SERVICES**  
**DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES**

REQUEST FOR LETTERS OF INTEREST

**Child and Adolescent Psychiatry  
Fellowship Training Initiative  
For positions starting July 1, 2025**

October 22, 2024

Renee Burawski, Assistant Commissioner

Division of Mental Health and Addiction Services

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## **I. Purpose and Intent**

The State of New Jersey Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) is issuing a Request for Letters of Interest (RLI) to fully accredited child and adolescent psychiatry (CAP) fellowship programs in New Jersey that are currently providing this psychiatry training (the Program). This RLI funds up to two (2) additional fellowship positions in each of the current CAP fellowships in the State of New Jersey for the new fellows starting July 1, 2025.

**Note:** This RLI is similar to the previously DMHAS issued CAP fellowship RLIs.

### **The purpose of the Program is to:**

1. Address the shortage of child psychiatrists in New Jersey by increasing training opportunities by a total of four new CAP fellowship positions in the state.
2. To the extent possible, ensure that new state-funded CAP fellowship training positions provide experience with children and youth being served in the public/community behavioral health system.
3. Encourage recruitment of qualified candidates for CAP fellowship training who are likely to live and practice in New Jersey after graduation.

**Note:** Because the purpose of the funding is to increase the number of CAP graduates in the state fellowship programs, the programs must report when they do not have qualified residents who can be hired and retained in their state-funded positions. If a CAP fellowship program is not able to fill a state-funded position because it does not have qualified candidates, or if a fellow being trained leaves the program before graduation and the position becomes vacant, an attempt will be made to transfer the funding to a CAP fellowship program that has qualified candidates.

### **CAP Fellowship Programs will:**

- Obtain any needed certifications and approvals for the additional positions from fellowship accrediting bodies, such as the Accreditation Council for Graduate Medical Education (ACGME).
- Obtain any needed approvals from partnering hospitals and affiliated programs that will support the state-funded CAP fellows.
- Begin recruiting for the new CAP fellowship positions and have the positions listed in the 2025 National Residency Matching Program (NRMP) for fellowship positions starting July 1, 2025.
- Institute a training track for new fellows that meets the requirements of this RLI.
- Notify DMHAS of new fellows by June 30, 2025 and provide fellowship required updates of fellowship activities quarterly through the DMHAS online portal.

**DMHAS will:**

- Provide the CAP fellowship program the sum of \$460,000 to support two (2) new two-year CAP fellowship positions in each program that is selected for funding. (i.e., DMHAS will provide the CAP fellowship program \$230,000 per year for two (2) new CAP fellowships positions.)
- Monitor CAP fellowship program efforts to recruit and maintain qualified candidates, and to provide extensive training experiences for fellows in the public sector.
- Work with CAP fellowship programs to support efforts to implement initiatives to retain graduates to work in public/ community- based settings in New Jersey.

**II. RLI Timeline**

The RLI timeline is anticipated as follows:

- |                                |  |
|--------------------------------|--|
| • October 22, 2024:            | Release of RLI                                     |
| • November 12, 2024 (4 PM ET): | Deadline for receipt of Letters of Interest (LOIs) |
| • November 18, 2024:           | Announcement of selected fellowship programs       |
| • July 1, 2025:                | Program Start Date                                 |

**III. Background**

DHS and DMHAS are committed to addressing the State’s child psychiatrist shortage by increasing opportunities for qualified psychiatric residents to receive CAP fellowship training and to work in publicly-funded programs in the State of New Jersey after graduation. The current child psychiatrist shortage is part of a national trend, and projections based on current training of these psychiatrists suggest that the need for child psychiatrists will grow significantly in the future. The issue is critical in light of the increase in numbers of children and youth who are experiencing mental health issues and have an increased need for psychiatric care as a result of the pandemic and other issues.

While many factors led to the shortages, it is clear that availability of graduating CAP fellows has not kept up with service demands. Because of a lack of new funding for graduate medical training, the number of CAP fellowship positions has been relatively static while in recent years, although there are qualified applicants for the fellowship positions. New Jersey has two (2) CAP fellowship programs and they report having more qualified candidates than the number of positions available and that they could train more fellows if additional positions can be funded. To support increasing capacity of funded positions, the New Jersey State Fiscal Year 2025 Budget includes \$920,000 in funding for four (4) additional two-year CAP fellowship positions in the State.<sup>1</sup>

In addition to having an unmet need for general psychiatrists, the need for child psychiatrists is greatest in public sector behavioral health programs. Because it is imperative that psychiatry residents and CAP fellows appreciate the professional and community value of working in the public mental health system, state funding will be directed to the training programs that provide such experiences to their residents and fellows. Many individuals graduating medical school are looking for opportunities to work with vulnerable populations, and they may, in fact, be attracted to fellowship training programs offering rotations in public and community psychiatry programs.

