

Chapter 49

LOCAL ASSISTANCE BOARD

§ 49-1. Establishment; appointment; terms of office; powers and duties.

§ 49-2. Director of Welfare.

[HISTORY: Adopted by the Mayor and Council of the Borough of Wood-Ridge 12-26-75 by Ord. No. 700 as Section 2-12 of Chapter II of the 1975 Revised General Ordinances of the Borough of Wood-Ridge. Amendments noted where applicable.]

§ 49-1. Establishment; appointment; terms of office; powers and duties.

A. Pursuant to N.J.S.A. 44:8-1, there shall be a Board of Local Assistance of the borough, composed of five (5) members, at least one (1) of them a woman, appointed by the Mayor upon arrival of the Council. The term of one (1) member of the Board shall be for one (1) year, and that member only may be appointed from among the Councilmen. The terms of the other members shall be four (4) years each, one (1) term expiring in each year.

B. The Board of Assistance shall have the powers and perform the duties prescribed by general law and ordinance and shall appoint a Director of Welfare pursuant to state law.

§ 49-2. Director of Welfare.

A. The Board of Assistance shall appoint a Director of Welfare who shall hold office for a term of five (5) years from the date of his appointment and shall be paid a salary fixed by the Board, subject to approval of the Council.

- B. The Director of Welfare shall be the first executive and administrative officer of the Board. He shall:
- (1) Supervise by periodic investigation every person receiving public assistance, such investigation to be made by visitation at least once a month.
 - (2) Reconsider from month to month the amount and nature of public assistance given and alter, amend or suspend assistance when the circumstances so require.
 - (3) Devise ways and means for bringing persons unable to maintain themselves to self-support or to the support of any other person or agency able and willing to do so.
 - (4) Keep full and complete records of investigations, supervision, assistance and rehabilitation and of all certifications of persons for employment or benefits and cancellations thereof.
 - (5) Bring about appropriate action for commitment to any state or county institution when the best interest of the needy persons would be so served.
 - (6) Render immediate public assistance to any needy person found in the borough, subject to determination and adjustment of responsibility as provided by law.
 - (7) Inquire into the facts, conditions and circumstances of a person applying for public assistance, including legal residence, family connections, living conditions, resources and income, the direct and indirect causes of the person's need and such other matters as may be required by law, making a written record thereof.
 - (8) By written order, render such aid and material assistance as he deems necessary in his discretion and reasonable inquiry, to the end that a person shall not suffer unnecessarily from cold, hunger or sickness or be deprived of shelter pending further certification of the case, and determine after completing his investigation whether continued assistance is necessary, making such order as in his judgment is warranted, having due regard to the circumstances disclosed by the investigation.

- (9) Revoke any continued order for assistance whenever it appears that the person receiving it is no longer needy or will otherwise be provided for.
- (10) Develop guidelines and implement procedures to effect a General Assistance Employability (Workfare) Program in the Borough of Wood-Ridge, as such program may from time to time be defined and administered by the State of New Jersey, Departments of Labor and Human Services, through Bergen County Board of Social Services or its successors. **[Added 4-15-1996 by Ord. No. 96-7]**