

Instructions
CFS-367
Specialized Placement Referral Form

Purpose: This form is to be used when referring youth to a Residential Treatment program, Therapeutic Foster Care, or a DDS Provider.

Completion: The youth's FSW will complete the form. The FSW will retain one copy of the form in the youth's case file.

Routing for TFC referrals:

- The FSW will email a completed CFS-367 to the Specialized Placement Unit (SPU) at TFCReferral@arkansas.gov.
- The SPU manager will review the form and, if appropriate, will forward it to the TFC providers.
- If the youth is accepted into a program, the SPU manager will notify the FSW.
- The FSW will then forward to the provider the rest of the needed documentation for admission.

Routing for all other referrals:

- The FSW will forward the CFS-367 directly to the provider.