



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	2-5-2018
Subchapter:	1	Forms	
Issuance:	14.47	<b>CP&amp;P Form 14-47, Notification-Child Placed in Protective Custody Pursuant to N.J.S.A. 9:6-8.16</b>	

Click here to view, print or complete the CP&P Form [14-47](#) on-line.

Click here to view, print, or complete this form in Spanish, CP&P Form [14-47\(S\)](#).

### WHEN TO USE IT

The CP&P Form [14-47](#), Notification - Child Placed in Protective Custody Pursuant to N.J.S.A. 9:6-8.16, is a letter which a Worker gives - in person - to a parent, guardian or caregiver to notify him or her that a physician or hospital director (or designee) has placed his or her child in protective custody pursuant to the statute.

The form is commonly referred to as the "Hospital Hold Letter." The purpose of this letter is to:

- Provide a parent, guardian or caregiver with an official notification that a physician or hospital director has placed his or her child in protective custody (Note: Placing a child in protective custody is done by the physician/hospital, NOT by CP&P.);
- Inform the parent, guardian or caregiver of the child's whereabouts while under protective custody;
- Inform the parent, guardian or caregiver that the child may remain in protective custody for up to three (3) court days;
- Inform the parent, guardian or caregiver of the Division's responsibilities, under the law, when a child is placed in protective custody;
- Inform the parent, guardian or caregiver of his or her right to visit the child while the child is in protective custody, and who to contact to facilitate a visit;

- Encourage the parent, guardian or caregiver to cooperate with the CP&P investigation; and
- Document that the parent, guardian or caregiver received a copy of the letter (CP&P Form [14-47](#)) by his or her signature and date.

For policy and procedures see [CP&P-II-B-1-800](#), Protective Custody or "Hospital Hold."

## HOW TO USE IT

This letter is prepared and signed by the investigating Worker.

When the form is completed in the field, the Worker makes entries by hand.

When the form is completed in the Local Office, the Worker prepares the CP&P Form [14-47](#) using the on-line form in the computerized forms manual.

When completing the form, the Worker enters:

- The name of the child who is being placed in protective custody;
- The date the child is placed in protective custody;
- The name of the hospital or medical center/facility in which the child is being placed in protective custody;
- The name of the physician, hospital director or designee who is placing the child in protective custody, and
- The name of the Local Office.

The Worker signs his or her name above the name of the Local Office.

The Worker asks the child's parent, guardian or caregiver to sign the letter (lower left hand side of the form) and date his or her signature.

If the parent, guardian or caregiver refuses to sign the letter, the Worker enters "signature refused" on the parent, guardian or caregiver line.

## DISTRIBUTION

Original	-	Parent, guardian or caregiver
Copy	-	Physician, hospital director or designee
Copy	-	Case Record