



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	8-16-2010
Subchapter:	1	Forms	
Issuance:	18.35	<b>CP&amp;P Form 18-35, Child Placement Review Notice Of Change</b>	

Click to view CP&P Form [18-35](#), CP&P Child Placement Review Notice Of Change.

### WHEN TO USE IT

Use this form to notify the Court of any change in case status regarding a child in out-of-home placement.

All notifications to CPRB are made within 72 hours of the change occurring.

CP&P Form [18-35](#) is automatically created in NJ SPIRIT when the Worker enters and approves changes (as listed on the form) in the NJS application. Each night the information contained in the form is sent via electronic interface to the Administrative Office of the Courts. The next day the Worker will find the form in NJS/on line under the Forms Icon, under the Case Folder.

(Field staff complete this form through the on-line Forms Manual, and send it to the AOC to advise of the change only when NJS is down.)

### HOW TO USE IT

- The form prefills upon data entry elsewhere in NJ SPIRIT.
- 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.

### DISTRIBUTION

Original - CPRB

Electronic Copy - NJ SPIRIT Electronic Case Record