



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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| Issuance: | 26.57 | CP&P Form 26-57, Case Summary for Closing/Transfer | |

Click [here](#) to view or print the CP&P Form [26-57](#), Case Summary for Closing/Transfer.

WHEN TO USE IT

The form is used to explain:

- The current case status
- The reasons for closing or transferring the case
- The activities since the last case recording which were directed toward the case closing or transfer
- The living arrangement and education/employment status of aging out adolescents.

HOW TO USE IT

- Access it through the NJ Spirit Desktop> Click on the case name to open the Maintain Case screen> Open the Closing History tab> Pull down the Options drop-down> Highlight the form name> Click the Go button.
- Complete this template outside of the NJ Spirit application as part of a contingency plan when the applications unavailable. You are still required to create the form in NJ Spirit when the application becomes available.
- Form instructions are also available through the NJ Spirit Desktop.

TIPS FOR COMPLETING THE FORM

- When you check the "Transfer to" check box, also enter the local office where you are transferring the case.
- Both the sending and receiving Transfer Liaisons sign and date the form.

- The Worker's and Supervisor's names prefill. The Worker and Supervisor must enter the date next to his or her name.

Note: For an adolescent, CP&P Form [5-66](#), Adolescent Case Closing Agreement, and CP&P Form [5-67](#), Adolescent Case Closing Checklist, need to be completed prior to case closure, and the CP&P Form [5-43](#), Transitional Plan for Adolescents, must be completed within 90 days of case closure.

DISTRIBUTION

Electronic Version - NJ SPIRIT Electronic Case Record

Paper Original - Case Record