



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	2-11-2013
Subchapter:	1	Forms	
Issuance:	4.25	CP&P Form 4-25, Eligibility Criteria for CP&P KLG Subsidy	

Click here to view, complete, and print the CP&P Form [4-25](#), Eligibility Criteria for CP&P KLG Subsidy.

WHEN TO USE IT

The Worker uses the CP&P [Form 4-25](#) in conjunction with CP&P Form [4-24](#), Request for KLG Subsidy Approval Memo, when making a KLG subsidy request. All attachments listed on the CP&P 4-25 must be checked off and included in the KLG subsidy request packet. Listed CP&P Forms must be approved by appropriate staff and copies must have all required signatures. Attachments include copies of the:

- Permanency Court Order;
- Resource Family License indicating family has been licensed for a minimum of six months;
- Signed and dated Acknowledgement of Receipt of Adoption/KLG Fact Sheet, last page of CP&P Form [4-18](#);
- CP&P Form [16-76](#), Special Approval Request. Area Director approval and signature is required for a child under age 12, a legally free child, or a child placed with a non-relative caregiver (relationship can be by blood, marriage/civil union/domestic partnership, or adoption); and
- Rate Assessment.

HOW TO USE IT

Prepare the form using the on-line template in the computerized Forms Manual (1-10) after you have completed or collected all required attachments for a KLG subsidy request.

Sign the form and forward it with the attachments to your assigned Supervisor for approval and sign off. The assigned Casework Supervisor approves and signs the CP&P Form [4-25](#).

Send this form with the completed CP&P Form [4-24](#) in the subsidy request packet (including all forms and documentation) to the Office of Adoption Operations, Cost Code # 966, or fax the packet to 609-984-5449. (Note: Inter-office mail is preferred.)

Note: Failure to attach appropriate documentation will delay processing of the KLG subsidy request.

TIPS FOR COMPLETING THE FORM

- All text fields **must** be completed.
- Select all check boxes for required attachments.
- Attach all forms and documentation.

DISTRIBUTION

Original	-	Office of Adoption Operations
Copy	-	Child's case record with entire request packet (Update once the approval is received).