

NEW JERSEY HUMAN SERVICES



OFFICE OF NEW AMERICANS



NEW JERSEY FAMILY EMERGENCY PLANNING GUIDE



What is the purpose of the Family Emergency Plan?

Every family can benefit from planning for emergencies, regardless of immigration status. Such emergencies result from weather-related events (e.g., floods, hurricanes, travel disruptions) that prevent family members from connecting, civil unrest, and other disasters. Emergencies may also result from family separation due to immigration issues.

Emergency plans may include arrangements for care or guardianship of dependents/children, other family members with care needs, and pets. They may also include communication plans and stocking provisions to sustain the household. This guide includes tools and relevant resources to help you plan for family safety during an emergency.

Considerations for Immigrant Families

Parents with uncertain immigration status may be concerned about the care and custody of their dependents in the event of sudden detention or deportation by federal immigration officials. It is important for immigrant families to think ahead and set concrete plans for immigration emergencies that can arise. When unexpected events occur, having a plan can help reduce stress. Immigrant families want to consider steps to prepare for the possibility of deportation or detention of parents/guardians.

Contents

Collect Important Documents	4
Make a Plan.....	6
Prepare care for your dependents in case an emergency arises.....	6
File a Power of Attorney	8
Protect Yourself from Scams.....	10
Appendix.....	11
Collect Contact Information.....	12
Helpful Information to Know	17
Power of Attorney FAQs	18
Power of Attorney Form	21
Parent Consent to Travel	24
Document Checklist	26
Additional Information to Store.....	26
Kinship Navigator Program (KNP)	27
Find Out About Your Immigration Options.....	28

Collect Important Documents

It is important to find, copy (make physical copies of or take photos on your phone), and organize all the important documents listed below in case of an emergency. You can share these with a lawyer as well as other emergency contacts. Make sure your documents are easily accessible and that your emergency contacts know where to locate the originals. Consider making copies of keys to your home for your emergency contact in case they need to access important documents.

<i>Parent/Guardians</i>	• Passport(s)/National ID(s) (make sure documents are up to date, check with your embassy or consulate for more information on obtaining a passport.) • Marriage License • Property Title(s)
<i>Immigration Documents</i>	• Any applications submitted to immigration • A# (alien number), if you have one • Criminal documents (certificates of disposition from courts, etc.)
<i>Children/Dependents</i>	• Birth Certificate(s) • Social Security Card(s) • Passport(s)- (If your dependent was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport. If your dependent was born in your home country, check with your embassy or consulate for more information on obtaining a passport.) • • School ID(s) • Vaccination Card(s) • Insurance Card(s)
<i>If applicable, have documents showing you have been in the United States for more than two years</i>	• Utility bills (electricity, water, internet, etc.) • Housing payments (mortgage, rent, etc.)

Important information to memorize:

- Family and emergency contact phone number(s)
- The phone number of your legal representation
- Your criminal history—including any arrests, charges, the outcome (guilty or innocent), and date
- Your immigration history (date of entry, changes in immigration status, etc.)

Make a Plan

Prepare care for your dependents in case an emergency arises

It is possible that your family will not be together at the onset of an emergency, so it is particularly important to plan beforehand. Preparing a care plan on who will take care of your dependents if you are not available can help to ease stress and help dependents know what to anticipate during unexpected events.

Use the questions below to discuss your plans and other considerations for dependents in case of an emergency:

- What are your care plans if one parent/guardian is separated from their dependent?
 - Is another parent/guardian available to care for your dependent?
 - If another parent/guardian is not available, who will take care of your dependent?
- What are your care plans if both parents are separated from their dependent?
 - Is there anyone else who can take care of your dependent?

Additional questions to consider for immigrant parent/guardians separated from their dependent:

- Would you like your dependent to remain in the United States?
 - Have you identified a friend or family member to be your dependent's guardian?
Are they willing and able?
 - Will this require guardianship agreements or designations?
- Would you like your dependent to leave the United States to join you in your country of origin?
 - Who will prepare travel arrangements?
 - Are their travel documents up to date, and are they located in an accessible and safe place?

Questions to Consider When Choosing a Caregiver:

- Is the person a U.S. citizen or Lawful Permanent Resident?
- Is the person aged 19 or older?
- Does the person have a genuine concern for your dependent's welfare?
- Is the person physically able to care for your dependent?
- Does the person have the time to care for your dependent?
- Does the person have a child close in age to your dependent?
- Does the person have the money to raise your dependent? If not, can you give the person money to raise your dependent?

