



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	7-31-2018
Subchapter:	1	Forms	
Issuance:	14.209	CP&P Form 14-209, Application for Reimbursement for Non-recurring Adoption Expenses in the Adoption of a Special Needs Child	

Click [here](#) to view, complete, and print the CP&P Form [14-209](#), Application for Reimbursement for Non-recurring Adoption Expenses in the Adoption of a Special Needs Child.

WHEN TO USE IT

The CP&P Form [14-209](#) is used by the adoptive parent to apply for reimbursement for one-time only expenses incurred by the adoptive family who adopted or tried to adopt a special needs child. Up to \$2,000 in expenses may be submitted for reimbursement. Payment of non-recurring expenses is approved by the Assistant Director of the Office of Adoption Operations or his or her designee. The form consists of two parts:

- Part I: The Information Sheet, which provides information on:
 - Who is eligible to apply,
 - The amount of reimbursement and allowable expenses, and
 - The definition of a special needs child.
- Part II: The two-page Application, completed by the adoptive parent(s), which itemizes non-recurring expenses.

The Local Office Adoption Worker gives the application and information sheet to the adoptive family during the adoption home study process.

To ensure that eligible families obtain the proper receipts and invoices, discuss the Non-Recurring Adoption Expense Program at the Supervisory Meeting when discussing the subsidy.

HOW TO USE IT

- The CP&P Form [14-209](#) is completed by the adoptive family within two years after the adoption is finalized. It is submitted to the Office of Adoption

- Operations, 50 East State Street, P.O. Box 717, Trenton, New Jersey, 08625.
- Staff from the Adoption and Kinship Legal Guardianship Subsidy Unit reviews the completed application and accompanying receipts and invoices.
- The "For CP&P Use Only" section is completed by staff from the Adoption and Kinship Legal Guardianship Subsidy Unit. Payment is approved by the Assistant Director of the Office of Adoption Operations or his or her designee.

When an adoption disrupts before the adoption is finalized, and expenses were incurred during the supervisory period, the family is still eligible for reimbursement of the non-recurring expenses:

- The applicant must submit proof of these expenses within two years of the disruption to the Local Office.
- The Adoption Worker reviews the completed application and accompanying receipts and invoices.
- The "For CP&P Use Only" section is completed by the Adoption Worker and payment is approved by the Local Office Manager or designee.
- After the CP&P Form [14-209](#) is approved for payment:
- The CP&P Form [K-100](#), Client Service Invoice, is prepared by the staff from the Adoption and Kinship Legal Guardianship Subsidy Unit, the Adoption Worker, or designee and forwarded to the applicant for signature.
- The appropriate Worker:
 - Submits the signed CP&P Form [K-100](#) to clerical for processing of the payment in NJS, and enters the support service in NJS.
 - Upon notification from clerical staff, the appropriate Worker, Supervisor and Administrator from the Office of Adoption Operations approve the form in NJS.
 - After approvals are complete, the payment request is completed and submitted to the Office of Accounting by clerical staff.

DISTRIBUTION

- Original
- If adoption is finalized, file in family's adoption subsidy folder
 - If placement is disrupted, file in child's case record