



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	9-17-2012
Subchapter:	1	Forms	
Issuance:	26.63	CP&P Form 26-63, Letter to Client Terminating CP&P Involvement	

Click here to view CP&P Form [26-63a](#) and Click here to view CP&P Form [26-63b](#).

PURPOSE AND USE

This letter is sent to an individual or family within 60 calendar days from the date SCR assigned the request for services, the CPS report, or the CWS referral to the Local Office for response. The form is utilized for notifying client families that CP&P will not be opening a service case.

- Version (a) is used when referring the family to other service agencies.
- Version (b) is used when a referral for service is not warranted.

The purpose of this letter is to:

- Provide official agency notification of the status of an assessment.
- Notify the individual/family that CP&P is terminating involvement.
- When appropriate, advise the individual/family of community service agencies.
- Advise the individual/family of contact names and telephone numbers for additional support services.

INSTRUCTIONS FOR COMPLETING THE FORM

The letter, advising the individual/family that CP&P is terminating intervention, is prepared and signed by the Worker and the Worker's Supervisor.

The CP&P Form [26-63](#) is prepared using the on-line form in the computerized forms manual. This form is a template for on-line use. The Worker fills out the form using the "Tab" key to navigate from text form field to text form field. This

form is locked, designed for ease of use. The user enters information in the text form fields.

When preparing individual letters, use Local Office letterhead.

The Worker:

1. Enters the information listed below in the opening section of the letter:
 - The parent's/caregiver's name and address, city of residence, and zip code
 - The date the letter is being prepared
 - The child's name (after "Re")
 - The CP&P/NJS case identification number, and
 - The addressee's name in the salutation portion of the letter after the word "Dear."
2. Enters the information listed below in the first paragraph of the letter:
 - The date CP&P received the initial CPS report or CWS referral,
3. Enters the information listed below as the second paragraph of the letter:
 - The first sentence is always included.
 - The second sentence is included when CP&P is referring the family to other agencies for services.
 - When referring a family to service agencies, be sure to list the name, address, telephone number, and contact person for each service referral.
 - The Worker prints the completed form.
4. Prints out the form. Signs his or her name (above Worker).

The Supervisor:

1. Signs his or her name (above "Supervisor").
2. Send the completed letter no later than 60 calendar days from the date the Local Office received the assignment from State Central Registry (SCR). If the "intake decision" is not made within 60 days, send the letter at the close of intake, when a determination is made to close the case.

DISTRIBUTION

- Original - Identified parent/family (Send by regular mail)
- Copy - Case record.
- Copy - Service providers (when appropriate)