- Does the person share your same beliefs and values?
- Does the person speak your or your dependent's language?
- Would your dependent have to move far away?
- Does your dependent get along with the person?
- Would your dependent want to live with the person?

Tips for Preparing Dependent Care

- Talk to the person you would want to designate to care for your dependent and make sure they are able and willing to step in if needed, and that they know they will be listed as an emergency contact. Memorize their phone number (have your dependents memorize it too) and update your emergency contact list.
- Make sure your dependents know who can pick them up (from school, day care, childcare, etc.), who cannot pick them up, and who will care for them. Ask your school or care provider if there is paperwork or emergency contact information you need to update.
- Your dependent's school or care provider may only release your dependent to adults you designate. Make sure to regularly update all school, afterschool, day care, summer camp, transportation, and other programs' emergency contact sheets and student release forms to include the names of those who can and cannot pick up your dependent. If you have a restraining order against anyone, make sure to give a copy of it to the school and all programs your dependent attends.
- Make sure the people who can pick up and care for your dependent knows where to find your child at various parts of the day. Give these people a copy of your child's weekly schedule, especially if it varies from day to day.

Tips for Preparing Dependent Care for those who have special needs:

- Discuss your dependent's needs with friends and family.
- Create a detailed medical information card outlining your dependent's disabilities, medications, allergies, and emergency contact details.
- Discuss assistance your dependent needs for personal care such as bathing, grooming, and feeding.

Talk to Your Dependents about Your Plan

- Without worrying them, assure your dependents that they will be taken care of if you are unable to care for them. Let them know who will care for them until you can. Tell your dependents where to find a copy of this plan.
- Additional considerations for caregivers:
 - Do you need emotional support or guidance about how to talk to your dependents?
 - Do you have a mental health counselor that can support you with this process? If you don't, talk with your primary care provider or your dependent's pediatrician to assist you in finding someone who could help you.

Make an Important Documents File

- Use a file, binder or large envelope to organize your important documents. The information in your plan is only helpful if you can find it easily. Keep your file in a safe and accessible location. Tell your family and standby guardian where to find the file.
- Make sure your emergency contacts have a way to access the important files. Consider providing them with a copy of the key to your home.

Write Down Medical Care Instructions for Your Dependents

- Make sure to write down any medical conditions or allergies your dependent has, any medications they take, and your dependent's doctor and health insurance information. Keep a copy of this information in your important documents file.
- Give a copy to your dependent's school and the adult you designate to care for your dependent. Let your dependent know where to find this information if you are not around.

Make Sure Your Dependents All Have Passports

- If your dependent was born in the United States, visit www.travel.state.gov for more information on obtaining a U.S. passport. If your dependent was born in your home country, check with your embassy or consulate for more information on obtaining a passport.

File a Power of Attorney

A Power of Attorney is a document that allows you to give someone else the authority to care for and make decisions about your dependents. Alternative caregiving arrangements are triggered when a parent/guardian has become or may become unable to provide care to a dependent. Some examples include illness, incapacitation, immigration enforcement, incarceration, or military deployment.

Parents or guardians can appoint a person in advance of any circumstance that would prevent them from caring for their dependent themselves. One option is to file a Power of Attorney, also known as an "Attorney-in-Fact."

Note: An individual receiving the Power of Attorney or acting in the role of "Attorney-in-Fact" does not have to be a lawyer/attorney. You can appoint any adult (18 years of age or over) whom you trust and with whom your dependent would feel comfortable.

First, gather any documents regarding custody, health or education so that they are accessible to anyone who may need to step in to assist. Those documents include:

- Custody or Power of Attorneys related to your dependent
- Birth certificates
- Important health records
- Health insurance cards/documents
- School records
- Living will
- Will and/or Trust Documents
- Social Security Cards

- A list of important contacts (names, phone numbers, etc.)

Second, in the absence of the availability of another parent or guardian to ensure the well-being of a dependent during an emergency-related separation, parents may need to appoint a person they trust to serve in that capacity.

