



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

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Volume:	X	Forms	
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Click here to view, print, or complete the CP&P Form [5-2a](#).

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

### **WHEN TO USE IT**

This form is a template, completed electronically, used by the Resource Family Recruiter (RFR) when attempts to contact a prospective resource family applicant by telephone have not been successful. The RFR sends the letter by the fifth business day following the initial inquiry.

### **HOW TO USE IT**

- Complete the form by entering the prospective applicant's identifying information in the heading and salutation sections of the letter.
- Insert the applicable Local Office telephone number in the third paragraph of the letter.
- The Resource Family Recruiter and the Resource Family Support Unit Supervisor sign the form.
- Print the form on CP&P Local Office letterhead.

### **DISTRIBUTION**

Original - Prospective applicant  
Copy - Prospective applicant's file