



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	5-10-2010
Subchapter:	1	Forms	
Issuance:	14.222	CP&P Form 14-222, Notification of Adoption Subsidy Request Not Approved	

Click here to view, complete, and print the CP&P Form [14-222](#), Notification of Adoption Subsidy Request Not Approved.

WHEN TO USE IT

Use this letter to notify the prospective adoptive parents that:

- The Local Office staff has determined that the prospective adoptive child is not eligible for a subsidy; or
- Their application for an adoption subsidy, which was submitted as part of the adoption subsidy request packet by their Worker on their behalf, was not approved by the Office of Adoption Operations.

The letter also includes an explanation of appeal rights.

HOW TO USE IT

- Staff of the Local Office or the Office of Adoption Operations prepares the letter.
- Send it:
 - After the Local Office Manager has signed the letter, confirming that the Local Office staff determined that the child is not subsidy eligible; or
 - After the Assistant Director of Adoption Operations or his or her designee has signed the letter, confirming that the Office of Adoption Operations disapproves the request for adoption subsidy.

TIPS FOR COMPLETING THE FORM

- Complete all text fields.
- Enter the name and title of the administrator who signed the letter.

DISTRIBUTION

- Original - Adoptive parents
- Copy - Returned by staff of the Office of Adoption Operations to the Local Office with the adoption subsidy packet, or filed in the child's case record
- Copy - Local Office Manager