

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”
Emergency Response (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"> ▪ If a 2PEN case, transfer the case immediately, and adhere to the procedures outlined in Case Transfer Criteria and Procedures
Family Maintenance/Family Reunification (FM/FR)	One (1) of the following, as appropriate: <ul style="list-style-type: none"> ▪ If an FM case, the address of the custodial parent ▪ If the parent is receiving FR services, their address ▪ If both parents receive FM services but live 	One (1) of the following, as appropriate: <ul style="list-style-type: none"> ▪ Non-Court: No later than ninety (90) days prior to case closure ▪ No later than ninety (90) days prior to Status Review Hearing No later than thirty (30) days prior

	<p>separately, the mother's address</p> <ul style="list-style-type: none"> ▪ If siblings are removed from mother, and released to their respective fathers, the address of the youngest Home of Parent (HOP) child ▪ If the victim(s) and the parent live in a domestic violence shelter, the office that serves as the home address of the parent ▪ 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 ▪ If the family (for FM case) or the parent(s) (for FR case) is experiencing homelessness: <ul style="list-style-type: none"> ▪ The case remains at the DCFS office that served the family at the time of the referral. ▪ If the family experiences homelessness 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 ▪ If the family is not in a homeless shelter, consider the transfer by using the best interest standard. ▪ Address of youngest dependent child when any of 	<p>to any other hearing, excluding the 366.26 and Status Review Hearing</p> <ul style="list-style-type: none"> ▪ If less than thirty (30) days prior to any other hearing, complete court report prior to transfer (excluding the 366.26 and Status Review Hearing) <ul style="list-style-type: none"> ▪ If a 366.26 hearing is scheduled, do not transfer the case.
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	<p>the following apply:</p> <ul style="list-style-type: none"> ▪ The parents' whereabouts are unknown ▪ Both parents live outside of state/country ▪ The parent(s) are incarcerated and their sentence exceeds six (6) months ▪ Consideration must be given to best interest, safety, age of the child. 	
Permanency Planning (PP)	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> ▪ Address of youngest served child ▪ Child(ren) placed in adjacent county: <ul style="list-style-type: none"> ▪ Kern County: Lancaster ▪ Orange County: Santa Fe Springs ▪ Riverside County: Pomona ▪ San Bernardino County: Glendora ▪ Ventura County: West San Fernando Valley or Santa Clarita 	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> ▪ No later than ninety (90) days prior to Status Review Hearing ▪ No later than thirty (30) days prior to any other hearing, excluding the 366.26 and Status Review Hearing <ul style="list-style-type: none"> ▪ If less than thirty (30) days prior to any other hearing, excluding the 366.26 and Status Review Hearing, prepare court report prior to transfer. ▪ If a 366.26 hearing is scheduled, do not transfer the case.
Mixed FM/FR/PP	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> ▪ Address of parent receiving FM services ▪ If both parents are receiving FM services, the mother's address ▪ If siblings are removed from mother, and some are released to their respective fathers, the address of the youngest HOP child ▪ When appropriate, PP case will be assigned to the CSW servicing siblings 	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> ▪ No later than ninety (90) days prior to Status Review Hearing ▪ No later than thirty (30) days any other hearing , excluding the 366.26 and Status Review Hearing <ul style="list-style-type: none"> ▪ If less than thirty (30) days prior to any other hearing, excluding the 366.26 and Status Review Hearing, prepare court report prior to transfer. ▪ If 366.26 is scheduled,

	<p>receiving FM/FR services.</p> <ul style="list-style-type: none"> ▪ A minor parent and their child(ren) will be served by the same CSW. If there are any conflicts of interest noted, ARA discretion can be sought to keep the minor parent and their child(ren) within the same unit. ▪ Exceptions to this criteria need to be arranged and agreed upon by the impacted managers. 	<p>do not transfer the case.</p>
<p>Supportive Transition, for Extended Foster Care (EFC)</p>	<p>Until an office has a specialized unit and until the following, as applicable, are met:</p> <ul style="list-style-type: none"> ▪ If there is no change in the youth's placement upon their entering EFC, the current office and guidelines pertaining to, as applicable, PP or Mixed FM/FR/PP programs above remain. <ul style="list-style-type: none"> ▪ The needs of youth will be better served initially by the office that is most familiar with the youth. ▪ If warranted and upon the stabilization of the youth's re-entry needs and plans either: <ul style="list-style-type: none"> ▪ If it is warranted, the case can be considered for transfer after 90 days to another office. ▪ 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 	<p>One (1) of the following, as appropriate:</p> <ul style="list-style-type: none"> ▪ No later than ninety (90) days prior to Status Review Hearing ▪ No later than thirty (30) days prior to any other hearing, excluding the 366.26 and Status Review Hearing <ul style="list-style-type: none"> ▪ If less than thirty (30) days prior to any other hearing, excluding the 366.26 and Status Review Hearing, prepare court report prior to transfer.

	between all parties.	
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