

## Judiciary Guidelines - Alternate Care for the Dependents of Persons Detained as Part of the Judicial Process

Directive #8-95  
Issued by:

April 17, 1995  
Robert D. Lipscher  
Administrative Director

Enclosed are the Judiciary's Guidelines on Alternate Care for the Dependents of Persons Detained as a Part of the Judicial Process, that have been approved by the Chief Justice, pursuant to S-469 (P.L. 1994, c.113), to be effective on May 1, 1995. These Guidelines have been developed to assist Superior and Municipal Court Judges in determining or confirming, through appropriate inquiry, that persons being detained or incarcerated are able to meet their primary responsibility for ensuring that the alternate care needs of their dependents are met.

These Guidelines are the product of the efforts of the Attorney General's Office, the Governor's Task Force on Child Abuse and Neglect (including its Protection Subcommittee), members of the Bench, and Judiciary staff at all levels who offered their constructive suggestions for improving the previous drafts. The contributions of all of those who offered their thoughtful comments are greatly appreciated.

In order to be able to analyze the results of using the Guidelines, the Chief Justice and I are requesting that the following gross statistical information, concerning the total number of referrals in each of the indicated categories, be kept for each judge and submitted to each vicinage Division Manager or Municipal Court Liaison, on a quarterly basis:

DIVISION \_\_\_\_\_

VICINAGE

TOTAL # OF REFERRALS  
FOR THE QUARTER ENDING  
CODE

- |    | <u>REFERRAL CATEGORY</u>  |
|----|---|
| 1. | Infant/Child/Juvenile<br>(including physically<br>or mentally disabled) |
| 2. | Physically Disabled Person<br>(not a child)                             |
| 3. | Mentally Disabled Person<br>(not a child)                               |
| 4. | Persons Requiring Geriatric<br>Care                                     |

ACD 01

ACD 02

ACD 03 \_\_\_\_\_

ACD 04

Each Division Manager and Municipal Court Liaison should compile the quarterly statistics into a single division summary report showing the total number of referrals for each of the above listed referral categories and forward that summary report, through each Trial Court Administrator, to my office for statewide consolidation and analysis. Because the Guidelines are effective May 1, 1995, the statistics for the months of May and June should be combined and comprise the data for the first reported quarter (April 1, 1995 through June 30, 1995). Thereafter, the first full quarter for reporting purposes will be July 1, 1995 through September 30, 1995. Each vicinage's report should be forwarded within fifteen days following the end of the reporting quarter. As this statistical information will be used by both the Governor's Task Force and the AOC in meeting their ongoing statutory review responsibilities, the assistance and cooperation of all judges and staff in providing this information in as timely a fashion as possible will be very much appreciated.

I have also attached to this memorandum a listing of referral agencies for your convenient reference. It is anticipated that the existing current county resource directories will be further updated to meet the needs of the Judiciary in implementing these Guidelines; in that regard, further information will be distributed as it becomes available.

Finally, as indicated in Section 5.0 of the Guidelines, they are to be reviewed periodically and revised as necessary to improve their effectiveness. Therefore, I would ask that all who have comments or suggestions for that purpose kindly submit them directly to my attention.

#### **EDITOR'S NOTE**

This Directive has been amended by the attached December 13, 2000 Addendum and the attached March 21, 2003 Addendum.

## **Addendum to Directive #8-95**

### **Judiciary Guidelines -- Alternate Care for the Dependents of Persons Detained as a Part of the Judicial Process -- Revised Reporting Requirements**

December 13, 2000

Issued by:

Richard J. Williams  
Administrative Director

Directive #8-95 (dated April 17, 1995) distributed the *Judiciary Guidelines on Alternate Care for Dependents of Persons Detained as a Part of the Judicial Process*. This Addendum revises the reporting requirements of that Directive as follows: (1) the Trial Court Administrator should submit an annual alternate care report for the vicinage no later than January 30 of each year (covering the preceding calendar year), rather than quarterly reports; the reports should continue to show the number of referrals made by each Division for each of the four categories set forth in the Directive; (2) the annual reports should be submitted to the Assistant Director for Municipal Court Services (Municipal Court Services Division, Administrative Office of the Courts, Hughes Justice Complex, P.O. Box 986, Trenton, New Jersey 08625-0986), rather than to the Administrative Director; (3) while the Directive required each Division Manager and Municipal Court Liaison to compile reports on a quarterly basis for use by the TCA in preparing the consolidated reports to the AOC, that specific requirement is eliminated and it is left to the determination of each TCA as to what reporting format to use within the vicinage.

