



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Policy Manual

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Click here to view, print or complete the CP&P Form [17-1](#), Waiver Request.

WHEN TO USE IT

This form is used to request the approval of a new or existing, licensed resource family which would otherwise be denied due to a criminal conviction and/or a child abuse/neglect substantiation. Verbal approval may be given by Local Office Manager and approval discussed with Area Director no later than the next business day.

Obtain approval from each DCF/CP&P representative(s) listed below, based on the following types of waivers, for a licensed resource family:

- Criminal Convictions- 5 year ASFA disqualifying crime - ASFA crime as outlined in N.J.S.A. 30:4C-26.8e for which more than 5 years have passed since the individual was terminated from probation or parole, or was released without probation or parole from a correctional facility
Approval : - LO Manager; Area Director; Director - Office of Licensing
- Child abuse/neglect substantiation: -
Approval: LO Manager; Area Director; Director - Office of Licensing

HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it from the NJS Desktop > Create Resource Work > License > drop-down.

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 NJ SPIRIT when the application becomes available.

See NJ SPIRIT desktop for form instructions and [CP&P-IV-B-2-300](#), Waiver Request.

TIPS FOR COMPLETING THE FORM

Some identifying information is prefilled. The Worker enters information for all parties involved, including the appropriate name and title of the each person responsible for approving the waiver.

DISTRIBUTION

- Original - Child's Case Record
- Electronic Copy - NJ SPIRIT Electronic Case Record