

MART Case Transfer Guide

Living with Parents in a Traditional Residence in Los Angeles County

Custodial situation	The office serving the area...
Parents live together.	Where the parents reside.
Child lives with the mother.	Where the mother resides.
Child lives with the father.	Where the father resides.
The parents have joint legal custody, for the same amount of time.	Where the mother resides.
One parent has the child more than 50% of the time.	Where the parent who has custody the greater amount of time.

Living with Parent(s) and/or in Non-Traditional Residence in Los Angeles County

Custodial situation	The office serving the area...
Child and parent in a shelter.	Shelter address or location of incident that led to detention if shelter address not verifiable
Child and parent in a shelter and have been transient.	Shelter address or location of incident that led to detention if shelter address not verifiable
Parent hospitalized/institutionalized.	Where the parent lived prior to the hospitalization/institutionalization, within the last year. If none within the last year, where the child was taken into protective custody.
Child hospitalized/institutionalized.	Where the parent with whom the child lived prior to admission.
Mother is incarcerated.	Where the mother resided when she was arrested. If unknown, where the child was taken into protective custody.
Mother incarcerated in prison/jail and father not involved with child.	Where the child was taken into protective custody.
Both parents institutionalized.	Where the mother lived within the last year based on CWS/CMS /WCMIS/LRS. If none, where the child was taken into protective custody.

Living with Parent(s) Outside Los Angeles County

Custodial situation	The office serving the area...
Custodial parents live in an adjacent county.	<p>County: <u>Regional Office*</u></p> <p>Riverside: Pomona San Bernardino: Glendora Orange: Santa Fe Springs San Diego: Lakewood Kern: Lancaster Ventura: Santa Clarita or W. San Fernando Valley**</p> <p>* Special circumstances: Sending/Receiving SCSWs review. If no agreement is reached, the chain-of-command is initiated. ** Depends on proximity to office.</p>
Parents live in non-adjacent county or out of state.	Where the child was located when taken into protective custody.
Each parent living in a different adjacent county.	Of the adjacent county of the parent with whom the child was most recently living based on CWS/CMS/LRS.
Mother incarcerated in prison/jail and father not involved with child.	Location of incident.
Parents were arrested in Los Angeles county and child taken into protective custody.	Location of incident
Child abused while traveling with the parents in an airport, train station, or bus station.	Location of incident only if address of residency has not been verified.

Not Living with Parents

Custodial situation	The office serving the area...
One parent's address is known.	Where the known parent lives.
Both parents' addresses are known.	Where the mother lives.
Both parents' addresses are unknown.	Where the caregiver lives.

Child not living with a specific caregiver and both parents' addresses unknown.	Where the child was taken into protective custody.
Siblings are with different caregivers and parents' addresses unknown.	Where the caregiver for the youngest child lives.
Child detained from legal guardian and no case-carrying CSW assigned to child or dependent siblings.	Where the legal guardian lives.
Child detained from WIC 366.26 legal guardian and a case-carrying CSW is assigned to child or dependent siblings.	Where case-carrying CSW is assigned. A DI must be assigned in that office to write the Jurisdictional/Dispositional Report.
Child detained from legal guardian, but was living with different caregiver. (No case-carrying CSW assigned to the child or dependent siblings).	Where the legal guardian lives.
Probate Guardianship.	Where the prospective legal guardian lives.
Child detained from a Probate legal guardian. (Case-carrying CSW assigned to child for funding).	Where the case-carrying CSW is assigned. A DI CSW must be assigned in that office to write the Jurisdictional/Dispositional Report.
WIC 366.26 legal guardianships.	Where the case-carrying CSW is assigned.
Termination of Parental Rights.	Where the case-carrying CSW is assigned. (If not a fast track case.)

Voluntary Cases

Custodial situation	The office serving the area...
The children are detained.	Where the VFM/VFR was supervised, regardless of the parent(s)' address (es).