

Morris County Department of Human Services

Mary Jo Buchanan
Director of Human

Thomas P. Pollio
Director
Juvenile Services



Juvenile Services
Detention Center
Youth Shelter
P.O. Box 900
Morristown, New Jersey 07963

Jill M. Cerullo
Deputy Director
Youth Shelter

Anthony J. Maglio
Chief
Juvenile Detention Center

DOCUMENTATION REQUIRED FOR ADMISSION

The health and safety of our residents and staff is of paramount importance at the Morris County Youth Shelter. In order to ensure their safety, we require documentation on all new residents entering the shelter. Please refer to the checklist below for the documents that we require from you. Photocopies are acceptable. Each form of documentation has a point value associated with it. We require a total of (3) three points and (1) one document must show proof of age.

Documentation:

1. Birth Certificate (2 points)
2. Passport (2 points)
3. Passport of Biological Parent (2 points)
4. Medicaid or Private Insurance Card (1 point)
5. Medical History Reports (1 point)
6. Social Security Card (1 point)
7. Criminal History (1 point)
8. School Records (1 point)
9. Medical Clearance in the Last 24 Hours (required)
10. Proof of Guardianship (required for all DYFS clients)

The necessary documents should be provided to the shelter staff at time of arrival. In the event the documents are not immediately accessible, we will accept the word of the child's case worker that the documents do exist and that they will be produced within (7) seven days.

I, _____ (print), a case worker for (agency) _____ (print), certify that the requested documentation does exist, and I will produce the documents within (7) seven days.

Signature: _____

Date: _____