



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:	5.21a	CP&P Form 5-21a, Notice of Regional Placement Conference (Letter to Interested Parties)	

Click here to view CP&P Form [5-21a](#), Notice of Regional Placement Conference (Letter to Interested Parties).

Click here to view CP&P Form [5-21a\(S\)](#), Notice of Regional Placement Conference (Letter to Interested Parties).

- 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 notify any interested party in writing of the date, time and place of the scheduled Regional Placement Conference, as well as the purpose of the conference.

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.

Each field is prefilled by NJS. Print out the letter. The assigned Worker and Supervisor sign it. Send the letter to any interested party approximately two weeks prior to the scheduled conference date.

DISTRIBUTION

Original	-	Interested Party (signed paper copy)
Copy	-	Case record (signed paper copy)
Electronic Copy	-	NJ SPIRIT Electronic Case Record