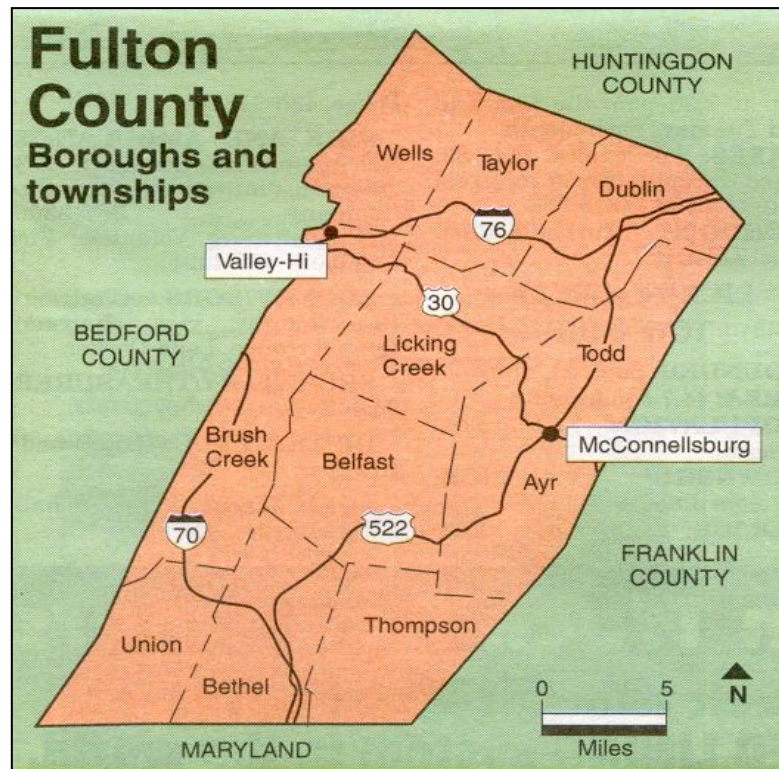


# A GUIDE TO ACCESSING SERVICES FROM CHILDREN & YOUTH



WHAT TO DO?

WHAT TO ASK?

WHAT TO EXPECT?

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FULTON COUNTY  
SERVICES FOR CHILDREN  
(717) 485-3553

**FULTON COUNTY SERVICES FOR CHILDREN  
GUIDE TO ACCESSING SERVICES**

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## County of Fulton



### Fulton County Services for Children Mission Statement

The agency's mission is:

- to protect children from abuse and neglect;
- to strengthen and maintain families by increasing the use of in-home services;
- to use community-based residential resources when possible;
- to reduce the use of institutional placement for dependent and delinquent children; and
- to reduce the duration of out of home placements.

**THE SAFETY OF CHILDREN IS THE GOAL OF THE AGENCY.**

## INTRODUCTION

Fulton County Services for Children is the local public child welfare agency. Every county in Pennsylvania has a similar agency. Services for Children is a state-supervised program that is administered locally by the County Commissioners and Juvenile Court. There are administrative differences from county to county but all county child welfare agencies are licensed by the Pennsylvania Department of Welfare, Office of Children, Youth and Families and follow the Child Protective Service Law and the Juvenile Court Act and the regulations applying to those laws. Jurisdiction is determined by where the incident occurs. All of the Child Welfare agencies assist one another in reaching families to assure the safety and welfare of children and families.

Fulton County Services for Children is located at 219 North Second Street, Suite #201 in McConnellsburg, PA. Caseworkers travel throughout the county to visit families. Our normal business hours are Monday – Friday, 8:00 am – 4:30 pm; however, the agency provides 24-hour coverage for emergencies seven days per week via an afterhours answering service contacted through the agency's regular business number at 717-485-3553.

The staff at Fulton County Services for Children consists of the Director, 2 caseworker supervisors; 6 caseworkers, part time support from the County Solicitor, a full time SWAN LIS paralegal, a fiscal officer, and a receptionist. The entire staff is certified by the State Civil Service Commission. The professional staff is certified by the state specifically in Child Welfare practice.

Fulton County Services for Children is committed to working in a collaborative partnership with our communities. We welcome, encourage and embrace participation by school and agency staff in our Advisory Board and in our daily operations.

The BLUE RIBBON attached to this document is the symbol for Child Abuse Prevention. Each April is Child Abuse Prevention Month though we hope this effort, awareness and commitment prevails every day throughout the year. Please call if at any time you have questions, concerns, complaints and suggestions.....***WE ARE ALL IN THE QUEST TOGETHER!***

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**THIS GUIDE IS PROVIDED AS A TOOL FOR PROFESSIONALS WHO MAY NEED TO ACCESS CHILD WELFARE SERVICES DURING THE COURSE OF THEIR WORK WITH CHILDREN AND FAMILIES. IT IS INTENDED TO BE A FAST AND EASY REFERENCE GUIDE. THERE IS A TABLE OF CONTENTS TO LOCATE INFORMATION BY TOPIC. THE APPENDIX CONTAINS ADDITIONAL CLARIFYING INFORMATION. IF YOU WISH FURTHER DETAIL OR CLARIFICATION, PLEASE CONTACT THE AGENCY.**

**FULTON COUNTY SERVICES FOR CHILDREN IS AVAILABLE TO DO IN-SERVICE WORKSHOPS. PLEASE CALL IF YOU ARE INTERESTED, 485-3553.**

## **Reporting to Services for Children**

### **Who must report? ...the mandated reporter**

Mandated reporters are people who come into contact with children in the course of their professional work. Mandated reporters include, but are not limited to, physicians, medical examiners, dentists, optometrists, nurses, hospital personnel, members of the clergy, school administrators and teachers, social services workers, day-care center workers, child care or foster care workers, mental health professionals, and law enforcement officials. By law, mandated reporters must report when they have reasonable cause to suspect (based on their medical, professional, or other training and experience) that the child has been abused or may be at risk of abuse or have credible information from another source that a child may have been abused or neglected or is at risk of abuse or neglect.

