



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: 2-5-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 2-4-2019
Subchapter:	1	Forms	
Issuance:	5.5	<b>CP&amp;P <a href="#">Form 5-5</a>, Resource Family Parent Agreement</b>	

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

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

### WHEN TO USE IT

The Resource Family Support Worker, or designee, completes the CP&P Form [5-5](#):

- At an initial placement (emergency or regular);
- At the end of the time frame for completing the corrective action plan, if necessary; and
- Whenever a reevaluation is completed.

Use this form to identify:

- Responsibilities of CP&P to the child, parent and the resource family parent caregiver;
- Responsibilities of the resource family parent in providing care.

The form also provides an acknowledgement of these responsibilities by both CP&P and the resource family parent.

## **INSTRUCTIONS FOR COMPLETING THE FORM**

The RFSW reviews and explains the entire agreement, discussing point by point in language which is clear and can be readily understood, or reads the form aloud to the resource parent(s). The RFSW encourages questions, and provides answers.

- Enter the name(s) of the resource family parent(s) at the top of the first page.
- Enter the name, address, and telephone number of the Resource Family Support Unit at the bottom of the last page, and the effective date of the agreement.

Each resource family parent signs and dates the agreement.

The Resource Family Support Worker, or designee signs and dates the agreement.

## **DISTRIBUTION**

Original	-	Resource family home record
Copy	-	Resource family parent(s)
Copy	-	Office of Licensing