

## What are my family's rights under CSA?

Custodial parents and legal guardians have the following rights and responsibilities:

- Right to receive prior notification of any meeting in which the FAPT will be discussing the child and family and right to participate in the meeting in which the child and family will be discussed.
- Right to consent to the staffing of the child and family and to inspect and review any records relating to the staffing of the child and family by the FAPT.
- Right to request an amendment of FAPT records if information contained in the records is found to be inaccurate.
- Right to be made aware of FAPT recommendations.
- Right to appeal the recommendations of the FAPT and receive a written reply. (See appeal process below.)
- Right and responsibility to participate in developing the Individual Family Service Plan (IFSP) and to acknowledge agreement by signing the IFSP before services are delivered.

### Right to Appeal

Any youth or their legal guardian dissatisfied with the action of the FAPT, including but not limited to assessments, planning or implementation of services may file a written request for a review to the CPMT. The youth and/or legal guardian shall submit a written request for review to the CPMT within ten (10) calendar days of receipt of FAPT notice. CPMT must hold a review within forty-five (45) calendar days after receiving a request for review. The CPMT may uphold or alter the FAPT's decision and shall respond in writing.

## How can I get more information or help?

### Who should I contact?

If you need more information about the Children's Services Act or have questions or concerns, please contact Gloucester's CSA Coordinator:

#### CSA Coordinator

Gloucester Social Services  
664I Short Lane  
P O Box 1390  
Gloucester, VA 23061  
693-2671  
(FAX) 693-5511

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# Putting the Pieces Together



## Your Guide to the Children's Services Act



## What is the CSA?

The Children's Services Act (CSA) is a state law enacted in 1993 that establishes a single pool of funding to coordinate a system of services for troubled and at-risk youth and their families. State funds, combined with local community funds, are managed by local interagency teams who plan and over-see services to meet identified needs of youth and their families. The local CSA program is made up of the Community Policy and Management Team (CPMT) and the Family Assessment and Planning Team (FAPT) who partner with the family to help address concerns and access services.

## What is the CPMT?

The Community Policy and Management Team (CPMT) oversees the administration of interagency efforts, manages the state pool of available funds for approved services, and ensures that eligible youth and their families receive appropriate services.

## What is the FAPT?

The Family Assessment and Planning Team (FAPT) partners with the family to develop an Individualized Family Service Plan (IFSP) while assessing the strengths and needs of the youth and family. The plan establishes goals for needed services that are high quality, child-centered, family focused, community-based and cost effective.

## Who Serves on the CPMT & FAPT

The CPMT and FAPT memberships include representatives from: Gloucester County, Gloucester Public Schools, Gloucester Social Services, MP-NN Community Services Board, Three Rivers Health District, 9<sup>th</sup> District Juvenile Court Services, an elected official from the governing body, a private provider and a parent representative.

## When are CPMT and FAPT meetings?

CPMT meetings are held on the first Tuesday of every month at 12:30 p.m. in the Gloucester Social Services conference room.

FAPT meetings are conducted at a mutually convenient time when needed and are family friendly.

At times, emergency meetings may be held to comply with CSA policy requirements.

## Who is eligible for services?

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

- Youth who have an Individual Education Program (IEP) that requires the youth to receive education in a private day or residential school
- Youth who are eligible for foster care and foster care prevention services.
- Youth with significant behavioral needs may be found to be a Child in Need of Services (CHINS) through the court or by the FAPT
- Youth who have significant emotional or behavioral problems and may require services of multiple agencies or may be at risk of residential placement

## How does CSA work?

### STEP ONE: Referral

- A case manager from one of the FAPT member agencies refers a child to the FAPT
- Parent/family referrals may be made from any FAPT or CPMT agency and from any custodian/guardian directly to the CSA Office
- A family meeting and case staffing is scheduled to review the family's strengths and needs

### STEP TWO: Case Staffing

- The child and family take an active part in the meeting to discuss their needs and strengths
- The case manager provides any additional information and outlines the requested services
- The team, in partnership with the child and family, develops a service plan that outlines the services it recommends and provides any necessary referrals

### STEP THREE: Funding Approval

- The case is reviewed at a CPMT meeting to approve the funding for requested services
- Parents may be assessed a co-payment for services where allowed.
- The CPMT must approve services before services begin, except in emergency situations