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<sup>1</sup> [FY2025-Budget-Detail-Full.pdf \(nj.gov\)](#)

The state-funded CAP fellowship programs shall provide experiences for their fellows in public and community services to the extent possible within the core training components required by the ACGME. These programs shall incorporate rotations in the continuum of mental and behavioral services offered to children, youth and by the Department of Children and Families (DCF). The rotations should include behavioral health programs for children and youth with severe emotional disorders. These rotations shall be open to all CAP fellows in the programs, not only to those in the state- funded positions.

#### **IV. Funding Availability**

The CAP fellowship positions that are selected for funding will be awarded in the amount of up to \$460,000 to cover the costs of two years of training of two new fellows. The award provided by DMHAS to the CAP fellowship program would be paid over two years. DMHAS would provide the CAP fellowship program \$230,000 per year for two (2) CAP fellowships positions. The CAP fellowship program can apply for funding for up to two (2) new positions (i.e., \$115,000 per position per year). DMHAS is awarding funding up to four (4) CAP fellowship positions in total with this RLI.

#### **V. Application and Proposal Requirements**

All New Jersey-based CAP fellowship residency programs are eligible to respond to this RLI.

LOIs must indicate the number of new state-funded positions being requested.

LOIs must certify that the CAP fellowship program will fully meet accreditation requirements to add the new position(s) and that it will make every effort to recruit qualified residents who are likely to remain in New Jersey after graduation, and that it will provide a public/community training track and support the fellows through the two years of their training.

LOIs must be written in 12-point Times New Roman font and be no longer than three (3) pages, not including attachments. The letter must be double-spaced with one-inch margins and numbered. Your letter must describe in the following order:

1. Why your CAP fellowship program wants to add one or two new positions and how the program is in the position to successfully recruit qualified candidates. Include a description of your recent experience recruiting qualified applicants in the National Resident Matching Program (NRMP) in recent years, including the numbers of applications received and the process for choosing and hiring qualified fellows.
2. How your CAP fellowship program will go about recruiting qualified candidates who will be likely to live and practice in New Jersey after their graduation treating children and youth in the public sector behavioral health system.
3. How the program will complete all required activities to add the new CAP fellowship positions beginning in 2024 and will be able to recruit qualified candidates for the positions within the timeline required timeline.
4. How your program will provide fellows with a clinical experience treating children and youth with severe emotional disorders who are being served in community programs and public sector facilities.

## **VI. Submission Instructions**

DMHAS assumes no responsibility and bears no liability for costs incurred in the preparation and submittal of the LOI.

DMHAS will select CAP fellowship programs based on the responses to the information outlined in Section V of this RLI.

In addition to the LOI, all submissions must include a completed Attachment A – Proposal Cover Sheet, as provided in this RLI.

All LOIs must be submitted no later than 4:00 pm ET on November 12, 2024, by emailing to: Carol Pitonyak, Executive Assistant, Division of Mental Health & Addiction Services [carol.pitonyak@dhs.nj.gov](mailto:carol.pitonyak@dhs.nj.gov).

DMHAS will notify selected respondents by November 18, 2024. DMHAS will contact the person indicated as the Agency Contact on the Proposal Cover Sheet to begin work on the Program.

**Attachment A – Proposal Cover Sheet**

Date Received \_\_\_\_\_

**STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES  
Division of Mental Health and Addiction Services**

**Name of RLI: Child and Adolescent Psychiatry Fellowship Training Initiative  
For positions starting July 1, 2025**

Incorporated Name of Bidder: \_\_\_\_\_

Type: Public \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_

Address of Participating Agency: \_\_\_\_\_  
\_\_\_\_\_

Program Administrator Name and Title \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Agency Contact Person Name and Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Authorization: Program Administrator (printed name): \_\_\_\_\_

Signature: \_\_\_\_\_