



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	4-1-2009
Subchapter:	1	Forms	
Issuance:	14.220	CP&P Form 14-220, Request for Adoption Subsidy Approval Memo Checklist	

Click here to view, complete, and print the CP&P Form [14-220](#), Request for Adoption Subsidy Approval Memo Checklist.

WHEN TO USE IT

All adoption subsidy requests are reviewed and approved in the Office of Adoption Operations by the Assistant Director or his or her designee. Adoption subsidy eligibility and service needs that may be included in the subsidy are discussed early in the child's placement as part of concurrent planning. Use this form as the cover memo and checklist for a subsidy request.

Note: All subsidy requests must be approved by the Local Office Worker's Supervisor. If the subsidy rate requested is higher than the base rate, the Casework Supervisor must approve the request package before it is sent to the Office of Adoption Operations for approval.

HOW TO USE IT

- Complete this form after:
 - Discussing the Adoption Subsidy Program with the prospective adoptive family, and the family has completed the CP&P Form [14-182](#), Application for Subsidized Adoption Payments; and
 - Completing:
 - The subsidy rate assessment in NJS;
 - CP&P Form [14-182](#), CP&P Form [14-183](#), Determination of Eligibility for Subsidy, and CP&P Form [14-219](#), Basis of Subsidy Eligibility;
 - The CP&P Form [14-184](#), Agreement Between the New Jersey Division of Child Protection and Permanency and Adoptive Parents Regarding

Subsidy Payments. Note: The prospective adoptive parents sign this form after it is approved by the Office of Adoption Operations; and

- Other appropriate forms or documents.
- Prepare the form using the on-line template in the computerized Forms Manual.
- Send a copy of this form and the request packet (including all forms and documentation) to the Office of Adoption Operations, Cost Code # 966, or fax the packet to 609-984-5449. (Note: Inter-office mail is preferred.)

TIPS FOR COMPLETING THE FORM

- All text fields **must** be completed.
- Select all appropriate check boxes.
- Attach all forms and documentation. Note: CP&P Forms 14-182, [14-183](#), [14-184](#) (**without the signature of the adoptive parents**), 14-219, and the rate assessment are required.
- An e-mail response to the subsidy request will be sent to the requesting Supervisor/Worker.

DISTRIBUTION

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| Original | - | Office of Adoption Operations |
| Copy | - | Child's case record with entire request packet
(Update once the approval is received.) |