

## Handout 10: Family Violence Checklist

### **Scenario 1: Domestic violence client requests a waiver (they do not want to pursue IV-D services):**

1. Create a case and code the case **DV** on NJKiDS (Regulation 10:90, Subchapter 20).
2. Code the case properly on the **Update Case Information, Update Member Demographics**, and **Case Information Processes** pages to reflect the domestic violence.
3. Close the case the same day.
4. Refer the case to the county vendor for the **Family Violence Risk Assessment Referral/Outcomes Report (FVO 115)** of the DV.
5. An **Affidavit of Good Cause for Reasons of Domestic Violence, Rape, or Incest (WFNJ/TANF CSP173)**, **FVO -115**, and the **Work First New Jersey Family Violence Option Waiver Affidavit (FVO-82)** must be part of the referral process and the case record.
6. Review the FVO-115 Assessment once it is returned from the vendor.
7. Follow internal protocols; depending on the county this is completed by different staff.
8. If the referral is returned with the category **Low/No Risk**, they **must** re-open the case and pursue IV-D services.

### **Scenario 2: If the client *is not* requesting a waiver, and they wish to continue with IV-D services.**

1. Follow steps 1 and 2 from the list above (the chain must be advanced to Cooperation).
2. Include the CSP 173 as part of the case record to reflect that the client is a victim of domestic violence, but they wish to continue with IV-D services.
3. Referral to the Family Violence Initiative is voluntary.
4. Locate and file against the NCP.

Refer to **IT 18-18: Revision to the following Work First New Jersey–Family Violence Option Forms: WFNJ/FVO–82 (Rev. 04/18), WFNJ-FVO–115 (Rev. 04/18), WFNJ-FVO–141(Rev. 04/18), WFNJ-FVO–142 (Rev. 04/18), Removal of Obsolete Forms WFNJ-FVO–98 and WFNJ-FVO–144** for the latest version of the forms.