



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: 2-05-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 10-04-2021
Subchapter:	1	Forms	
Issuance:	4.18	<b>CP&amp;P Form 4-18, Adoption and KLG Comparison Chart, Acknowledgement Receipt</b>	

Click here to view or print CP&P Form [4-18](#).

A revised Spanish version of the form will be forthcoming.

### **WHEN TO USE IT**

This form:

- Provides full disclosure to kin - kin caregiver or prospective caregiver - of the unique benefits of adoption and kinship legal guardianship, to enable the kin to express to CP&P what is in the best interest of the child and family.
- Is used by the Worker to guide an in-depth discussion with the kin explaining adoption and KLG:
  - As early as possible, prior to the initial placement of a child, or
  - As soon as feasible, after the initial placement of a child.
- Is given to the kin after the in-depth discussion for further review, as needed.
- Provides a signed acknowledgement that the kin:
  - Received a copy of the form,
  - Had an in-depth discussion with the Worker, and

- Understands that he or she can call the Worker with any additional questions.

## **HOW TO USE IT**

- CP&P [Form 4-18](#) is printed from the on-line Forms Manual.
- The Worker and kin sign the form upon completion of the in-depth discussion.
- Pages 1 to 4 are left with the kin and page 5, the Receipt, is signed and placed in the child's paper case record. If KLG is later granted to the kin, the signed Receipt must be placed into the KLG folder which is sent to Adoption Operations. See CP&P Form [4-17](#), KLG Folder Requirement Checklist.

## **TIPS FOR COMPLETING THE FORM**

- Familiarize yourself with the contents of this form before the in-depth discussion is held explaining adoption and KLG.
- If this is your first time explaining adoption and KLG, ask your Supervisor and/or your Area Concurrent Planner to accompany you to the home.
- If the kin is not ready to sign the Receipt (page 5) after the in-depth discussion, leave the form with him or her and schedule another meeting for further discussion. Document that the meeting was held, the Receipt was not signed, and that a future meeting will need to be scheduled.

Note: Thoroughly document the details of each Worker-kin discussion in NJS, on a Contact Activity Note.

## **DISTRIBUTION**

- |                            |   |
|----------------------------|---|
| Original                   | - Pages 1-4, provided to kin  |
| Original                   | - Signed by the kin and Worker; File in child's case record; After KLG is granted, file in the KLG folder; Forward to Adoption Operations |
| Copy (page 5, signed copy) | - File/maintain in child's case record  |

