

1. STATUTORY AUTHORITY

Child, Family and Community Service Act, Sections 5 and 93

2. OBJECTIVES

- To provide support services for parents of eligible children, in order to enhance and maintain the integrity, independence and quality of life of their families.
- To provide community integration opportunities for eligible children and their families.

3. DESCRIPTION

Parent Support Services can provide a range of services in order to assist parents and/or children to develop skills and access information and community programs. Services are non-residential and may include, but are not limited to the following:

- Parenting skills training
- Parent support groups
- Counselling, life skills or other organized activities or programs for children

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 family and arrange for the provision of parent support services through referral to the agency under contract. Alternatively, agency-based programs may provide service directly, without a referral from the Ministry. The agency must also ensure that there is a written agreement with each parent regarding the provision of service.

Services will tend to be community-based services such as parenting workshops, activity programs, counselling or support groups. They may be specific to families of children with special needs, but should not be child-specific. Child-specific services are more appropriately delivered through Child and Youth Worker Services for Families with Children with Special Needs.

5.2 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" at www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm can be used in initiating contracts.

CYSN Managers or delegates are responsible for negotiating contracts for the provision of Parent Support Services. The Support Services Agreement (CF2606) needs to be completed and should specify how families access the service i.e. whether a referral from the Ministry is required or not.

5.3 Payment Procedures

Payments will be made by the appropriate Accounting Office where there is a current Support Services Agreement (CF2606) agreement on file. A current Authorization to Pay Contracts and Grants (CF0025) must also be on file at the Accounting office in order for fixed payments to be processed.

5.4 Forms to be used for Parent Support Services

CF0025 Authorization to Pay Contracts and Grants
CF2606 Support Services Agreement