Any questions regarding either the Alternate Care Guidelines or these revisions to the reporting requirements can be directed to the AOC's Municipal Court Services Division at 609-984-8241.

**JUDICIARY GUIDELINES  
ALTERNATE CARE FOR THE DEPENDENTS OF PERSONS  
DETAINED AS A PART OF THE JUDICIAL PROCESS**

**I. INTRODUCTION**

**1.0 BACKGROUND**

The Administrative Office of the Courts has been working with the Office of the Attorney General, the Governor's Task Force on Child Abuse and Neglect and the Task Force's Protection Subcommittee to address the need for the "provision of care to dependent persons whose care-givers are either being held in police custody, awaiting initial judicial review for the issuance of arrest warrants or are about to be sentenced to a period of incarceration." The impetus for this initiative was the tragic death of an infant who died as a result of incompetent care by a family member while the child's mother was serving a short mandatory jail term for shoplifting.

On June 25, 1993, the Protection Subcommittee issued a report recommending, in part, that the Judiciary and law enforcement agencies develop guidelines to more readily identify and ensure appropriate arrangements are made for dependent persons whose care-givers are taken into custody or face incarceration. Among the measures recommended by the Subcommittee are "complementary training programs, including the development of the type of inquiry for use by law enforcement personnel, prosecutors, judicial staff and judges, at appropriate stages in the custodial process." The Administrative Office of the Courts has been working with the Attorney General's Office to develop plans to implement those recommendations. Among the follow-up steps will be the development of complementary training programs and joint county-by-county resource directories of alternate care providers for reference by judges, court staff, police officers, and detainees. The directories can be used by detainees and public officials seeking care for dependents for whom the detainee is unable to identify a suitable care-giver.

In furtherance of those recommendations, the Attorney General developed a model policy in December, 1993, and requested law enforcement agencies to review and update their existing policies in this area as needed. The Administrative Director of the Courts also issued complementary draft guidelines on August 31, 1994 and solicited comments within the Judiciary. On October 12, 1994 S-469 (P.L. 1994, c.113) was enacted and required the development of guidelines for Judges of the Superior and Municipal Courts "to follow in order to insure that appropriate arrangements are made for the care of an incarcerated person's child by a responsible adult." Pursuant to that legislation the Administrative Director of the Courts, in consultation with the Governor's Task Force on Child Abuse and Neglect, was to present the guidelines to the Chief Justice by February 9, 1995. The Governor's Task Force on Child Abuse and Neglect, at its January 20, 1995 meeting, endorsed final revisions to draft guidelines in response to comments received from the Judiciary and the Task Force's Protection Subcommittee. The Task Force's report was forwarded to the Administrative Director on January 25, 1995 and his final recommendations were presented to the Chief Justice on February 7, 1995. The Chief Justice approved of the guidelines on April 6, 1995 to be effective May 1, 1995.

## **2.0 PRINCIPLES**

These guidelines are intended to reflect the following principles:

