

**KLS Parent Advocate Program Pilot
 Referral/Case Status Form**

This referral form is for the Parent Advocate Program pilot project with Kansas Legal Services (KLS). This pilot provides high-quality legal representation to families. All assigned events in the following counties are eligible to receive services from this pilot, except 3rd party investigations, daycare investigations, or foster home investigations. Pilot counties below:
Butler, Cowley, Douglas, and Sumner, Leavenworth, Kingman. Coming Soon- Reno

Verbal consent from family/client required prior to a referral. Did the family/client consent to this referral?

Yes (continue with referral) No (STOP, obtain verbal consent before referring)

SECTION I: Identifying Information – Completed by DCF CPS Specialist

Case Head Name:		FACTS Case #:	FACTS Event #:
Date of Intake Assignment: Click or tap to enter a date.		Assignment Type: <input type="checkbox"/> FINA <input type="checkbox"/> Abuse/Neglect	Date of Referral: Click or tap to enter a date.
Are children residing with someone other than Case Head? <input type="checkbox"/> No <input type="checkbox"/> Yes, Provide name & role			Non-custodial Parent(s) Name:
Information for parent/caregiver accepting services Name: Address of Family: City, State, Zip: County where family resides: Phone number: Click or tap here to enter text. Best way to contact family (phone, text, person, other):		Is any child currently in PPC? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, date entered PPC Is there a current CINC case? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes: Court Number: Next Court Hearing/Division: Any child in the family in DCF custody: <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes, child's name:	
Referring CPS Specialist	Email:	Phone number(s):	DCF Office Region & County:

SECTION II: KLS Client & Family Needs - Completed by DCF CPS Specialist

Once a family has voluntarily agreed to the Parent Advocate Program pilot services, CPS will gather preliminary information for KLS to determine next steps for the family.

If family is currently receiving services (Community or DCF) provide name of service. If known, provide worker name/contact info.

What, if any, legal or service needs were identified by the family?

Select other family needs that may apply:	<input type="checkbox"/> Financial garnishments/credit issues/debt collection	<input type="checkbox"/> Help with legal documentation (ex. Driver's License, Social Security card, Citizenship, etc.)
<input type="checkbox"/> Truancy	<input type="checkbox"/> Housing issues (unsafe, homeless, evictions, landlord disputes, etc.)	<input type="checkbox"/> Expungements
<input type="checkbox"/> Childcare barriers and/or needs	<input type="checkbox"/> Domestic violence	<input type="checkbox"/> Unknown
<input type="checkbox"/> Pregnant woman using substances	<input type="checkbox"/> Custody dispute between caregivers	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Police Protective Custody (see Sec. I)		
<input type="checkbox"/> Low income and/or employment difficulties		

See next page for form instructions

DCF sends the required attachments to KLS for the Parent Advocate Program pilot referral:

- A/N referrals; PPS 1000, if available at time of referral PPS 2020 Kansas DCF Assessment Map
- FINA referrals; PPS 1000, if available at time of referral PPS 2020 Kansas DCF Assessment Map
- All cases; PPS 2021 Immediate Safety plan if applicable
- Attach and email all forms to the Kansas Legal Services Parent Advocate for your county:

SEND TO

parentadvocatedouglas@klsinc.org
parentadvocatebutler@klsinc.org
parentadvocatesumner@klsinc.org
parentadvocatecowley@klsinc.org
parentadvocatekingman@klsinc.org
paleavenworth@klsinc.org
(Reno County coming soon)

Kansas Legal Services: Acknowledge receipt of referral within 24 hours

