



Welcome to CNP's Support Brokerage Services

SENT VIA EMAIL

CNP Support Brokerage can assist individuals and families with organizing and preparing important documents needed for services and approvals. We help gather, complete, and submit required paperwork and documents that may include.

- NJ DDD applications and eligibility paperwork
- Guardianship Applications
- Medicaid and benefits documentation
- Annual budgets and service plan materials
- Housing and voucher applications
- Medical, behavioral, and assessment records organization
- Service enrollment and provider forms

Our goal is to reduce stress for families by making the paperwork process easier, more organized, and fully supported.

This guide is specifically for the guardianship process. This guide is designed to walk you through the paperwork and steps required by the court to establish guardianship. Think of it as a roadmap. We'll explain what forms are needed, who can fill them out, and the timeline to follow.

At the end of the guide, you'll find a quick checklist to help you track your progress and ensure nothing is missed. By following the steps in this document, you'll be well-prepared to complete the guardianship process smoothly and confidently.

Let's get started!

Step 1: Complete the Questionnaire

This questionnaire gives us the basic information we need to prepare the initial court forms (Forms A–C) on your behalf.

Please complete the Google Form fully and accurately:

 **Questionnaire Link:**

https://docs.google.com/forms/d/e/1FAIpQLSeufBX95u_FtWyCDS_QmU3nFg0D7iH2a4IFP62WaO2ruLR4ag/viewform?usp=dialog



Step 2: Medical or Professional Certification

The court requires written confirmation of the individual's condition and need for guardianship. This must come from a medical or qualified professional. To meet this requirement, we need two forms: Form D, completed by a physician or psychologist, and one additional supporting form, either Form E-1 (IEP) or Form E-2 (certification from a professional).

A. Form D (Required for Everyone)

You must submit **Form D – Certification of Physician or Psychologist**.

- Completed by a **licensed physician or psychologist**
- Evaluation must be within the **last 6 months**

 **Form D Link:**

<https://drive.google.com/file/d/1UeAVLATfhkY1z2jsdvRJEg0HhWHZmIWT/view?usp=sharing>

B. One Additional Supporting Document (Choose ONE)

You will also submit **one** of the following:

Option 1: Form E-1 (IEP)

- Form E-1 (Cover Page) **plus** a copy of the Individualized Education Program (IEP)
- The IEP must be from the **last 2 years**

 **Form E-1 Link:**

<https://drive.google.com/file/d/1r9VCMCBtzyBywz274T1oc1-3Ta4HkP/view?usp=sharing>

OR

Option 2: Form E-2 – Certification in Support of Guardianship

- Completed by:
 - DDD staff or a DDD designee
 - A licensed care professional
 - A physician or psychologist

 **Form E-2 Link:**

https://drive.google.com/file/d/1aD9JbyYajpcBnGC_yXzJBXMykr_dp5Al/view?usp=sharing



Step 3: Background Screening for Proposed Guardians

(Required for All Guardians, Even With No History)

These steps are required by the court for **each proposed guardian**.

1. Watch the Required Court Video

This short video explains a guardian's responsibilities.

 **Court-Appointed Guardian Video Tutorial Link:**

<https://www.youtube.com/watch?v=S9AowlLqHAY>

2. Complete the Criminal & Civil Judgment History Form

- Complete the form titled “**Certification of Criminal and Civil Judgment History**”
- Answer all questions and sign where indicated

 **Form Link:**

https://www.njcourts.gov/sites/default/files/forms/12706_gmp_cert_history.pdf

3. Review & Sign the Background Screening Policy

- Review the **New Jersey Judiciary Background Screening Policy**
- Sign and date where indicated

 **Policy Link:**

https://www.co.monmouth.nj.us/documents/14/Background_Screening_Policy_2025_fillable.pdf



Quick Checklist (For Easy Reference)

You can use this list to track your progress:

☐ **Step 1**

- Complete the **Guardianship Questionnaire**

☐ **Step 2**

- Submit **Form D** (Physician or Psychologist)
- Submit **ONE** of the following:
 - ☐ Form E-1 + recent IEP (within 2 years)
 - ☐ Form E-2 (completed by a professional)

☐ **Step 3 (For Each Proposed Guardian)**

- ☐ Watch the court video
- ☐ Complete & sign Criminal/Civil History Form
- ☐ Review & sign Background Screening Policy

Once you have completed all the steps above, our team at CNP Support Brokerage will review the information you provided and prepare the final guardianship paperwork for submission. We will compile all completed forms into a complete package and send it back to you for your review and signature.

After you sign the documents, you can either mail or deliver them to the court as instructed. Our team will continue to guide you through any additional steps required by the court to ensure your guardianship application is properly submitted and processed.