

Family Support and Child Welfare Administrative Letters

ADMINISTRATIVE LETTER FSCWSS#03-04

Attention: Children's Services Supervisors

Children's Services Social Workers

SUBJECT: FAMILY SERVICES CASE PLAN REVISIONS/NEW FAMILY SERVICES AGREEMENTS

Effective Date: Immediately

Date: September 15, 2004

A Family Services Case Plan work group met to make revisions to the Family Services Case Plan to be more in line with Family Centered Practice and the Multiple Response System. Any reference to the Multiple Response System in the newly revised forms applies only to those 52 counties that are currently implementing this system. The work group was made up of County DSS and Division staff. The revised forms were approved by the Children's Services Committee of the North Carolina Association of County Directors of Social Services in March 2004. We agreed to a delayed implementation plan until September 2004 so the on-going training could be updated to reflect the new family services agreement and that has been accomplished. The new forms are attached to this letter and are effective immediately. You may also access the forms at the following website:

<http://www.dhhs.state.nc.us/dss/childrenservices/forms/index.htm>

The new umbrella term for all of the case planning forms is the Family Services Agreement. For those children who are not in DSS legal custody, the In-Home Services Agreement form will be used. For those children who are in DSS legal custody, whether they remain in the home or are in foster homes, group homes, relative placements or any other out of home placement setting, the Out of Home Services Agreement will be used. The form for case reviews is termed the Family Services Agreement Review.

The Health Status Component has been amended to include more information relating to immunizations and identifying information on the biological parents. There is a Medical form for physicians to use when the child has a physical exam. The Visitation Plan has not changed. The Education Status Component has been amended to include

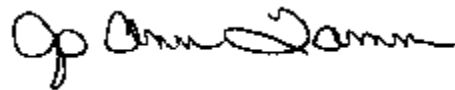
current school placement and information on grade level. Both the Health Status and Education Status forms are to be given to the

caregiver and the Health Status form should also be given to the family physician. The new forms supercede any other forms used for service agreements with families.

Please begin using the revised Family Services Agreement forms immediately as you work with your families. Please destroy the forms connected to the Family Services Case Plan, Parts A and AA, Case Plan-Placement Component-Part B, and Case Plan, Parts C and D. The Division is currently in the process of updating the Child Protective Services and Child Placement manuals, and these changes will be reflected in the updated manuals when they are released.

If you have questions about the forms or this letter, please contact Hope Hunt, Program Consultant, WF/CPS Policy Team, at (919) 733-4622.

Sincerely,

A handwritten signature in black ink, appearing to read "Jo Ann Lamm". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jo Ann Lamm, Program Administrator

Family Support and Child Welfare Services

JAL/ehh

[Attachment 1](#), DSS-5239, In-Home Plan Form

[Attachment 2](#), DSS-5239_Instructions

[Attachment 3](#), DSS-5240, Out-of-Home Family Services Agreement

[Attachment 4](#), DSS-5240_Instructions

[Attachment 5](#), DSS-5241, Family Services Agreement Review

[Attachment 6](#), DSS-5241_Instructions

[Attachment 7](#), DSS-5242, Visitation Plan

[Attachment 8](#), DSS-5243, Child Health Status Component

[Attachment 9](#), DSS-5244, Child Physical Examination

[Attachment 10](#), DSS-5245, Child Education Status Component

cc: Pheon Beal

Sherry Bradsher

FSCWS Team Leaders

Children's Services Programs Representatives