



Dear Potential DVRS Vendor:

Thank you for your interest in becoming a Community Rehabilitation Program (CRP) service provider for the New Jersey Division of Vocational Rehabilitation Services (DVRS).

Please be advised that you must be qualified to be a provider by virtue of direct experience, training and education in those professional disciplines and service delivery models.

New Jersey Administrative Code 12:51, Rules & Regulations for Community Rehabilitation Programs, states that “An organization shall have been in existence providing the service for which it is seeking approval for a minimum of two years or be able to demonstrate the capacity to provide the service applied for as a result of providing a similar service or have a history of being able to implement services successfully.” This standard is strictly upheld. If you determine that your organization is in compliance with the above terms of proven expertise and capacity, a letter of intent is requested, in addition to providing the documentation indicated below in (4) separate attachments. The letter and documentation must briefly address and/or include the following:

- Basic Agency/Provider Information – address, physical location, phone number, etc.
- Service or services your organization intends to vend
- County(s) your organization intends to service
- Target population (s)
- Mission Statement
- History of your organization
- Bios of key staff, including resumes (attach. 1) outlining related experience and training in the service to be vended, with credential attainment clearly identified
- Organizational chart of currently employed staff (attach. 2)
- Thorough description of existing relationships with external organizations and agencies
- An identification of current funding sources and amounts received
- If applying to vend supported employment services identify your source of long term support funding
- Basic business plan for service implementation and continuance (attach. 3)
- A copy of your State of New Jersey Business Registration Certificate (attach. 4)
- Statistical information for 3 years indicating number of individuals referred, in pre-placement, placed, number of persons who maintained employment for over 90 days
- Proof of appropriate national accreditation to vend employment support services (e.g. CARF) **If you do not currently have such accreditation you will be required to obtain the accreditation within 3 years of your application to become a DVRS vendor**
- Proof of registration via NJSTART, listing vendor number <https://www.njstart.gov/bs/>

- If you are also a provider of services to the NJ Division of Developmental Disabilities (DDD) please indicate the service and counties in which the service is offered.

New Jersey Administrative Code 12:51, Rules & Regulations for Community Rehabilitation Programs contains additional criteria which must be met by all vendors. The code can be accessed via the link contained on the vendor page; Agree with the terms; type 12:51 into the search bar of the document; each section of the code will describe criteria required. Your letter of intent must demonstrate compliance with the code. It is important to familiarize yourself with the entire administrative code.

No referrals or a set amount of revenue from DVRS can be guaranteed. Your organization must not consider DVRS funds as a primary source of revenue to either start or sustain operations. It is absolutely necessary and required for an agency to be able to support its operations independently of DVRS funding, and be doing so at time of application. In regard to standard job coaching services, DVRS operates on a fee for services basis, and not by contract.

Approval of new programs also depends upon the need for the service in the county or counties in which you intend to operate, and as mentioned previously, state and federal budgetary conditions. Approved vendors are periodically reviewed and may be terminated for noncompliance or 12 months of inactivity. DVRS may stop the work of the vendor at any time, but shall be liable for payment for work already done if the work completed was properly authorized and approved by DVRS.

Please mail your letter of intent with the required attachments. Once these materials are reviewed, you will receive feedback on your status as a prospective vendor, including possible disapproval. You may be asked to clarify your letter of intent. You may be required to meet and discuss your plans with the manager of the local field office in the county or counties your organization intends to serve: **Do not contact the local field office manager until advised by Central Office to do so.** Applications will be closed after 6 months of inactivity.

A mandatory training and/or meeting for appropriate staff regarding designated services must be attended prior to the provision of services. This may include a general overview of policies, billing procedures, and service delivery, or involve training on a specified service. DVRS will conduct periodic reviews of programs to ensure continued compliance.

If you have any questions or need further assistance please contact Program Planning Development Specialist (PPDS) Jennifer Sosdorf at: Jennifer.Sosdorf@dol.nj.gov or at: (609) 292-7255.

Your letter of intent can be sent electronically or by mail. When emailed, send to: DVRCRPVendorApp@dol.nj.gov

If you send documentation by mail, send to:

DVRS, NJ Dept. of Labor & Workforce Development
Attn: CRP Unit/Vendor Applications
P. O. Box 398, Trenton, NJ 08625-0398