

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services (DCFS)

{ } Policy { } Form {X} Policy Directive
Service Programs Policy Manual

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From: Pat Page, DCFS Director

Subj: Executive Directive: Child Abuse Prevention Treatment Act (CAPTA) requirements regarding DCFS referrals to Division of Developmental Disabilities Services (DDS) for children under the age of three (3)

This Executive Directive identifies the **additional** procedures required when DCFS makes referrals to DDS. These procedures are in addition to those outlined in **Section II-J1 (DDS Referrals for Services)** of the Policy Manual. The revised procedures apply to Protective Services cases and Foster Care cases, and in some instances in which cases are not yet opened.

DCFS must **refer ALL children under the age of three (3)** who are living in a family where there is a substantiated case of child abuse or neglect to DDS for early intervention services. A referral must be made, even if a case is not opened. The revised procedures are as follows:

The Family Service Worker (FSW) will:

- Send written notification of the referral to the parent/legal guardian unless parental rights have been terminated; AND
- Send written notification of the referral to foster parent, if the child is in foster care.

The DDS worker will:

- Determine the child's eligibility and notify the FSW and County Supervisor by letter.

If the eligible child is in foster care AND the goal is reunification, **the parent/ legal guardian:**

- Must attend the Individualized Family Service Plan (IFSP) meeting;
- May appoint a family member to act on his/her behalf if unable to attend the IFSP meeting;
- May request that the foster parent attend the IFSP meeting as a surrogate.

NOTE:

The appointed family member or foster parent is not required to undergo surrogate parent training and will be discharged once the child's parent/legal guardian is ready to resume sole involvement. The FSW must include written documentation of the parent's request for a surrogate in the Case Plan.

If the eligible child is in foster care AND the parent/ legal guardian cannot be located OR the goal is not reunification, **the foster parent will:**

- Attend the IFSP meeting; and
- Undergo surrogate parent training.

These procedures do not preclude the FSW from referring **ALL** eligible children in the home, regardless of age and whether the child is/is not a victim in the case.

THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY.
Submit Inquiries to: DCFS Policy Unit, phone (501) 682 – 8451