



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	6-24-2013
Subchapter:	1	Forms	
Issuance:	10.4	<b>CP&amp;P Form 10-4, Notification to SSA: CP&amp;P Is No Longer Child's Representative Payee</b>	

Click here to view, complete, and print the CP&P Form [10-4](#).

### WHEN TO USE IT

Complete this form when a child, who is a recipient of a Federal government benefit, leaves CP&P-supported out-of-home placement (returns home, is adopted, KLG).

Federal Social Security benefits include:

- Retirement, Survivors, Disability, and Health Insurance Social Security Administration Title II benefits;
- Supplemental Security Income (SSI) benefits;
- Veteran's Administration benefits; and
- Railroad Retirement Board benefits.

See policy, [CP&P-IX-F-1-250](#), Federal Benefits.

### HOW TO USE IT

The form is a "letter," prepared by the assigned Worker, given to the child's parent or caregiver for his or her action. The Worker advises the parent or caregiver to go to their local Social Security Administration office, in person, with this letter in hand, to notify the SSA that CP&P is no longer the representative payee for the child's Social Security benefits. The letter is designed to facilitate the parent or caregiver filing a claim for benefits on the child's behalf.

The Worker meets with the child's parent, adoptive parent, Kinship Legal Guardian, or designated caregiver in person, and gives them the form. The Worker provides a brochure, published by the Social Security Administration, explaining SSA/SSI benefits. The brochure is found at <http://www.ssa.gov/pubs/EN-05-10026.pdf>.

## **PROCEDURES TO DETERMINE IF THE CHILD IS A RECIPIENT OF A FEDERAL GOVERNMENT BENEFIT**

Upon verifying that CP&P currently receives benefits on behalf of the child, complete the form. Follow these procedures to determine if the child is a recipient of a Federal government benefit:

- Look up the client in NJ SPIRIT.
- Click on "Income/Eligibility."
- Click on "Assets and Employment" tab.
- Under "Assets/Liabilities," see the child's Social Security or SSI benefits, if CP&P receives government benefits on behalf of the child, based on the child's out-of-home placement through CP&P.

## **TIPS FOR COMPLETING THE FORM**

**Print the form on CP&P letterhead.**

- The assigned Worker completes the form, using the "Tab" key on the keyboard to complete the required text boxes.
- In the space provided, enter the number and date of the FN or FG court order that authorized return of the child home, finalized the adoption or KLG arrangement, etc.
- The assigned Worker and Supervisor sign the form.

## **DISTRIBUTION**

Original	-	Parent/caregiver (to take to local SSA office)
Copy	-	Parent/caregiver (for their files)
Copy	-	Title IV-E Reviewer assigned to the Local Office
Copy	-	Local Office IV-E file
Copy	-	Case record