



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:	IV	Out of Home Placement	
Chapter:	E	Residential Placement	7-26-2004
Subchapter:	1	Residential Placement	
Issuance:	700	<b>Acceptance</b>	

### **Notification 9-25-87**

Residential facilities advise the Worker of the acceptance of a child in several ways. Frequently a facility will accept the child at the time of the pre-placement interview and offer to admit the child within one or two days. If it is believed to be an appropriate placement, encourage the child and the family to accept this early admission date.

The facility may also notify the Worker of acceptance pending available space for the child or possibly pending additional referral materials such as pregnancy or VD test results. In the latter instances, the Worker may arrange for those tests whenever possible. In any event, acknowledge the acceptance either by phone or letter, alert the Supervisor to the acceptance and notify the child and his family of the facility's decision.

Attempt to set an admission date as soon after notification of acceptance as possible through contacts with the family, the child, and the facility.

Other facilities where the child's referral is still outstanding must be notified that the child has been accepted elsewhere and that the referral is withdrawn.

### **Funding Status 9-25-87**

Notification of acceptance necessitates that the Worker review the regular and exceptional funding arrangements for the placement and complete the necessary funding procedures. If there is a question concerning the responsible school district, the Worker completes CP&P Form [25-65](#), Department of Education School District Determination, to obtain a determination of the responsible school district for the child. This is done prior to admission. No planning for residential placement may be done without involving the responsible school district.

When the child has been accepted for placement, the responsible school district and other funding sources are contacted and advised of the admission date and the

placement plan. The Worker requests the responsible school district to complete NJDE Form 417, Application for Approval of Placement of a Handicapped Pupil.

**Pre-admission Meeting 4-9-86**

The Worker must meet with the family prior to admission to complete pre-admission arrangements. If there was no pre-placement interview, the Worker must discuss with the child and his family the vacation, visitation, and phone policy of the facility. This conversation may help to alleviate some of the qualms the family may have about the impending separation.

The Worker must obtain the parents' signature on all pertinent authorization, consent, and agreement forms that CP&P or the facility may require. If the child is under CP&P guardianship, the Local Office Manager signs the Parental Consent for Operation, Treatment, and Diagnostic Work-up, CP&P Form [11-18](#), and the DCF Consent of Parent or Guardian to Photograph, Interview and/or Identify the Client, CP&P Form [26-91](#), or the DCF Consent to Be Photographed, Identified and/or Interviewed, CP&P Form [26-92](#).

Inquire about the child's wardrobe during this meeting and, if possible take an inventory of the amount and condition of the clothing the child has. If clothing is needed, complete a Special Approval Request, CP&P Form [16-76](#). A per diem clothing allowance is prorated and included in the board rate paid to the facility, which assumes responsibility for the child's regular clothing needs.

**Initial Treatment Plan 4-9-86**

In order for the Worker to effectively measure the child's progress in the program he requests a copy of the initial treatment plan based on the referral information and the pre-placement interview. The treatment plan is provided within thirty days after placement. The treatment plan is a useful tool in determining the effectiveness of the child's treatment program in its initial stages. The Manual of Standards for Residential Child Care Facilities outlines the required elements of a treatment plan.

**Procedures Related to Acceptance at a Residential Facility 7-26-2004**

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Acknowledge acceptance by phone.
	2. Notify Supervisor of acceptance.
	3. Discuss acceptance with child and family and attempt to select possible admission date.
	4. Call facility to determine if any other

	<p>pre-admission requirements have to be met and arrange for completion.</p>
	<p>5. Call facility and determine placement date.</p>
	<p>6. Contact any facilities where referrals are still outstanding and withdraw referral.</p>
	<p>7. Complete final arrangements for funding:</p>
	<ul style="list-style-type: none"> <li>• review exact funding required by facility as listed in Residential Placement Guide;</li> <li>• write letter notifying public school of placement plan and date and route to clerical unit for typing;</li> <li>• write letter to any other funding sources indicating placement plan and date, and route to clerical for typing;</li> <li>• if not received, check status of Exceptional Placement/Funding Request, CP&amp;P Form <a href="#">25-46</a>.</li> </ul> <p>8. Meet with child and family to prepare for placement.</p>
	<p>9. Discuss vacation, visitation, phone and other important policies.</p>
	<p>10. Obtain required written permission from the parent(s), legal guardian, or legal custodian on:</p> <ul style="list-style-type: none"> <li>• Parental Consent for Operation, Treatment or Diagnostic Work-up, CP&amp;P Form <a href="#">11-18</a>;</li> </ul>

	<ul style="list-style-type: none"> <li>• DCF Consent of Parent or Guardian to Photograph, Interview and/or Identify the Client, CP&amp;P Form <a href="#">26-91</a>; and</li> <li>• Residential Placement Agreement, CP&amp;P Form <a href="#">25-59</a>.</li> </ul> <p>11. Conduct clothing inventory. Complete a Special Approval Request, CP&amp;P Form <a href="#">16-76</a>, if clothing is needed. See the Forms Manual for specific policies and procedures.</p>
LO Manager	12. Review and sign Special Approval Request, route to clerical unit for processing.
Supervisor	13. Request the facility to submit an initial written treatment plan for child.