



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	10-15-2012
Forms	1	Forms	
Issuance:	14.227	<b>CP&amp;P Form 14-227, Notification of the Termination of an Adoption Subsidy</b>	

Click here to view, complete, and print the CP&P Form [14-227](#), Notification of the Termination of an Adoption Subsidy.

### **WHEN TO USE IT**

Use this letter to:

- Notify an adoptive parent that his or her adoption subsidy is being closed;
- Advise the adoptive parent of his or her right to:
  - Appeal the Division's determination by completing the CP&P Adoption Subsidy Program Dispute Resolution Request Form (page 3 of the form), and
  - Be represented by an attorney or have someone help the adoptive parent to present his or her case; and
- Give the adoptive parent a list of support services that may be helpful to the adopted child and his or her adoptive family.

### **HOW TO USE IT**

- Staff of the Office of Adoption Operations prepare this letter using the on-line template in the computerized Forms Manual.
- Send it after a decision has been made by the Assistant Director of Adoption Operations or his or her designee to close the adoption subsidy.
- Print the letter on official agency letterhead.
- If the adoptive parent wishes to appeal the Division's determination, he or she completes page 3, the CP&P Adoption Subsidy Program Dispute

Resolution Request Form, and returns it to the Office of Adoption Operations within 20 calendar days of the receipt of the letter notifying him or her of the determination.

- If the adoptive parent fails to return the appeal request form within 20 calendar days of the receipt of the letter/notice, the appeal is denied and the termination of the subsidy becomes a Final Agency Decision appealable only to the Appellate Division of the State Superior Court.
- Upon receipt of the form, Adoption Operations staff conduct an administrative review of the request, and contact the adoptive parent to discuss the request in detail.
  - If the adoptive parent's request does not comply with appeal requirements, he or she may withdraw the request. However, the adoptive parent has the right to request that his or her appeal proceed to the Administrative Hearings Unit (AHU).
  - If the adoptive parent requests to proceed with the appeal, Adoption Operations staff forward the request to the Administrative Hearings Unit (AHU).

**TIPS FOR COMPLETING THE FORM**

Complete all check boxes and text fields.

**DISTRIBUTION**

- Original - Adoptive parent(s)
- Copy - Child's adoption subsidy folder