



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	3-15-2018
Subchapter:	1	Forms	
Issuance:	26.62	<b>CP&amp;P Form 26-62, Letter to Client Continuing Services</b>	

Click here to view or print the CP&P Form [26-62](#).

Click here to view or print the CP&P Form [26-62\(S\)](#).

Print letter on letterhead.

### PURPOSE AND USE

This letter is sent to an individual or family within 60 calendar days from SCR assigning the request for services, the CPS report, or the CWS referral to the Local Office for response. The form is utilized for notifying client families that CP&P will be opening a service case, and/may be used to also refer a family to other service agencies.

The purpose of this letter is to:

- Provide official agency notification of the status of an assessment.
- Notify the individual/family that CP&P is continuing involvement, providing services and/or referring to other agencies for additional services.
- Advise the individual/family of contact names, addresses and telephone numbers for all additional or continued support services, including the assigned Permanency Worker and Supervisor.

### INSTRUCTIONS FOR COMPLETING THE FORM

The letter advising the individual/family of the status of an assessment is prepared and signed by the Child Protection Investigator or the Child Welfare Assessor and the Worker's Supervisor.

The CP&P Form [26-62](#) is prepared using the on-line form in the computerized forms manual. In the future, it will be available through NJ SPIRIT download

procedures. When preparing individual letters, use Local Office letterhead and enter the name, address and telephone number of the Local Office directly under "Division of Child Protection and Permanency."

The Worker:

1. Enters the information listed below in the opening section of the letter:
  - The identified family/caregiver's name and address,
  - The date the letter is being prepared,
  - The individual/family name, (after "Re"),
  - The CP&P case identification number, and
  - The addressee's name in the salutation portion of the letter after the word "Dear."
2. Enters the information listed below in the first paragraph of the letter:
  - The date the Division received the initial CPS report or CWS referral.
3. Enters the information listed below in the second paragraph of the letter:
  - Include the Permanency Worker and Supervisor names and telephone numbers.
4. Includes the third paragraph IF the family is being referred to service providers:
  - List the providers' names, addresses, telephone numbers and contact persons.
5. Deletes the third paragraph ONLY IF the family is not being referred to other providers.
6. Signs his or her name (above "Agency Representative").

The Supervisor:

1. Signs his or her name (above "Supervisor").

The Worker and the Worker's Supervisor sign and send the completed letter to the family/caregiver no later than 60 calendar days from the date the Local Office received the assignment from State Central Registry (SCR).

## **DISTRIBUTION**

Original	-	Identified parent/caregiver (Send by regular mail)
Copy	-	Case record
Copy	-	Service providers (when appropriate)