



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	3-14-12
Subchapter:	1	Forms	
Issuance:	5.32	<b>CP&amp;P Form 5-32, Helping a Child Make History, A Guide to the Preparation of Life Books.</b>	

Click here to view or print the CP&P Form [5-32](#).

### WHEN TO USE IT

The Worker uses the guide as a reference tool in the preparation of Life Books for children in resource (foster or adoptive care) family homes.

### TIPS FOR COMPLETING THE LIFE BOOK

- The Worker has primary responsibility for compiling information and material to be included in the Life Book.
- Whenever a resource (foster or adoptive) parent is involved with the Worker and child in the development of a Life Book, the Worker gives a copy of the guide to the resource (foster or adoptive) parent.
- Order photo albums for Life Books from the Central Office Stockroom. Access the General Office Supply Request Form on the DCF website>Administrative Services>Facilities Management>Miscellaneous Office Supply Request Form and check off item 208.
- Purchase the film for pictures to be included in a Life Book through the Local Office petty cash fund, see [CP&P-IX-F-1-600](#), Petty Cash Fund.

### DISTRIBUTION

Original - Worker  
- Resource (foster or adoptive) parent)