



**CABINET FOR HEALTH AND FAMILY SERVICES**  
**Department for Community Based Services**  
**Division of Protection and Permanency**

To: Director or designee

Through: OOHC Branch Manager

Through: OOHC Branch FFPSA Specialist

If child is 10 or younger, proceed:  
If child is aged 11 – 12 years: STOP.

Through: SRA

Through: FSOS

From: SSW County

Date:

Subject: Referral of Young Child for Placement in Residential Treatment Exception Request  
Regarding: Child:  
DOB:  
DCBS Case #:  
Current Placement:

The following apply to this case:

- Child is age 12 years or younger and is being considered for PCC residential treatment. (Referral requires SRA approval.)
- Child is 10 years or younger and is being considered for PCC residential treatment. (Referral requires Director approval.)
- Child is age 3 years to 6 years and is being considered for PCC residential treatment. (Referral requires Director Approval.)

Please provide a brief explanation of the child and family's current situation:

Please provide justification for the child's referral for placement in residential treatment despite the child's young age:

For children aged 3 years to 6 years, include the following supporting documentation:

- A. Documentation from the residential PCC facility staff that there is no less restrictive placement available to meet the child's mental health, physical, or behavioral needs; and
- B. Verification that the residential child-caring facility:
  - i. Is also licensed to provide emergency shelter services;
  - ii. Provides adequate space for the child that is protected from children who are age ten (10) and older;
  - iii. Provides sight and sound segregation of the child from children who are age ten (10) and older while the child engages in:
    - a. Sleeping;
    - b. Personal hygiene; and
    - c. Toiletry.
  - iv. Provides staff supervision that supports the child's individual treatment plan.

SRA /Director Review

- Approved
- Denied

Reviewer:

Date Reviewed:

\*Approval for referral expires 30 days from the date reviewed.

**Comments/recommendations:**

cc:  
SRCA  
FFPSA Liaison  
Case File