



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	3	Administration	
Section	4	Information to parents and adoption applicants (N.J.A.C. 10:121A-3.4)	

§10:121A-3.4 Information to parents and adoption applicants

(a) The agency shall provide the birth parents and adoptive applicants with a written statement or pamphlet indicating certain parental and agency rights and responsibilities, as specified in N.J.A.C. 10:121A-3.4(b).

(b) The written statement or pamphlet shall contain the following information:

1. That the agency is required to be certified by the New Jersey Department of Children and Families pursuant to the State Adoption Law (N.J.S.A. 9:3-37 et seq.);
2. That the agency is required by law to comply with all applicable requirements of this chapter.
3. That the agency shall make a current copy of the Manual of Requirements for Adoption Agencies available for review by the parents of children served by the agency;
4. That any parent who believes or suspects that the agency is in violation of any requirements of the Manual of Requirements for Adoption Agencies may report such alleged violations to the Office of Licensing;
5. That any parent may secure a copy of the Manual of Requirements for Adoption Agencies by contacting the Office of Licensing, Department of Children and Families. The Office will charge a nominal fee for the manual, in keeping with Department policy;
6. That when so requested by parents of children served by the agency, the agency shall make available for review the Office of Licensing's certification records and any Inspection or Violation Reports on the agency, except for those records prohibited from disclosure, pursuant to the State Child Abuse and Neglect Law (N.J.S.A. 9:6-8.10(a)) and to any other laws prohibiting such disclosure;

7. That any person who has reasonable cause to believe that a child being served by the agency has been or is being subjected to any form of child abuse or neglect or exploitation by any person, whether working at the agency or not, shall report such allegations to the Department of Children and Families' toll-free hotline, 1-877-NJ-ABUSE (652-2873), pursuant to the State Child Abuse and Neglect Law (N.J.S.A. 9:6-8.1 et seq.). Such reports may be made anonymously;

8. That parents may secure information about child abuse and neglect by contacting the Office of Communication and Legislation, Department of Children and Families;

9. That the agency shall cooperate with the adoptive parents and/or the attorney retained by the adoptive parents in providing all financial information needed for the finalization report pursuant to the State Adoption Law