### **What procedures must a mandated reporter who is employed at a facility, institution, or agency follow?**

If a mandated reporter is a member of staff of an institution, school, facility or agency, that person must notify the person in charge or designated to handle child abuse reporting. The designated person has the legal obligation to make the report to the Department of Public Welfare and may make the same report to the appropriate local child protective service department. The person in charge **may not** make an independent decision of whether or not to report the suspected abuse. Mandated reporters who do not work in such an institution must themselves call in the report to ChildLine at (800) 932-0313 and are encouraged to make the same call to the local agency at (717) 485-3553. Individuals who are required to report by law must make these reports immediately by phone **and** in writing within forty-eight (48) hours.

### **Two ways to report...**

- (1) General Protective Service Reports (**GPS REFERRALS**) are made directly to Fulton County Services for Children by calling 485-3553. A worker is always available during normal business hours to help you make this referral. **GPS REFERRALS** are made to report broad concerns for the safety and well-being of a child that do not rise to the level of suspected child abuse.
- (2) Child Protective Service Reports (**CPS REFERRALS**) are made to CHILDLINE (800) 932-0313 and/or to the agency (485-3553). ChildLine is the central registry for child abuse in PA and is available 24 hours a day. The ChildLine worker will forward the report to the local county child welfare agency.

- a. **CPS REFERRALS** are made to report specific allegations of child abuse as defined in the glossary. See Appendix.
- b. Professional reporting sources follow up with a CY47 within 48 hours of the reporters. (See Appendix for sample).

***AS SOON AS A PROBLEM IS IDENTIFIED, STEPS SHOULD BE TAKEN TO DETERMINE IF THERE IS A NEED TO CONTACT SERVICES FOR CHILDREN. IT IS NOT YOUR RESPONSIBILITY TO INVESTIGATE, OR EVEN DETERMINE, WHICH KIND OF REPORT IS NEEDED. CALL THE AGENCY WITH QUESTIONS. THE SOONER SERVICES FOR CHILDREN IS CONTACTED, THE SOONER INTERVENTION CAN BEGIN.***

## Helpful Hints When Reporting Suspected Child Abuse

The safety and welfare of children is everyone's responsibility. There are certain circumstances when it is necessary and appropriate to report concerns and allegations to the appropriate public child welfare agency. Knowing exactly when and what to report is not as important as calling the agency to discuss the situation to determine if a report is appropriate. Safe is always better than sorry. There will be a worker available to assist you in proving the information needed to make a referral if appropriate.

The following information may assist you:

The minimum information needed to enable Services for Children to assess a situation includes:

- Address or explicit directions to enable a worker to locate the child and/or family;
- Allegations that the person responsible for the problem or condition is a caretaker/parent or a member of the child's household; and
- An allegation or allegations that fall within the legal jurisdiction of the child welfare agency.

Again, a worker will help you to provide this information.

Reports made to Services for Children are confidential. You will not be informed regarding the specific detail of the investigation. You may make an anonymous referral. If you identify yourself and ask that your name remain confidential, efforts will be made when appropriate to accommodate this request. However, there are some circumstances that require the agency to release the name of the reporting source to the police and/or the Court.

- If your concerns or other problems are substantiated by the investigation, services will be initiated to address and resolve those issues. The goal of Services for Children is two-fold: to assure the child's safety and to preserve the family unit. Children are only removed from their family against the wishes of the parent if there is evidence of substantial risk that cannot be reconciled with services to the intact family. Placement by the agency can only occur if ordered by the Juvenile Court.
- Services for Children investigates and provides services in many situations that are not defined as abuse according to the law. In the Child Welfare System, the term **ABUSE** has very specific definitions as prescribed by law. You are not responsible for defining the problem, but it is important that, when necessary, you can identify the problem and know where to call for assistance.

Fulton County Services for Children  
219 North second Street Suite #201  
McConnellsburg, PA 17233

Business hours: 8:00 – 4:30 Monday through Friday (717-485-3553)  
After Hours Emergency: (717-485-3553)

**“CHILDLINE” – The 24 Hour Hotline for Child Abuse in Pennsylvania –  
1-800-932-0313**

### **Caseworkers’ Accessibility to Children**

Regardless of who made the referral to Services for Children, it may be necessary for caseworkers to visit your site to interview a child. The law provides the authority for the child welfare agency to make contact with a child, without parental consent, pursuant to an investigation. The following procedure will be followed:

- (1) Whenever possible, Services for Children caseworkers will contact school / agency staff in advance to arrange to visit. However, there may be circumstances, which prevent the caseworker from giving advance notice.**
- (2) All Services for Children caseworkers will have proper photo identification.**
- (3) The school districts and the agency have an established policy letter about visitation at school. See Appendix.**



**Physical Injury or Imminent Risk**

If there is evidence that a child has been seriously injured by a parent or caretaker, or a member of the child’s household who is ≥ 14 years, causing severe pain or impairment, a CPS referral is appropriate.

