

1. STATUTORY AUTHORITY

Child, Family and Community Service Act, Section 93

2. OBJECTIVES

To provide direct assistance in skill development for eligible children and their families in their own home or community.

3. DESCRIPTION

Child and Youth Care Worker Services involve a child care worker providing direct goal-oriented assistance to a child and/or family. This assistance can include the development of appropriate social, life or other particular skills by the child and/or the development of child management or other parenting skills by the family. It may be provided for a specific limited time, or on an on-going or intermittent basis.

Service may be provided in a variety of locations in the community so as to facilitate the participation of the child and family in community activities as well as the development of specific skills. Service may be provided individually or in groups; however, the particular need of each child must be documented and in accordance with the program objective.

The following services may not be provided:

- Educational services (e.g. tutoring),
- Services which supplement the number of staff in or deliver the services of treatment centres, day care facilities or other contracted programs of the Ministry or other agencies,
- Services which involve children in wilderness or high-risk activities.

4. ELIGIBILITY

For eligibility information, see the Eligibility for Family Support Services Policy

5. PROCEDURES

5.1 Service Approach

The Children and Youth with Special Needs Support Worker (CYSN SW) will assess the needs of the child and family and establish goals to address those needs. This will be done in cooperation with the family, and will include regular joint review with the family for the duration of the service. This joint approach should result in agreement about the goals and plan by the parents, Children and Youth with Special Needs Support Worker (CYSN SW) and, where applicable, the child.

Following consultation and agreement with the family, the CYSN SW will initiate service by completing the Support Services Agreement (CF2606) and a Child and Youth Care Worker Service Order (CF0603) in accordance with the procedures and policy regarding Support Services for Families.

As with all Support Services agreements, the term will be 6 months per agreement.

5.2 Relationship with Service Agency

Within the first month of service, the Children and Youth with Special Needs Support Worker (CYSN SW) will review the service plan with the agency. Goals may be adjusted based on new information or changing circumstances, upon review with the family. If a revision of service is needed, the CYSN SW and family may amend the Support Services Agreement (CF2606 and the Authorization and Service Plan (CF0603).

5.3 Duration and Nature of Service

When serving families with children with special needs, it may be appropriate to make flexible arrangements, such as:

- Short term service to develop a particular skill or work through specific issues,
- On-going service to assist with developmental goals and community integration,
- Intermittent service to address goals as the needs of the child and family change over time (e.g. support the transition to adult services for a child with a developmental disability).

Arrangements should reflect the family's circumstances and be structured to achieve goals within appropriate timeframes.

While Child and Youth Care Worker Services is usually a direct service, a minimal amount of time may be authorized for:

- Contact with a Children and Youth with Special Needs Support Worker (CYSN SW), school staff or other personnel whose work is directly related to the child or family,
- Making progress reports or other records regarding the child or family,
- Consulting with the agency supervisor regarding the child or family,
- Travelling to meet with the child or family,
- Specific training necessary to provide service to a particular child or family (e.g. special skills taught by a speech therapist).

Time may not be authorized for agency staff meetings and general training sponsored by the agency. These are administrative costs that the agency should consider when negotiating the contract.

5.4 Initial Authorization

To authorize service, the Director is to:

- Complete the Authorization and Service Plan (CF0603) form with the parents, child and service provider; and
- Forward the service plan to the agency for review and further discussion of the details of service.
- A Children and Youth with Special Needs Support Worker (CYSN SW) may authorize a maximum of 150 hours per month. Hours in excess of this must be authorized by the Team Leader.

5.5 Group Service

When service is provided to a group, each child in the group must be eligible for the service and each child's parent(s) must have signed a Support Service Agreement. A CF0603 is to be completed for the group itself containing:

- The name of the group,
- The name of each child to be served in the group,
- The detailed plan for group service,
- The signature of each parent/guardian whose child is participating in the group.

Each parent receives a copy of the group CF0603 form. The agency is to bill under the name of the group.

5.6 Contracting Procedures

Under the CF&CS Act, the Ministry has statutory authority to purchase services by means of contracts. The "Core Policy and Procedures Manual" - www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm can be used in initiating contracts.

Services are purchased by CYSN Managers or delegates on a contract basis from an agency. In exceptional cases, the CYSN Manager may contract with an individual.

The forms to be used are the Support Services Agreement (CF2606) and the Authorization and Service (CF0603).

5.7 Payment Procedures

The service provider submits their monthly billing form for the Team Leader to sign. Attach the billing to a coding block (CF2094) and forward for payment to Financial Services Division. A current contract or modification agreement must be on file with Financial Services Division in order for payment to be made.

Where contract specifies a fixed monthly payment, a current Authorization to Pay Contracts and Grants (CF0025) signed by the CYSN Manager must be on file.

The CF0603 and CF2094 are not required for mixed payment.

5.8 Forms to be used for Child and Youth Care Worker Services

CF0603 Authorization and Service Plan
CF2606 Support Services Agreement
CF0025 Authorization to Pay Contracts and Grants
CF2094 Invoice Coding Block
Client Services Agreement
Component Schedule Agreement