

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

**TO:** All CYD Social Work Staff and Service Providers

**FROM:** John McGee, Deputy Commissioner, Children and Youth  
Pamela Mayo, Operations Director

**RE:** Revision to the Amended Language Changes for the Family Service Plan and the Social Service Referral Summary Form

**Effective: Immediately**

The purpose of this procedural guide is to amend the revised Policy and Procedure Guide issued on April 26, 2006 regarding Language Changes for the Family Service Plan and the Social Service Referral Summary Form.

To comply with federal guidelines, OCYF is now requiring the following:

- All new and revised FSPs must include revised language in section 9, Family Goals, effective immediately.
- The new revision to be included is: ***Child is in imminent risk of removal from the home and without the preventative services provided for in this FSP, the plan for these children is foster care outside the home.*** (The change is bold and italicized.)

**What's new:**

- FSP "Section 9: Family Goals" on page 1 of the FSP has been revised. The phrase "Child is in imminent risk of removal from the home and..." has been added. The Family Goals section of the FSP now looks like this:

**9. FAMILY GOALS (INSERT APPROPRIATE CHILD SUFFIXES)**

**CHILD SUFFIXES**

STABILIZE FAMILY AND PREVENT PLACEMENT.  
CHILD IS IN IMMINENT RISK OF REMOVAL FROM THE HOME AND WITHOUT THE PREVENTATIVE SERVICES PROVIDED FOR  
IN THIS FSP, THE PLAN FOR THESE CHILDREN IS FOSTER CARE OUTSIDE THE HOME.

- Social Service Referral Summary form (p.2) has been revised to say:  
**Child is in imminent risk of removal from the home and without the preventative services provided for in this Family Service Plan, the plan for the child is foster care outside of the home.**

**Procedure:**

**Family Service Plan**

*All new and revised Family Service Plans must contain the revised language. New FSPs will contain the revised language immediately. The revised language must appear in all revised FSPs **no later** than the next review and revision. Social workers have the following options to accomplish this:*

- *Use the automated FSP:  
The revised language will automatically appear on all new automated FSP forms and in all revisions where all the information needs to be entered.*
- *Templates on DHS Central and G: forms\_Word:  
The templates include the revised language. Only these forms are to be used. Supplies of older versions of the FSP should be recycled.*
- *Use of 'stickies' for Revisions only.  
This option should only be used as a last resort.  
Stickies with the correct language will be made available for FSP revisions only for the next six months. This will eliminate the requirement when doing a semi-annual review on the older version of the FSP of retyping the revised FSP on the template with the new language.*

*Supervisory review is critical to carry out this mandatory change. All FSPs must be reviewed before signoff to assure that the form with the revised language is being used.*

Directors' secretaries should contact Administration and Management, Irvin Rosen, 683-6056, for a supply of stickies.

Questions regarding this Guide may be addressed to:

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