<b><u>Immediate Action</u></b>	<b><u>Person Responsible for Action</u></b>	<b><u>Expected Outcome</u></b>
~ Contact CHILDLINE at (800) 932-0313 <u>and</u> Services for Children at 485-3553.	~ Person who observes injuries or designated agency/school official.	~ If the report is made to Services for Children immediately, the caseworker will likely interview the child on site. If time does not permit, the caseworker will initiate contact with child within 24 hours. It is a team effort to assure child’s immediate safety.
~ Document injuries and complete a CY-47. ~ Forward the CY-47 to Agency.	~ Designated agency/school official.	~ Referral source may be advised generally regarding the outcome and direction of the investigation.

If there is no observable injury or the injury is minor and does not cause severe pain or impairment, but the interaction between the child and the parent, caretaker, or household member could result in more serious injury, a GPS referral is appropriate. This is a report of unsafe or excessive discipline.

<b><u>Immediate Action</u></b>	<b><u>Person Responsible</u></b>	<b><u>Expected Outcome</u></b>
~ Discuss your concern with your supervisor.	~ Person who has concerns.	~ If there is an injury, Services for Children will see child within 24 hours.
~ Determine if a GPS Report to Services for Children is needed.	~ Designated agency or school official.	~ Services for Children will accept the referral and assign an immediate risk tag and response time for contact.
~ Call Services for Children at 485-3553	~ Designated agency or school official.	~ Team effort to assure safety and monitor issues.

**Sexual Abuse by a Parent, Caretaker,  
or Household Member**

If there are allegations, disclosure or evidence, that a child may have been sexually abused by either the parent, caretaker, or a member of the child's household who is ≥ 14 years, a CPS referral is appropriate.

<b><u>Immediate Action</u></b>	<b><u>Person Responsible for Action</u></b>	<b><u>Expected Outcome</u></b>
~ Contact CHILDLINE at (800) 932-0313 and Services for Children at 485-3553.	~ Person who speaks with student or designated agency/school official.	~ If the report is made to Services for Children immediately, the caseworker will likely interview child on site. If time does not permit, the caseworker will initiate contact with student within 24 hours. ~ Team effort to assure safety.
~ Document statements and complete a CY-47. ~ Forward the CY-47 to Agency.	~ Person who speaks with student or designated agency/school official.	~ Referral source may be advised regarding outcome and direction of investigation.

**Please be aware that Services for Children is required to report referrals of sexual abuse to law enforcement. This will result in a joint child welfare and criminal investigation.**

**Emotional Abuse by a Parent, Caretaker,  
or Household Member**

Allegations of emotional abuse (CPS referral) must be diagnosed by a licensed psychologist, psychiatrist, or physician, indicating a clear psychological condition in the child resulting from actions by the parent, caretaker, or a member of the child's household who is  $\geq 14$  years.

However, if your concerns are that a parent's, caretaker's, or household member's actions may cause the child harm or have some other definable adverse effect, a GPS referral may be appropriate.

<b><u>Immediate Action</u></b>	<b>Person Responsible for Action</b>	<b><u>Expected Outcome</u></b>
~ Call Services for Children at 485-3553.	~ Designated agency or school official.	~ Services for Children will investigate and assess need for further services.

## General Concerns of Neglect by a Parent or Caretaker

If a child is without proper supervision, care, clothing, food, shelter, medical care, a GPS referral may be appropriate. It is necessary that there be a definable adverse affect to the child tied to the allegation.

<u>Immediate Action</u>	<u>Person Responsible for Action</u>	<u>Expected Outcome</u>
~ Call parents/caretakers. Discuss concerns.	~ Designated agency or school official.	~ Provide feedback to parents regarding the consequences of environmental neglect; i.e. referral to Services for Children ~ Offer information about available community resources.
~ Call Services for Children at 485-3553.	~ Designated agency or school official.	~Services for Children will screen the information and discuss concerns in order to determine if the referral can be accepted for assessment. ~ Services for Children will contact the family to give them an opportunity to improve the situation. ~ Services for Children may open a case for ongoing services to monitor the family's progress and needs.

**PLEASE REMEMBER THAT IN ORDER FOR SERVICES FOR CHILDREN TO INTERVENE, THERE MUST BE AN ALLEGATION THAT THE CHILD IS BEING ADVERSELY AFFECTED BY THE CONDITIONS, CIRCUMSTANCES, OR ACTIONS CAUSING CONCERN.**

**If a Parent or Caretaker Fails to Comply With Pennsylvania's Immunization Requirements**

Parents or caretakers who refuse to comply with mandatory state immunization requirements for students:

<b><u>Immediate Action</u></b>	<b><u>Person Responsible for Action</u></b>	<b><u>Expected Outcome</u></b>
<p>~ School district will follow established school policy for notification of noncompliance. Most recent notification to include statement indicating that a referral to Services for Children will be made if not in compliance within a specified deadline.</p>	<p>~ School nurse.</p>	<p>~ Immunization requirements completed for students.</p>
<p>~ Contact Services for Children if student continues to be non-compliant after the specified deadline. Be prepared to provide information regarding what attempts have been made to resolve the issue.</p>	<p>~ Designated school official.</p>	<p>~ Services for Children will investigate, to encourage compliance, obtain court order if necessary, and assess need for further services.</p>

**If a Parent or Caretaker Refuses to Cooperate with Recommended Services**

Parent or caretaker refuses to cooperate with needed educational, mental health, drug or alcohol, or medical services or evaluations as recommended by a psychologist, therapist, physician, crisis worker, or school personnel, a GPS referral may be appropriate.