How to File a Power of Attorney:

This legal document can be completed with a public notary and you do not need to hire an attorney. The document is called a Power of Attorney form. Parents or guardians can determine the duration (not to exceed 6 months) and the powers authorized to the power of attorney.

It is recommended that parents or guardians have a conversation with the person they intend to appoint about the plan and the specifics so that all obligations and expectations are understood and agreed, though a signature is not required. Ensure the individual has a copy of the Power of Attorney form.

In order to keep the Power of Attorney valid, you must update it every 6 months.

This information is not intended to be, and should not be used as, legal advice. Any questions about executing a Power of Attorney should be directed to legal counsel.

Tips on Finding a Public Notary

A Notary Public is a public officer of the State of New Jersey who serves as an impartial witness to the signing of documents and to the acknowledgement of signatures on documents. A Notary Public may also administer oaths and affirmations.

According to the New Jersey, Division of Revenue and Enterprise Services, Notary Publics in New Jersey may charge the following fees:

- Administering an oath/affirmation \$2.50/each
- Executing a jurat \$2.50/ea.
- Taking proof of a deed (proof of execution) \$2.50/each
- Taking an acknowledgment \$2.50/each

Most banks provide free notary public services to their customers. Check with your local bank to see if they offer this service.

Most New Jersey libraries offer notary services at low or no cost. You may have to schedule an appointment online or via phone for most participating libraries.

Protect Yourself from Scams

Unscrupulous individuals pretending to be “immigration consultants,” “notarios” or “attorneys,” falsely claim they can provide immigration services to targeted immigrants with limited English skills. Only attorneys and accredited representatives authorized by USCIS are allowed to prepare legal documents such as immigration forms, give advice on legal matters, or represent clients in a legal proceeding.

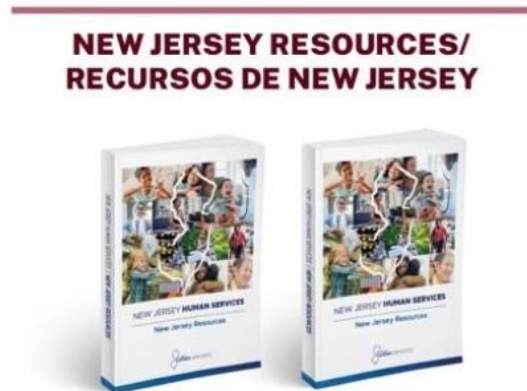
- An attorney must have a valid license to practice law. You can search for attorney or verify an attorney’s licensure [here](#).
- An accredited representative must have training and authorization from the US government to help people with immigration cases. You can look for the organization and the individual on the [government’s listing](#) of accredited representatives.

Feel free to ask questions. You can ask an attorney or accredited representative about their training, experience, and certification. You can also ask about the status and timeline for your case, a full copy of any records or documents, a written agreement explaining the services, and anything else you would like to have or know.

To report immigration scams, please contact the New Jersey Division of Consumer Affairs (DCA): 1-800-242-5846 (toll-free within New Jersey). NJ DCA intakes reports from all people regardless of their citizenship or immigration status, and DCA employees do not ask about citizenship or immigration status.

Appendix

For more information on all of New Jersey's resources, please review [New Jersey Department of Human Services Resource Guide.](#)



Where to find helpful information and emergency resources:

<https://www.nj.gov/humanservices/resources/>

www.NJ211.org

www.ready.nj.gov

www.ready.gov

Collect Contact Information

Use the form below to have contact information in a single, safe place for your individual planning effort. Make sure your children/dependents, family and friends know where to locate this information and have a way to access it. Print this form out and make copies of this for your emergency contacts and trusted individuals.

Mother/Parent/ Permanent Guardian: 	Father/Parent/ Permanent Guardian:
Home Phone: 	Home Phone:
Cell Phone: 	Cell Phone:
Workplace #1 Employer: 	Workplace #1 Employer:
Phone: 	Phone:
Supervisor: 	Supervisor:
Date started: 	Date started:
Emergency Contact #1 Name: 	Emergency Contact #2 Name:
Relationship: 	Relationship:
Home number: 	Home number:
Cell Phone: 	Cell Phone:

