



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

## Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 7-6-2021
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 7-6-2021
Subchapter:	1	Forms	
Issuance:	26.55	<b>CP&amp;P Form 26-55, Interoffice Case Transfer Checklist</b>	

Click [here](#) to view, fill-in, and print out [CP&P Form 26-55, Interoffice Case Transfer Checklist](#).

### **WHEN TO USE IT:**

Whenever an active family moves from the catchment area of one Local Office to the catchment area of another, the responsibility for the supervision of the family is transferred to the new local office within two weeks of the move. The Worker, Casework Supervisor, and Case Transfer Liaison review the checklist using Form 26-55, **Interoffice Case Transfer Checklist**, unless the case is open for services.

### **HOW TO USE IT:**

The sending Worker checks the items located on the form. Attach the completed form with his or her signature and date to case record and forward to immediate sending Supervisor.

The sending Supervisor reviews the case record and CP&P 26-55, **Interoffice Case Transfer Checklist**, for accuracy and places his or her signature and date at the bottom of the form.

The receiving Supervisor reviews the case record and attached form and places signature and date where indicated on the form.

### **TIPS FOR COMPLETING THE FORM:**

Once the receiving Supervisor reviews, signs, and dates Form 26-55, **Interoffice Case Transfer Checklist** a copy goes to the sending Supervisor and Worker for their records.