



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	8-22-2007
Subchapter:	1	Forms	
Issuance:	26.1	CP&P Form 26-1, Referral for Support Evaluation	

Click here to view or print CP&P Form [26-1](#).

WHEN TO USE IT

This is used to request that the Division of Family Development (DFD) pursue child support monies on behalf of CP&P when a child is placed out of the home. Procedures are followed in accordance with an inter-divisional agreement entered into by the two agencies.

The form is used by CP&P to:

- Refer a client family to the Child Support Unit (initial referral)
- Provide new or updated information to the CSU on a client family previously referred.

CSU staff also use the form to provide information to CP&P (outside the NJS application) on a referred client family.

HOW TO USE IT

- Access the CP&P Form [26-1](#) through the NJ Spirit desktop> Eligibility Window> "any tab"> Options Drop-down.
- This form may contain pre-filled information. However, the enabled fields require the user to enter information in appropriate corresponding areas.
- 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.

TIPS FOR COMPLETING THE FORM

For the CS # field, enter the Child Support number assigned by the CSU for this case (if this is an updated request).

DISTRIBUTION

Original	-	CSU
Copy	-	DFD Office of Child Support and Paternity Programs (Chief, Monitoring Services, OCSPP, P.O. Box # 716, Trenton, NJ 08625).
Electronic Version		NJ SPIRIT electronic case record