



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Click here to view, complete, or print the CP&P Form [5-4](#).

Click here to view, complete, or print this form in Spanish, CP&P Form [5-4\(S\)](#).

WHEN TO USE IT

This form is used by the Resource Family Support Worker when he or she has been unable to make contact with a resource family applicant. The letter is a final attempt to reach the applicant to confirm that he or she is no longer interested in completing the home study process.

The letter also informs the applicant that, if the Resource Family Support Unit does not hear from him or her within ten business days of receipt of the letter, the application will be withdrawn.

INSTRUCTIONS FOR COMPLETING THE FORM

The Worker uses the "Tab" key on the keyboard, to complete the required text boxes. The letter is dated, addressed, signed by the Resource Family Support Worker and his or her supervisor, and mailed to the applicant. The Worker uses Local Office Letterhead to print the form.

DISTRIBUTION

Original - Resource family applicant
Copy - Resource Family Support Unit