



**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
Subchapters:	1	Forms	
Issuance:	26.64	<b>CP&amp;P Form 26-64, Letter to Reporter/Referral Source</b>	

Click here to view, complete and print CP&P Form [26-64](#), Letter to Reporter/Referral Source.

Click here to view, complete, and print CP&P Form [26-64\(S\)](#).

**WHEN TO USE IT**

The form is used to notify the reporter/referral source:

- That CP&P received the report/referral
- That CP&P has completed an investigation or child welfare service assessment, and
- Depending on the reporter's relationship to the child(ren) or family, the disposition of the investigation or information necessary to a child's care, treatment, assessment, evaluation, or supervision. See "Policy," below.

**HOW TO USE IT**

- The form is a template and can be completed on-line.
- Enter the date and name of the child in the spaces provided.
- Enter the reporter or referral source's name, and any information appropriate to share with the particular reporter in accordance with "Policy," below.
- Enter the Local Office telephone number in the space provided.
- Print out the letter on Local Office Letterhead.

Policy

Whenever possible, all investigative staff must contact the reporter during an investigation. Reporters are often witnesses to past and present incidents and have a unique knowledge of a family's circumstances; thus, they may have relevant information to the investigation.

When an investigation is completed, the assigned Worker provides information learned throughout the course of the investigation as follows. The amount of information to be disclosed to the reporter is dependent on his or her relationship to the child(ren) or family, as indicated:

- "Lay reporters" may be told that the matter was investigated and, if necessary, any appropriate measures that were taken by CP&P to ensure the safety and well-being of the child(ren). If a lay reporter requests this information in writing, it must be provided to him or her by completing this form (CP&P Form 26-64). However, no specific details learned about the child or family shall be disclosed.
- Examples of "lay reporters" include a relative or a neighbor.
- Physicians, medical staff, school personnel, law enforcement, resource parents, and non-custodial parents may be provided with the disposition of the investigation as well as information necessary to a child's care, treatment, assessment, evaluation, or supervision.
- Law enforcement, upon written request, must be provided with case information if it is required for an ongoing investigation of child abuse or neglect. CP&P staff shall consult a Deputy Attorney General (DAG) upon receipt of such a request.
- If the investigative finding is Substantiated, CP&P Forms [9-32](#) and [9-33](#) must be completed to advise law enforcement of this finding within 10 days of the conclusion of the investigation.

See manual policy, [CP&P-II-C-6-300](#).

## **TIPS FOR COMPLETING THE FORM**

The form is signed by both the assigned Worker and the Supervisor.

## **DISTRIBUTION**

Original	-	Reporter/referral source
Copy	-	Case record