<b><u>Immediate Action</u></b>	<b>Person Responsible for Action</b>	<b><u>Expected Outcome</u></b>
<p>~ Call Services for Children. Be prepared to provide documentation of all efforts made to have student tested or evaluated as well as the parent/caretaker's refusal to cooperate and reasons for such.</p> <p>Also document how the parent/caretaker's failure to cooperate with recommendations harms the child or worsens the child's current condition.</p>	<p>~ Designated agency or school official.</p>	<p>~ If appropriate, Services for Children will investigate, encourage compliance with the respective testing or evaluations, and assess the need for further services.</p>

**Note:**

**Services for Children cannot compel parents to medicate or seek specific services simply because it would enhance the child's behavior or performance. Again, the action or non-action of the caregiver must have a demonstrated adverse effect on the child.**

**If You Suspect that the Parent or Caretaker Is Abusing Drugs/Alcohol**

<b><u>Immediate Action</u></b>	<b>Person Responsible for Action</b>	<b><u>Expected Outcome</u></b>
~ Agency/school provides information on support groups for children of alcoholics or substance abusers, if age appropriate.	~ Designated agency or school official.	~ Awareness of community resources.
~ School SAP team to evaluate situation.	~ Designated agency or school official.	~ Continuing assessment of the situation with child being counseled one-to-one.
~ Depending on information gathered during assessment, ask parents/caretakers to join the team for problem solving.	~ Designated agency or school official.	~ Continuing assessment of the situation; one-to-one counseling continues.
~ Call Services for Children if evidence of abuse, neglect or other adverse effects to child resulting from the parent's-/caretaker's activities.	~ Designated agency or school official.	~ Services for Children will investigate and assess need for further services.

**If a Student Refuses to Go Home at  
Anytime in the School Day**

If a student refuses to go home at anytime because they are fearful about any of the following:

- ~ an ongoing parent/child conflict
- ~ excessive physical discipline
- ~ repercussions for their misbehavior

OR - - school personnel are concerned for the child's safety based on an observation or telephone contact that the parent may be abusive, a GPS referral may be appropriate.

<b><u>Immediate Action</u></b>	<b>Person Responsible for Action</b>	<b><u>Expected Outcome</u></b>
~ One-on-one assessment of the situation with the child	~ Designated agency or school official.	~ To determine ability to protect self.
~ One-on-one counseling with the child.	~ Designated agency or school official.	~ Determine prior abusive incidents and their respective injuries. Further assessment of situation and gathering history.
~ Dependent upon the history, ask parents to come in for mediation.	~ Designated agency or school official.	~ Identify an appropriate mediator to de-escalate the situation. State the consequences of following through with inappropriate discipline; i.e. a referral to Services for Children.
~ Dependent upon the history or if child appears to be at risk, call Services for Children at 485-3553.	~ Designated agency or school official.	~ Services for Children will determine a safety plan. Services for Children may investigate and assess need for further services.



**If a Parent or Caretaker Fails to Pick Up a Child at Dismissal Time or to Make a Suitable Alternative Plan**

<b><u>Immediate Action</u></b>	<b><u>Person Responsible for Action</u></b>	<b><u>Expected Outcome</u></b>
~ Contact parent/caretaker.	~ Designated agency or school official.	~ Parents arrive to pick up child.
~ Pull child's emergency access card. Contact individuals listed.	~ Designated agency or school official.	~ Alternate caretakers arrive to pick up child.
~ If all efforts to resolve the matter have failed and it is at least 1 hour past dismissal time, contact Services for Children at 485-3553.	~ Designated agency or school official.	~ Referral source provides Services for Children with documentation of their efforts. Services for Children will seek an emergency court order for temporary placement until the matter can be resolved.

## **TRUANCY**

### **Who is required to attend school?**

All children between the ages of eight and 17 are required to attend school in Pennsylvania. Parents can decide when to start their children in school, but it must be no later than the age of eight. Children must attend regularly upon enrollment through their 17<sup>th</sup> birthday.

### **Who is responsible for making sure a child attends school?**

Every parent, guardian, or person in a parental relationship, who is responsible for a child between the ages of eight and 17, is liable for making sure that the child attends school regularly.

### **What is truancy?**

Pennsylvania defines truancy as when a child of compulsory school age does not attend school for three or more days without a valid excuse for the absences. If a student meets this threshold, the district must implement its truancy intervention protocol; develop a Truancy Elimination Plan and work to resolve the attendance problem.

### **When is a child considered habitually truant and what happens next?**

A child age 13 years and older is liable for prosecution for truancy if he/she has accumulated more than three unlawful absences and may be subject to legal action initiated by the district. The Magisterial District Judge may elect to refer the case to Services for Children for additional intervention. As a result of the Spring 2010 Fulton County Truancy Initiative, the common protocol for the handling of habitually truant students was developed. A copy of this protocol is included in the Appendix.

