



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	12-21-2009
Subchapter:	1	Forms	
Issuance:	15.5	CP&P Form 15-5, Resource Parent Interstate Home Study Assessment Status Sheet	

Click here to view or print CP&P Form [15-5](#).

WHEN TO USE IT

This form assists the Resource Family Support Worker in tracking and documenting the status of the items needed to complete an Interstate Home Study Assessment according to the Federal Safe and Timely Interstate Placement of Foster Children Act of 2006 (PL 109-239).

See [CP&P-VIII-D-2-100](#), Interstate Home Study Assessment (Resource Parent - Foster/Adoptive).

HOW TO USE IT

Enter the name of the prospective resource parent in the space provided.

Section A (Required Items): Upon initiating an item, the Resource Family Support Worker checks the “initiated” box, and enters the initiation date. Upon completing each required item from the “A list,” the RFSW checks the “completed” box.

Section B (References, Other Items): Upon initiating a request for a reference, an Office of Licensing home inspection, or upon starting CP&P Form [5-34](#) (resource home standards checklist), the Resource Family Support Worker checks the “initiated” box, and enters the initiation date. Upon receipt of the reference/completing the item, the RFSW checks the “completed” box.

If submitting the form prior to return of a reference or completion of the item, check the “pending” box.

Check “complete” only when all references in a given category are received. If one or more references is outstanding, check “pending.” Examples: If both applicants’ employment references are received, check “complete” opposite CP&P Form [5-24](#),

Employment Reference. If only one of three medical references is received, check “pending” opposite CP&P Form [5-2c](#), Medical Reference.

RFSW Staff Identification: The RFSW Worker and Supervisor print their names, and enter the date, where indicated, upon completing Section A of the form.

HOW TO PROCESS THE COMPLETED FORM

The RFSW gathers and assesses information using the New Jersey SAFE Resource Family Home Study Report, in order to determine the suitability of the placement. See [CP&P-IV-B-2-200](#), SAFE Home Study Tools. The RFSW sends the completed New Jersey SAFE Resource Family Home Study Report; CP&P Form [15-5](#), Resource Parent Interstate Home Study Status Sheet; and CP&P Form [15-2](#), NJ Resource Home Licensure Requirements Notification and Agreement to Comply, to the Interstate Services Unit for processing.

DISTRIBUTION

Original	-	Interstate Services Unit
Copy	-	Case record/Local Office file