



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	2-9-2018
Subchapter:	1	Forms	
Issuance:	26.15	<b>CP&amp;P Form 26-15, Authorization for Release of Information</b>	

Click here to view or print CP&P Form [26-15](#).

Click here to view or print form in Spanish, CP&P Form [26-15\(S\)](#).

### PURPOSE AND USE

The form is used to obtain authorization to release:

- CP&P records about the client and/or the client's minor children to another person or agency.
- Information about the client and/or the client's minor children from another agency or person to CP&P.
- Information about prospective resource family parents and their children.

Release of client information in CP&P records is in accordance with the policy outlined in [CP&P-IX-G-1-100](#), Collection and Disclosure of Client Information.

For release of health related information use CP&P Form [11-90](#), HIPAA Authorization to Disclose Information.

### INSTRUCTIONS FOR COMPLETING THE FORM

The Resource Family Support Worker/Agency Representative completes the CP&P Form [26-15](#) as follows:

1. Enter the name of the "releasing" agency or person. If CP&P is the "releasing" agency, enter "CP&P."
2. Enter the name of the requesting agency or person.
3. Enter the name of the client, and or the name of each child for whom the information is requested.
4. Ask the parent(s) to sign his/her name in the space provided to indicate authorization.

5. Enter the date the authorization is signed.
6. Sign and date the authorization and enter your telephone number and office address.

## **DISTRIBUTION**

Original	-	Resource family parent's home record
Copy	-	Agency or person releasing the information. If CP&P is the releasing agency, the original is filed in the case record.
Copy	-	Prospective resource family parent
Copy	-	Case record