



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES
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ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

DATE ISSUED: October 30, 2014

EFFECTIVE DATE: October 30, 2014

**SUBJECT: Administrative Bulletin 7:25
Use of State Funds to Facilitate Discharge**

The attached Administrative Bulletin is being forwarded for your review, action if necessary, and distribution to staff as appropriate. Please be advised that each recipient of this order is responsible for being familiar with the content and ensuring that all affected personnel adhere to it.



Lynn A. Kovich
Assistant Commissioner

LAK:pjt

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

ADMINISTRATIVE BULLETIN 7:25

Effective Date: October 30, 2014

Date Issued: October 30, 2014

SUBJECT: Use of State Funds to Facilitate Discharges

I. Purpose

The purpose of this bulletin is to establish policy, procedures and responsibility regarding the use of State funds for patients residing at the State psychiatric hospitals in order to facilitate the client's discharge requirements.

II. Scope

This policy applies to the Division of Mental Health and Addiction Services (DMHAS) State Psychiatric Hospitals.

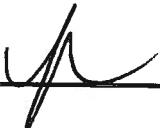
III. Policy

- A. The Supervisor of Patient Accounts (SPA) office screens for all federal benefits and other financial resources available to the patient. Client funds should be used for the current and future needs of the client.
- B. The hospital shall exercise sound professional judgment in managing, using, and accounting for all client and State funds.
- C. "Patient Wages" Special and Confidential Fund shall be used as a last resort for payments only when there are no other resources available, or the patient's own funds are not easily accessible, for the following needs:
 - i. For obtaining or replacing personal documents such as birth certificates, citizenship papers, and other means that will support in the client's recovery and release from the institution; and
 - ii. For the use of a one- time payment to provide transportation in or out of state at the time of discharge.
- D. Transactions for an individual discharge may not exceed \$5,000 in total. Any spending over this amount must be approved by the DMHAS Central Office Fiscal unit.
- E. All requests for the use of appropriated funds should be approved by the Chief Executive Officers or their delegate.

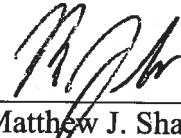
F. The Business Manager will ensure compliance with Treasury Circular 13-09-OMB Guidelines for the Establishment and Operation of Special and Confidential Funds and all procurement guidelines.

IV. Responsibility

It is the responsibility of the Chief Executive Officers, or their delegates, Business Manager and Supervisor of Patients' Accounts, to ensure that the requirements of this bulletin are carried out.



Lynn A Kovich
Assistant Commissioner



Matthew J. Shaw
Chief Financial Officer