

## FAPT Referral Process

Case Managers referring a family to FAPT should call Winchester CSA Coordinator, Karen Farrell, 540-542-6573, to schedule a FAPT appointment. FAPT meets the first and third Thursday of every month starting at 9:00am at WDSS. Children will be scheduled as soon as possible for a FAPT appointment, not to exceed 30 days beyond the date of referral.

CSA referral and review materials need to be completed so that funding for services can be processed timely. The Winchester CSA Coordinator is available to assist with any questions about materials needed for the referral process.

The required FAPT packet consists of:

Initial only:

- a) City of Winchester CSA Brochure – (copy of signature page only)

Initial and if there is any change in status:

- a) Determination of Eligibility for CSA Funded Services
- b) Community-Based Foster Care Prevention Eligibility Determination \*if applicable
- c) City of Winchester CSA Co-payment Screening Form

Each FAPT:

- a) CSA Required Checklist
- b) CSA Referral/Review Form
- c) CSA Budget Request
- d) Individual Service Plan/Care Plan
- e) CANS Assessment (Current- new assessment every 3 months)
- f) Consent to Exchange Information

Only if Applicable:

- a) Certificate of Need \*if applicable
- b) CSA Update & Communication Form \* if applicable