



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	Form	
Chapter:	A	Form	3-21-2002
Subchapter:	1	Form	
Issuance:	16.103	<b>CP&amp;P Form 16-103, Confirmation Statement on Employee Personal Cellular Telephone use for Work-Related Call</b>	

Click here to view, print or complete the CP&P Form [16-103](#)

### WHEN TO USE IT

This form is used to certify that all the cellular telephone calls listed on the New Jersey Travel Expense Invoice (AR 54-2) are work-related calls made during the course of official duty as a Division of Child Protection and Permanency employee.

In addition, the form is used to request reimbursement for work-related telephone calls made or received on a personal cellular telephone.

### HOW TO USE IT

The employee prepares the CP&P Form [16-103](#), through use of the on-line form in the computerized Forms Manual. The employee completes the form as follows:

- Enter your name on the first line;
- Sign your name on the second line;
- Enter the office name and cost center code on the third line; and
- Enter the date the Confirmation Statement is completed and submitted.

### DISTRIBUTION

Original - DCF Office of Accounting  
Copy - CP&P Employee