



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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| Manual: | CP&P | Child Protection and Permanency | Effective Date: 8-02-2021 |
| Volume: | X | Forms | |
| Chapter: | A | Forms | Revised Date: 8-02-2021 |
| Subchapter: | 1 | Forms | |
| Issuance: | 5.54 | CP&P Form 5-54, Foster Care Verification Letter | |

Click [here](#) to view, print, or complete CP&P Form 5-54, Foster Care Verification Letter.

Click [here](#) to view, print, or complete CP&P Form 5-54(S), Foster Care Verification Letter.

WHEN TO USE THIS FORM:

This letter serves as verification that a youth was in foster care at age 13 or older and was a Ward of the State of New Jersey with the Department of Children and Families, Division of Child Protection & Permanency. This form can be used to verify independent status on the Free Application for Federal Student Aid (FAFSA) and serve as a Ward of the Court letter.

All youth who were in out-of-home placement for at least one day beyond the age of 13 shall receive a copy of this letter at the time of case closure. The Worker prepares the letter 30 days before the intended date of closure, or as soon as circumstances allow. For young adults 18 to 21, the Worker provides the youth with a copy of the letter. For youth under 18, a copy of the letter is provided to their legal guardian or legal custodian.

There may be circumstances when a youth requires verification of placement in foster care while still open with CP&P. Workers are required to provide a copy of the letter when necessary and appropriate for a youth with an open CP&P case.

HOW TO USE THIS FORM:

The CP&P Form 5-54 is prepared using the online form in the computerized forms manual.

The Worker:

1. Enters the information listed below into the form fields of the letter:
 - The youth's name
 - The youth's date of birth

- Date the youth last exited out-of-home placement (this is the ending date of the most recent placement episode, or the anticipated date of case closure if the placement is ongoing)
2. Prints the letter on DCF letterhead.
 3. Signs and dates the letter.
 4. Scans the letter in order to create an electronic copy.
 5. Provides the youth or their legal guardian/custodian with a copy of the letter, either in person or by mailing it to their last known address. An electronic copy of the letter shall also be sent by email to the young adult or legal guardian/custodian.

DISTRIBUTION

Original - Young Adult or Legal Guardian/Custodian

Copy - Case Record