**Note: If the child is under the age of 13 years, this is viewed as neglect (inadequate supervision) and handled as a GPS referral as described under NEGLECT.**

## **INCORRIGIBLE (UNGOVERNABLE, OUT OF CONTROL) ADOLESCENTS**

The Juvenile Court Act (42 Pa.C.S. Sec. 6301 et seq.) offers as one element of the definition of a Dependent Child the following: A child who has committed a specific act or acts of habitual disobedience of the reasonable and lawful commands of his/her parent, guardian, or other custodian and who is ungovernable and found to be in need of care, treatment or supervision.

Generally speaking, a child is considered incorrigible if they are out of control at home, in school and in the community. This is the child unwilling to accept authority from anyone and whose behavior is placing him/her at risk of harm.

Services for Children offers services to caretakers who have exhausted community resources without success in an effort to provide proper guidance, structure and supervision to their child. The agency should be a last resort. Caretakers should be encouraged to utilize available community resources such as counseling, recommended medication, parenting classes, support groups, etc. prior to contacting Services for Children for intervention. However, sometimes it is helpful for Services for Children to have a one-time "motivational" office visit with the child and his caretaker to clarify the expectations of the law and the agency regarding parental supervision and child compliance to make everyone aware of the options and potential consequences of continued incorrigibility. The caretaker can call to arrange such a visit.

It is important that the caretaker is the referral source in these cases since without their investment, Services for Children intervention is not likely to be successful. Professionals are encouraged to assist families in making connections. Please call Services for Children for information to assist in this process.

## Parents Alleging Abuse by a School Employee

If a parent or caretaker alleges that their child has experienced physical or sexual abuse by a school employee, the following applies: \*Note – parent or caretaker cannot allege emotional abuse against a school employee.

**Student abuse** is defined as:

“Serious bodily injury and sexual abuse or exploitation when committed by a school employee.”

This is a very serious matter that must be conducted in accordance with the law.

The Child Protective Services Law, § 3490.151, states

“A school employee who has reasonable cause to suspect, on the basis of professional or other training and experience that a student coming before the school employee in the employee’s professional or official capacity is a victim of serious bodily injury or sexual abuse or exploitation by another school employee, shall immediately notify the administrator of the alleged abuse or injury.”

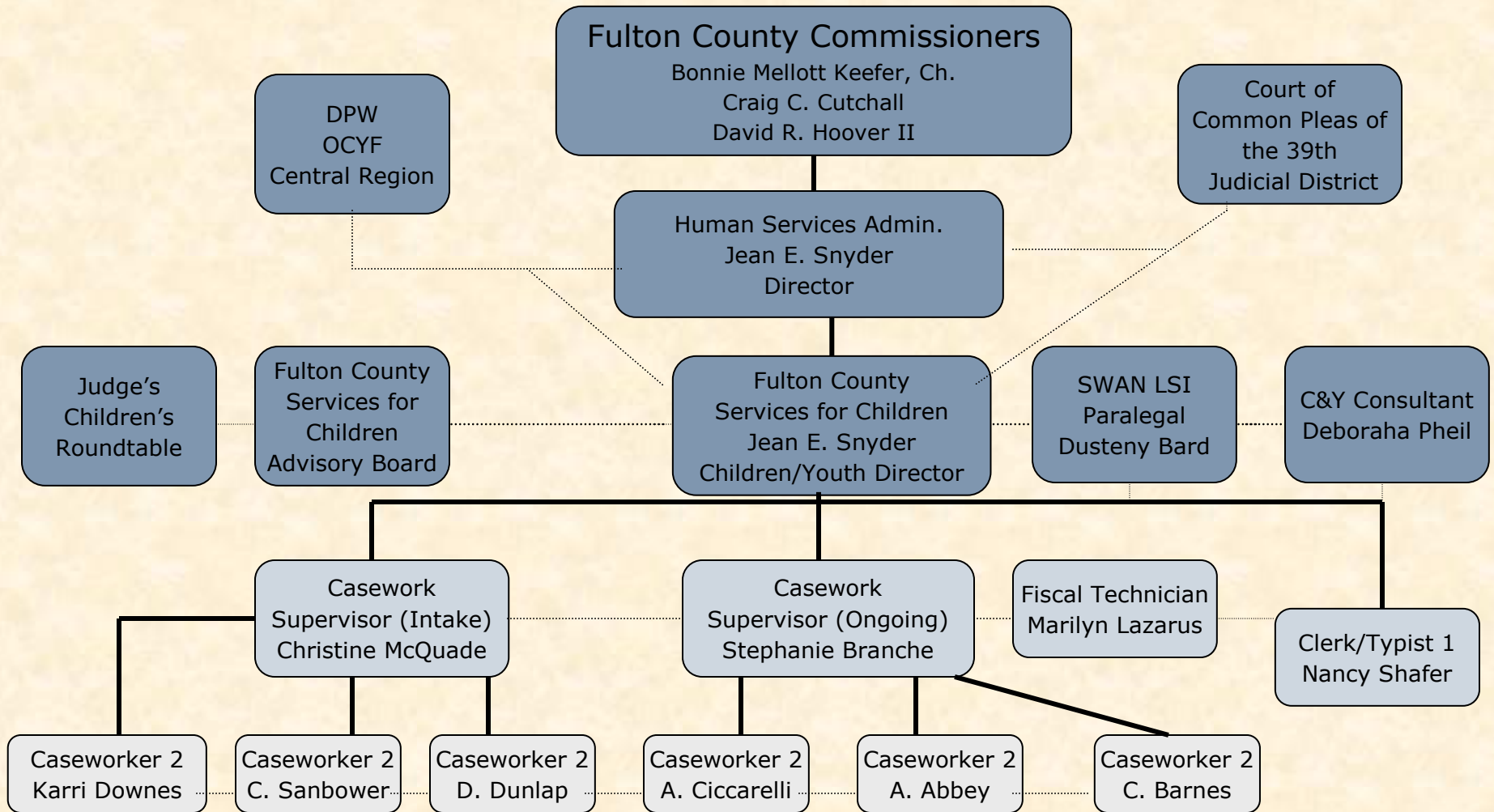
The law continues in § 3490.152 to state

