



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: 2-16-2018
Volume:	X	Forms	
Chapter:	A	Forms	Revised Date: 2-19-2019
Subchapter:	1	Forms	
Issuance:	5.71	<b>CP&amp;P Form 5-71, Educational Stability Parent Notification</b>	

Click here to view or print CP&P Form [5-71](#), Educational Stability Parent Notification.

Click here to view, complete, or print CP&P Form [5-71a\(S\)](#), Child to remain in Current School.

Click here to view, complete, or print CP&P Form [5-71b\(S\)](#), Change in School Placement.

### WHEN TO USE IT

#### Complete the English CP&P Form 5-71 in NJ SPIRIT.

This letter informs parents of children in resource family home care of their rights, based on N.J.S.A. 30:4C-26b, enacted September 9, 2010, regarding their children's school placement. The letter notifies the parent and the Law Guardian of any changes in the child's school placement. This notification stipulates the reason(s) the education placement decision is in the best interest of the child(ren).

Manual policy states that when placing a child in resource family care, including placement with a relative or kin, CP&P makes diligent efforts to allow the child to continue to attend his or her pre-placement school, unless remaining in the pre-placement school is not in the child's best interest. See [CP&P-VII-A-1-100](#).

### HOW TO USE IT

Access the English CP&P Form 5-71 through the NJ SPIRIT Desktop > Education > Click Education Record > Click on the Educational Stability Tab > Click Insert for New > The Drop Down Menu will display all Educational Stability Forms > Choose CP&P Form [5-71](#).

The form is completed by the Worker in consultation with his or her Supervisor. The form is then reviewed, approved, and signed by the Supervisor.

Prepare the form on Local Office letterhead. Once completed, send the letter to the parent(s) of a child(ren) placed in resource family homes with a copy to the child's Law Guardian, the Educational Liaison, and the Resource Family Support Worker.

Use the most expedient method for delivery of this letter. Use a secondary delivery method as well. Indicate the delivery methodologies at the bottom of page two by checking the appropriate boxes.

Complete the English Form 5-71 as follows:

- Access CP&P Form [5-71](#) (two pages) through NJS, or, as part of a contingency plan through the template in the computerized Forms Manual.
- Click "Enable Macros" to open the form.
- Select one of two options regarding the child's school placement decision.
  - When option one is selected, click OK to enable the appropriate wording to appear on the form.
  - When option two is selected, check the appropriate best interest factor(s) ("decision factors") which enables their listing on the form.
- Use the "Tab" key on the keyboard to complete the required text boxes.
- Enter the date of the resource home placement into the appropriate text box in paragraph two.
- When option two is selected, enter specific information in the adjacent text box for each factor chosen.

## **HOW TO USE THE SPANISH FORMS**

Note for Spanish versions: In order to close a placement, Workers must also complete the Educational Stability record in NJS. (This is done automatically when the English version of the form is completed in NJS.)

The Spanish language versions of these forms do not permit the Worker to "Enable Macros."

CP&P Form [5-71a\(S\)](#):

- Access CP&P Form [5-71a\(S\)](#) using the on-line template in the computerized Forms Manual.

- Use the "Tab" key on the keyboard to complete the required text boxes.
- Enter the date of the resource home placement into the appropriate text box in paragraph two.

CP&P Form [5-71b\(S\)](#):

- Access CP&P Form 5-71b(S) (two pages) using the on-line template.
- Select the appropriate best interest factor(s) ("decision factors") - found as a bullet list at the bottom of page 1.
- Enter the specific information for each best interest factor in the appropriate text box. Make entries in Spanish.
- Delete all of the best interest factors which do not apply.
- Use the "Tab" key on the keyboard to complete the required text boxes.
- Enter the date of the resource home placement into the appropriate text box in paragraph two.

**TIPS FOR COMPLETING THE FORM**

The date inserted for application to the Family Court (in paragraph three of the CP&P Form 5-71 and CP&P Form 5-71b(S)) must be within five (5) business days from the date the notice was sent.

**DISTRIBUTION**

Original	Parent's
Copy	Law Guardian
Copy	Education Liaison
Copy	Resource Family Support Unit Worker
Copy	Child's Case Record
Electronic Case Record	NJS