



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:  12-20-2011
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	5.73	<b>CP&amp;P Form 5-73, Educational Stability Parent Notification - EXCEPTION</b>	

[Click here to view or print CP&P Form 5-73, Educational Stability Parent Notification - EXCEPTION.](#)

### WHEN TO USE IT

Complete this form in NJ SPIRIT. This letter is used by the assigned Worker and Supervisor to inform the parent(s) of a child(ren) placed in a resource family home (including placement with a relative or kin,) of the child's in school placement, based on N.J.S.A. 30:4C-26b, enacted September 9, 2010. The letter notifies the parent(s) of the decision to immediately enroll his or her child(ren) in the resource family home school district.

Manual policy states that when placing a child in resource family care, CP&P makes diligent efforts to allow the child to continue to attend his or her pre-placement school, unless remaining in the pre-placement school is not in the child's best interest and would present significant safety concerns or a significant and immediate detriment to the child. See [CP&P-IV-B-8-100](#).

When the Worker and Supervisor determine that a credible threat to the child's safety exists, the location of the child's school is not disclosed to the parent(s).

### HOW TO USE IT

Access it through the NJ SPIRIT Desktop > Education > Click Education Record > Click on the Educational Stability Tab > Click Insert for New > The Drop Down Menu will display all Educational Stability Forms > Choose CP&P Form 5-73.

The form is completed by the Worker in consultation with his or her Supervisor. The form is then reviewed, approved, and signed by the Supervisor.

Prepare the form on Local Office letterhead. Once completed, send it to the parent(s) of the child placed in the resource family home.

Complete the form as follows:

- Access CP&P Form 5-73, through NJS, or, as part of a contingency plan through the computerized Forms Manual.
- Click "Enable Macros" to open the form.
- Select one of two options.
  - When option one is selected, the name of the school will be provided.
  - When option two is selected, the name of the school will be withheld.
- Use the "Tab" key on the keyboard to complete the required text boxes.
- Use the most expedient method for delivery of this letter. Also use a secondary delivery method. Indicate the delivery methodologies at the bottom of page two by checking the appropriate boxes.

**DISTRIBUTION**

Original	Parent(s)
Copy	Law Guardian
Copy	Education Liaison
Copy	Resource Family Support Worker
Copy	Child's case record
Electronic Copy	NJS application