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**Policy**

The Department has an established practice of placing children and youth in the close proximity to their home as possible. This philosophy guides our placement of children and youth into residential placements.

In all cases, social work staff must explore placement options that operate within the boundaries of Connecticut.

Only after a full exploration that results in a finding of no available beds or the lack of a program that will meet the needs of a particular child/youth, shall out-of-state placement be given any consideration. This exploration must include discussions with appropriate in-state programs.

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**Approved Placements**

The Department lists all approved placements, including out-of-state programs in the Resource Directory.

Social work staff must document all efforts to secure a placement option within Connecticut.

Regional Administrator approval is required to use any out-of-state approved program.

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**Regional Office Responsibilities**

The regional offices shall be responsible for the following:

- any program not listed in the Resource Directory can only be considered after all appropriate approved in-state and out-of-state programs have been explored
  - social work staff must document all efforts to secure an approved program
  - Regional Administrator approval is required prior to forwarding request to obtain administrative exception/approval from Central Office
  - regional staff will obtain the following program material:
    - ac copy of the program's current license to operate
    - current approved rate (from program's host state)
    - program narrative/description
    - current licensing report from host state
    - Regional Administrators will submit a DCF-2085 and the referral package and documents to the Director of Children's Protective and Family Services.
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**Division of  
Children's  
Protective and  
Family  
Services**

The Division of Children's Protective and Family Services shall be responsible for the following:

- division staff will review referral information
- division staff may, if appropriate, coordinate or conduct a site visit to the identified program
- division staff will forward all material needed to the Commissioner's office for approval
- upon approval, division staff will forward material to the Division of Community Services for the establishment of a rate.

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**Community  
Services**

The Division of Community Services shall be responsible for the following:

- staff will review licensing information
- staff will review fiscal information and obtain any additional fiscal information if necessary
- staff will prepare a rate letter for the Commissioner's approval and forward notification of the approved rate to the program upon Commissioner's approval
- a copy of the rate letter will be sent to the Regional Administrator.
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Note: Approval of a new program requires both a programmatic and fiscal authorization prior to utilization. No facility can be used until the Regional Administrator receives the letter of notification of the program approved rate, which may include special conditions. All approvals for new programs are child/youth specific and do not open the program for general utilization

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