



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO Box 811
TRENTON, NJ 08625-0811

JON S. CORZINE
GOVERNOR

JOSEPH V. DORIA, JR.
COMMISSIONER

PROGRAM POLICY BULLETIN #08-1

DATE: April 11, 2008

TO: NJ Community Action Agency (CAA) Executive Directors

AFFECTED PROGRAMS: All Programs That Utilize Non-Discretionary CSBG Funds

SUPERSEDES: None

SUBJECT: **State Policy for the mandatory use of Client Social Service Tracker Software (CSST)**

POLICY SUMMARY: Policy Summary: In accordance with the 2008 Annual New Jersey Community Services Block Grant (CSBG) State Plan: It is the intention of the Division of Community Resources to mandate the use of CSST Software in order to meet the requirements of Section 678E of the Federal CSBG Grant Act.

This policy is effective with the fiscal year 2009/2010 application for FY'09 funds.

DISCUSSION: Discussion: Section 678E of the Federal CSBG Grant Act stipulates that in order for eligible entities to receive annual CSBG funding it must administer the CSBG Program by participating in a performance measurement system which may be used by the state and eligible entities to measure the performance in carrying out the requirements of Section 678E and in achieving the goals of their (CAA) Community Action Plans.


In order to meet the requirements of Section 678E of the Federal CSBG Grant Act the State contracted with the New Jersey Community Action Agency to purchase the CSST Software System from Miles Technologies and make arrangements for training in its use. It is for all of the aforementioned reasons that the use of the CSST Software is hereby made mandatory for all programs that utilize Non-Discretionary CSBG Funds.



CSST defines the steps needed for a client to obtain a set objective and the services to be provided by the agency to assist the client attain the goals of their plan thereby meeting State and Federal CSBG and ROMA reporting requirements.

If extenuating circumstances would prevent a CAA from using CSST this policy can be appealed in writing to the division explaining the hardship and presenting an alternative which meets the approval of the State.

Please contact your assigned NJDCA/DCR Regional Representative should you have any questions regarding this issue.

SIGNED: 
Mary Ann Barkus, Manager
Community Services Element

c. Richard Osworth, Division Director
Matthew Cohen, Information Coordination and Reporting Unit
CSBG Related State Staff