



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:
Volume:	X	Forms	
Chapter:	A	Forms	2-5-2018
Subchapter:	1	Forms	
Issuance:	9.37	CP&P Form 9-37, Notification Letter to Non-Offending Parent/Caregiver if Child Abuse/Neglect is ESTABLISHED	

Click here to view, print, or complete the CP&P Form [9-37](#) on-line.

Click here to view, print, or complete this form in Spanish, CP&P Form [9-37\(S\)](#).

WHEN TO USE IT

This letter is sent by the CP&P Worker to the non-offending parent/caregiver when a child abuse/neglect investigation was Established.

This purpose of this letter is to:

- Provide the non-offending parent/caregiver with an official notification that his or her child has been abused, neglected, or abused and neglected;
- Provide the non-offending parent/caregiver with an official notification that child abuse or neglect has been Established; and
- Inform the non-offending parent/caregiver whether CP&P will be providing further services to the child and his or her family.

HOW TO USE IT

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

The CP&P Form [9-37](#) is prepared using the on-line form in the computerized Forms 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 [9-37\(S\)](#), 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 Worker:

1. Enters the information listed below in the opening section of the letter:
 - the date the letter is being prepared,
 - the non-offending parent's or caregiver's name and address.
2. Enter the following information, after "Re:"
 - each child victim's name,
 - the NJ SPIRIT case identification number),
 - the NJ SPIRIT investigation number.
3. Enters the non-offending parent's/caregiver's name in the salutation portion of the letter opposite the word "Dear."
4. Enters the information listed below in the first paragraph of the letter:
 - enters the date the Division (SCR) received the allegation/CPS report,
 - enters the name of the CP&P Local Office that was assigned the report for investigation,
 - enters each child victim's name,
 - selects "abused," "neglected," or "abused and neglected," based on the Screening Report (DCF Form [1-1](#)), completed by SCR,
 - selects "abuse," "neglect," or "abuse and neglect," based on the outcome of the investigation.
5. Indicates whether or not the Division will be providing further services to the child and his or her family in the second paragraph by:
 - selecting will or will not,
 - entering the child(ren)'s name(s), and
 - selecting his, her, their, or your.

6. Enters the information listed below in the closing of the letter:

- his or her name, and
- his or her Supervisor's name.

The Worker and the Worker's Supervisor sign and send the completed letter to the non-offending parent/caregiver 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.

DISTRIBUTION

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

Original - Non-Offending Parent/Caregiver

Copy - Case Record