



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-17-2009
Subchapter:	1	Forms	
Issuance:	5.6	CP&P Form 5-6, Request for Transfer Approval	

Click [here](#) to view or print the CP&P Form 5-6.

WHEN TO USE IT

This form is used when a resource family parent wishes to request a transfer from one sponsoring agency to another.

INSTRUCTIONS FOR COMPLETING THE FORM

The form goes through the following levels of approval:

- If the resource family is sponsored by a contract agency;
 - Sponsoring Agency Representative
 - County Business Manager
 - Director, Office of Licensing
- If the resource family is a CP&P home;
 - Resource Family Support Worker
 - Resource Family Supervisor
 - LO Manager
 - Director, Office of Licensing

If the resource family is a CP&P home, the RFSW assists the resource family parent in completing and signing the form.

DISTRIBUTION

Original - Resource family home record
 Copy - Sponsoring Agency

Copy - Office of Licensing