



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	8-23-2016
Subchapter:	1	Forms	
Issuance:	11.6	CP&P Form 11-6, Early Intervention Transition Notification Form	

Click here to view CP&P [Form 11-6](#), Early Intervention Transition Notification Form

WHEN TO USE IT:

Use CP&P [Form 11-6](#) when a child, who is placed into a CP&P resource family home, is receiving NJ Early Intervention Services (NJEIS) and the NJEIS will be referring to the local school district for preschool special education services.

In accordance with federal regulations, for any toddler receiving services under NJEIS, a notification must be sent to the New Jersey Department of Education, Office of Special Education and the local school district where the child resides that the child “may be eligible” for special education unless the parent has chosen to “opt out” of notice.

Note: NJEIS must notify the school district no fewer than 90 calendar days before the child’s third birthday. The NJEIS notification constitutes a referral for special education services.

This form notifies the Director of Special Education in the resource parent’s school district that the child is in a resource home placement receiving early intervention services and identifies whether the biological parent or resource parent has educational decision-making authority pursuant to the Individuals with Disabilities Education Act. The form provides contact information for both the resource parent and the biological parent.

HOW TO ACCESS THE FORM IN NJ SPIRIT:

This form is currently not ready for use in NJ SPIRIT. This form will be a part of a future release. This form is currently accessible in the DCF Policy Manuals in the forms section.

HOW TO USE IT:

- This form is completed outside of the NJ SPIRIT application as part of this contingency plan until the form is available in NJ SPIRIT. The Worker completes the form, makes a copy of the form, and places the copy in the case file. The Worker makes a notification on the Contact Sheet (CP&P [Form 26-52](#)) regarding the forms completion.
- The form is a partial template for on-line use.
- The Worker enters the following **introductory information** using the tab key (or mouse):
 - Notification date;
 - Name of Director of Special Education at the Resource Home District;
 - Name of school;
 - Address of school;
 - City, State, and Zip Code;
 - Name of child; and
 - Child's date of birth.
- In the first paragraph of the form, the Worker fills in:
 - The date of placement;
 - Name of the resource parent;
 - Address of the resource parent; and
 - The telephone number of the resource parent.

Once CP&P Form 11-6 is available in NJ SPIRIT, it can be accessed through the NJ SPIRIT Desktop > Education > Click Education Record. Choose CP&P Form 11-6 from the Options dropdown menu on any Education Window tab.

Note: Once this form is uploaded into NJ SPIRIT, the information manually entered into the first paragraph will be automatically populated. There will be no need to manually enter the information.

- The Worker selects one check box as appropriate for the case situation. The first check box informs that the biological or adoptive parent retains educational decision-making authority and must provide all necessary consents.
- The second check box is appropriate to choose when the biological or adoptive parent(s) does not have educational decision-making authority.

When the application is available in NJ SPIRIT; you are required to complete the form in NJ SPIRIT.

DISTRIBUTION:

Original Copy	Director of Special Educational Services (resource parent's school district) Case Record
Electronic Copy	Director of Special Education (district of residence of biological or adoptive parent, if relevant). NJ SPIRIT Electronic Case Record