

### FAMILY SERVICE PLAN

Parents, guardians, custodians and children have the right to participate in the development of this plan; however, if you disagree with this plan you are not required to sign and have the right to appeal.

Parents, guardians and custodians must notify the county agency within 24 hours when the child or family moves from one residence to another.

Please notify the agency if you require accommodations to participate in the development of the plan as required by the Americans with Disabilities Act. This plan will be provided in alternate format upon request.

*Family Name:*

*County:*

*Case Number:*

*Date Family Accepted for Service:*

*Date of Initial/Revised Plan:*

*Date of Next Plan Review:*

*Initial Family Service Plan*  *Revised Plan*

#### **INITIAL FAMILY STRENGTHS:**

#### **STRENGTHS IDENTIFIED DURING REVIEW:**



<i>Date of Initial/Revised Plan:</i>		<i>Case Number:</i>		<i>Family Name:</i>		
<b>IDENTIFYING INFORMATION</b>						
If the county agency or juvenile court has concerns about the safety of anyone noted in this plan, addresses and phone numbers may be withheld.						
<b>CHILD:</b>						
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>Gender:</i> M <input type="checkbox"/> F <input type="checkbox"/> <i>DOB:</i>	
<i>Address 1:</i>		<i>Address 2:</i>		<i>Phone:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>		(    )		
<b>MOTHER:</b>						
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>	
<i>Address 1:</i>		<i>Address 2:</i>		<i>Phone:</i>		
<i>City:</i>	<i>State:</i>	<i>Zip:</i>		(    )		
<b>FATHER(S):</b>						
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>	<i>Phone:</i> (    )
<i>Address 1:</i>		<i>Address 2:</i>		<i>Biological:</i>	<i>Legal:</i>	<i>Alleged:</i>
<i>City:</i>	<i>State:</i>	<i>Zip:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>	<i>Phone:</i> (    )
<i>Address 1:</i>		<i>Address 2:</i>		<i>Biological:</i>	<i>Legal:</i>	<i>Alleged:</i>
<i>City:</i>	<i>State:</i>	<i>Zip:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>	<i>Phone:</i> (    )
<i>Address 1:</i>		<i>Address 2:</i>		<i>Biological:</i>	<i>Legal:</i>	<i>Alleged:</i>
<i>City:</i>	<i>State:</i>	<i>Zip:</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date of Initial/Revised Plan:		Case Number:		Family Name:			
<b>OTHER CAREGIVER(S)/PRINCIPAL CAREGIVER IF CHILD NOT WITH PARENT <input type="checkbox"/> N/A</b>							
First Name:		Middle Initial:	Last Name:		DOB:	Phone:	Has Legal Custody:
Relationship to Child:					( )	<input type="checkbox"/>	Date of Custody Order:
Address 1:		Address 2:					
City:		State:	Zip:				
First Name:		Middle Initial:	Last Name:		DOB:	Phone:	Has Legal Custody:
Relationship to Child:					( )	<input type="checkbox"/>	Date of Custody Order:
Address 1:		Address 2:					
City:		State:	Zip:				
<b>PERMANENCY GOAL</b>							
<input type="checkbox"/> <b>Child remains in the home. (Check only one box)</b> <input type="checkbox"/> The child is not at imminent risk of placement. <b>OR</b> <input type="checkbox"/> The child is at imminent risk of removal from his/her home. Absent effective preventive services, foster care is the planned placement for the child. Foster care is defined as foster family homes, kinship foster homes, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes. <b>OR</b> <input type="checkbox"/> Absent effective preventive services provided for in this service plan, placement outside of the home other than in foster care is the planned placement for the child.							
<input type="checkbox"/> <b>Child entered substitute care with the goal of:</b>							Date Court Approved:
<input type="checkbox"/> Return to parent, guardian or other custodian.							
<input type="checkbox"/> Place for adoption.							
<input type="checkbox"/> Placement with a permanent legal custodian.							
<input type="checkbox"/> Place permanently with a fit and willing relative.							
<input type="checkbox"/> Placement in another planned living arrangement intended to be permanent.							
<b>The safety of the child will be assessed at every contact and documented in the family case record. The Safety Plan will be revised when needed to assure the safety of the child.</b>							

Date of Initial/Revised Plan:		Case Number:	Family Name:
<b>HOUSEHOLD MEMBERS</b>			
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )
First Name:	Middle Initial:	Last Name:	DOB:
Relationship:		Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Phone: (    )

<i>Date of Initial/Revised Plan:</i>		<i>Case Number:</i>		<i>Family Name:</i>	
<b>INDIVIDUALS/GROUPS SIGNIFICANT TO THE FAMILY</b>					
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>
<i>First Name:</i>		<i>Middle Initial:</i>	<i>Last Name:</i>		<i>DOB:</i>
<i>Relationship:</i>			<i>Gender: M <input type="checkbox"/> F <input type="checkbox"/></i>		<i>Phone: (    )</i>
<i>Address 1:</i>			<i>Address 2:</i>		
<i>City:</i>			<i>State:</i>		<i>Zip:</i>



