Department of Children and Families

Policy Manual

The Department of Children and Families' focus is on promoting positive, long-term outcomes for the children and families we serve through ensuring everyone we encounter is safe, healthy, and connected. This section of the DCF web site is devoted to communicating the policies and procedures by which DCF provides its services. Policy and procedures are issued by the Department and its divisions and offices.

The Office of Policy and Regulatory Development (OPRD) serves DCF by creating policies and regulations that support the Department in accomplishing the vision of a better today and even greater tomorrow for every individual we serve. OPRD issues policies for the Divisions and Offices within DCF. Policies and procedures are one of the foundational elements of DCF. Designed with the reader in mind, our current policies specify the purpose, authority, policies, and procedures for the policy. The authority is the rule or law that mandates the policy. Policies are the rules governing processes for DCF mandates and the way we serve children and families. Procedures are how policies are implemented.

The Office of Policy and Regulatory Development promulgates Departmental rules, which are statements of general applicability and continuing effect that implement or interpret law or policy, or describe the organization, procedure, or practice requirements of the Department or its Divisions. Statutory authority enables the Department to promulgate rules. They have the force and effect of law in New Jersey. The rules are published in the New Jersey Administrative Code and are accessible to everyone in libraries and online.

[Administrative Order #11](https://www.nj.gov/dcf/policy_manuals/AO-I-A-1-011_issuance.shtml) **– Policy Making Procedures:** Commissioner Beyer signed this Department-wide Administrative Order, effective March 18, 2019, which establishes uniform Departmental procedures for the development, promulgation, and publication of policies and regulations.

**If you need assistance finding or verifying policy,**

**contact the Office of Policy and Regulatory Development:**

**50 East State Street, Trenton, NJ 08625 - 3rd Floor**

**PO Box 717**

**Cost Code #923**

**Main Number:  609-888-7030**

**Policy Mailbox:**[**Policy@dcf.nj.gov**](mailto:Policy@dcf.nj.gov)



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**Disclaimer**

*“*[*Policy Updates*](https://www.nj.gov/dcf/policy_manuals/Policy%20Updates_794E5FB4-41FA-49FE-9DBC-80B826CE6E7F_I%20-%20Policy%20Updates.shtml)*”* emails are sent to all staff bi-monthly and provide information on what is New, Revised, Obsolete, and Emergent in Department Policy. The Office of Policy and Regulatory Development catalogues all “Policy Updates” emails for easy reference as part of the Department’s [Policy Manual](https://www.nj.gov/dcf/policy_manuals/toc.shtml). Please note that DCF Policy may be subject to change without notice in order to reflect the Department's current practices.

**Have a policy inquiry or suggestion?  Email:**[**Policy@dcf.nj.gov**](mailto:Policy@dcf.nj.gov)

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