



## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	1-22-2019
Subchapter:	1	Forms	
Issuance:	9.36	<b>CP&amp;P Form 9-36, Notification Letter to Perpetrator (Established Perpetrator), if Child Abuse/Neglect is ESTABLISHED - with Frequently Asked Questions</b>	

Click here to view, print, or complete the CP&P Form [9-36](#) on-line.

Click here to view, print, or complete the CP&P Form [9-36\(S\)](#).

Note: The Spanish version of the form in NJ Spirit is outdated. Use the Spanish form in the manual until further notice.

### WHEN TO USE IT

This letter is sent to a perpetrator (confirmed - "Established perpetrator") when a protective service investigation has been completed by CP&P, child abuse/neglect is ESTABLISHED.

The purpose of this letter is to:

- Provide official agency notification of an Established protective service investigation finding;
- Identify the specific allegation of child abuse or neglect that was Established, as provided in the CP&P Allegation-Based System;
- Identify the child or children who CP&P found, upon completing an investigation, to be abused or neglected by the Established perpetrator;
- Advise the Established perpetrator that an Established finding of child abuse/neglect **is** subject to administrative appeal and provide instructions for requesting such an appeal.
- Advise the Established perpetrator that the finding is not disclosed upon a CARI check request, but a record of the incident will be retained in DCF files.

Note: When investigating more than one child protective service allegation, use this letter when at least one allegation is "Established." If an allegation was "Substantiated," send the Substantiation letter to the Substantiated perpetrator, CP&P Form [9-28](#), instead.

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## HOW TO USE IT

The letter is prepared by the investigating Worker and signed by the Worker and the investigating Worker's Supervisor.

**Note:** Workers complete CP&P Form 9-36, in the NJS application. **Next, Workers find CP&P Form 9-36 in the DCF Policy Manual.** The Worker prints out (page 2) from the DCF Policy Manual, which is the frequently asked questions (FAQs) page of the updated form. Until this form (with FAQs page) becomes available in NJS, Workers must print the FAQs page and attach it to the NJS form (page 1 from NJS). Once completed, Workers make a copy of the letter and the FAQ for the case file. Workers mail the letter with the FAQs page to the appropriate person.

**Special Note:** The FAQ page for CP&P Form 9-36 will be available in NJS in the fall of 2015. Once the updated NJS version (with FAQ page) is available, Workers complete the form in NJS. Upon printing, the FAQ will automatically follow the form. Once this goes live in NJS, the CP&P Form 9-36 will not be utilized in the DCF Policy Manual.

The user depresses the tab key to navigate between the text fields and drop down boxes.

After entering information in the text box fields in the CP&P Form [9-36\(S\)](#), take out all parentheses, all options not used, and all English language prompts.

When preparing individual letters, use Local Office letterhead.

## TIPS FOR COMPLETING THE FORM

The assigned Worker completes CP&P Form [9-36](#), Notification Letter to Perpetrator (Confirmed), If Child Abuse/Neglect is ESTABLISHED, as follows:

1. Enter the date of the letter, directly under the Local Office address/letterhead.
2. Enter the Established perpetrator's full name and mailing address in the space provided.

3. Enter the following information, after "Re:"
  - Each child victim's name;
  - The NJ SPIRIT case identification number;
  - The NJ SPIRIT investigation number.
4. Enter the Established perpetrator's name in the salutation portion of the letter, opposite the word "Dear."
5. Enter the information listed below in the first paragraph of the letter:
  - The date the child protective services report was assigned from the State Central Registry (SCR) to the Local Office;
  - The name of the Local Office assigned the report;
  - Select "child" or "children," to reflect one or more named child victims, as applicable;
  - Select "child abuse," "neglect," or "child abuse and neglect," based on the actual finding determination;
  - The specific allegation or allegations from the Allegation-Based System, Established upon concluding the investigation. [Double click here to view the list of allegations;](#) and
  - The name of each child who was abused, neglected, or abused and neglected by the Established perpetrator.

"Child abuse," "neglect," or "child abuse and neglect," as entered above (see 4th dash), will prefill at the bottom of the paragraph.
6. Enter the information listed below in the closing of the letter:
  - The Worker's name; and
  - His or her Supervisor's name.

### **WHEN TO SEND THE LETTER**

The Worker and Supervisor sign and send the completed letter to the Established perpetrator no later than ten (10) days from the date upon which the finding determination of Established was made. The following exceptions apply, as long as a delay in notice does not appear to put the alleged child victim(s) or other children at risk:

- Delay notice, if law enforcement is also investigating the allegation, when notice may impede the criminal investigation; or
- Delay notification when the Deputy Attorney General has determined that notification would impede litigation.

If unable to conclude an investigation and determine an investigation finding within sixty (60) calendar days of case assignment to the Local Office from SCR, seek an extension in accordance with policy, [CP&P-II-C-5-125](#), Good Cause to Extend Investigations Beyond 60 Calendar Days. Send the finding letter to the Established perpetrator within the thirty (30) calendar day extension period granted by the Supervisor or Casework Supervisor.

## **DISTRIBUTION**

Important: Mail the letter on the date it is signed.

Original	-	Established Perpetrator
Copy	-	Case Record
Copy	-	DAG, when appropriate
Copy	-	County Prosecutor, when appropriate