

At Risk Referral Letter

Children at-risk of abuse, neglect, or exploitation, and referred from a legally qualified professional in a legal, medical, or social services agency, or an emergency shelter may receive child care and development services for up to a maximum of three (3) months. A second referral will not extend child care and development services beyond the initial three (3) months. After the three (3) month time period a family's services will be terminated, unless the family meets other "need" and "eligibility" requirements.

An at-risk written referral must contain each of the following items:

1. The name and birth date of each child being referred for service
2. The frequency of needed child care services (number of days per week and number of hours per day child care is needed for each child.
3. The referral must be written on the referring agency's letterhead
4. The probable duration of the at-risk situation
5. The name, address, telephone number, license number and signature of the "legally qualified professional" who is making the referral.
6. A statement by a legally qualified professional from a legal, medical, or social services agency, or an emergency shelter **certifying that the family is at-risk of abuse, neglect, or exploitation and child care and development services are needed to reduce or eliminate that risk.**
7. Families with at risk children may be exempt from paying fees if determined by the legally qualified professional in a legal, medical, or social services agency or emergency shelter to be necessary.

Please include the above information in your referral letter. For additional questions, please contact a Child Care Specialist at (209) 238-6300.

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