



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 2-20-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 4-1-2019
Subchapter:	1	Forms	
Issuance:	5.21	CP&P Form 5-21, Notice of Regional Placement Conference (For Cases in Litigation)	

Click here to view CP&P Form [5-21](#), Notice of Regional Placement Conference (For Cases in Litigation).

Click here to view CP&P Form [5-21\(S\)](#), Notice of Regional Placement Conference (For Cases in Litigation).

- The Spanish version of this form was translated on 4-1-2019.

Print the letter on letterhead.

WHEN TO USE IT

The form is used to:

- Inform the parent(s) of the federal requirement to review children in placement;
- Notify the parent(s) in writing of the date, time and place of the scheduled Regional Placement Conference, and that they may have their attorney present.

HOW TO USE IT

Complete this form in the NJ Spirit application, by accessing it through the Desktop > Create > Case Work > Administrative > Other Meeting > Notify Tab > Options drop down.

Only complete this template outside of the NJ Spirit application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ Spirit when the application becomes available.

The form prefills except for the date by which the parents must notify the Worker or their intent to attend the conference. The Worker enters that date.

The Worker or Supervisor who prepared the letter signs it. Send the letter to the parent(s) approximately two weeks prior to the scheduled conference date.

DISTRIBUTION

Original - Parent/Guardian (signed paper copy)

Copy - CPR Board (signed paper copy)

Electronic Copy - NJ SPIRIT Electronic Case Record