1. A person who may be detained or incarcerated (detainee) has the primary responsibility for ensuring that the needs of his/her dependents are met. This means the detainee is expected to identify child or adult dependents needing alternative care, to arrange for a responsible adult to meet the needs of the dependents during the detainee's absence, and to request assistance from appropriate public or private agencies if the detainee is unable to identify a responsible adult willing and able to provide appropriate care for the dependents.
2. While law enforcement agencies have initial responsibility, upon the detention or arrest of a person, the court is also responsible for determining or confirming by appropriate inquiry, pursuant to Subsections 5.3 A, B and C of these Guidelines, that a detainee has been given the opportunity to identify dependents needing alternative care and to identify an adult who can care for the dependents during the detainee's absence, for determining whether the detainee believes the designated adult is suitable to provide appropriate care for the dependent, and for permitting the detainee the opportunity to contact an adult or agency to make arrangements for the care of his/her dependents. If the detainee identifies an adult that he/she believes is suitable to provide appropriate care for his/her dependents, the court is not required to assess the ability of that adult to meet this responsibility. However, if based upon information shared by the detainee or otherwise made known to the court in the proceedings, the court reasonably believes the dependent would be at risk of harm if placed in the care of the adult designated by the detainee or if the detainee is unable to identify an adult that he/she believes is suitable to care for his/her dependents, the court will recommend to the detainee that he/she request assistance from a public or private agency to make alternate care arrangements for the dependent. If the detainee refuses to request such assistance, the court will contact an appropriate agency, on behalf of the detainee, to request assistance in arranging alternative care for the detainee's dependents. If the court initiates such contact with an agency, the detainee is responsible for making alternative care arrangements with the agency representative and for the costs of services provided by the agency.
3. While it is important that detainees have a reasonable opportunity to meet their responsibility for making appropriate plans for the alternative care of their dependents, it is imperative that judicial proceedings not be inappropriately delayed by the need to make such plans. The court should specifically advise detainees that the existence of dependents and the need for the detainee to make arrangements to provide for their care will not delay or otherwise influence the detention, disposition, or sentencing and that, if the detainee is unable to make those arrangements within a reasonable period of time, the court will initiate contact with an appropriate agency, on behalf of the detainee, to request assistance in arranging alternative care for the detainee's dependents.

These guidelines, for use within the Judiciary, are designed to both complement the Attorney General's model policy, as indicated, and to implement the provisions of PL 1994, c. 113.

## **II. GUIDELINES**

### **1.0 PURPOSE**

Pursuant to P.L. 1994, c.113, the purpose of these guidelines is to alert Superior and Municipal Court judges of the need to identify and help detainees meet their responsibility to make alternate care arrangements for children, the elderly, or other persons who are dependent upon the detainee for their care. They are also designed to complement the Attorney General's model policy, as indicated.

These guidelines also offer both procedures to assist detainees to inform the court of the needs of a dependent and to help the court identify dependent persons who may need care prior to the detention or sentencing of a caretaker.

### **2.0 DEFINITIONS**

**2.1 Detainee:** For the purposes of these guidelines a detainee is a person who is either being detained or held in police custody; is awaiting initial judicial review for the issuance of an arrest warrant; or is about to be sentenced by a court to a period of incarceration.

**2.2 Dependent:** For the purposes of these guidelines a dependent is a person who resides with and/or is subject to the primary care of the detainee because of age, gender, physical condition or special need.

### **3.0 POLICY**

The detainee has the primary responsibility for ensuring that the needs of his/her dependents are met. The detainee is expected to identify child or adult dependents needing alternative care, to arrange for a responsible adult to meet the needs of the dependents during the detainee's absence, and to request assistance from appropriate public or private agencies if the detainee is unable to identify a responsible adult willing and able to provide appropriate care for the dependents.

At any point in the judicial process when a person is likely to be detained, the court is responsible: (1) for ensuring that the detainee has the opportunity to identify dependents needing alternative care; (2) to identify an adult who can care for the dependents during the detainee's absence; (3) for determining whether the detainee believes the designated adult is suitable to provide appropriate care for the dependent; and (4) for permitting the detainee the opportunity to contact an adult or agency to make arrangements for the care of his/her dependents. If the detainee identifies an adult that he/she believes is suitable to provide appropriate care for his/her dependents, the court is not required to assess the ability of that adult to meet this responsibility. However, if based upon information shared by the detainee or otherwise made known to the court in the proceedings, the court reasonably believes the dependent would be at risk of harm if placed in the care of the adult designated by the detainee, or if the detainee is unable to identify an adult that he/she believes is suitable to care for his/her dependents, the court will recommend to the detainee that he/she request assistance from a public or private agency to make alternate care arrangements for the dependent. If the detainee refuses to request such assistance, the court will contact an appropriate agency on behalf of the detainee.

When the detainee is unable to arrange for the care of a dependent person by a responsible adult or through a public or private agency, the judge or other court official at the direction of the judge will refer to resource directories, training materials or other sources of information to identify and alert an appropriate public or private agency of the need for alternate care for the detainee's dependent.

