 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>211</h1>
Chapter:	Transferring Cases	
Subject:	Transfers Between Districts	Page 1 of 2
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 7/22/10 FINAL
Supersedes:	Social Services Policy 211	Dated: 9/24/02

Purpose

This procedure clarifies the process for case transfer from one district to another.

Policy

The process for transfer will be initiated immediately upon notice that a client has changed their legal residence on what is presumed to be a long-term basis. When planning a transfer, directors will discuss the details of the transfer based on the child's best interest, without concern for money, workload, etc. If there are upcoming events such as reviews, court hearings, etc., these should be taken into consideration.

The process to transfer a case to another district is rarely clear cut, especially when children in custody are involved. Generally, unless extenuating circumstances exist, cases should be transferred when a family moves from one district to another on what appears to be a permanent basis.


If a court hearing or an administrative review is scheduled within 30 days, they should be scheduled and held in the sending district, with the receiving worker attending. There may be special circumstances which make it advisable to transfer a case before all court matters or administrative reviews have been completed, or to delay transfer until all court proceedings have been completed. Such circumstances should be discussed between the sending and receiving district, with the expectation that the decision will serve the child's best interest.

If agreement cannot be reached over the details of the transfer, the involved directors will contact their operations managers to assist them in resolving the conflict. The operations manager has final authority.

SENDING SOCIAL WORKER'S TASKS

If the case is approved by their director for transfer:

- Completes Inter-District Transfer Form (FS-660) and Case Transfer Summary (FS-261);
- Reviews file to ensure required material is present and current; and
- Routes file and (FS-660) and (FS-261) to their supervisor.

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SENDING SUPERVISOR'S TASKS

- Reviews file and ensures all required material is present and current.
- Signs off on Case Transfer Summary (FS-261), and sends it with file and (FS-660) to district director.

SENDING DIRECTOR'S TASKS

- Reviews Inter-District Transfer Form (FS-660) and completes bottom of Case Transfer Summary (FS-261).
- Contacts receiving district director by phone within 1 week of sending (FS-660) and (FS-261) to discuss details of transfer.
- Reviews file for completeness and sends to receiving director after details of transfer have been discussed.

RECEIVING DIRECTOR'S TASKS

- Works with sending director to determine details of transfer.
- Accepts responsibility for case upon receipt from sending district.
- If the file is insufficient, contacts sending director and arranges to have necessary material sent.
- If file is acceptable, ensure that social worker is assigned within seventy-two hours of acceptance.
- Updates Supervisory Tracking Form. If the receiving social worker has been identified, assigns case to that worker on the supervisory tracking form. If the receiving social worker has not been identified, assigns case to the receiving supervisor.
- Encourages contact between the involved social workers to assure a smooth transition. If appropriate and necessary, requests an internal or external Family Safety Planning meeting.

RECEIVING SOCIAL WORK TASKS

- Reviews all materials sent from sending district.
- Contacts previous social worker to discuss transition issues.