

What is the Children's Services Act? It is a Virginia law designed to help troubled and 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 youth and their families get help.

The Family Assessment and Planning Team (FAPT) looks at the strengths and needs of the individual youth and families, decides what services to provide, and prepares a service plan with input from families. The FAPT includes staff from the community services board, juvenile court, department of social services, public schools, and a parent representative.

Who is eligible for services?

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

- has serious emotional or behavioral problems, or
- may need residential care or resources beyond normal agency services, or
- needs special education through a private school program, or
- receives foster care services, or
- receives services to prevent foster care placements, or
- is under supervision of the juvenile and domestic relations court, or domestic relations court, or
- is a ward of the Department of Juvenile Justice

Eligibility is determined by various laws (in education, juvenile justice and social services) and by the Community Policy and Management Team. Also, there must be funds available in the community.

How does CSA work? A team meeting is scheduled with the FAPT Team and members of the family:

- the child and family take an active part of the FAPT meeting to discuss their needs
- a service plan is developed
- the family signs the service plan if they agree with the plan
- services begin as soon as possible
- emergency services may begin immediately
- parents may be required to make co-payments for non-foster care services
- parents may be required to make child support payments for foster care services
- parents are not required to make co-pay payments for special education services

What are my rights? Most importantly, you have the right to understand the CSA process. You have the right:

- to receive information on the CSA process
- to be notified before your child is assessed and/or offered services
- to understand the information that you receive
- to consent and agree in writing before beginning any services, except when ordered by the court
- 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
- to assistance from your child's case manager as well as a member of your family, friend, advocate or support person
- to review the assessment and service plan
- to disagree with the assessment and service plan and place your concerns in writing to the CPMT.
- to participate and be present for the entire FAPT meeting and discuss your child's and family's situation and well as participate in decisions that apply to you and your family.

What about children eligible for special education? If your child is eligible for special education, all the rights and protections of special education continue to be available to you and your child. You have the right:

- to notice before a child's educational service begins or changes
- to consent before certain evaluations or placements
- to an independent educational evaluation if you disagree with the school's evaluation
- to participate in the preparation of your child's Individual Education Plan (IEP)
- to inspect and review your child's education records
- to file a complaint or request a due process hearing

What about children and youth receiving foster care services? If your child is in foster care you can ask the foster care worker for help. Unless the court has taken away your parental rights, you have a right to be involved in making decisions about your child. You have the right:

- to have contact with your child, including telephone calls, visits and or letters, unless the court has determined you cannot have contact
- to receive services or help that will allow the child to be returned to you
- to be informed by the agency about how your child is doing
- to be consulted when there are important decisions to be made about your child
- to participate in service planning for your child
- to be informed and invited to all court hearings and reviews concerning your child
- to legal representation at court hearings that involve your child
- to confidentiality.

For more information about foster care services contact the Virginia Department of Social Services at: www.dss.virginia.gov

How do I request a review/appeal? You have the right to disagree with any part of your child's evaluation or service plan. You have the right to disagree with the decisions of FAPT. You may file an appeal in writing with the chair of the Caroline CPMT within ten calendar days of receipt of the FAPT decision:

Mr. Alan Partin, Chair
Caroline CPMT
P.O. Box 430
Bowling Green VA 22427

The CPMT shall make a final decision within 45 calendar days following receipt of the appeal.

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.

Additional information as well as a list of individuals who may provide assistance is available through the Virginia Office of Children's Services at (804) 662-9815 or visit their website at www.csa.virginia.gov

You should always feel free to contact your child's case manager, CSA staff member, or FAPT member with any questions or concerns. **Your child's case manager is:**

Name: _____

Phone: _____

E-Mail: _____

Caroline County CSA

Mailing Address:

P.O. Box 430
Bowling Green VA 22427

Fax: (804) 633-5648

CSA Coordinator

Megan Sparks
Phone: (804) 633-5071 x 122
E-mail: Megan.Sparks@dss.virginia.gov

CSA Fiscal Agent - DSS

Anne Tyree, Assistant Director
Phone: (804) 633-5071 x 115
E-mail: Anne.Tyree@dss.virginia.gov

Caroline County FAPT

Caroline Public Schools

Lynn Miller – Special Education Coordinator
(804) 633-5088
lmiller@ccps.us

Rappahannock Area Community Services Board

Nancy Love – Caroline Clinic Coordinator
(804) 633-9997
nlove@rappahannockareacsb.org

Caroline Court Service Unit

Mike Finn – Probation Officer
(804) 633-9340
james.finn@djj.virginia.gov

Caroline Social Services

Olivia Dillon – Family Services Supervisor
(804) 633-5071 x 351
olivia.dillon@dss.virginia.gov

Parent Representative

Michelle Coehlo
coehlome8@gmail.com

CSA

The Children's Services Act



Information for Parents