While it is important that detainees have a reasonable opportunity to meet their responsibility for making appropriate arrangements for the alternative care of their dependents, it is imperative that judicial proceedings not be inappropriately delayed by the need to make such arrangements.

## **4.0 PROCEDURES**

**4.1** Whenever a detainee is brought before the court, the judge will advise the detainee of his/her responsibility to identify and make arrangements for children or adults dependent upon the detainee for their care. The judge will also specifically advise the detainee that the existence of dependents and the need to make arrangements for their care will not control the detention, disposition or sentencing and that, if the detainee is unable to make alternative care arrangements within a reasonable period of time, the court will initiate contact with an appropriate agency to arrange alternative care for the detainee's dependents.

**4.2** Whenever a law enforcement officer, shift supervisor, arresting officer or other authorized official notifies the court, pursuant to subparagraphs 3.1.6 and 3.2.4 of the Attorney General's model policy, that the detainee has a dependent in need of care, the judge or other court official at the direction of the judge shall confirm with the detainee the alternate care arrangements that have been made for each dependent.



**4.3** Whenever a person is detained, a judge or other court official at the direction of the judge shall make the following inquiries to ensure the identification of persons dependent upon the detainee for their care and to ensure the detainee has the opportunity to designate a responsible adult to provide alternative care for the dependents during the detainee's absence. These inquiries shall be supplemented by any additional questions deemed necessary by the judge or court official to ascertain the particulars of the situation. The responses to these inquiries and any additional questions should be on the record. If they cannot be made on the record, a written notation shall be made and placed in the case file.

**(A)** Do you have any parents, children under age 18, or anyone in your household or otherwise, dependent on you for care?

If the answer is yes, the inquirer will ask the detainee to provide for each dependent person, the dependent's name, address, telephone number, sex, age, relationship to the detainee, and type of alternate care required.

**(B)** Is there any responsible adult or social service agency able to provide care for that person?

**(1)** If the answer is yes, the inquirer will ask the detainee to provide the following information concerning the proposed alternate care provider: (if a person): name, address, telephone number, sex, age, and relationship to detainee and/or dependent, and statement of whether the detainee feels this person is suitable and qualified to provide care for his/her dependents during the detainee's absence; (if an agency): name, address, telephone number, agency representative, and affiliation.

If the adult designated by the detainee is present in court with the detainee, the inquirer will confirm that this adult is aware of the type of alternative care identified by the detainee and is willing to provide care for the dependent during the detainee's absence.

**(2)** If the answer is no, the inquirer will recommend to the detainee that he/she contact an appropriate agency to request assistance in meeting his/her responsibility for making

alternative care arrangements for his/her dependents.

(C) Any other inquiry that the inquirer considers reasonably necessary in light of existing circumstances.

**4.4** All detainees shall be provided with a reasonable opportunity to make arrangements by telephone for alternate care for their dependents.

**4.5** If the detainee is unable to arrange for the alternate care of his/her dependents, the court will contact an appropriate public or private agency, on behalf of the detainee, for assistance in providing appropriate care for the detainee's dependents. The court will advise the detainee that he/she is completely responsible for working with the agency representative to provide for any necessary care of the dependent including associated costs of any services provided by the agency.

**4.6** When a detainee has a dependent requiring care, a written notation is to be made and placed in the case file indicating the arrangements that were made either by the detainee or through referral by the court for the care of each dependent. The notation shall identify the person or agency taking charge of the dependent, the name of the agency's representative, a contact telephone number, and any additional information the judge deems pertinent to the case.

## **5.0 EFFECTIVE DATE AND SUGGESTIONS FOR IMPROVEMENT**

**5.1** These guidelines have been approved by the Chief Justice to be effective May 1, 1995.

**5.2** Pursuant to PL 1994, c.113 these guidelines are to be periodically reviewed by the Administrative Director of the Courts, in consultation with the Governor's Task Force on Child Abuse and Neglect, with a view to recommending such revisions as are deemed necessary. Therefore, those who have comments or suggestions to improve the effectiveness of these guidelines are encouraged to submit them, in writing, to the Administrative Director of the Courts, CN 037, R. J. Hughes Justice Complex, Trenton, NJ 08625. The assistance and cooperation of all Judiciary personnel and others in implementing these guidelines are greatly appreciated.