Emergency Contact (Outside the U.S) Name: Relationship: Home number: Cell Phone:	Emergency Contact (Outside the U.S) Name: Relationship: Home number: Cell Phone:
Important Medical Information¹ Conditions: Doctor Name: Phone:	Important Medical Information Conditions: Doctor Name: Phone:
Car: Model: VIN/Plate# Car Insurance: Policy Number :	Car: Model: VIN/Plate# Car Insurance: Policy Number :
Place of Worship Address: Phone Number:	Place of Worship Address: Phone Number:

Consulate :	Consulate:
Address:	Address:
Phone Number:	Phone Number:
Attorney/ Legal Service Provider:	Attorney/ Legal Service Provider:
Address:	Address:
Phone Number:	Phone Number:

Child's Name ² :	Child's Name:
Date of Birth:	Date of Birth:
Name of School:	Name of School:
Phone:	Phone:
Name of Teacher:	Name of Teacher:
ID Number:	ID Number:

Health Insurance		Health Insurance	
Policy Number:		Policy Number :	
Group Number::		Group Number:	
Phone Number:		Phone Number:	
Primary Doctor:		Primary Doctor:	
Phone Number :		Phone Number:	
Address :		Address:	
Dentist:		Dentist:	
Phone Number:		Phone:	
Address:		Address:	

Child's Name:	Child's Name:
Date of Birth:	Date of Birth:
Name of School:	Name of School:
Phone:	Phone:
Name of Teacher:	Name of Teacher:
ID Number:	ID Number:

Health Insurance		Health Insurance	
Policy Number:		Policy Number	
Group Number:		Group Number:	
Phone Number:		Phone Number:	
Primary Doctor:		Primary Doctor:	
Phone Number:		Phone Number:	
Address:		Address:	
Dentist:		Dentist:	
Phone Number:		Phone:	
Address:		Address:	

Helpful Information to Know

Complete this worksheet to ensure your emergency contact has all the information needed and provide them with a copy. When completing worksheet, please make sure your emergency contact is able to read and understand the language in which the form is completed.

Date: _____

Who is designated to handle your affairs in case of an emergency?

Name: _____

Phone Number: _____

Address: _____

Where in your home are your important documents located:

When was your Power of Attorney last updated?

Additional Notes:

Weekly Schedule for Child/Dependent

Day of Week	Activity	Place/Phone Number
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Power of Attorney FAQs

What is a Power of Attorney?

- A Power of Attorney is a document that allows you to give someone else the authority to care for and make decisions about your dependent.

When is a Power of Attorney applicable?

Alternative caregiving arrangements are triggered when a parent/guardian has become or may become unable to provide care to a dependent. Some examples include illness, incapacitation, immigration enforcement, incarceration, or military deployment.

Do I need to complete a separate form for each of my dependents?

- YES

In the Power of Attorney, what is the person who would get the authority to care for my dependent called?

- An “Attorney-in-Fact”

Does the “Attorney-in-Fact” have to be an attorney? Does the “Attorney-in Fact” have to be a person with legal immigration status?

- NO – An “Attorney-in-Fact” does not have to be an attorney. You can appoint any adult (18 years of age or over) whom you trust and with whom your dependent would feel comfortable. It is preferable to appoint someone with legal immigration status, but it is not required,

What can an “Attorney-in-Fact” do?

- The Power of Attorney allows you to give someone else the authority to do the following: (1) care for and provide for your dependent, (2) make educational decisions, (3) make health care decisions, (4) approve and arrange for travel plans, (5) and handle any financial matters which may involve your dependent. You can specify which of these matters you wish to delegate. You can check some or all of them. However, if you want the person to be able to fully care for your dependent if you are not able to do so, then you should check off all of the specific matters.

Does the Power of Attorney have to be signed by both parents?

- It is best if The Power of Attorney is signed by both parents. However, if that is not possible, you should still complete the form to the best of your ability. The form includes a section where one parent can explain why the other is not signing.

Does the Power of Attorney have to be witnessed?

- In order to ensure the validity of the Power of Attorney, it should be witnessed by two people. The person used to notarize the document cannot count as a witness. These people do not have to have any immigration status, but they should be over 18 years old. However, if you cannot find any adult to witness your signature, or can only find one adult, you should still complete the form to the best of your ability.

Does the Power of Attorney have to be notarized?

- In order to ensure the validity of the Power of Attorney, it should be notarized. However, if this is not possible, you should still complete the form to the best of your ability.

Does the Attorney-in-Fact need to sign the Power of Attorney?

