



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	2-12-2012
Subchapter:	1	Forms	
Issuance:	5.62	CP&P Form 5-62, Termination of Services to Adolescent Client.	

Click here to view or print the CP&P Form [5-62](#), Termination of Services to Adolescent Client.

PURPOSE AND USE

This letter provides official notice to an adolescent in open case status, age 18 to 21, of the Division's intent to terminate his or her case, when the adolescent (age 18 to 21) requests his or her case be closed; refuses services; does not comply with policy (Provision of Services, [CP&P-III-A-1-100](#)); or reaches age 21. This letter advises the older adolescent that he or she may contact the Administrative Hearings Unit, if he or she disagrees with the agency's decision to terminate.

The Permanency Worker prepares the Termination Letter two months before the intended date of termination. Copies of the letter are also sent to parents/guardians, resource parents, a caring adult who will remain involved with the adolescent after CP&P closes the case, and other involved individuals, as appropriate.

INSTRUCTIONS FOR COMPLETING THE FORM

The CP&P Form [5-62](#) is prepared using the on-line form in the computerized forms manual. In the future, it will be available through NJ SPIRIT download procedures. When preparing individual letters, use Local Office letterhead and enter the name, address and telephone number of the Local Office directly under "Division of Child Protection and Permanency."

The Worker:

1. Enters the information listed below in the opening section of the letter:
 - the date the letter is being prepared,
 - the adolescent's name and address,

- the NJS Case ID number,
 - the adolescent'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 name of the assigned Permanency Worker.
 3. Enters the information listed below in the second paragraph of the letter:
 - the date the case will be closed,
 - selects "you are not in need of" or "you do not desire," as applicable.
 4. Enters the information listed below in the third paragraph of the letter:
 - the name of the assigned Permanency Worker,
 - the telephone number and extension number of the Permanency Worker, and
 - selects "He" or She."

The Office Manager or designee:

1. Signs his or her name in the closing portion of the letter.

The letter is mailed to the adolescent via regular, first class delivery, and also through certified mail, when appropriate.

DISTRIBUTION

Original	-	Adolescent
Copy	-	Case Record
Copy	-	Parent/Guardian
Copy	-	Resource Parent/Residential/Independent Living Setting staff
Copy	-	Office Manager's File
Copy	-	Adolescent's Attorney
Copy	-	Caring Adult (who will remain involved in the adolescent's life after

CP&P terminates intervention)
Copy - Other Appropriate Persons