



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	6-28-2016
Subchapters:	1	Forms	
Issuance:	26.24	<b>CP&amp;P Forms 26-24, Intake Family Agreement</b>	

Click here to view or print the CP&P [Form 26-24](#).

Click here to view or print the CP&P Form [26-24 in Spanish](#).

### WHEN TO USE IT

The form is completed during a CPS investigation or CWS assessment for services as needed. This form can be used in conjunction with a safety protection plan. It is an agreement to complete necessary services for further assessment.

The form provides a consistent document for use by CP&P field staff statewide, to reinforce the joint family-CP&P case planning process. Use CP&P Form 26-24 to document:

- That a discussion took place with the family regarding the present concerns; and
- That in order to further assess the presenting concerns actions have been agreed upon by CP&P and the family.

The Intake Family Agreement is designed to capture discussions about case planning and the family's agreement to services provided by DCP&P.

**Note:** Workers use the CP&P Form [26-24\(s\)](#), Intake Family Agreement (Spanish), for Spanish speaking families. Workers must also translate the agreed-to language into English, and enter it into CP&P Form 26-24, Intake Family Agreement, in NJS.

### HOW TO USE IT

Complete the entire CP&P Form 26-24, Intake Agreement, while conducting a child protective service investigation or a child welfare assessment. This form is used as a request for or agreement to services.

Staff may access it through the NJ SPIRIT Desktop > Investigation > Intake Agreement > Options Drop Down > CP&P 26-24.

- CP&P Form 26-24, may also be accessed through the on-line Forms Manual only when the Local Office **does not have a supply of the carbonized version** of the form available.
- The Worker enters word for word in NJS, as recorded in the Intake Family Agreement.

When the discussion is held with the family, the carbonized copy of the form is completed. The white copy is filed in the record. The canary copy is left with the family. The agreement is then entered into NJS.

## **DISTRIBUTION**

Original	-	Case Record (signed by each attendee)
Copy	-	Parent(s)
Electronic Version	-	NJS Electronic Case Record