



New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 8-5-2019
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Click here to view or print the CP&P Form [5-23](#), Cover Letter to Accompany Reference Request.

Click here to view or print this form in Spanish, CP&P Form [5-23\(S\)](#).

PURPOSE AND USE

The form letter is used as a cover letter when requesting references for a prospective or approved resource family parent. Use official office letterhead when printing this form from the computerized Forms Manual. Use the form to accompany the following types of references:

- CP&P Form [5-2c](#) - Medical Reference
- Reference Form (Personal Reference)
- CP&P Form [5-2e](#) - School/Day Care Reference
- CP&P Form [5-24](#) - Employment Reference
- CP&P Form [14-202](#) - Child Care Reference

INSTRUCTIONS FOR COMPLETING THE FORM

Enter the required information as indicated on the cover letter form. Include a copy of the signed CP&P Form [26-15](#), Authorization for Release of Information, with the cover letter and the appropriate reference form.

DISTRIBUTION

- Original - Person from whom information is requested
- Copy - Prospective or licensed resource family parent's record