- NO

Can someone other than a parent initiate a Power of Attorney?

- YES – A person who has legal custody or guardianship can enter into a Power of Attorney. You should complete the form if you are concerned about who will care for the dependent in your care if you are unable to do so.

If I am an ORR sponsor, can I initiate a Power of Attorney?

- IT DEPENDS– An ORR sponsor who is not a parent and who has no Family Court order authorizing him or her to care for the child cannot enter into a Power of Attorney. However, an ORR sponsor who goes to Family Court and becomes the child’s legal custodian or guardian can initiate a Power of Attorney

Do I need to go to a lawyer to complete a Power of Attorney?

- NO – You do not need the assistance of an attorney to complete the Power of Attorney, but it may be helpful to consult a lawyer.

For how long is the Power of Attorney in place?

- Parents or guardians can determine the duration (not to exceed 6 months) and the powers authorized to the power of attorney.

Do I lose my authority as a parent if I enter into a Power of Attorney?

- NO – While a Power of Attorney is in place, both the parent(s) and the “Attorney-in-Fact” can make decisions on behalf of the dependent.

How can I end a Power of Attorney?

- You can end (“revoke”) the Power of Attorney at any time. To revoke, you simply put in writing that you are revoking the Power of Attorney. It is best if the revocation is witnessed and notarized just like the Power of Attorney, but this is not required. You should give a copy of the revocation to the person you appointed as Attorney-in-Fact and try to get the original Power of Attorney back. It would also be a good idea to give a copy of the revocation to any individual or institutions such as doctors and schools who received a copy of the Power of Attorney. This is not required but is the best way to let people know that the Power of Attorney is no longer in effect

Once a Power of Attorney form is finalized, who should keep the original document?

- The Attorney-in-Fact should keep the original notarized document and the parent should keep a copy. It may also be useful to give copies to the dependent and other close family friends or relatives.

Will the Power of Attorney keep the Division of Child Protection and Permanency (“DCPP”) Child Welfare Officials from taking custody of my child?

- The Power of Attorney shows that you made a plan for someone else to care for your dependent if you are unable to do so. However, if DCPP has concerns about the welfare of your dependent, it may still act to protect them and take custody.

Is this Power of Attorney good in other states?

- NO – This Power of Attorney is only good for New Jersey. Do not share it with family members in other states. If you have family members outside of New Jersey, they should look for similar documents in their home state.

If my child is a U.S. citizen, should I get him or her a passport?

- YES – If possible, parents should get U.S. passports for their U.S. citizen children/dependents. It is difficult for anyone other than the parents to obtain a passport for a child/dependent. Therefore, you should get a passport for your child/dependent if you want to make sure they can travel to another country (including any country to which you or other family members might return). The Power of Attorney allows you to authorize the Attorney-in-Fact to make travel arrangements and purchase airline tickets for the child/dependent, but the Attorney-in-Fact will probably not be able to get the child/dependent a passport.

How can I get a U.S. Passport for my child?

- You can get a passport at the Post Office and other places that advertise that they accept passport applications. For information on how to get a passport for a child under 16 years of age, please visit this website: <https://travel.state.gov/content/passports/en/passports/under-16.html>

(Questions above are of Courtesy of Rutgers Law School Child Advocacy Clinic and Lowenstein Sandler LLP)

Power of Attorney Form

This power of attorney over the herein named minors is made pursuant to N.J.S.A.

3B:12-39 between:

PARENT/GUARDIAN(S):

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Whose address and telephone number are: _____

Who state there is no court order or other legal prohibitions now in effect that would prevent him/her/them from exercising this authority,

AND ALTERNATIVE CAREGIVER: _____,

(Name)

Whose address and telephone number are: _____

Who is hereby designated as the alternative caregiver/ power of attorney/attorney, in fact

If only one parent is signing, please indicate the reason:

- ____ Death of other parent
- ____ Custody of other parent removed by court order
- ____ Parent lacks mental or physical capacity to consent
- ____ Other, please explain: _____

For the following child(ren)/minor(s):

- a. _____ date of birth: _____
- b. _____ date of birth: _____
- c. _____ date of birth: _____
- d. _____ date of birth: _____

For the following duration (choose one):

- ____ For a period of 6 months or until revocation by either parent, whichever is sooner, from the last date of signature below.
- ____ For a specific period, not to exceed 6 months, from: _____ to: _____ or until revocation, whichever is sooner.

