

CPS Referral Letter

Children receiving child protective services (CPS) through the county welfare department may receive child care and development services for up to twelve (12) months if referred by a county child welfare services worker because the child is receiving family preservation services or family maintenance services and the family requires care as part of their family maintenance or family preservation case plan. After the initial twelve (12) month time period a family's services will be terminated, unless the family's child care services worker issues another referral authorizing child care and development services, or if the family meets other "need" and "eligibility" requirements.

A CPS 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 county's letterhead
4. The probable duration of the child protective service plan
5. The name, address, telephone number, and signature of the "county social worker" who is making the referral.
6. A statement by a county child welfare services worker from the local county welfare department **certifying that the family is receiving family preservation services or family maintenance services and the family requires care as part of their family maintenance or family preservation case plan**
7. CPS families may be exempt from paying a fee for up to twelve (12) months if determined to be necessary by the county welfare department, child welfare services worker.

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