

Tips for Outgoing OCS requests

- 1) Home study request
 - a. Documents needed in packet:
 - i. OCS transmittal sheet
 - ii. Cover letter
 1. If reunification home study please note in cover letter if parent is showing some case plan compliance or if the home study is ordered by court. Shouldn't request reunification home study if there is no case plan compliance, instead just request CPA.
 - iii. Court order on the case preferably the most recent one
 - iv. Any other documents that will assist out of county worker with understanding needs of the child in order to completing the home study
 - b. Must have a FSFN provider # created (only done by Data Team email them at datateam@eckerd.org) if a relative or non-relative. Once received from Data Team put the FSFN provider # on the OCS transmittal
 - c. The other county has 5 business days to assign a worker in FSFN to complete home study. If a worker is not assigned in FSFN or you have not received a call from worker assigned please notify me and I will follow up for status as to assignment.
 - d. The other county has 5 business days + 30 days to complete a home study from the date I send the OCS request to my counterpart. I will have the due date of the home study on the outgoing email that you are cc'd when I send to my counterpart.
 - i. You may have direct contact with OCS worker once they are assigned to get updates/etc. Please only involve OCS specialist if you cannot get into contact with OCS worker/supervisor especially if home study is past due date.
- 2) Supervision request
 - a. Documents needed in packet:
 - i. OCS transmittal sheet
 - ii. Cover Letter
 1. State if any special things are required on the supervision (ie day care referral)
 - iii. Court order on the case
 1. If placement with relative/non-relative/parent, provide order showing placement or giving discretion to place (if you have not received it to date then state in cover letter and reference a court case note in FSFN showing judge ordered)
 - iv. Any other documents that will assist the out of county worker with providing proper supervision to the child.
 - v. Completed approved home study if home study was completed by CPI or we were given permission to cross county lines to complete. Don't need to provide if other county completed home study through OCS process. (if for some reason you don't have the completed HS by the CPI then state in cover letter and reference a home study note in FSFN showing home study was completed)

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- b. The other county has 5 business days to assign a worker in FSFN and also see the child in placement. If a worker is not assigned in FSFN please notify me and I will follow up for status as to assignment.
 - i. Since my timeframes are 3 business days to process, and receiving county has 5 business days to assign, please make note of this when you put a packet together if you need a child seen by a certain date.
 - ii. You may have direct contact with OCS worker once they are assigned to get updates/etc. Please only involve OCS specialist if you cannot get into contact with OCS worker/supervisor or having disputes on the case.
 - iii. If there is an assigned worker but the child keeps coming up on your visitation report please let me know and I will follow up with receiving county to make sure they correct the worker's assignment in FSFN.
- 3) CPA request
 - a. Documents needed in packet:
 - i. OCS transmittal sheet
 - ii. Cover letter
 - 1. State referrals that are needed on parent
 - iii. Court order on the case
 - iv. Case plan on parent
 - b. The other county has 5 business days to assign a worker in FSFN and also make first contact with parent. If a worker is not assigned in FSFN or you have not received a call from worker assigned please notify me and I will follow up for status as to assignment.
 - i. You may have direct contact with OCS worker once they are assigned to get updates/etc. Please only involve OCS specialist if you cannot get into contact with OCS worker/supervisor or having disputes on the case.
- 4) Asking permission to cross county lines to complete own home study
 - a. Must provide in an email:
 - i. FSFN case #
 - ii. Name of child(ren)
 - iii. Name of caregiver
 - iv. Relationship of caregiver to child
 - v. Address of caregiver
 - vi. Reason wanting to cross county lines to complete yourself rather than send an OCS home study request
 - b. If Permission is granted and you make placement and require supervision after please make sure to note in OCS supervision packet in cover letter that permission was granted and also provide the completed home study
 - c. On permission cases the caregivers will have to come to Hillsborough to complete fingerprints. In some special circumstances we can ask the other county if caregivers can get fingerprinted in their county.
- 5) Transfer of jurisdiction request
 - a. Fill out TOJ form completely

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- i. Don't worry about having attorney sign the form as I notify Bill Navas who deals with all transfers for Hillsborough
- b. Even though you can send a request for transfer at any time it is recommended that the following apply before you request transfer (if they don't then the other county is likely to deny transfer):
 - i. Case is post dispo
 - ii. Parent(s) on case reside in county wanting to transfer to.
 - iii. Other county is already providing CPA on parents for minimum of three months and showing some case plan compliance.
 - iv. Parents have lived in the other county for at least 3 months and show stability in county, not looking to leave to another county
 - v. If child is in relative/non-relative placement then prefer that the placement is also in that county
- c. We should not make a recommendation to the court for transfer unless we receive the TOJ form back showing approved for transfer.
 - i. If they do not approve then we should not make recommendation and state that other county CBC does not concur with transfer, but judge has right to transfer any way.