



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 3-15-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 8-19-2019
Subchapter:	1	Forms	
Issuance:	14.217	<b>CP&amp;P Form 14-217, Adoption and KLG Subsidy Letter for Children Turning 18</b>	

Click here to view, complete, or print CP&P Form [14-217](#), Adoption and KLG Subsidy Letter for Children Turning 18.

Click here to view, complete, or print CP&P Form [14-217\(S\)](#).

### WHEN TO USE IT

Use CP&P Form 14-217 to inform an adoptive parent or kinship legal guardian whose child is receiving an adoption or kinship legal guardianship subsidy that:

- Subsidy payments terminate when the child reaches age 18, unless the adoptive parent or kinship legal guardian requests an exception to continue the subsidy for the child up to age 21. Subsidy may be continued if a child is enrolled in a full time secondary school program (e.g., high school) or when a developmentally disabled child is in a special education program through the local school district.
- The adoptive parent or kinship legal guardian must provide written verification from the child's school that the child is a full time student and his or her projected graduation date.
- If the child is terminated and needs continued financial assistance, the child or family may apply for services through the community.
- Staff at the Adoption and Kinship Legal Guardianship Subsidy Unit are available to answer questions about the adoption or KLG subsidy program and to assist the child or family in locating available community resources.

### HOW TO USE IT

- Prepare the letters on official Office of Adoption Operations letterhead.
- Send the letter to the adoptive parent or kinship legal guardian the first day of the month preceding the child's 18th birthday.

- The letter must be returned to the Office of Adoption Operations by the adoptive parent or kinship legal guardian by the deadline date, within 45 days of the date of the letter, if the child is in school and subsidy is to continue beyond the child's 18th birthday.
- The letter must be returned with school verification for an exception to be considered. The letter and school verification may be sent by mail or facsimile (FAX).

## **DISTRIBUTION**

- Original - Adoptive parent or kinship legal guardian
- Returned by adoptive parent or kinship legal guardian, along with verification of the child's enrollment in school, to the Office of Adoption Operations