



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	3-1-2011
Subchapter:	1	Forms	
Issuance:	5.58	CP&P Form 5-58, Thirty-Day Notification To Relative of Child's Placement Out of Home	

Click here to view, complete, and print CP&P Form [5-58](#), Thirty-Day Notification to Relative of Child's Placement Out of Home.

WHEN TO USE IT

In accordance with State and Federal law, CP&P shall exercise due diligence to identify, and provide notice to, a child's grandparents and other adult relatives within 30 days of placing a child out of home, including any relative suggested by the parents or the child. CP&P Form [5-58](#) is designed to provide such notice, to facilitate engaging the extended family in agency intervention, moving toward timely permanency planning for the child.

HOW TO USE IT

- Prepare the CP&P Form [5-58](#) using the on-line form in the computerized Forms Manual.
- Depress the tab key to navigate between the text fields and drop down boxes in the template.

TIPS FOR COMPLETING THE FORM

The last sentence in first paragraph is optional:

- Delete the instructions.
- Delete the sentence, " The child's parent identified you as a potential resource for the child.", if untrue. The assigned Worker completes, signs, and sends the letter. The Supervisor also signs the form.
- Print the completed letter on Local Office letterhead.
- Send the letter within 30 days of placing the child out of home.

- Send separate letters to each identified adult relative. If the child's relatives cohabit, send one letter to the residence, addressed to both/all adult relatives residing therein.
- Send a letter to each known adult paternal and maternal relative. Ask the parent and the child, if age appropriate, to identify relatives.
- Do not send letters to relatives who have a criminal, child abuse/neglect, or family violence history, as specified in Federal and State law.

DISTRIBUTION

Original - Relative

Copy - Child's case record