



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	6-25-2012
Subchapter:	1	Forms	
Issuance:	10.98	CP&P Form 10-98, Referral to Family Unification Program	

Click [here](#) to view, complete, and print the CP&P Form [10-98](#), Referral to Family Unification Program.

WHEN TO USE IT

Use the CP&P Form [10-98](#), to refer a homeless family to the Department of Community Affairs (DCA) or the local Housing Authority for enrollment in the Family Unification Program (FUP). By their signatures, the Worker, Supervisor, and Liaison certify the family's eligibility for the Program. At this time, the Program is only available in the following locations for CP&P families: Newark, Lakewood, Jersey City, and East Orange.

HOW TO USE IT

- The assigned Worker completes the template attached above, signs and dates the form, and forwards it to his or her Supervisor for review, approval, and sign off.
- Upon Supervisory approval, forward the form to the Local Office Family Unification Program Liaison for review, approval, and sign off.
- Upon his or her approval, the Liaison sends the form to DCA or the local Housing Authority.
- DCA or the local Housing Authority determines whether the family is eligible for the Program based on Section 8 eligibility guidelines and advises the Liaison of the determination.

TIPS FOR COMPLETING THE FORM

If the family has several last names, enter the name the family is usually known by.

For the text field "Primary Head of Household," enter the name of the person who is the primary head of household, and for "Other Head of Household," enter the name of the second adult in a two-parent household.

In the description of the family's current housing situation, give a detailed description (e.g., indicate if the family is homeless, living in a shelter) to enable DCA or the local Housing Authority staff to make an accurate assessment of eligibility for a Section 8 housing certificate.

DISTRIBUTION

Original	-	Family Unification Program
Copy	-	Child's case record