If the child you are considering referring meets the following criteria, see referral procedure below to begin the referral process.

☐ Child is involved in at least two of the following direct services:
  o Mental Health (therapy and/or medication management)
  o Special Education
  o Juvenile Justice
  o Child Protective Services
  o Alcohol or Other Drug Abuse Services
  o Other ________________________________

☐ Other Interventions have not been successful over time; persistent obstacles to service access; and/or there is a need for service coordination.

☐ Child is risk of out-of-home/institutional placement.

☐ Parent(s)/Caregivers are willing to be involved in the Families Come First process (or at least willing to learn more about it).

YES  NO

☐ ☐ Child is a Sauk County resident.
☐ ☐ Child being referred is age 0-17 years old.
☐ ☐ Family has multiple needs or services involved.
☐ ☐ Services are aimed at keeping the family intact or transitioning towards reunification.
☐ ☐ Family can identify goals for change.
☐ ☐ Family is willing and able to be active team participants.

**REFERRAL PROCEDURE**

1. **Complete a referral form WITH the family.** Make sure the family signs the Consent for Referral and Participation page. The Project Coordinator or FCF Service Coordinators can assist in the decision to make a referral and/or to explain FCF to the family. Families Come First staff can be contacted at (608) 443-7870.

2. **Send complete referral and signed consent form to the Families Come First Project Coordinator at** Lutheran Social Services:
   Fax: (608) 355-4106
   Mail: Lutheran Social Services, 727 Eighth Street, Lower Level, Baraboo, WI 53913.

3. The Project Coordinator will review the referral, contact the referral source for any missing information, and schedule a screen meeting with family and referral source. FCF Service Coordinators may attend this meeting. Project Coordinator will assign case if eligible.

4. **Within 2 business days after the Introductory Screen Meeting, one of the following actions will be taken:**
   
   A. Family will meet eligibility, Families Come First services will be offered.
   B. Family does not meet eligibility for Families Come First or declines FCF. FCF staff will assist or refer the family in obtaining other services/resources.
   C. Decision will be put on hold pending the gathering of additional necessary information.

5. The Project Coordinator will notify the family and referring person of the decision within 2 business days. The family can also decline to be enrolled. If the family is enrolled, the Service Coordinator will schedule an appointment to start the intake paperwork and assessment process with the family.