“An administrator, and in certain cases a school employee, as stated in subsection (b), shall report **immediately** to law enforcement officials and the appropriate district attorney a report of abuse or injury alleged to have been committed by a school employee against a student.”

<b><u>Immediate Action</u></b>	<b><u>Person Responsible for Action</u></b>	<b><u>Expected Outcome</u></b>
~ Parent or caretakers to present allegations to school superintendent or school board.	~ Designated school official.	~ School superintendent to <b><u>immediately</u></b> notify the Fulton County District Attorney’s Office who may relay information to Services for Children. The school is not to initiate any investigation without first contacting the District Attorney’s Office.

# **APPENDICES**

# FULTON COUNTY SERVICES FOR CHILDREN





# Fulton County Services For Children

219 N. Second St., Suite #201, McConnellsburg, PA 17233

Telephone: (717) 485-3553 Fax: (717) 485-3982

**DIRECTOR**

JEAN E. SNYDER  
HUMAN SERVICES ADMINISTRATOR  
INTERIM CHILDREN/YOUTH DIRECTOR

**COUNTY COMMISSIONERS**

BONNIE MELLOTT KEEFER, CHAIRMAN  
DAVID R. HOOVER, II  
CRAIG C. CUTCHALL

\_\_\_\_\_

RE: \_\_\_\_\_

Dear Principal:

The Fulton County Services for Children agency is currently providing Protective Services to the \_\_\_\_\_ family. It is necessary for me to visit with \_\_\_\_\_ at school, away from the home, in order to adequately determine the level of risk in the home.

Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
Caseworker



# Fulton County Services For Children

219 N. Second St., Suite #201, McConnellsburg, PA 17233

Telephone: (717) 485-3553 Fax: (717) 485-3982

## DIRECTOR

JEAN E. SNYDER  
HUMAN SERVICES ADMINISTRATOR  
INTERIM CHILDREN/YOUTH DIRECTOR

## COUNTY COMMISSIONERS

BONNIE MELLOTT KEEFER, CHAIRMAN  
DAVID R. HOOVER, II  
CRAIG C. CUTCHALL

Dear Principal:

**Fulton County Services for Children** has received a referral that \_\_\_\_\_ may be the victim of abuse, neglect or other maltreatment, as those terms are defined in The Juvenile Act and the Child Protective Services Law.

As a result of said referral, Fulton County Services for Children is mandated by law to conduct a thorough investigation into said allegations (23 P.S. § 6362, 6368; 55 Pa. Code §3490.53, 3490.54). As a result, \_\_\_\_\_, a properly trained and professional child abuse investigator, has been assigned by **Fulton County Services for Children** to conduct the investigation into the allegations.

At this time, we are requesting your cooperation in this investigation, pursuant to 23 P.S. §6346. It is necessary for the caseworker to interview the child on school premises, without prior notification to or the approval of parents or caretakers. The school location offers a neutral and safe place where the children feel more comfortable to talk about difficulties and the issues related to this referral. It is our belief that there is no other place where the interview with the children can take place without creating a risk of additional maltreatment or significantly impairing the investigation. Therefore, we would request your cooperation by allowing an interview with the children to take place on the school premises.

It is required that the caseworker maintains the utmost confidentiality in regard to this investigation (23 P.S. §6339, 6340; 55 Pa. Code §3130.44). Further, it is necessary for the caseworker to complete this investigation in the best and most thorough manner possible. This requires the caseworker to conduct the interview with the children in private, both to maintain confidentiality, as well as to provide for the most neutral and untainted setting for the interview.

Although we understand the concerns of the school regarding these interviews, the law mandates our actions in this regard and requires this policy that interviews be conducted in private as much as possible in the investigative process. If it becomes necessary for the caseworker to seek assistance from school personnel with regard to specific children, the caseworker will advise you of that decision and request assistance. Thank you for your cooperation in this matter.

Sincerely,

\_\_\_\_\_  
Christine A. McQuade, Casework Supervisor

or

\_\_\_\_\_  
Stephanie S. Branche, Casework Supervisor

\_\_\_\_\_  
Jean E. Snyder, Fulton Co. Human Services Admin.  
Director, Fulton Co. Services for Children



## CHILD ABUSE (CPS)

### **\*Definitions as per “The Child Protective Services Law”, Chapter 63, Act 127 of 1998**

6303. (b)

- 1) The term “child abuse” shall mean any of the following:
  - a. Any recent act or failure to act by a perpetrator, which causes non-accidental serious physical injury to a child under 18 years of age.
  - b. An act or failure to act by a perpetrator, which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
  - c. Any recent act, failure to act or series of such acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.
  - d. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning.
- 2) No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child’s welfare, such as inadequate housing, furnishings, income, clothing, and medical care.
- 3) If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of seriously held religious beliefs of the child’s parents, guardian, or person responsible for the child’s welfare, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused. The county agency shall closely monitor the child and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child’s life or long-term health. In cases involving religious circumstances, all correspondence with a subject of the report and the records of the Department of Public Welfare and the county agency shall not reference “child abuse” and shall acknowledge the religious basis for the child’s condition, and the family shall be referred for general protective services, if appropriate.

