



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date: 11-22-2010
Volume:	X	Forms	
Chapter:	A	Forms	
Subchapter:	1	Forms	
Issuance:	5.47	CP&P Form 5-47, Notice of Placement	

Click here to view CP&P Form [5-47](#), Notice of Placement

WHEN TO USE IT:

Use this form to notify the Court in the county of supervision within (5) calendar days of placement, that a child has been placed or replaced by CP&P in a reviewable living arrangement. The form is also used to provide information to the County Welfare Agency's Child Support Unit (CWA/CSU) for child support processing.

CP&P Form [5-47](#), Notice of Placement, is located on the Placement & Services Window within NJ SPIRIT and only becomes available in the Options drop-down menu for viewing and/or printing once the Notice of Placement has been completed and saved.

HOW TO ACCESS THE FORM IN NJ SPIRIT:

1. Navigate to the Placement & Service Window;
2. Go to the Options drop-down;
3. Click on the CP&P 5-47, Notice of Placement, and click GO;
4. Click on the printer icon to print the Notice of Placement;
5. Click "Close and return to NJ SPIRIT."

CP&P Form [5-47](#), Notice of Placement, is automatically created in NJ SPIRIT when the Worker enters and approves a new placement episode in the NJ SPIRIT application. Each night the information contained in the form is sent via electronic interface to the Administrative Office of the Courts. (Field staff complete this form through the on-line Forms Manual only when NJS is unavailable. The Form is then sent to the AOC to advise of the new placement.)

HOW TO USE IT:

- The form prefills upon final approval of the Placement & Service Window.
- Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to complete the work that creates the form in NJ SPIRIT when the application becomes available.

DISTRIBUTION:

Original	-	Child Placement Review Board (CPRB)
Electronic Copy	-	NJ SPIRIT Electronic Case Record