



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	9-8-2009
Subchapter:	1	Forms	
Issuance:	10.5fc	<b>CP&amp;P Form 10-5fc, Title IV-E Foster Care Eligibility Initial Determination</b>	

[Click here to view or print CP&P Form 10-5fc, Title IV- E Foster Care Eligibility Initial Determination.](#)

### WHEN TO USE IT

This form is used by the Title IV-E Reviewer to determine Title IV-E Foster Care Initial Determination for all children entering a CP&P-approved, out-of-home placement.

This form is used to certify Title IV-E Foster Care eligibility in accordance with Federal government requirements.

### HOW TO USE IT

- Access it through the NJ SPIRIT Desktop> Eligibility Window-Determinations Tab> Options Dropdown.
- Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

### TIPS FOR COMPLETING THE FORM

- CP&P Form 10-5fc prefills from entries made in the NJ SPIRIT application.
- Print the completed form. Attach all supporting documentation to CP&P Form 10-5fc. Distribute/file in accordance with "Distribution," below.

Supporting documents include, but are not limited to: written statements regarding removal from the home, signed Court Order, and proof of family income and financial assets.

## **DISTRIBUTION**

- Original - Title IV-E Eligibility and Determination Unit file
- Copy - Child's case record (file in "financial" section)
- Copy - Local Office IV-E file
- Electronic Copy NJ SPIRIT Electronic Case Record