



What's New?

Regulations

- **N.J.A.C. 3A:26, Substance-Affected Infants:** DCF and the Department of Health have adopted new rules which require hospitals and birthing centers to report all substance-affected infants to CP&P. CP&P decides which reports are allegations of abuse or neglect and which are requests for child welfare services and responds accordingly. These rules went into effect January 16, 2018.
- **N.J.A.C. 3A:55, Manual of Requirements for Residential Child Care Facilities:** Among the significant amendments made throughout are requirements to improve the safety of children, comply with other laws and contractual obligations, develop emergency preparedness plans, include additional information in treatment plans for children with complex behavioral or mental health needs, and to ban mechanical restraints. These amendments are scheduled to take effect on January 1, 2020.

What's Revised?

Policy

- **[CP&P-III-B-2-100, Permanency Planning:](#)** The policy was updated to remove reference to the obsolete CP&P Form 16-73, and to reflect the use of the revised CP&P Form 16-72, effective February 5, 2018.
- **[CP&P-III-B-5-500, Family Team Meetings:](#)** Links to the attachments Appropriate Use of an Unavailable in NJ Spirit and Appropriate Use of Decline in NJ Spirit were applied. The Form PV 6/93, Payment Voucher (Vendor Invoice) is linked directly to the Department of Treasury form, effective January 29, 2018.
- **[CP&P-IX-G-1-100, Disclosure of Client Information:](#)** A missing citation was added to the section titled Procedures When a Former Client Requests Non-CPS Information. Some references to the New Jersey Administrative Code were updated to Title 3A of the NJAC on January 5, 2018.

Forms

- [CP&P-IV-A-4-200](#), **Day of Placement:** The link to the [CP&P Form 11-10](#) was corrected on January 5, 2018.
- [CP&P IV-B-6-600](#), **Resource Family Parent Liability Program:** Policy was updated on January 31, 2018 to include the updated version of the Resource Family Parent Liability Program Pamphlet.
- [DCF HIPAA 1.A.1](#), **State of New Jersey, Department of Children and Families Notice of Privacy Practices:** The form was updated February 1, 2018, in both the English and Spanish, to reflect the updated phone number for the Privacy Officer.
- [CP&P Form 4-9](#), **Kinship Legal Guardian Subsidy Program Annual Compliance Review:** CP&P form 4-9 is sent annually by the Kinship Legal Guardianship Program to all Kinship Legal Guardians (KLG) to confirm continued eligibility for the Kinship Legal Guardianship Subsidy Program. This form was revised on January 18, 2018, to clarify the questions on the form and make it easier for KLGs to return the signed form and required documentation to the Kinship Legal Guardian Subsidy Program.
- [CP&P Form 4-22](#), **Notification of Closure or Modification of a Kinship legal Guardianship Subsidy:** This form is used by the Kinship Legal Guardianship Subsidy Program to notify a KLG caregiver that their KLG subsidy is being closed or modified and to inform them of his or her appeal rights. This form was revised on January 18, 2018, to clarify and better explain the reason for the closure or modification of the KLG subsidy. The Dispute Resolution Request Form, which is part of this notification, has also been revised. This new Dispute Resolution form allows the KLG to more clearly identify the reason for his or her appeal of the closure or modification of the KLG subsidy.
- [CP&P Form 9-28](#), **Notification Letter to Perpetrator (Substantiated Perpetrator), If Child Abuse/Neglect is SUBSTANTIATED:** The April 2013 form has been replaced by the May 2015 form. The NJ Administrative Code citations in the form instructions have been updated to Title 3A of the NJ Administrative Code. The link to [CP&P-II-C-5-125](#) now works. These changes are effective February 5, 2018.
- [CP&P Form 9-30](#), **Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator if Child Abuse/Neglect Is Unfounded:** The updated May 2015 version of the form was published, with the NJ Administrative Code citation updated to Title 3A.
- [CP&P Form 9-30\(S\)](#), **Notification Letter to Parent, Guardian or Caregiver and Alleged Perpetrator if Child Abuse/Neglect Is Unfounded**, [CP&P Forms 9-36](#) and [9-36\(S\)](#), **Notification Letter to Perpetrator (Established), If Child Abuse/Neglect Is ESTABLISHED**, and [CP&P Forms 9-38](#) and [9-38\(S\)](#), **Notification Letter to Parent, Guardian and Alleged Perpetrator if Child Abuse/Neglect Is NOT ESTABLISHED:** All NJ Administrative Code citations were updated to Title 3A effective January 26, 2018.
- [CP&P Form 10-5aa](#), **Title IV-E Adoption Assistance Eligibility Determination:** The form number and effective date were added to the form on January 5, 2018.
- [CP&P Form 11-90](#), **HIPAA Authorization to Disclose Information**, and [CP&P Form 11-91](#), **Request for the Disclosure of Health Records or Information:** Forms have been updated with the current versions and are effective February 1, 2018.

- [CP&P Form 12-2, Caseload Assignment Readiness Assessment Tool \(CARAT\)](#): The form has been updated. The hyperlink to the form was inoperable. The link was re-established on January 30, 2018.
- [CP&P Form 16-72, Parent Locator Service](#): This form replaces the current form. CP&P utilizes CP&P Form 16-72 to request that the State Parent Locator Service locate a missing parent. It is effective February 5, 2018.

What's Obsolete?

Forms

- CP&P Form 16-73, **Location Services Request**.

Click [here](#) to view *Policy Updates*

If you have any questions, please contact the Office of Policy and Regulatory Development at DCFPolicy@dcf.state.nj.us or 609-888-7030.