



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: 11-01-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 10-04-2021
Subchapter:	1	Forms	
Issuance:	5.58	CP&P Form 5-58, Thirty-Day Notification to Kin of Child's Placement Out of Home	

Click [here](#) to view, complete, and print CP&P Form [5-58](#), Thirty-Day Notification to Kin of Child's Placement Out of Home.

A revised Spanish version of this form will be forthcoming.

WHEN TO USE IT

In accordance with State and Federal law, CP&P shall exercise due diligence to identify, and provide notice to, a child's relatives, parents of siblings and other identified persons with a kinship relationship to a child within 30 days of placing a child out of home.

CP&P Form [5-58](#) is designed to provide such notice, to facilitate engaging the kin in agency intervention, moving toward timely permanency planning for the child.

HOW TO USE IT

- Prepare the CP&P Form [5-58](#) using the on-line form in the computerized Forms Manual.
- Depress the tab key to navigate between the text fields and drop-down boxes in the template.

TIPS FOR COMPLETING THE FORM

The last sentence in first paragraph is optional:

- Delete the instructions.

- Delete the sentence, " The child's parent identified you as a potential resource for the child.", if untrue. The assigned Worker completes, signs, and sends the letter. The Supervisor also signs the form.
- Print the completed letter on Local Office letterhead.
- Send the letter within 30 days of placing the child out of home.
- Send separate letters to each identified adult kin. If the child's kin cohabitate, send one letter to the residence, addressed to both/all adult kin residing therein.
- Send a letter to each known kin. Ask the parent and the child, if age appropriate, to identify kin.
- Do not send letters to relatives who have a criminal, child abuse/neglect, or family violence history, as specified in Federal and State law.

DISTRIBUTION

Original - Kin

Copy - Child's case record