

# Case Transfer Guide: When and Where To Transfer

The timing of case transfers is determined by the type of services being provided to the child(ren) and family. These services can include Emergency Response (ER), Family Maintenance (FM), Family Reunification (FR), and/or Permanency Planning (PP).

All hearing dates referenced below are based on the current Minute Order.

CASE TRANSFER GUIDE		
Type of Services	Where to Transfer	When to Transfer
Non-Court All Services	Services are listed in the Services column and the corresponding transfer location is listed in the "Where To Transfer" column.	Within seven (7) calendar days of approval of Case Plan
Court Ordered	Court ordered location	No later than seven (7) business days from the date of the court order or before the court ordered deadline
Dependency Investigation (DI)	CSW with Primary Assignment	Upon Disposition of the case
Sensitive	Sensitive Case Unit	As soon as the case is designated as "Sensitive"
ER	Office that serves the address of the custodial parent	Within seven (7) calendar days of approval of initial Case Plan unless a 2PEN. <ul style="list-style-type: none"> <li>▪ If a 2PEN case, transfer the case immediately, and adhere to the procedures outlined in <a href="#">Case Transfer Criteria and Procedures</a></li> </ul>
FM/FR	One (1) of the following, as appropriate: <ul style="list-style-type: none"> <li>▪ If an FM case, the address of the custodial parent</li> <li>▪ If the parent is receiving FR services, his/her address</li> <li>▪ If both parents receive FM services but live separately, the mother's address</li> </ul>	One (1) of the following, as appropriate: <ul style="list-style-type: none"> <li>▪ Non-Court: No later than ninety (90) days prior to case closure</li> <li>▪ No later than ninety (90) days prior to Status Review Hearing</li> <li>▪ No later than thirty (30) days prior to any other hearing, excluding the .26 and Status</li> </ul>

	<ul style="list-style-type: none"><li>▪ If the victim(s) and the parent live in a domestic violence shelter, the office that serves as the home address of the parent</li><li>▪ If there is no home address or if the parent no longer has an intention to return to the previous home address, the DCFS office that serves as the address of the shelter</li><li>▪ If the family (for FM case) or the parent(s) (for FR case) is homeless:<ul style="list-style-type: none"><li>▪ The case remains at the DCFS office that served the family at the time of the referral.</li><li>▪ If the family both becomes homeless subsequent to the opening of the case and resides in a homeless shelter for more than ninety (90) calendar days, the office that serves the address of the homeless shelter</li><li>▪ If the family is not in a homeless shelter, consider the transfer by using the best interest standard.</li></ul></li><li>▪ Address of youngest dependent child when any of the following apply:<ul style="list-style-type: none"><li>▪ The parents' whereabouts are unknown</li><li>▪ Both parents live outside of state/country</li><li>▪ The parent(s) are incarcerated and his/her sentence</li></ul></li></ul>	<p>Review Hearing</p> <ul style="list-style-type: none"><li>▪ If less than thirty (30) days prior to any other hearing, complete court report prior to transfer (excluding the .26 and Status Review Hearing)</li><li>▪ If a.26 is scheduled, do not transfer the case.</li></ul>
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	<p>exceeds six (6) months</p> <p>Consideration must be given to best interest, safety, age of the child.</p>	
PP	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>▪ Address of youngest served child</li> <li>▪ Child(ren) placed in adjacent county:</li> <li>▪ Kern County: Lancaster</li> <li>▪ Orange County: Santa Fe Springs</li> <li>▪ Riverside County: Pomona</li> <li>▪ San Bernardino County: Glendora</li> <li>▪ Ventura County: West San Fernando Valley or Santa Clarita</li> </ul>	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>▪ No later than ninety (90) days prior to Status Review Hearing</li> <li>▪ No later than thirty (30) days prior to any other hearing, excluding the .26 and Status Review Hearing</li> <li>▪ If less than thirty (30) days prior to any other hearing, excluding the .26 and Status Review Hearing, prepare court report prior to transfer.</li> <li>▪ If a .26 is scheduled, do not transfer the case.</li> </ul>
Mixed FM/FR/PP	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>▪ Address of parent receiving FM services</li> <li>▪ If both parents are receiving FM services, the mother's address</li> <li>▪ When appropriate, PP case will be assigned to the CSW servicing siblings receiving FM/FR services.</li> <li>▪ A teen parent and her/his child(ren) will be served by the same CSW .</li> </ul>	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>▪ No later than ninety (90) days prior to Status Review Hearing</li> <li>▪ No later than thirty (30) days any other hearing , excluding the .26 and Status Review Hearing</li> <li>▪ If less than thirty (30) days prior to any other hearing, excluding the .26 and Status Review Hearing, prepare court report prior to transfer.</li> <li>▪ If .26 is scheduled, do not transfer the case.</li> </ul>
Supportive Transition, for Extended Foster Care (EFC)	<p>Until an office has a specialized unit and until the following, as applicable, are met:</p> <ul style="list-style-type: none"> <li>▪ If there is no change in the youth's placement upon him/her entering EFC, the current office and guidelines pertaining to, as applicable, PP or Mixed FM/FR/PP programs above remain.</li> </ul>	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>▪ No later than ninety (90) days prior to Status Review Hearing</li> <li>▪ No later than thirty (30) days prior to any other hearing, excluding the .26 and Status Review Hearing</li> <li>▪ If less than thirty (30) days</li> </ul>

	<ul style="list-style-type: none"><li>▪ The needs of youth will be better served initially by the office that is most familiar with the youth.</li><li>▪ If warranted and upon the stabilization of the youth's re-entry needs and plans either:<ul style="list-style-type: none"><li>▪ If it is warranted, the case can be considered for transfer after 90 days to another office.</li><li>▪ If there is a need to transfer the case to another office due to placement location issues for the assigned CSW, the transfer can take place within 90 days only with agreement between all parties.</li></ul></li></ul>	<p>prior to any other hearing, excluding the .26 and Status Review Hearing, prepare court report prior to transfer.</p>
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