

What are the responsibilities that CSA has to me?

Most importantly, you deserve to understand the local CSA process:

- You should receive information on the local CSA process as documented within this brochure.
- The FAPT needs to notify you before your child is assessed for services.
- You should be able to understand the information you receive and it should be delivered in your preferred language, if possible.
- You are to consent and agree in writing before beginning any services, except when ordered by the court or required by state and/or federal law.
- You may have the opportunity to read records, challenge information, give permission for release of records and be provided a written copy of the records unless ordered otherwise by the court.
- You have the ability to receive assistance from your child's Case Manager as well as members of your family, friends, advocates or support persons.
- You will have the opportunity to review the Individual and Family Service Plan (IFSP).
- You can disagree with the IFSP, or any part of the IFSP, and you can place your concerns in writing to the CPMT.
- You are to participate and be present for the entire FAPT meeting and discuss your child's and family's situation and participate in decisions that apply to you and your family.

Right to appeal

If you disagree with the plan or the implementation of the plan, the appeals process is as follows:

1. The family must submit a written request for review to the CPMT, which outlines their specific complaint within fourteen (14) calendar days of receipt of the IFSP
2. The CPMT will provide a written response within fifteen(15) days of the meeting.

Where Can I Go for Help?

The Children's Services Act process can seem overwhelming and impersonal. Help is available at every step of the CSA process. Please contact the New Kent Office of Children's Services at (804) 966-8694, if you should need additional assistance.



A PARENT'S
GUIDE TO THE
CHILDREN'S
SERVICES ACT
FOR AT-RISK
YOUTH AND
FAMILIES

What is the Children's Services Act for At-Risk Youth and Families?

It is a Virginia law designed to help at-risk youth and their families. State and local agencies, parents, and private service providers work together to plan and provide services. In each community, local teams decide how to do this.

The Community Policy and Management Team:

(CPMT) coordinates agency efforts, manages the available funds, and sees that eligible children and their families are referred for assessment as appropriate.

The Family Assessment and Planning Team:

(FAPT) looks at the strengths and needs of each child and their families. The FAPT collaborates with the families to decide what services to provide, and discuss a service plan agreed upon by all.

Both Teams include staff from the following local child serving agencies: Community Services Board, Court Services Unit, Department of Social Services, and the Public Schools. Also, parents and private providers are members of these Teams. The CPMT also has a member from the local Health Department. In some localities, these teams go by different names and may also include other members.

Who may be eligible for services?

Services under CSA **may be** available to a youth who meets at least one of the following descriptions:

- Youth who require private placement for special education.
- Youth who are in foster care or eligible for foster care services.
- Youth who are eligible for services through a Child in Need of Services Parental Agreement.
- Youth who have significant emotional or behavioral problems and may require services not available from an agency, require services of multiple agencies, or may be at risk of residential placement.

Eligibility is determined by the various policies and procedures of the child serving agencies and the local Community Policy and Management Team.

How can I find out if my child may be eligible?



Call the New Kent Office of Children's Services at (804) 966-8694

How does CSA work?

During the FAPT meeting:

- The child and family actively participate in the meeting to discuss their needs.
- A service plan is discussed.
- The family signs the service plan if they agree with the plan.
- If the family disagrees with the plan, they may ask for a review with the local CPMT.

After the FAPT meeting:

- Services recommended by the FAPT are presented to the CPMT.
- Services begin as requested if approved by the CPMT.
- Emergency services may begin immediately.
- Parents may be required to make co-payments for services.
- Parents may be required to make child support payments for foster care services.