



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:  10-15-2012
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	15.12	<b>CP&amp;P Form 15-12, ISS-USA Case Closing Form</b>	

Click here to view, complete or print CP&P Form [15-12](#).

### **WHEN TO USE IT**

This form is used when the service(s) requested from International Social Service (ISS)-USA are completed or if CP&P closes the case with a child.

### **HOW TO USE IT**

The CP&P Form [15-12](#), ISS-USA Case Closing Form, is a template in the on-line manual and is completed by the CP&P Worker.

The CP&P Worker then submits the CP&P Form [15-12](#) electronically through e-mail to the DCF International Liaison. The DCF International Liaison reviews the form to make sure the form is properly completed before forwarding it to the ISS-USA Case Manager.

### **DISTRIBUTION**

- Original - CP&P Worker/CP&P Case Record
- Electronic Version - Forward to DCF Interstate Services Unit