



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	1-1-2011
Subchapter:	1	Forms	
Issuance:	16.105	<b>CP&amp;P Form 16-105, Local Office Bank Account Approval Request</b>	

Click here to view, print, or complete CP&P Form [16-105](#).

### WHEN TO USE IT

This form is created systematically by NJ SPIRIT when staff request a Local Office Bank Account (LOBA) check in emergency situations, when waiting for a Treasury check is not appropriate. See policy, [CP&P-IX-F-1-300](#), Local Office Bank Account (LOBA).

### HOW TO USE IT

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. See the "How Do I Guide," LOCAL OFFICE FINANCE, on the NJ SPIRIT desktop for details.

### TIPS FOR COMPLETING THE FORM

- Page one of the form prefills entirely from NJS.
- Page two, top box, is reserved for the Local Bank Account Clerk ("Custodian").

If "proof" of approvals is required, print out the form from NJS; the Worker, Supervisor, Local Office Manager/designee, and/or Area Director/designee then sign the form and date their signatures at "Optional Signatures."

### DISTRIBUTION

The Worker may print the completed form from NJ SPIRIT, if needed.

Electronic Copy - NJ SPIRIT Electronic Case Record (created automatically via NJS NJ SPIRIT Electronic Case Record (created automatically via NJS prefilling and processing)

