



**New Jersey Department of Children and Families Policy Manual**

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	7-21-2008
Subchapter:	1	Forms	
Issuance:	5.23	<b>CP&amp;P Form 5-23, Cover Letter to Accompany Reference Request</b>	

Click here to view or print the CP&P Form [5-23](#), Cover Letter to Accompany Reference Request.

**Instructions 10-30-2006**

**PURPOSE AND USE**

The form letter is used as a cover letter when requesting references for a prospective or approved resource family parent. Use official office letterhead when printing this form from the computerized Forms Manual. Use the form to accompany the following types of references:

- CP&P Form [5-2c](#) - Medical Reference
- Reference Form (Personal Reference)
- CP&P Form [5-2e](#) - School/Day Care Reference
- CP&P Form [5-24](#) - Employment Reference
- CP&P Form [14-202](#) - Child Care Reference

**INSTRUCTIONS FOR COMPLETING THE FORM**

Enter the required information as indicated on the cover letter form. Include a copy of the signed CP&P Form [26-15](#), Authorization for Release of Information, with the cover letter and the appropriate reference form.

**DISTRIBUTION**

- Original - Person from whom information is requested
- Copy - Prospective or licensed resource family parent's record