



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Issuance:	5.79	CP&P Form 5-79, Mutual Agreement of Understanding, MOU, Between County CASA Programs and the NJ Division of Child Protection and Permanency Local Offices	

[Click here](#) to view, complete, and print the CP&P [Form 5-79](#), Mutual Agreement of Understanding, MOU, Between County CASA Programs and the NJ Division of Child Protection and Permanency Local Offices.

WHEN TO USE IT

The Local Office Manager and Area Director use the CP&P [Form 5-79](#) to prepare a Memorandum of Understanding (MOU) between the CP&P Local Office and the local Court Appointed Special Advocate (CASA) Program. The MOU outlines how the agencies agree to work together for the safety and permanency of their mutual clients. It includes:

- The agencies' mission statements;
- Roles and responsibilities of the CP&P Worker and CASA volunteer;
- The population to be served;
- CASA assignment by the Court;
- Confidentiality policy;
- Information sharing procedures;
- Conflict resolution; and
- Training.

With their signatures the Executive Director or Board President of the local County CASA Program and the CP&P Local Office Manager and Area Director confirm their agreement to the terms and conditions of the MOU.

HOW TO USE IT

With the concurrence of the Executive Director or Board President of the local County CASA Program and the CP&P Area Director, the CP&P Local Office Manager prepares

an MOU using the on-line template found in the Forms Manual. The noted parties review the prepared MOU, and if all are in agreement to its terms and conditions, sign the MOU.

The MOU is effective the date of the signatures. The MOU is reviewed periodically and may be renewed or terminated after sufficient notice is given to all parties.

DISTRIBUTION

Original	CP&P Local Office
Copies	Local County CASA Program
	Area Office
	Office of Legal Affairs