



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection & Permanency	Effective Date: 2-11-2019
Volume:	X	Forms	
Chapter:	A	Forms	Revised
Subchapter:	1	Forms	Date: 10-5-2020
Issuance:	5.45	<b>CP&amp;P Form 5-45, Adolescent Program Referral Information Sheet</b>	

Click here to view CP&P [Form 5-45](#), Adolescent Program Referral Information Sheet

**NOTE: This is a NJ SPIRIT form. The version in the policy manual forms section is for illustration purposes only.**

### **WHEN TO USE IT**

CP&P [Form 5-45](#) is used by DCF to submit independent living service referrals for youth between the ages of 14 – 21. This form captures information and special instructions used by adolescent service providers delivering independent living services (such as, but not limited to housing, life skills, and mentoring). Once delivered, all independent living services meeting the federal National Youth in Transition Database (NYTD) reporting guidelines shall report back to DCF by the adolescent service providers.

Use this form when:

- The Caseworker identifies an adolescent service need for a youth.
- The adolescent service provider requests a referral ID/PIN for a youth.
- Changes to the youth’s preferred name, Caseworker, or instructions occur.

**Note:** This form is completed for each adolescent program referral.

### **HOW TO USE IT**

The Caseworker begins the process by creating the Adolescent Program Referral using the NJ SPIRIT Adolescent Program Referral window (NJS Desktop>Create Case

Work>Adolescents). CP&P Form 5-45 is generated from the options menu on the Adolescent Program Referral window.

All information on the non-editable Adolescent Program Referral Information Sheet (5-45) is pre-populated from the Adolescent Program Referral window.

Include the Adolescent Program Referral Information Sheet (5-45) with the youth's referral packet sent to the service provider.

Changes to the youth's preferred name, Caseworker assignment, or instructions to provider (up to 1000 characters) are made on the Adolescent Program Referral window. The updated form is reprinted and resent to the adolescent service provider.

**Note:** The Adolescent Program Referral Information Sheet (5-45) is sent only to the selected service provider. This form is **not** used to authorize a service referral or replace existing referral requirements. **Only those programs included in the list of Adolescent Service Providers and Programs attached below require this referral process.**

### **OTHER RELATED INFORMATION**

#### **[ATT1](#) – Adolescent Service Providers and Programs**

#### **DISTRIBUTION:**

Original	-	Case Record
Copy	-	Adolescent Service Provider