

**ACCOUNTING INVOICE
PERMANENCY PLACEMENT SERVICES PROGRAM**

DATE: _____

NOTE: THIS INVOICE MUST BE SUBMITTED TO OChYP MONTHLY EVEN IF NO SERVICES ARE PROVIDED DURING THE MONTH.

FROM: PROVIDER _____ AGENCY: _____ AGENCY STAFF: _____ PROVIDER _____ NUMBER: _____	TO: CHILD'S DCF _____ SW: _____ DCF REGION: _____ DATE _____ SUBMITTED: _____ COPY TO: DCF OFFICE OF CHILDREN AND YOUTH PLACEMENT 505 HUDSON STREET HARTFORD, CT 06106
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CHILD'S NAME:	LINK CASE NUMBER:
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SERVICES PROVIDED	DATE(S) OF SERVICE	HOURS	COST FOR SERVICE (HOURS X \$70.63)
1 – RECRUITMENT/SCREENING 6 – REUNIFICATION SERVICES 2 – HOME STUDY/EVALUATION 7 – SUPERVISION AFTER REUNIFICATION 3 – PLACEMENT PLANNING 4 – POST-PLACEMENT SUPERVISION 5 – POST FINALIZATION <i>USING THE SERVICE CODE KEYS ABOVE, ADD A BRIEF EXPLANATION OF WHAT ACTIVITIES OCCURRED DURING THE HOURS BILLED. SEE THE BACK OF THIS PAGE FOR DESCRIPTIONS OF SOME SERVICES.</i>			
TOTAL COST FOR SERVICES:			\$

For DCF Regional Office Use Only			
Agreement Effective Date	Anticipated Agreement End Date	Amendment Date	Amount of Agreement

Invoice Reviewed by (SWS)	Date	Invoice Approved by (RA or Designee)	Date
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BRIEF DESCRIPTION OF PERMANENCY SERVICES

CODE AND SERVICE	BRIEF DESCRIPTIONS INCLUDING, BUT NOT LIMITED TO...
1 - Recruitment/Screening	<ul style="list-style-type: none"> • Consultation and coordination with the OChYP Adoption Resource Exchange and with the child's DCF Social Worker • Development and placement of advertising (describe ads, flyers and written materials) • Development of community contacts (Include names) • Processing of inquiries • Other (describe) <p>Note: Include names of families recruited.</p>
2 - Home Study/Evaluation	<ul style="list-style-type: none"> • Background check process • Verifying information, <i>e.g.</i>, checking references • Office visits for assessment • Home visits for evaluation • Writing the home study • Other (describe) <p>Note: Include names of families being studied.</p>
3 - Placement Planning	<ul style="list-style-type: none"> • Meetings with DCF staff • Face-to-face meeting with child to get to know child and develop a rapport • Face-to-face meetings with child's caregivers • Coordinating decision making through meetings of appropriate staff • Face-to-face meetings with the family to help them learn about the child • Face-to-face meetings with the child to help him or her learn about the family • Initial meetings of child and family • Helping family locate community resources • Life Book work • Other (describe)
4 - Post-Placement Supervision	<ul style="list-style-type: none"> • Individual, family or group counseling • Home visits for parenting skills training • Crisis intervention • Supportive face-to-face meetings with child and/or family • Preparing court documents for finalization • Other (describe)
5 - Post-Finalization Services	<ul style="list-style-type: none"> • Face-to-face support to the family and/or child • Supervised visitation and subsequent transportation • Crisis intervention • Training on specific issues • Other (describe)
6 - Reunification Services	<ul style="list-style-type: none"> • Face-to-face meetings with child, foster family, birth family, relatives • Life Book work • Consultation with professionals (Include names or agencies) • Other (describe)
7 - Supervision after Reunification	<ul style="list-style-type: none"> • Face-to-face meetings with child, birth family and relatives • Progress assessments • Arranging for community services • Other (describe)