## **SERIOUS BODILY INJURY**

Bodily injury, which creates a substantial risk of death, or which causes serious permanent disfigurement, or protracted loss or impairment, of function of any bodily member or organ.

## **SERIOUS MENTAL INJURY**

A psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:

- 1) Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened; or
- 2) Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.

## **SERIOUS PHYSICAL INJURY**

An injury that:

- 1) Causes a child severe pain; or
- 2) Significantly impairs a child's physical functioning, either temporarily or permanently.

## **SEXUAL ABUSE OR EXPLOITATION**

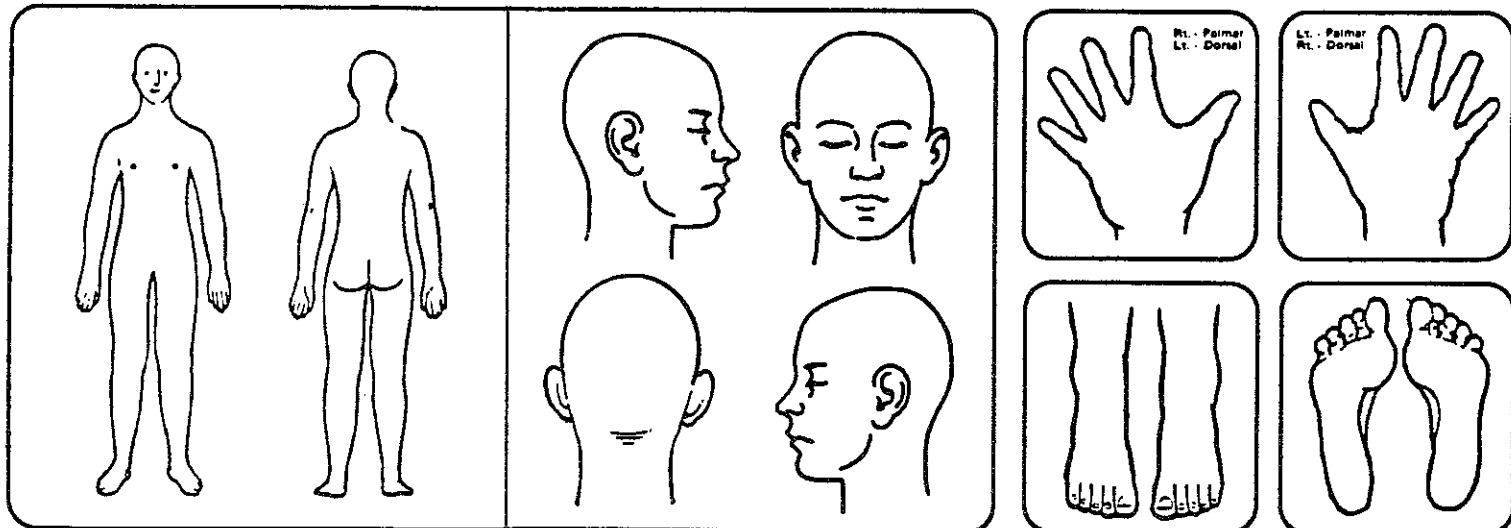
The employment, use, persuasion, inducement, enticement or coercion of any child to engage in or assist any other person to engage in any sexually explicit conduct or any simulation of any sexually explicit conduct for the purpose of producing any visual depiction, including photographing, videotaping, computer depicting or filming, of any sexually explicit conduct or the rape, sexual assault, involuntary deviate sexual intercourse, aggravated indecent assault, molestation, incest, indecent exposure, prostitution, statutory sexual assault or other form of exploitation of children.

# REPORT OF SUSPECTED CHILD ABUSE

## (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
A.			D.	
B.			E.	
C.			F.	
DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.		COUNTY WHERE ABUSE OCCURRED		DATE OF INCIDENT



<b>7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.</b>							
<input type="checkbox"/> NOTIFICATION OF CORONER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTO-GRAPHS	<input type="checkbox"/> HOSPITAL-IZATION	<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL EXAMINATION	<input type="checkbox"/> EMERGENCY CUSTODY TAKEN	<input type="checkbox"/> OTHER (Specify) _____
<b>8. RISK FACTORS, CHILD:</b>							
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK:						<input type="checkbox"/> UNKNOWN	
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION?						IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES							
C. LEVEL OF PAIN CHILD EXHIBITS				PLEASE DESCRIBE:			
<input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE							
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN:							
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES							
<b>9. RISK FACTORS, FAMILY:</b>							
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK:						<input type="checkbox"/> UNKNOWN	
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD:						<input type="checkbox"/> UNKNOWN	
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD?				IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES							
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN:						<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME?						<input type="checkbox"/> UNKNOWN	
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT?						IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES							
G. ARE THERE WEAPONS IN THE HOME?				IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES							

**INSTRUCTIONS TO MANDATED PERSONS:** Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to ChildLine (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

