

**PROCEDURES FOR FAMILY SUPPORT TEAM/PERMANENCY PLANNING
-AT A GLANCE-**

1. Child is taken into protective custody and placed in alternative care.
2. Hold Family Support Team meeting with family within 24 hours.
3. a. Ask about absent parent and explore possible kinship placements.
b. Give parents the CS-304 (Handbook for Parents)
c. Begin CD-14/CD-14A and CS-1 (a separate CS-1 must be done for each child in a sibling group).
4. Family Support Team meeting is to be held within 72 hours after custody is taken and again within 30 days after custody, then every 30. If the child is Legal Status 3 (supervision only), FST meetings should be held every 30 days until the team agrees to hold them less often. .
5. Prepare for Family Support Team Meeting
 - a. The following people **MUST** be invited to the FST
Parents, legal counsel for the parents, children in custody age 13 or over, foster parents, the legal guardian for the child, the GAL and the CASA
 - b. The parents and foster parents may request that natural helpers be invited-consider the request and invite the person(s)
 - c. After the first 72 hour FST, notification of all subsequent FST's are to be received by team members two weeks prior to the meeting. At each meeting you have, it is a good idea to schedule the next meeting. You are still required to send out notice and to put a copy of the notice in the child's case file. The notification must include:
 1. The date, time and location of the meeting
 2. The purpose of the FST (including the agenda, if you have one, will serve this purpose).
 3. A statement that attendance is not required, but is encourage (you should have a detailed conversation in person with the family explaining how important and answering any questions they may have about what will happen.
 4. Continue work on completion of CS-1 (and CS ATT for youth over age 14)
6. A PERMANENCY PLANNING REVIEW meeting is required within 6 months of a child entering care and every six months thereafter while the child is in care. FST's and PPR's are very similar. PPR's are federally required and documentation of such are very

important. You are allowed to use the FST meeting as the PPR. HOWEVER, YOU MUST DOCUMENT IT AS A PPR AND THERE MUST BE A COMMUNITY REPRESENTATIVE PRESENT OR AN INDIVIDUAL WHO IS NOT DIRECTLY INVOLVED IN THE ON-GOING DECISION MAKING OF THE CASE. The important goal of the PPR that differs somewhat from the FST. The PPR addresses everything an FST does, but in addition there is focus on PERMANENCY for the child, determining the least restrictive and most appropriate placement, progress/barriers toward reunification and projecting a time frame for the child to achieve permanency.