



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	1-23-2017
Subchapter:	1	Forms	
Issuance:	14.228	CP&P Form 14-228, Adoption Finalization Folder Requirement Checklist	

Click here to view, print, or complete the CP&P Form [14-228](#), Adoption Finalization Folder Requirement Checklist.

WHEN TO USE IT

For all finalized adoptions, the Local Office Worker and Office of Adoption Operations staff use CP&P Form [14-228](#) to document and verify that required documents were submitted to the Office of Adoption Operations in the adoption finalization folder. Within 30 days of receiving the judgment of adoption (court order) for a child, the CP&P Worker prepares the finalization folder and completes the checklist. For an adoption:

- Without a subsidy, complete the checklist (section I) when the Local Office has:
 - Closed the CP&P case;
 - Opened an Adoption Subsidy case (Note: A subsidy case is opened, even if no subsidy will be provided, in order to register an adoption); and
 - Closed the Adoption Subsidy case, unless there is an active support service (e.g., legal fees).
- With a subsidy, complete the checklist (sections I and II) when the Local Office:
 - Has closed the CP&P case;
 - Has opened an Adoption Subsidy case; and
 - Is ready to transfer the Adoption Subsidy case to the Office of Adoption Operations (no later than 30 calendar days after receiving the judgment of adoption).

HOW TO USE IT

For all finalized adoptions, the Local Office Worker:

- Prepares the form using the template in the on-line Forms Manual.
- Uses the left column to check off the documents found and inserted into the folder.
- Prints and signs the completed form, places it, along with the other required documents, in the adoption finalization folder, and forwards the packet to the Office of Adoption Operations, CC # 966.

Office of Adoption Operations staff:

- Use the form to verify that all required documents have been submitted.
- If documents are missing, notify the Local Office that the documents must be submitted to complete the adoption finalization folder.
- Sign and date the form after the folder has been reviewed and found to be complete.

TIPS FOR COMPLETING THE FORM

- Use the adoptive child's name on the label, last name first, and his or her NJS Adoption Case ID number.
- Using the NJS application, prepare:
 - CP&P Form [14-177](#), Family Medical History, (access through the Medical/Mental Health Window in NJS);
 - CP&P Form [26-53c](#), Individual and Family Assessment Outline-Adoption Child Summary Outline-(Part B), (access through the Adoption Window in NJS);
 - CP&P Form [26-52](#), Contact Sheet, (access through the Contact Activity Notes Window in NJS); and
 - CP&P Form [10-5aa](#), Title IV-E Adoption Assistance Eligibility Determination, (access through the Adoption Eligibility Window in NJS); or if not available;

- Print out each form. Place and clip the forms and other required documents in the folder and submit to Office of Adoption Operations, CC #966.

DISTRIBUTION

Original - Office of Adoption Operations