### **EDITOR'S NOTE**

The only change made to the original text has been the deletion of references identifying the Attorney General's Model Policy, dated December 20, 1993, as an attachment to the directive. The Model Policy may be obtained directly from the Attorney General's office. In 1997, the "CN" in the address of the Administrative Office of Courts was changed to "P.O. Box."

**Judiciary Guidelines -- Alternate Care for the Dependents of  
Persons Detained as Part of the Judicial Process -- Revised Referral Agency List**

Addendum to Directive # 8-95  
Issued by:

March 21, 2003  
Richard J. Williams  
Administrative Director

Directive # 8-95 (dated April 17, 1995) promulgated the *Judiciary Guidelines on Alternate Care for Dependents of Persons Detained as Part of the Judicial Process*. This Addendum updates the 1995 Referral Agency List and Attachments that were originally included with Directive #8-95. (Note: An earlier December 13, 2000 addendum to Directive #8-95 made revisions to the Directive's recordkeeping and reporting requirements.)

The Revised Referral Agency List with revised Attachments I, II and III is attached. This updated material replaces the Referral Agency List and Attachments appended to Directive # 8-95 and should be retained with your copy of that Directive and the *Guidelines* that it promulgated.

Any questions regarding the Judiciary's Alternate Care *Guidelines* or the Revised Referral Agency List may be directed to the AOC's Municipal Court Services Division at 609-984-8241.

**REVISED REFERRAL AGENCY LIST**

**JUDICIARY GUIDELINES**

**ALTERNATE CARE FOR THE DEPENDANTS OF PERSONS  
DETAINED AS A PART OF THE JUDICIAL PROCESS**

**MARCH 2003**

**ATTACHMENTS**

- 1. DIVISION OF YOUTH AND FAMILY SERVICES (DYFS)**
- 2. ADULT PROTECTIVE SERVICES PROVIDERS LISTING**
- 3. MISCELLANEOUS AGENCIES**

**DYFS FIELD OFFICES**

**DIRECT CARE DISTRICT OFFICES  
NORTHERN REGION**

Bergen District Office  
60 State Street, 3<sup>rd</sup> Floor  
Hackensack, NJ 07601  
201-996-8900; 1-800-531-1096  
Fax No. 201-996-8925

Central Passaic District Office  
2 Market Street, 3<sup>rd</sup> Floor  
Paterson, NJ 07501  
973-977-4525; 1-800-531-1260  
Fax No. 973-977-4548 –or- 977-4535

Bayonne District Office  
690 Broadway  
Bayonne, NJ 07002  
201-823-5000; 1-800-982-7396  
Fax No. 201-823-8173

Northern Passaic District Office  
100 Hamilton Plaza, 11<sup>th</sup> Floor  
Paterson, NJ 07505  
973-523-6090; 1-800-847-1743  
Fax No. 973-977-6026

Jersey City District Office  
438 Summit Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ 07306  
201-217-7000; 1-800-982-7397  
Fax No. 201-217-7010

Sussex District Office  
83 Spring Street  
Newton, NJ 07860  
973-383-8400; 1-800-392-2654  
Fax No. 973-579-3213

North Hudson District Office  
8901 Bergenline Avenue  
North Bergen, NJ 07047  
201-854-7100; 1-800-982-7401  
Fax No. 201-861-8648

Warren District Office  
140 Boulevard, Suite 3, PO Box 148  
Washington, NJ 07882  
908-689-7000; 1-800-531-1229  
Fax No. 908-835-1225

Morris District Office  
855 Route 10 East  
Randolph, NJ 07869  
973-927-0931; 1-800-392-9518  
Fax No. 973-927-3757

**DIRECT CARE DISTRICT OFFICES  
METROPOLITAN REGION**

Bloomfield District Office  
650 Bloomfield Ave., 3<sup>rd</sup> Floor  
Bloomfield, NJ 07003  
973-680-3587; 1-800-392-9536  
Fax No. 973-680-3552

