



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	1-14-2008
Subchapter:	1	Forms	
Issuance:	16.76	<b>CP&amp;P Form 16-76, Special Approval Request (SAR)</b>	

Click here to view, print or complete the CP&P Form [16-76](#).

### WHEN TO USE IT

**Note:** This form is located in NJ SPIRIT to be accessed and completed in NJ SPIRIT. This form is in PDF SAMPLE format in the on-line forms manual to show what the form looks like. NJ SPIRIT is the system of record.

The SAR is used to request programmatic services provided by CP&P which require the approval of the Local Office Manager.

The form, once signed, serves as documentation to a vendor that provision of service has been approved by CP&P management.

### HOW TO USE IT

The Worker completes this form in the NJ SPIRIT (NJS) application by accessing it through the NJS Desktop, Create, Case Work, Forms. The form is launched from Create > Case Work > Forms.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan, when the application is unavailable. However, in doing so, you are still required to create the form in NJS when the application becomes available.

### USE SAR TO DOCUMENT APPROVAL

Use the SAR to document to a service provider (i.e., a vendor) that payment for the service has been approved by CP&P management. Provide a copy of the approved, signed SAR to "one-time" non-contracted service providers who will be paid by a CP&P Form [K-100](#), Client Service Invoice, and also to "contracted" service providers paid via the CP&P Form [K-100](#), Billing Spreadsheet, via the [Secure Billing process](#), as follows:

- Redact (i.e., remove or black out) any confidential information from the SAR. (Consult the Supervisor or Litigation Unit for guidance, if needed.)
- Mail, fax, or hand-deliver the SAR to the service provider.
- Attach a blank, or partially completed Client Service Invoice, CP&P Form [K-100](#), if helpful.

## TIPS FOR COMPLETING THE FORM

- Identifying information is prefilled on the SAR form, based on the case and case participants selected. The Worker enters all other information.
- Type of Request: To the right of each "Type of Request," there are four categories that contain drop-down lists allowing the Worker to select the type of request for the approval being sought. The four categories are "Approval/Exception," "Payment/Placement," "Consent," and "Service." The space next to "Other" allows the Worker to enter another type of approval that is not captured in one of the drop-down value options.
- Circumstances/Justification: The Worker uses this text-box to document information that is necessary for a decision to be made.
- Unit Type: The Worker chooses the unit type from the drop-down list of unit types and makes the necessary calculations, as required on the form.
- The SAR is partially approved electronically in NJS.
- NJS permits only two approvals. To document all three required levels of approval - the Worker, the Supervisor, AND the LO Manager - the Worker and Supervisor approve the form, then print it out. The LO Manager or designee then signs the SAR by hand, to document his or her approval of the service. (If Area Director's approval is required, the Area Director or designee also signs the form.)

## DISTRIBUTION

Original	-	Child's case record (signed by the LO Manager)
Signed Copy	-	Service provider (to document CP&P managerial approval to pay the vendor for the service), with confidential information redacted
Electronic Copy	-	NJ SPIRIT Electronic Case Record