



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
OFFICE OF CHILDREN, YOUTH AND FAMILIES
P.O. BOX 2675
HARRISBURG, PA 17105

Nancy L. Hardy
Deputy Secretary for
Children, Youth and Families

Phone: (717) 787-4756
Fax: (717) 787-0414

DEC 14 2006

Dear County Children and Youth Administrator:

Attached is a change to Attachment A of Children, Youth and Families Bulletin #3140-06-04 entitled "Random Moment Time Study Policy and Procedures – County Children and Youth Agencies". This Bulletin was issued on June 30, 2006.

The changes are to the last paragraph of the section entitled Development, Review, and Revision of the Case Plan which is on page A16 of the Bulletin. This revised language is a result of changes required by the Administration for Children and Families.

Please remove the existing page A16 of the Bulletins that you have at your agency and replace it with the attached revised page A16. If you have any questions regarding this language change, please contact Ms. TaWonda Jones-Williams at 717-783-3856 or via email at tjoneswill@state.pa.us.

Sincerely,



Nancy L. Hardy

cc: Ms. Bernadette Bianchi
Mr. Charles Songer
Ms. Kristen Woellmer
Ms. Nicole Remsburg

- Recruitment, identification, and assessment of eligible youth to determine their independent living needs; or
- Development of an independent living services plan for youth who are eligible for independent living services.

The development of the initial case plan that determines candidacy is an allowable Title IV-E pre-placement administrative activity no earlier than the first day of the month in which candidacy was documented. Case plan development activity before the first day of the month in which candidacy was documented should be identified as item 12e In-Home Services for Non-Candidates, in the Other Social/Placement Services Section of the Random Moment Observation Sampling Form.

Case Review

This administrative activity should be used when a worker spends time developing and filing petitions for court review, obtaining legal representation for a child and agency, preparing case information and testimony, arranging for expert testimony when needed, participating in reviews, documenting results of reviews, arranging for and conducting administrative reviews when needed, preparing administrative panel members for reviews, providing information to panel members, family members and others and providing written notice to participants or administrative reviews. Following are examples of activities related to **Case Review**:

- Negotiation, review and management of adoption agreements and subsidy payments;
- Preparation of a petition to seek or retain custody of a child;
- Development of a voluntary placement agreement;
- Contact with county agency legal counsel to obtain representation for a child and/or the county agency at a judicial proceeding; or
- Participation in a review of a child's progress/status in relation to the Family Services Plan.

Case Management/Supervision

This administrative activity should be used when a worker spends time arranging for the services and monitoring the implementation of family service plans for children in placement, assuring services are provided as required by plans, scheduling and conducting reviews of children in placement and revising service plans as required by reviews.