

Foster Care Initial Service Plan Instructions

The PPS 3031 serves as a service plan for families to receive soon after a child or children are placed in the custody of the Secretary. The intent of this form is to be presented during the Initial Family Meeting (IFM) in which DCF and the Child Welfare Case Management Provider (CWCMP) work together to ensure the family understands the reason for the out of home referral and immediate next steps to be taken.

The Initial Service Plan (ISP) is not a formal case plan and should only provide the family with one to three immediate actions steps to take as everyone (professionals and family) begin their work together.

If there are questions, staff should review the PPM for further clarification as to the IFM and ISP.

Section 1 should be filled out with all pertinent information. This includes the reason for the referral, as well as why the child(ren) cannot return home at this moment in time. The language used should be clear, concise and written in family friendly terms. Families are to receive a copy of the ISP (either via digitally/email or printed/hard copy); thus, it is imperative to avoid using professional terminology, jargon, acronyms, or other language which may not be easily understood.

Section 2 should include a brief outline of the family's strengths and resources. If the PPS 2020 is completed at the time of the ISP, it may be attached as well. Regardless of the completion of the PPS 2020, this section should be filled out with the family also identifying their strengths and resources.

Additionally, future dangers should be explored in this section. Danger statements explain what keeps DCF involved, and these should be simple statements of worry for the child(ren) now and into the future. The statement should capture worries about what could happen if nothing changes and are based on the worst fears for the safety of the child. Some components of this statement should include: who is worried; possible worrisome behavior by the adults/caregivers; and any possible negative impact for the child(ren) involved.

Section 3 should provide the family one to three immediate and easily obtainable actions steps they can begin working on while DCF and CWCMP continue to work alongside the family. These may include court ordered steps. Each step should be described in detail, so the family is aware of the expectations. It should be clear who is to participate in the steps, who is responsible for completing which step and an estimated completion date should be provided.

As noted previously, once the family agrees to these action steps, family members are to receive a completed copy of the form. These steps should be a way for the family to begin working toward achieving timely reunification.

Section 4 will provide the family knowledge as to when they will see each other again. Unless there is a court order directing otherwise, a visitation should occur as quickly as possible. CWCMPs can also use the time during the IFM to discuss the Icebreaker Conversation and schedule, if possible.

Section 5 is where participation of those involved in the IFM and discussion of the ISP is captured. It is imperative to include a child or children, or at the very least capture any of their input or comments in this section. Further, a child or children who are 14 and older shall receive the Appendix 7D. Parent's input and comments may also be captured in this section.