East Orange District Office  
240 South Harrison Street  
East Orange, NJ 07018  
973-414-4200; 1-800-392-9535  
Fax No. 973-414-4264

Edison District Office  
928 Livingston Avenue  
North Brunswick, NJ 08902  
732-418-3401; 1-800-531-1258  
Fax No. 732-565-2276

Elizabeth District Office  
80 West Grand Street  
Elizabeth, NJ 07202  
908-820-3000; 1-800-847-1738  
Fax No. 908-527-1766

Newark District Office I  
153 Halsey Street, 3<sup>rd</sup> Floor  
Newark, NJ 07101  
973-648-4200; 1-800-392-9532  
Fax No. 973-648-7326

Newark District Office II  
153 Halsey Street, 4<sup>th</sup> Floor  
Newark, NJ 07101  
973-648-2960; 1-800-392-9531  
Fax No. 973-648-7229

Newark District Office III  
153 Halsey Street, 4<sup>th</sup> Floor  
Newark, NJ 07101  
973-648-2400; 1-800-847-1751  
Fax No. 973-648-7510

Perth Amboy District Office  
458 Florida Grove Rd., 1<sup>st</sup> & 2<sup>nd</sup> Floors  
Perth Amboy, NJ 08861  
732-293-5060; 1-800-531-1261  
Fax No. 732-293-4954

Plainfield District Office  
700 Park Ave., 2<sup>nd</sup> Floor  
Plainfield, NJ 07060  
908-412-7900; 1-800-847-1750

**COUNTY PROGRAM SUPPORT OPERATIONS**

Metropolitan Regional Office  
153 Halsey Street, 2<sup>nd</sup> Floor, Newark, NJ 07101  
T/P No. 973-648-7770; Fax No. 973-648-7791

**DIRECT CARE DISTRICT OFFICES  
CENTRAL REGION**

Hunterdon District Office  
84 Park Ave., Bldg. #1, 2<sup>nd</sup> Floor  
Flemington, NJ 08822  
908-782-8784; 1-800-392-2724  
Fax No. 908-782-9488

Mercer District Office  
120 So. Stockton St., 2<sup>nd</sup> Floor, PO Box 717  
Trenton, NJ 08625-0717  
609-292-5100; 1-800-392-2721  
Fax No. 609-633-9602

Northern Monmouth District  
Office  
116 Chestnut Street  
Red Bank, NJ 07701  
732-933-1077; 1-800-392-9511  
Fax No. 732-933-4757

Ocean District Office  
1510 Hooper Ave., 2<sup>nd</sup> Floor, Suite #210  
Toms River, NJ 08753  
732-255-0700; 1-800-442-6232  
Fax No. 732-255-0845

Somerset District Office  
75 Veteran's Memorial Drive  
East,  
Suite 202, Somerville, NJ 08876  
908-704-3050; 1-800-392-2734  
Fax No. 908-704-3055

Southern Monmouth District Office  
630 Bangs Avenue, 2<sup>nd</sup> Floor  
Asbury Park, NJ 07712  
732-988-2161; 1-800-392-9512  
Fax No. 732-988-7025



**DIRECT CARE DISTRICT OFFICES  
SOUTHERN REGION**

Atlantic District Office  
10-14 So. New York Ave.  
Atlantic City, NJ 08401  
609-441-3232; 1-800-392-2655  
Fax No. 609-344-3815

Burlington District Office  
1000 Howard Blvd., 3<sup>rd</sup> Floor, Suite 300  
Mt. Laurel, NJ 08054  
856-802-0181; 1-800-847-1753  
Fax No. 856-787-3890

Camden Central District Office  
101 Haddon Ave., 3<sup>rd</sup> Floor  
Camden, NJ 08101  
856-614-2700; 1-800-531-1091  
Fax No. 856-614-2750

Camden North District Office  
101 Haddon Ave., 3<sup>rd</sup> Floor, PO Box  
738  
Camden, NJ 08101  
856-614-2900; 1-800-982-7412  
Fax No. 856-614-2950

Cape May District Office  
Court House Commons Bldg. B  
601 Route 9 South  
Cape May Court House, NJ 08210  
609-463-9652; 1-800-531-1259  
Fax No. 609-463-9689

