



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-31-2009
Subchapter:	1	Forms	
Issuance:	14.219	CP&P Form 14-219, Basis for Subsidy Eligibility	

Click here to view, complete, and print the CP&P Form [14-219](#), Basis for Subsidy Eligibility.

WHEN TO USE IT

An adoption subsidy must be approved or disapproved by staff at the Office of Adoption Operations before the Local Office Manager signs the consent for a resource home adoption or before arrangements are made for the placement of a child in a select home adoption.

After discussing the adoption subsidy program with the prospective adoptive family and completing the rate assessment in NJS, use CP&P Form 14-219, Basis for Adoption Subsidy Eligibility, to document the reason(s) the child is eligible for an adoption subsidy. Submit it as part of the family's request for an adoption subsidy.

HOW TO USE IT

- Prepare the form using the on-line template in the computerized Forms Manual.
- Send this form as part of the subsidy request packet, along with any required documentation, and the unsigned CP&P Form [14-184](#), Agreement Between the New Jersey Division of Child Protection and Permanency and Adoption Parents Regarding Subsidy Payments, to the Office of Adoption Operations for approval.

Note: See CP&P Form 14-220, Request for Adoption Subsidy Approval Memo Checklist, for additional policy, procedures, forms, and documentation that must be submitted to the Office of Adoption Operations when seeking approval.

- If the child is subsidy eligible, attach a current (within 6 months) rate assessment and any other required attachments (see above note).

DISTRIBUTION

- Original
 - Office of Adoption Operations
 - After returned from Office of Adoption Operations, in child's case record
- Copy
 - Save a copy until the original is returned to you from the Office of Adoption Operations
 - After adoption finalized, in the adoption subsidy folder