



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	09-29-2006
Subchapter:	1	Forms	
Issuance:	22.41	CP&P Form 22-41, Participants Identified by Family	

Click here to view or print the CP&P Form [22-41](#), Participants Identified by Family

Instructions

9-29-2006

PURPOSE AND USE

Use this form to:

- Identify individuals whom the parent(s) would like to invite to a meeting to be held to engage the family. See Family Engagement, [CP&P-III-B-5-500](#).
- Allow the family to give consent for information concerning their involvement with the Division to be discussed at the meeting with the individuals they identify to attend.
- Contact individuals identified by the family, to invite them to attend the meeting. The Worker coordinates the outreach in accordance with Local Office protocol.
- Document participants who have been identified by the family, and invited by CP&P to attend the meeting.

INSTRUCTIONS FOR COMPLETING THE FORM

The Worker completes CP&P Form [22-41](#) during a meeting with the family. CP&P Form [22-41](#) is a perforated, three-copy, no carbon required form. After completing it in accordance with these instructions, the Worker pulls it apart, distributing copies according to "distribution" below.

SPECIAL INSTRUCTIONS -- USE BY ADOLESCENTS

This form is used when an adolescent requests a meeting. The adolescent identifies who he or she would like invited to the meeting.

SPECIFIC INSTRUCTIONS

The Worker enters the family name, case identification number (the NJ SPIRIT system-generated case ID#) and date.

The parent reads the agreement and identifies persons whom he or she would like invited to the meeting by printing identifying information for each perspective participant, including his or her name, address, telephone number, and relationship to the family. The Worker helps the parent with entries if necessary.

The Worker enters potential date(s) for holding the meeting.

The Worker checks whether the meeting will be held at the family's home or at an other location.

The Worker enters the address of the location identified for the meeting.

Each parent signs and dates the form on the line provided.

The Worker signs and dates the form on the line provided.

The Worker enters "Yes" or "No" to indicate whether each identified participant intends to attend.

The Worker enters "Yes" or "No" to clarify whether each identified participant needs transportation.

Enter "Yes" or "No" for each participant to indicate whether CP&P Form [22-43](#), Invite Letter, was sent to him or her.

At "Comments," enter any relevant information about the individual, such as but not limited to: only speaks Spanish, is wheelchair bound, etc.

DISTRIBUTION

White/Original - Case Record

Canary - RFSW

Pink - Parent(s)