

State of New Jersey  
DEPARTMENT OF HUMAN SERVICES  
Division of Aging Services  
P.O. Box 807  
Trenton, NJ 08625-0807

MIKIE SHERRILL  
Governor

STEPHEN CHA, MD, MHSR  
Commissioner

DR. DALE G. CALDWELL  
Lt. Governor

LOUISE M. RUSH  
Assistant Commissioner

April 1, 2026

Shirley Force  
Executive Director  
Passaic County Department of Senior Services, Disabilities and Veterans' Affairs  
930 Riverview Drive, Suite #200  
Totowa, New Jersey 07512

**Re: Notice of Intent to Fund  
DoAS 2026 State Health Insurance Assistance Program (SHIP) Grant**

Dear Shirley Force:

We are pleased to inform you that the New Jersey Department of Human Services, Division of Aging Services intends to fund the SHIP Grant with **Passaic County Area Agency on Aging** to provide SHIP services in **Passaic County** for the period April 1, 2026 through March 31, 2027.

This letter serves as the Division's formal intent to obligate funds for your agency in the amount of **\$40,000** contingent on availability of federal funds for the SHIP program.

Note that the department will not be able to provide cash payment until a fully executed Grant application has been processed. Please complete and submit the application package through our System for Administering Grants Electronically (SAGE), prior to 4:00 pm, [REDACTED].

Thank you for your continued participation in the SHIP Program.

Sincerely,

A handwritten signature in black ink that reads "Andrea Mancini".

Andrea Mancini  
Manager  
Area Agencies on Aging Administration

**State of New Jersey  
Department of Human Services**

**SUBJECT:** Standardized Board Resolution Form

**EFFECTIVE:** This policy shall become effective August 1, 2009.

**PROMULGATED:** July 20, 2009

**SUPERCEDES:** Standardized Board Resolution Form, promulgated  
November 21, 2007

**PURPOSE:** The purpose of this policy circular is to standardize the content of the Provider Agency Board Resolutions across all Department of Human Services (DHS) Departmental Components to assure that all of the required obligations are identified and committed to by the Provider Agency Board.

I. SCOPE

This policy circular applies to all DHS Third Party incorporated contracted Provider Agencies, Universities/Colleges and for-profit organizations.

II. POLICY

Periodically Boards of Directors in conducting the business of their organizations attest to their actions or decisions by way of written resolutions. The DHS requires Contract Providers to complete and file the attached standard board resolution when executing a DHS Third Party Social Service Contract.

A. Requirements for completion, updating and submission

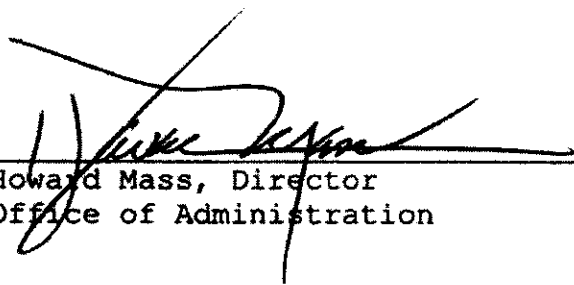
The Attachment I, Page 1 is to be completed by the Agency and the same for Attachment II.

When any changes occur which would affect the contents of the form, the Board is to convene and complete a new Board

Resolution and submit it to the Departmental Component within 10 business days of the change unless otherwise specified in the DHS policy.

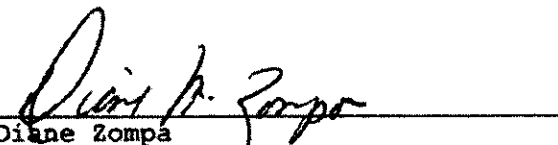
The completed form is to be returned to the Departmental Component with all other required contract documents as part of the contract package. (See Policy Circular P1.01, Documents and Conditions Required for Processing, Executing and Documenting a DHS Third Party Contract.)

Issued by:



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Howard Mass, Director  
Office of Administration



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Diane Zompa  
Chief of Staff  
Department of Human Services

STANDARDIZED BOARD RESOLUTION

The Board endorses the following commitments as defined in this document:

1. Health Insurance Portability and Accountability Act (HIPAA)\*

Specific to HIPAA (Health Insurance Portability and Accountability Act), the above noted Provider Agency is either (check A or B):

- A) a covered entity (as defined in 45 CFR 160.103)
- B) a non-covered entity and has executed a DHS Business Associate Agreement (BAA) last dated \_\_\_\_\_.
- C) a non-covered entity that will not be receiving or sharing personal health information.

Once executed, the BAA will be included in the Departmental Component's official contract file. The BAA *will be considered applicable indefinitely* unless there is a change in the Provider Agency's status, information or the content of the BAA, in which case it is the responsibility of the contracted Provider Agency to revise the BAA.

The Board agrees that if there is *any change* in their BAA Status the Departmental Component will be immediately notified and the appropriate information provided within 10 business days.

**\* This section is not applicable for DCF Office of Education Contracts.**

2. Legal Advice

The Board acknowledges that the Department of Human Services does not and will not provide legal advice regarding the contract or about any facet of the relationship between the Department of Human Services and the Provider Agency. The Board further acknowledges that any and all legal advice must be sought from the Provider Agency's own attorneys and not from the Department of Human Services.

DEPARTMENT OF HUMAN SERVICES (DHS)

Standardized Board Resolution Form

Supporting Information for Contract # DOAS26SHF12 for Contract

Period April 1, 2026 to March 31, 2027.

Agency: Passaic County Department of Senior Services Disability and Veterans Affairs

**Certification:**

We certify that the information contained in, or included with, this contract document is accurate and complete.

\_\_\_\_\_  
Chairperson, Board of Directors  
Cassandra "Sandi" Lazzara

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director  
Shirley Force

\_\_\_\_\_  
Date

Authorized Signatories for Contract documents, checks and invoices are: (List full name and title) (add additional pages, if needed)

\_\_\_\_\_  
Name - Shirley Force

\_\_\_\_\_  
Executive Director  
Title

\_\_\_\_\_  
Name - Laura Rizzo

\_\_\_\_\_  
Assistant Program Coordinator  
Title

\_\_\_\_\_  
Name - Julieth Villegas

\_\_\_\_\_  
Fiscal Manager  
Title