

Social Service Referral

(Hot Sheet)

CF/S-3 Revised 11/03

(optional)

This form is used when a family would like to use the resources/services of another community agency, mental health or health services. This is usually for the parents' information, not the agency.

All staff members should be familiar with basic community services (e.g., Temporary Assistance to Needy Families (TANF), emergency food, shelter, legal aid, and counseling). Family Service Workers can provide guidance on the appropriate resource.

At the family's request, the staff member may facilitate the contact by telephone to make an appointment with the agency. (**Note:** It is helpful to obtain the name of the person the parent should see). Determine if the parent needs to bring income data, birth certificate or other information. Determine if the agency has someone available who speaks the parent's language, if needed.

1. The FSW, Teacher, Teaching Assistant, Home Educator or Health Staff completes the referral form.
2. Complete the center's name, child's name, teacher's name, and center's phone number. Fill in the family's name, child's name, address and phone number of the family.
3. Write in the name of the agency, address, and telephone number. If the parent is to see a specific person, write the name (i.e., ATTN: Jane Smith). Briefly, describe the family's need(s).

Print your name and position; indicate hours and telephone number where you are available for contact.

4. Give parents the white copy of the form to take to agency. Provide parent with directions to agency, if necessary. Inform parent if agency requires specific documents for eligibility.
5. When referral is prepared by someone *other than* a Family Service Worker, **it is the responsibility of that staff member to provide the yellow copy of the form to FSW.**
6. File the yellow copy of the form with the Family Portfolio (CF/S-5, Revised 1/02) for the family.
7. **If a referral is being given for mental health services, a copy must be sent to the Grantee Management Staff. If a referral is being given for health services, a copy must be given to the center health staff.**

8. Follow up with the parent to see if services were obtained. Document the follow-up on yellow copy of the referral form.
9. Enter the contact data on the Family/Child Contact Record (CF/R-8, Revised 1/02).
10. File complete yellow copy in Family Portfolio (CF/S-5, Revised 1/02).