



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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[Click here to view CP&P Form 12-32, General Meeting Letter.](#)

WHEN TO USE IT

Use this form letter to schedule a meeting.

HOW TO USE IT

- Access this form in NJS through Create > Case Work > Administration > Other Meeting > Meeting Window > Notify Tab > Options Drop-down.
- The form is completely pre-filled from information entered in the Meeting Window.
- Print, sign, and mail the letter to the meeting participants.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

Form instructions are also available via link on the NJS Desktop.

DISTRIBUTION

- Original - Meeting participant
- Electronic Copy - NJ SPIRIT Electronic Case Record