



## New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	22.43	<b>CP&amp;P Form 22-43, Family Engagement Invitation Letter</b>	

Click here to view CP&P Form [22-43](#), Family Engagement Invitation Letter

### WHEN TO USE IT

The form is used to:

- Invite individuals identified by the family to participate in a family meeting;
- identify others invited to attend the family meeting; and
- inform the individuals of the time, date, and location of the meeting.

### HOW TO USE IT

Complete this form in the NJ Spirit application, by accessing Case > Actions > Create Meeting, or through the Desktop > Create > Case Work > Administrative > Other Meeting > Notify Tab > Options 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.

Each field is prefilled by NJ Spirit. The Worker or Supervisor who prepared the letter signs it.

### DISTRIBUTION

- |                 |   |  |
|-----------------|---|--|
| Original        | - | Mail to individual being invited<br>(signed paper copy)  |
| Copy            | - | Mail certified (when appropriate)<br>(signed paper copy) |
| Electronic Copy | - | NJ SPIRIT Electronic Case Record                         |