



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:	14.230	CP&P Form 14-230, Post Adoption Child Care Referral Letter to Adoptive Parent	

Click here to view and print the CP&P Form [14-230](#), Post Adoption Child Care Referral Letter to Adoptive Parent.

WHEN TO USE IT

Use this form to:

- Notify the adoptive parent that the adoptive child may be eligible for Post Adoption Child Care (PACC) administered by the Division of Family Development;
- Give the adoptive parent the name of the appropriate Child Care Resource and Referral (CCR&R) agency to which he or she must submit the enclosed application for post adoption child care services; and
- Inform the adoptive parent that the application must be returned to the CCR&R agency within 90 days of the adoption finalization or eligibility will be forfeited.

HOW TO USE IT

- Prepare the CP&P Form [14-230](#) using the on-line template in the computerized Forms Manual.
- Within one week following the adoption finalization, send the form to the adoptive parent(s).
- Include the CP&P Form [14-231](#), Adoption Subsidy Addendum Agreement for Post Adoption Child Care, in the packet to the adoptive parent.
- Send a copy of the letter to the appropriate county CCR&R agency with either the CP&P Form [14-232](#), Post Adoption Child Care Referral Form

(Continuation of Service), or CP&P [Form 14-233](#), Post Adoption Child Care Referral Form (Non-continuation of service).

- See the CP&P [Form 14-231](#), CP&P [Form 14-232](#), and CP&P [Form 14-233](#) and their instructions.

TIPS FOR COMPLETING THE FORM

See [CP&P-IV-C-8-900](#), Post Adoption Child Care (PACC), and [CP&P-IV-C-8-200](#), Processing the Adoption Subsidy, and its subsections for more details regarding the discussion of the PACC program with prospective adoptive parents.

Note: The CP&P Adoption Worker is required to give to each parent (resource or select home) adopting a child under the age of six the DCF pamphlet entitled "Post Adoption Child Care (PACC): A Guide for Adoptive Parents." The adoptive parent must sign an acknowledgment receipt that he or she received the pamphlet. Include the signed verification of the parent's receipt of the PACC pamphlet with the CP&P Form [14-219](#), Basis for Subsidy Eligibility, and send to the Office of Adoption Operations in the subsidy request package.

DISTRIBUTION

- | | | |
|----------|---|----------------------------------|
| Original | - | Adoptive parent(s) |
| Copy | - | Family's Adoption Subsidy Folder |
| | - | Local Office Child Care Liaison |
| | - | CCR&R agency |