I/We hereby appoint the named attorney in fact to provide for the physical and emotional well-being of the named child(ren)/Minor(s) and delegate to said attorney in fact the following powers over the custody, care and property of the child(ren)/minor(s)/incapacitated person(s) (check all that apply):

___ **Education.** The attorney in fact shall have temporary authority over all educational decisions for the child including those related to special education, enrolling or disenrolling the child(ren)/minor(s) in school, accessing the child(ren)'s education records, and enrolling them in extracurricular activities.

___ **Health.** The attorney in fact shall have temporary authority to make all medical, dental and mental health decisions for the child(ren)/minor(s) as a parent would have, including authorizing any waivers or provisions for care, consulting with health care providers, and accessing any necessary and related medical records.

___ **Caregiving.** The attorney in fact shall have temporary authority over all caregiving decisions regarding the named children/minors/dependents/incapacitated persons for the duration of the delegation of authority.

___ **Financial/Legal.** The attorney in fact shall have temporary authority over all financial and legal decisions concerning the child(ren)/minor(s)/incapacitated person(s).

___ **Travel.** The attorney in fact shall have authority to make all travel decisions and arrangements regarding the child for destinations

___ **Other specific authority:** _____

Pursuant to N.J.S.A. 3B:12-39 these enumerated powers do not include the authority to consent to the marriage or adoption of any herein named child/minor/incapacitated person.

Either parent or guardian reserves the right to revoke or modify this power of attorney at any time. This document is temporary and, upon expiration, must be specifically renewed.

Signature of Parent/Guardian #1

Date of Signature

Signature of Parent/Guardian #2

Date of Signature

Witness Signature #1

Date of Signature

Witness Signature #2

Date of Signature

STATE OF NEW JERSEY :

ss.:

COUNTY OF _____ :

BE IT REMEMBERED, that on _____, 20__, before me, the subscriber, a Notary Public of the State of New Jersey, personally appeared _____, who, I am satisfied, is the person named in and who executed the foregoing Durable Power of Attorney, and he/she did acknowledge that he/she executed it as his/her voluntary act for the uses and purposes expressed therein.

Notary Public

STATE OF NEW JERSEY :

ss.:

COUNTY OF _____ :

BE IT REMEMBERED, that on _____, 20__, before me, the subscriber, a Notary Public of the State of New Jersey, personally appeared _____, who, I am satisfied, is the person named in and who executed the foregoing Durable Power of Attorney, and he/she did acknowledge that he/she executed it as his/her voluntary act for the uses and purposes expressed therein.

Notary Public

Parent Consent to Travel

To Whom It May Concern:

I/We, the undersigned, am/are the lawful parent(s) or legal guardian(s) of:

Full Name of Child: _____

Date of Birth: _____

Passport Number (if applicable): _____

I/We hereby give my/our consent for the above-named child to travel:

Traveling with (Name of Accompanying Adult, if applicable):

Relationship to Child: _____

Destination(s): _____

Travel Dates: From _____ to _____

Purpose of Trip: _____

Additional Information (e.g., flight details, hotel information, etc.):

In case of emergency, I/we can be reached at:

Phone Number: _____

Email: _____

Should medical treatment be necessary during this trip, I/we hereby authorize the accompanying adult or responsible party to make medical decisions on behalf of the child.

Parent/Guardian 1 Name: _____

Signature: _____

Date: _____

Parent/Guardian 2 Name: _____

Signature: _____

Date: _____

NOTARIZATION:

STATE OF NEW JERSEY :

ss.:

COUNTY OF _____

Subscribed, sworn to and acknowledged before me the said _____ who appeared personally before me this _____ day of _____, 20____, whose identity was satisfactorily proved to me based upon _____, and who acknowledged the foregoing instrument to be signed voluntarily as his/her/their free act and deed for the purposes herein expressed,

Notary Public Signature: _____

Printed Name: _____

Commission Expires: _____

Document Checklist

(Keep originals in a safe place and store copies in your emergency file. Share access with a trusted contact.)

Parent / Guardian

- ☐ Passport(s) / National ID(s)
- ☐ Marriage license
- ☐ Property title(s)
- ☐ Living will
- ☐ Will and/or trust documents

Immigration

- ☐ Immigration applications submitted
- ☐ Record of A-Number (Alien Registration Number)
- ☐ Immigration decision notices
- ☐ Criminal court documents (certificates of disposition, etc.)

