

The Philadelphia Department of Human Services  
Children and Youth Division  
Procedural Guide

February 17, 2000

TO: All CYD Social Work Staff

FR: John McGee  
Operations Director

RE: Form Letters for Implementing State Regulations and CYD Policy on  
Notifications After Completion of a GPS Assessment

**EFFECTIVE IMMEDIATELY**

- ◆ The purpose of this Procedural Guide is to transmit to staff new form letters **required** to be sent at the conclusion of GPS assessments on **new** cases when an accept for service decision is made.

The CYD Policy Manual, Section 3000, #3200, "General Protective Service Assessments" at 3210, "Notifications Required for a GPS Assessment and Appeals" requires that written notice be provided at the conclusion of a GPS assessment. This notification must be sent to parents and, if applicable, the person responsible for the child's care when a decision is made to accept or not accept a family for general protective services. **The notice must be sent within 7 calendar days of making the determination.**

The complete requirements regarding the contents of this notification may be found in Section 3000 on pages 3200-3 and 3200-4 of the CYD Policy Manual.

- ◆ Attached are two form letters to be used for this notification. They are:  
"GPS: Substantiated and accepted for service" and  
"GPS: Unsubstantiated and not accepted for service."
- ◆ Supplies of these letters have been delivered to each Region. These letters are also available on the LAN in the "Forms\_Word" Directory, in the "CHILD PROTECTIVE SERVICES FORMS" folder of the F drive. The file names are the same as above.

Questions regarding this Procedural Transmittal or the policy it reflects may be addressed to:

Wesley M. Brown, Administrator	x6044
Susan Weinberg, Program Supervisor	x6193
Paul Bottalla, Program Analyst	x6192



# CITY OF PHILADELPHIA

DEPARTMENT OF HUMAN SERVICES  
1515 Arch Street Philadelphia, PA 19102

ALBA E. MARTINEZ  
Commissioner

MAXINE H. TUCKER  
Deputy Commissioner  
Children and Youth Services

JOYCE L. BURRELL  
Deputy Commissioner  
Juvenile Justice Services

MARGARET B. HOLTZMAN  
Superintendent  
Aging Services

RUSSELL J. CARDAMONE, JR.  
Deputy Commissioner  
Administration and Management

Date: \_\_\_/\_\_\_/\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parents and/or Caregiver:

As you know, I have been conducting an assessment regarding whether your family is in need of general protective services pursuant to a report we received at the Department. This letter is to advise you that my assessment has **not** found substantial evidence that you and your child(ren) are in need of general protective services as defined by the Child Protective Services Law. We are therefore closing the case on your family.

Should you need services from the Department in the future please do not hesitate to call.

Sincerely,

\_\_\_\_\_  
D.H.S. Social worker  
215-683-\_\_\_\_\_

\_\_\_\_\_  
D.H.S. Social Work Supervisor  
215-683-\_\_\_\_\_



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Date: \_\_\_/\_\_\_/\_\_\_

RE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Parents and/or Caregiver:

As you know, I have been conducting an assessment regarding whether your family is in need of general protective services pursuant to a report we received at the Department. This letter is to advise you that your family has been accepted for service. What this means is that my assessment has found substantial evidence that you and your child(ren) are in need of general protective services as defined by the Child Protective Services Law. We have identified the following issues regarding your family which require on-going services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are the **custodial** parent or the person responsible for the care of the child, you have the right to appeal the decision that your child is in need of general protective services. This request for an appeal must:

- be in writing.
- be received by the Philadelphia County Children and Youth Agency within 45 days of the date of this letter.
- specify the reasons why the child is not in need of services.

This appeal should be addressed to:

\_\_\_\_\_, Director of Operations  
The Philadelphia Department of Human Services  
1515 Arch Street, 8th floor  
Philadelphia, PA 19102

As we last discussed, your family's case will be transferred to a new Social Worker for on-going services. Should you have any questions in the meantime, please feel free to contact me at the number below.

Sincerely,

\_\_\_\_\_  
D.H.S. Social worker  
215-683-\_\_\_\_\_

\_\_\_\_\_  
D.H.S. Social Work Supervisor  
215-683-\_\_\_\_\_