Cumberland District Office  
40 East Broad Street, Suite 400  
Bridgeton, NJ 08302  
856-453-3830; 1-800-531-1228  
Fax No. 856-453-3839

Gloucester District Office  
215 Crown Point Rd., Suite 400  
Thorofare, NJ 08086  
856-853-5525; 1-800-847-1741  
Fax No. 856-853-1152

Salem District Office  
5 Woodstown Road, 2<sup>nd</sup> Floor  
Salem, NJ 08079  
856-935-6350; 1-800-531-1263  
Fax No. 856-935-0798

## **INSTITUTIONAL ABUSE INVESTIGATION UNITS**

### Central Region

50 East State Street, 5<sup>th</sup> Floor  
PO Box 717  
Trenton, NJ 08625-0717  
T/P No. 609-777-2020  
Fax No. 609-777-2070

### Northern Region

Northern Regional Office  
100 Hamilton Plaza, 9<sup>th</sup> Floor, Room\_905  
Paterson, NJ 07505  
T/P No. 973-977-4060  
Fax No. 974-977-4136

### Metropolitan Region

153 Halsey Street, 2<sup>nd</sup> Floor  
Newark, NJ 07101  
T/P No. 973-648-2797  
Fax No. 973-648-7353

### Southern Region

Gloucester District Office  
215 Crown Point Road  
Thorofare, NJ 08086  
T/P No. 856-853-5525; 1-800-847-1741  
Fax No. 856-853-0885

## **ADOPTION RESOURCE CENTERS (ARC)**

### Central Region

3131 Princeton Pike, Bldg. 6, Suite 202  
Lawrenceville, NJ 08648  
609-219-6565; 1-800-392-2735  
Fax Nos. 609-219-6563, 609-219-6564

### Metropolitan Region

45 Kilmer Road  
Edison, NJ 08817  
732-819-7272; 1-800-543-3127  
Fax No. 732-572-6295

### Southern Region

2 Echelon Plaza, 2<sup>nd</sup> Floor, Suite 210  
221 Laurel Road  
Voorhees, NJ 08043  
856-770-5400; 1-800-982-7395  
Fax No. 856-770-5420

### Essex County

153 Halsey Street, 3<sup>rd</sup> Floor  
Newark, NJ 07101  
973-648-7490; 1-800-392-2843  
Fax No. 973-648-7274

### Northern Region

22 Mill Street, 1<sup>st</sup> Floor  
Paterson, NJ 07501  
973-742-0063; 1-800-392-2658  
Fax No. 973-742-0952

**Division of Senior Affairs****NEW JERSEY ADULT PROTECTIVE SERVICE PROVIDERS**

ATLANTIC	Atlantic County Division of Intergenerational Services Shoreview Building, Room 210 101 South Shore Road Northfield, NJ 08225	Phone: 609 645-7700 Ext. 4348 Fax: 609 645-5940 After Hrs: 888 426-9243 or 911
BERGEN	Bergen County Board of Social Services 216 Route 17 North Rochelle Park, NJ 07662	Phone: 201 368-4300 Fax: 201 368-4789 After Hrs: 800 624-0275
BURLINGTON	Burlington County Board of Social Services Human Services Facility 795 Woodlane Road Mount Holly, NJ 08060	Phone: 609 261-1000 Ext. 4797 Fax: 609 261-9530 After Hrs: 609 267-8500 or 609 234-8888
CAMDEN	Camden County Board of Social Services 808 Market Street, Second Floor Camden, NJ 08102	Phone: 856 225-8190 Fax: 856-225-8286 After Hrs: 800 786-5080
CAPE MAY	Cape May County Board of Social Services 4005 Route 9 South Rio Grande, NJ 08242	Phone: 609 886-6200 Ext. 370 Fax: 609 889-9332 After Hrs: contact local police or 911
CUMBERLAND	Cumberland County Guidance Center 2038 Carmel Road P.O. Box 808 Millville, NJ 08332	Phone: 856 825-6810 Ext. 219 or 299 Fax: 856 327-4281 After Hrs: 856 455-5555 crisis center
ESSEX	FOCUS, Hispanic Center for Human Dev., Inc. 441-443 Broad St. Newark, NJ 07102	Phone: 973 624-2528 Ext. 134 Fax: 973 624-6450 After Hrs: 911, local police, first aid or hospital
GLOUCESTER	Gloucester County Board of Social Services 400 Hollydell Drive Sewell, NJ 08080	Phone: 856 582-9200 Or 856 256-2274 Fax: 856 582-6587 After Hrs: 800 648-0132
HUDSON	Hudson County Protective Services, Inc. 6018 A Hudson Avenue, 4 <sup>th</sup> Floor West New York, NJ 07093	Phone: 201 295-5160 Fax: 201 869-0805 After Hrs: 800 792-8610
HUNTERDON	Hunterdon County Department of Human Services Division of Social Service P.O. Box 2900 Flemington, NJ 08822-2900	Phone: 908 788-1300 Fax: 908 806-4588 After Hrs: 782-HELP or 735-HELP