<i>Date of Initial/Revised Plan:</i>	<i>Case Number:</i>	<i>Family Name:</i>
<b>NOTICE OF RIGHT TO APPEAL</b>		
<p style="text-align: center;"><b>NOTICE TO PARENTS ABOUT APPEALS</b></p> <p>As a parent of a child receiving services from: <i>(name of County Children and Youth Agency)</i></p> <p>You have the right to appeal the following:</p> <ul style="list-style-type: none"> <li>• Any determination made by the County Children and Youth Agency which results in a denial, reduction, discontinuance, suspension, termination of service; or</li> <li>• The County Agency's failure to act upon a request for service with reasonable promptness.</li> </ul> <p>A) You have the right to appeal the County Children and Youth Agency's determination by submitting a written appeal to your Children &amp; Youth caseworker at the address below, within fifteen (15) calendar days from the date this notice was given or mailed to you: <i>(name and address of County Children and Youth Agency)</i></p> <p>The written appeal should include a statement concerning the portions of the plan with which you disagree and the reason for your disagreement.</p> <p>B) If the Juvenile Court is involved with your case, you may ask the Court to schedule a hearing regarding you and your child(ren).</p>	<p style="text-align: center;"><b>ADDITIONAL NOTICE TO PARENTS OF CHILDREN IN OUT OF HOME PLACEMENT</b></p> <p>As the parent(s) of a child(ren) in substitute care, you:</p> <ul style="list-style-type: none"> <li>• Have the right to petition the Court regarding any actions of the county agency affecting your child(ren).</li> <li>• Will be notified, in writing, of all Court Reviews which you are expected to attend.</li> <li>• Are entitled to visit your child(ren) at a minimum of once every two (2) weeks, unless otherwise directed by the court.</li> <li>• Will receive notification prior to any change in the placement location or visiting arrangements for your child(ren), unless the change is an emergency or your child's permanency goal is adoption.</li> <li>• You are expected to work toward the goals and objectives of this plan. Consistent failure to work towards the goals and objectives of this plan may result in the initiation of action in accordance with the law to terminate your parental rights.</li> </ul>	
<p><b>During the appeal process, the Service Plan developed with the Children and Youth caseworker and signed by the Children &amp; Youth caseworker, remains in effect. If you fail to file an appeal within fifteen (15) days as outlined above, this plan, as written, remains in effect.</b></p>		
<p>Parents have the right to be represented by an attorney or a spokesperson of his/her choice, during the appeal process or any Court proceeding regarding your child(ren). If you wish to be represented by a lawyer and cannot afford one, contact:</p> <p style="text-align: center;">_____ PA, _____ Phone: _____</p>		



<i>Date of Initial/Revised Plan:</i>	<i>Case #:</i>	<i>Family Name:</i>
<b>FAMILY GROUP DECISION MAKING/CONFERENCING</b>		
<i>Date Conference Held:</i>	<i>Coordinator:</i>	
<i>Facilitator(s):</i>	<i>Referring Worker:</i>	
<i>Length of Conference:</i>	<i>Location of Conference:</i>	
<b>Purpose of Conference:</b>		
<b>RESOURCE LIST:</b>		
<b>DECISION OF REFERRING WORKER:</b> <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved</i>		
<b>PERSONS WHO ATTENDED:</b>		
<b>PERSONS INVITED WHO DID NOT ATTEND:</b>		<b>PROVIDED INFORMATION:</b>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

<i>Date of Initial/Revised Plan:</i>	<i>Case #:</i>	<i>Family Name:</i>
<b>FACILITATOR/COORDINATOR COMMENTS:</b>		

<i>Date of Initial/Revised Plan:</i>		<i>Case Number:</i>		<i>Family Name:</i>			
<b>SERVICE PLAN PARTICIPANTS</b>							
Name	Relationship	Phone		Date and Method of Invitation to Participate		Date and Method of Actual Participation	
		Regular	Emergency				
		( )	( )				
		( )	( )				
		( )	( )				
		( )	( )				
		( )	( )				
		( )	( )				
<b>SERVICE PLAN SIGNATURES</b>							
<b>SIGNATURE CONSTITUTES AGREEMENT WITH SERVICE PLAN</b>							
<i>If you disagree with this plan you are not required to sign it. Parents, guardians, custodians, and children age 14 and older must be given the opportunity to sign the Service Plan and related forms.</i>							
Name	Signature	Date	Refused to Sign	Plan & Rights Distribution Date			
				Given	Mailed		
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
<b>Comments:</b>							
<b>Caseworker:</b>					<b>Date:</b>		
<i>I, the undersigned supervisor, have reviewed the attached plan and found that the level of activity, in person contacts with the child, oversight, supervision and services for the child and family contained within, are consistent with the level of risk.</i>							
<b>Supervisor:</b>					<b>Date:</b>		