

COMMUNITY SERVICES REFERRAL (CS-16c) INSTRUCTIONS

PURPOSE:

The Community Services Referral is used to provide referral information to families. The form also serves as documentation of referrals provided.

NUMBER OF COPIES AND DISTRIBUTION:

The original copy of the Community Services Referral is to be provided to the family. The Children's Services Worker (CSW) is to retain a copy for his/her records. The CS-16c is to be placed in the Assessment and Services Section.

INSTRUCTIONS FOR COMPLETION:

County Office:

Enter the name of the county office from which the referral is made.

Telephone Number:

The Children's Services Worker enters his/her telephone number in this section.

Referral Made By:

The Children's Services Worker completing the referral enters his/her name in this section.

Date:

Enter the date of the referral.

Agency Name, Service Provided, Telephone Number:

List the names of the agencies, services provided, and telephone numbers for referral information. Referrals provided to the family are based on services and supports determined to be appropriate to address the needs of the family.

MEMORANDA HISTORY: CS98-35.