

MONTGOMERY COUNTY OFFICE OF CHILDREN & YOUTH

TRUANCY REFERRAL PROCESS

1. School district personnel should make referral directly to OCY's Truancy Unit Supervisor, through Childline, or by calling the main number at the Office of Children and Youth, 610-278-5800. Once received, referral will be assigned to a caseworker within the Truancy Unit for screening purposes.
2. The Truancy Unit caseworker will subsequently contact referral source. Upon discussion with referral source, the caseworker will determine if case meets criteria and warrants child welfare agency intervention. The criteria is as follows:
 - a. Child resides in Montgomery County and is age 6 through 18.
 - b. Child has been truant for at least 10-15 days (*truant is considered any number of UNexcused absences over 3 UNexcused absences. This number would include "unlawful" absences*).
 - c. School district has sent necessary letters to the parent/caregiver and developed and implemented a plan to address the truancy, which involved or attempted to involve parent/caregiver.
3. If the above criteria **has not** been met, the Truancy Unit caseworker will explain what is needed prior to making another referral and provide any information that may be helpful to assist the school district moving forward.
4. Based on circumstances of case at time of referral, the family's history of interventions prior to the point of current referral, the caregiver's willingness to cooperate, and other factors left to the discretion of the caseworker screening referral information, the decision may be made to refer family to one of our contracted Truancy Diversionary Providers rather than initiating a formal assessment or opening a case with the family for ongoing services.
5. If decision is made to set the family up for a formal 60 day assessment, a Truancy Unit caseworker will be assigned to the case. The assigned Truancy Unit Caseworker will schedule an initial visit to meet with the student and their family in their home.
6. During the 60 day assessment, the caseworker will meet with the family on a regular basis; maintain communication with the school; and make contact with any other parties involved with the case (family members, therapist, police, etc.).
7. On or before the 60th day, the caseworker will make a determination as to whether or not the assessment needs to be opened for ongoing services. If it is determined that the case needs to be opened, the caseworker will develop a Family Service Plan with the family to establish objectives that should address the concerns identified during the assessment over an extended period of time (FSP's typically span a period of 6 months; however could be shortened or extended based on family's circumstances / needs).
8. In-home services will be utilized by OCY on a case-by-case basis. Assigned OCY caseworker will also assist the family with identifying and accessing resources in the community which they could utilize for support.
9. During the time case is open with agency, the assigned OCY caseworker will continue to maintain regular contact with both the school district and Magisterial District Judge (if involved) to discuss case progress.
10. Juvenile Court intervention will be utilized as necessary; however typically only after a period of ongoing services have been provided and all other efforts to address any identified issues/concerns have been exhausted.

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SCHOOL TRUANCY REFERRAL

1. School Information

School District:

School Name & Address:

School Official's Name, Title,
Contact Information:

2. Student Information

Name:

Date of Birth:

Social Security Number:

Sex:

Male Female

Address and Phone #:

Current Grade:

Is student in appropriate grade? Yes No

Years Lived in District:

Which grade(s) has student repeated?

3. Family Information

Person with Whom Student
Resides:

Relationship:

Caregiver's Address and
Telephone Number:

Alt. Phone #:

Mother's Name and Contact
Info (if different):

Alt. Phone #:

Father's Name and Contact
Info (if different):

Alt. Phone #:

Is Limited English

Primary

Proficiency a Barrier?

Yes No

Language:

4. Status in School

of Days Absent this School Year:

Excused: _____ **Unexcused:** _____

Date of Conference with Student / Parent(s):

District Court Judge:

Date of Last District Court

Date: _____

Hearing and Outcome:

Outcome: _____

Dates of any Upcoming Hearings:

Did Judge order OCY involvement? Yes No

I.E.P.:

Yes No

Behavioral Support

Emotional Support

Yes No

Special Education:

Any Other School Problems? (Behavior, Academic, etc.):

Any Known Medical Issues / Physical Disabilities:

Any Known Mental Health Diagnosis:

Is Student Parenting:

Yes No

Is Student Involved in S.A.P.? (describe involvement with involved faculty members):

Is Student on Probation?

Yes No

Name of P.O.: _____

***Please attach a copy of T.E.P. (or other plan developed by the school, with the family, in an attempt to correct truancy related issues), up-to-date copy of student's attendance record, disciplinary record, academic progress report and any other relevant documents / information.**

5. Additional Information:

Please provide or attach a brief summary related to action that the school has taken to correct truancy, parents' response / level of cooperation and any other information that you might have regarding factors that may be contributing to the student's truancy.