



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 8-22-2007
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 4-1-2019
Subchapter:	1	Forms	
Issuance:	5.21b	<b>CP&amp;P Form 5-21b, Letter to Children Age 14 or Over Notifying Them of a Regional Placement Conference</b>	

Click here to view the CP&P Form [5-21b](#), Letter to Children age 14 or Over Notifying Them of a Regional Placement Conference.

Click here to view the CP&P Form [5-21b\(S\)](#), Letter to Children age 14 or Over Notifying Them of a Regional Placement Conference.

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

### **WHEN TO USE IT**

This Form is used to:

- Notify all children in reviewable placements age 14 and over of the date, time, and place of the scheduled conference;
- Request the child's attendance.

### **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 NJ Spirit. The Worker or Supervisor who prepared the letter signs it. Send the letter to the child approximately two weeks prior to the scheduled conference date.

**DISTRIBUTION**

- Original - Child (signed paper copy)
- Electronic Copy - NJ SPIRIT Electronic Case Record