

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 7:13

DATE: April 11, 1983

SUBJECT: Rates of Chaplaincy Payment
Applicability: H

I. Purpose

To provide for consistent reimbursement for contracted chaplaincy services.

II. Authority

Inter-office communication, dated January 21, 1980, to Assistant Director, Fiscal and Management Operations, from Fiscal Control Officer, Office of the Comptroller, subject, "Rates of Chaplaincy Payment."

III. General

All contracted chaplaincy services should be paid through the Special Services salary mechanism. Chaplains who are full-time employees of the State of New Jersey are not affected by this policy.

IV. Chaplains Currently Providing Services and Billing by Means of Form AR 50/54

Chaplains currently being reimbursed by submission of form AR 50/54 shall be given the option of converting to the Special Services mechanism to take advantage of any benefits relating thereto.

V. New Chaplain Service Arrangements

New "part-time" chaplain service arrangements shall utilize the Special Services mechanism.

VI. Rate of Payment

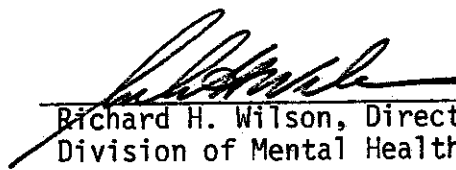
Payment for service may be made at no more than the fourth step on Special Services.

VII. Reimbursement for Travel Time

Chaplains, whether paid via form AR 50/54 or Special Services, shall not be reimbursed for travel time.

VIII. Reimbursement for Time Required for Preparation of Sermons

Preparation time is an integral part of the service being rendered. Accordingly, an allowance, not to exceed one hour, shall be made when calculating the total billing.


Richard H. Wilson, Director
Division of Mental Health and Hospitals

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