



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 2-5-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 8- 5-2019
Subchapter:	1	Forms	
Issuance:	5.2	CP&P Form 5-2, Resource Family Parent Home Study/License Application	

Click here to view or print the CP&P Form [5-2](#).

Click here to view or print this form in Spanish, CP&P Form [5-2\(S\)](#).

WHEN TO USE IT

The application is used to obtain information about resource family applicants and other members of their households.

The information on the application is used as follows:

- To conduct a Full Record Review by checking the names of all household members, including the children, in a comprehensive New Jersey SPIRIT (NJS) search.
- To authorize CP&P to conduct Child Abuse Record Information (CARI) and Criminal History Record Information (CHRI) checks for each applicant and each adult household member.

Note: In accordance with the Adam Walsh Child Protection and Safety Act, P.L. 2007, c.228, a CARI inquiry is also conducted with any other state where the applicant(s), or any other adult household member, resided within the previous five years.

- To identify all required references.

INSTRUCTIONS FOR COMPLETING THE FORM

The applicant completes and signs the application, along with all other adult household members. An applicant may request assistance from the Resource Family Recruiter in completing the application.

The application is completed and signed during the initial home visit.

Document the date that the application is approved in NJS.

The Resource Family Support Unit (RFSU) routes the completed and approved application to the Office of Licensing (OOL). Upon receipt of the approved application, OOL begins its licensing process.

DISTRIBUTION

Original	-	RFSU, resource parent applicant's home record
Copy	-	Office of Licensing