**NOTE:** If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

<b>REPORTING SOURCE</b>			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	FACILITY OR ORGANIZATION
ADDRESS		TELEPHONE NUMBER	DATE OF REPORT

## **CHILD DEPENDENCY (GPS)**

**\*Definition as per “The Juvenile Court Act”, PA. C.S. Sec. 6301 et seq.**

“Dependent child.” A child who:

- (1) is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his physical, mental, or emotional health, or morals;
- (2) has been placed for care or adoption in violation of law;
- (3) has been abandoned by his parents, guardian, or other custodian;
- (4) is without a parent, guardian, or legal custodian;
- (5) while subject to compulsory school attendance is habitually and without justification truant from school;
- (6) has committed a specific act of habitual disobedience of the reasonable and lawful commands of his parent, guardian or other custodian and who is ungovernable and found to be in need of care, treatment or supervision;
- (7) is under the age of ten years and has committed a delinquent act;
- (8) has been formerly adjudicated dependent, and is under the jurisdiction of the court, subject to its conditions or placements and who commits an act which is defined as ungovernable in paragraph (6);  
or
- (9) has been referred pursuant to section 6323 (relating to informal adjustment), and who commits an act which is defined as ungovernable in paragraph (6).

**Fulton County Truancy Protocol**  
**Adopted September 1, 2010**

Each school district will follow Section IV of the Department of Education Basic Education Circular (BEC) issued to address truancy. Each district has a designated staff who will track student attendance and send the recommended notices to parents if unexcused absences occur. Every effort will be made by the child's home school team to identify and address issues that may contribute to the student's attendance problem by developing a Truancy Elimination Plan (TEP).

If, despite these efforts, unexcused absences persist, a citation will be filed with the Magisterial District Judge (MDJ). These filings will be timely as per the BEC guidelines. The school districts will submit their TEP and the Fulton County Services for Children (FCSC) Referral for Truancy Intervention form (copy attached) with the documentation for the citation. When making a judgment on the citation, the DMJ will have the prerogative to order the student and the parents to cooperate in a course of intervention decided by FCSC in lieu of payment of a fine. It is suggested that maximum fines be the alternative in order to encourage participation with FCSC rather than simply paying the fine.

The FCSC Intake Supervisor will review every referral received to determine the most appropriate course of intervention. If there are no allegations of abuse or neglect and if the case is not an open case with FCSC, the new referral will be diverted to the Truancy Intervention Program (TIP) offered by the Center for Families. The Center for Families TIP coordinator will employ an evidence-based approach to truancy intervention. This program will be time limited and adjusted to meet the needs of each student and their families. Collaboration will continue with the referring school district, and with FCSC until the attendance problem is resolved. FCSC will provide feedback to the DMJ.

We are hopeful that this team effort will prove to be effective and helpful to everyone but especially to the students who are struggling to succeed or simply marking time before dropping out and/or moving on to other less desirable adventures.

Together we can make a difference.

**Fulton County Services for Children**  
**219 N. Second St. Suite# 201 McConnellsburg, PA 17233**  
**Phone: 717-485-3553 Fax: 717-485-3982**

**REFERRAL FOR TRUANCY INTERVENTION**

Name of Youth:		Gender & Date of Birth:	
Address: (mailing & physical with directions)			
Name of Parent(s)/primary caregiver:			
Home Phone #:	Cell Phone#:	Work Phone#:	
Parent(s) Work Schedule :			

**School Information:**

School/Address:			Grade:
Special Educational Needs:	Does child have an IEP: <input type="checkbox"/> Yes <input type="checkbox"/> No	Learning Support: <input type="checkbox"/> Yes <input type="checkbox"/> No	Emotion Support: <input type="checkbox"/> Yes <input type="checkbox"/> No

**School Referral Information:**

Date of Referral:	
Name of Individual Making Referral: (same address as above?)	Phone#:
Name of Individual for Follow-up Contact: (same address as above?)	Phone#:

**Youth's History:**

Prior Offenses, Referrals and Results: ( i.e. Prior Truancy Citations, C&Y , Mental Health, SAP, JPO):
Number Days Truant (illegal): _____ ( Please attach a current attendance print out.)
School Based Interventions: (Please state specifically what interventions have been implemented to date and with what results.)
Additional Comments re: strengths, needs, other behavior problems, family issues, information re: siblings:

## GPS and CPS Reports Compared

<u>GENERAL PROTECTIVE SERVICES</u> <u>(GPS)</u>	<u>CHILD PROTECTIVE SERVICES</u> <u>(CPS)</u>
GPS reports <b><u>will not</u></b> be numbered by Childline.	CPS reports <b><u>are</u></b> numbered by Childline and tracked in the PA central registry.
GPS <b><u>assessments</u></b> are completed to determine if <b><u>neglect</u></b> has occurred.	CPS <b><u>investigations</u></b> are completed to determine if <b><u>child abuse</u></b> has occurred.
Neglect is <b><u>not</u></b> reportable to law enforcement.	<b><u>Some</u></b> types of child abuse are reportable to law enforcement.
<b><u>Oral</u></b> initial notifications regarding the receipt of GPS referrals are necessary.	<b><u>Oral and written</u></b> initial notifications are required for CPS reports.
Written notification is required <b><u>if the family has been accepted for service.</u></b>	Written notification is required at the end of the investigation, <b><u>regardless of case acceptance.</u></b>