MERCER	Mercer County Board of Social Services 200 Woolverton Street Trenton, NJ 08650	Phone: 609 989-4346 Fax: 609 396-3276 After Hrs: recording-call 911
MIDDLESEX	Middlesex County Board of Social Services P.O. Box 509 New Brunswick, NJ 08903	Phone: 732 745-3635 Fax: 732 745-3630 After Hrs: recording – call local police or 911
MONMOUTH	Family and Children Services of Monmouth County 1900 Highway 35 P.O. Box 639 Oakhurst, NJ 07755-0639	Phone: 732 531-9191 Fax: 732 897-9651 After Hrs: 732 531-9111
MORRIS	Morris County Aging, Disabilities and Veterans P.O. Box 900 Morristown, NJ 07963	Phone: 973 326-7282 973 326-7283 Fax: 973 285-6713 After Hrs: 911 or sheriff's comm. center, 973 285-2900
OCEAN	Ocean County Board of Social Services 1027 Hooper Avenue P.O. Box 547 Toms River, NJ 08754	Phone: 732 286-5819 Fax: 732 914-2064 After Hrs: 732 349-1500, 732 244-5689
PASSAIC	Passaic County Board of Social Services 80 Hamilton Street Paterson, NJ 07505-2057	Phone: 973 881-2612 973 881-2600 973 881-2616 Fax: 973 881-3165 After Hrs: 973 345-2676
SALEM	Salem County Office on Aging 98 Market Street Salem, NJ 08079	Phone: 856 935-7510 Fax: 856 339-9546 After Hrs: call 911
SOMERSET	Somerset County Board of Social Services 73 East High Street Somerville, NJ 08875-1144	Phone: 908 526-8800 Fax: 908 526-8096 After Hrs: 800 287-3607
SUSSEX	Sussex County Division of Social Services P.O. Box 218 18 Church Street Newton, NJ 07860	Phone: 973 383-3600 Ext. 40 Fax: 973 383-3627 After Hrs: 800 280-8845
UNION	Catholic Community Services 505 South Avenue E Cranford, NJ 07016	Phone: 908 497-3900 908 497-3902 Fax: 908 709-9583 After Hrs: 911 or local police
WARREN	Warren County Welfare Board Courthouse Annex P.O. Box 3000 Belvidere, NJ 07823	Phone: 908 475-6301 Fax: 908 475-1533 After Hrs: 911 or local police

**MISCELLANEOUS REFERRAL AGENCIES**

- (1) FAMILY HELP-LINE -- 1-800-“THE KIDS”**

This Help-Line is available 24 hours per day, with access to individual county resource directories, and is able to make referrals to other agencies.

- (2) CHILD ABUSE REPORTING HOT-LINE-- 1-800-792-8610**

This Hot-Line is available 24 hours per day and provides access to a resource person who is on duty every night in each county.

- (3) THE VICTIM / WITNESS HOT-LINE -- 1-800-242-0804**

This Hot-Line is available 24 hours per day.

- (4) DOMESTIC VIOLENCE HOT-LINE -- 1-800-572-“SAFE”**

This Hot-Line is available 24 hours per day.

- (5) OFFICE OF THE PUBLIC GUARDIAN -- 609-943-3519**

This is a 24 hour per day emergency Hot-Line.