Children / Dependents

- ☐ Birth certificate(s)
- ☐ Social Security card(s)
- ☐ Passport(s)
- ☐ School ID(s)
- ☐ School records
- ☐ Vaccination card(s)

Medical & Insurance

- ☐ Important health records
- ☐ Health insurance cards/documents
- ☐ Written medical care instructions
- ☐ Medication/allergy information sheet

Proof of U.S. Presence (if applicable)

- ☐ Utility bills
- ☐ Housing payment records (rent/mortgage)

Legal & Care Planning

- ☐ Custody paperwork
- ☐ Power of Attorney document(s)
- ☐ Guardianship-related documents
- ☐ List of important contacts

Emergency Planning Forms

- ☐ Contact information worksheet
- ☐ Weekly child/dependent schedule
- ☐ Power of Attorney form
- ☐ Parental Consent to Travel form

Additional Information to Store

- ☐ Copies of house keys for emergency contact
- ☐ Consulate contact information
- ☐ Attorney/legal service provider information

Reminder: Store documents in a labeled binder, folder, or envelope and tell your trusted contact where it is located.

Kinship Navigator Program (KNP)

The Kinship Navigator Program (KNP) aids caregivers and kin, such as grandparents, other extended family members, and family friends who have taken on the responsibility of caring for children until age 18 (or 21 if the child is disabled). KNP helps these caregivers navigate systems to find formal and informal supports and services. The program offers:

- Financial assistance for essential items (like food and utilities), through enrollment in the program's wraparound service (KWS).
- Legal assistance towards pursuing legal guardianship, through enrollment into the program's legal guardianship service (KLG).
- Opportunities for social connections with other caregivers, and
- Linkages and referrals to community resources like their local Family Success Centers.

To Learn If Your Family Is a Good Fit for KNP:

1. Contact 2-1-1

OR

2. Contact your regional kinship navigator provider directly. See listing to find your regional provider:
 - **CarePlus, NJ** - (201) 398-9110 ext. 5645
 - Serving Bergen, Hudson, Morris, Passaic, Sussex, and Warren Counties
 - **Children's Aid and Family Services** - 1-201-225-8844 or 211
 - Serving Essex County
 - **Children's Home Society** - 1-800-396-4518
 - Serving Mercer, Middlesex, Monmouth, Ocean, Somerset, Hunterdon, and Union Counties
 - **Center for Family Services** - 1-877-569-0350
 - Serving Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties

KNP Frequently Asked Questions: [DCF | Kinship Navigator Program Care FAQs](#)

Find Out About Your Immigration Options

Evaluate your legal situation.

You may be eligible for a green card, visa or work permit. You can find a pro bono legal service provider [here](#). If you are a green card holder, find out when you are eligible to become a U.S. citizen.

Past criminal arrest or convictions may affect your situation. It is recommended that you seek legal assistance if this applies to you.

Find out if you have an old order of deportation by following these steps:

Find your “Alien Registration Number.” It is on most immigration papers, including the I-94 card on your passport, green card, or any other document that immigration gives you. The A# looks like: A99 999 999

1. Call 1-800-898-7180. This is the hotline for the immigration court (EOIR).
2. Press “1” for English or “2” for Spanish.
3. Enter the 8 digits of your A-number and listen for instructions. If your number is in the system, then this means that an immigration case existed against you at some time.
4. Press “3” to find out if an immigration judge decided your case, including if there is an order of deportation (“removal”) against you.
5. If the hotline says you have a deportation/removal order, consult a lawyer specializing in immigration deportation before you go to the immigration office, leave the country, or try to adjust your status.

NEW JERSEY HUMAN SERVICES



OFFICE OF NEW AMERICANS

KNOW YOUR RIGHTS

Scan the QR code below for more information.



State of New Jersey



Department of Human Services

NEW JERSEY HUMAN SERVICES



OFFICE OF NEW AMERICANS



WELCOME TO **NEW JERSEY**

Information for Newcomers

Scan the QR code below for a copy of the Welcome Booklet which includes information about resources and services including legal assistance, food & health care supports, and more.



The welcome booklet is available in English and Spanish.

