

# FAPT Checklist

To ensure that FAPT cases meet the requirements of the Comprehensive Services Act, please utilize the following checklist prior to scheduling a FAPT staffing for your client. Schedule a FAPT by contacting Hallam Roth, FAPT Coordinator (434-872-4565 or hroth@albemarle.org) or Cindy Stratton, CSA Coordinator (434-872-4562 or cstratton@albemarle.org). Please let us know as soon as possible if you need to cancel a FAPT staffing.

## MANDATORY ITEMS FOR A FAPT CASE TO BE SCHEDULED:

- Information about the youth:
  - full (first, middle, and last) name
  - date of birth
  - social security number
  - race
  - parents' names and the name of the legal guardian if other than the parents
  - address of the parent(s)/legal guardian with whom the child resides
  - social security numbers of the parents/legal guardian
  - indication as to whether the parent(s)/guardian will attend the FAPT staffing (verified when the presenter is contacted to confirm the FAPT)
  - presenter/case manager's name, agency, and telephone number
- Reason for bringing the case to FAPT and date of intended placement if requesting residential.
- Indication that the level of **CSA funding** to be requested will exceed the FAPT threshold (\$3000/month non-residential, \$7000/month residential).
- Is the case **mandated**:
  - Foster Care?
  - Foster Care Prevention? If yes, is this for a 6-month extension of services? (If so, the case will be heard even if it does not meet the threshold.)
  - Special Education? If yes, are the services requested mandated by the IEP (Individual Education Program)?
- Is this case **non-mandated**:
  - Truancy - CHINS (Child in Need of Supervision)? If so, when is the disposition date?
  - Other Court Involved? If so, is the youth a City or County resident?
  - For planning purposes? (no funding requested)

## MANDATORY ITEMS FOR A FAPT CASE TO BE PRESENTED:

- 1) Consent for the Release of Confidential Information – signed by the parent or legal guardian.  
<http://www.ccfinfo.org/PDFs/faptreleaseform2005.doc>
- 2) Consent for the Release of Confidential Information for Alcohol or Drug Service **(if applicable)** – State and Federal law require that this release be signed by the consenting youth.  
<http://www.ccfinfo.org/PDFs/faptsareleaseform2005.doc>
- 3) CAFAS Score – Required if CSA funding is requested
- 4) FAPT **IFSP** – completed by the presenter/case manager online at:  
<https://faptinfoshare.charlottesville.org/>

*Please refer questions to Cindy Stratton, CSA Coordinator – phone: 434-872-4562, fax: 434-872-4573, email: [cstratton@albemarle.org](mailto:cstratton@albemarle.org).*