# Request for Placement into CBC Areas

**Purpose:** Use this form to request placement for a child, who is legally from another part of the state, into a Community-Based Care (CBC) area. 

**Instructions:** Complete each section of this form.

Each request must include the following:

1. Placement Search Log that includes an updated exhausted list of all other placements searched. Search log should contain the following: Name of Provider contacted, date home was verified, dates of contact, method of contacts, and outcome of contacts. *Placement Search logs are needed for all placement requests except for Kinship Homes that have become verified.*
2. Updated Common Application for each youth.
3. If the placement being requested is on Heightened Monitoring (HM), please include HM in the subject line of e-mail when sending the 1508 request form.

If located in Region 3E, 3W, 4, 5, 7, 8A, 8B, or 9/10, send the 1508 request and attachments to [Kelley Johnson-Davis](mailto:kelley.johnsondavis@dfps.texas.gov).

If located in Region 6A/B, or 11, send the 1508 request to the Regional Director.

The Regional Directors and Kelley Johnson-Davis will send the request to the SSCC Point of Contact.

Please courtesy copy (cc) the CBCA for the area in which the placement is being requested.

**Timeline for requests-** Once a completed request is emailed with all necessary information, Placement Staff of the SSCC has four (4) hours to respond for emergency requests and two (2) business days to respond to non-emergency requests. Incomplete forms will delay the request to the SSCC. (A completed request includes a full exhausted placement search log with the updated common application and completed 1508 form.)

**Definitions:**

* **Emergency 1508 Request** – The emergency 1508 request process is used when a youth(s) from outside of a catchment area needs immediate/unplanned paid foster care placement and services (unexpected immediate discharges and removals). Immediate need for an emergency referral is if placement in the catchment area is needed within 2 days.
* **Non-Emergency Request** - The non-emergency 1508 request process includes all other requests and is used when a youth(s) from outside of a catchment area needs a planned and anticipated paid foster care placement and services. These include requests for planned placements such as RTCs, GRO’s, and foster homes due to prior known discharge notice given (i.e. 14- or 30-day notice).

\*\*Note: Requesting a paid foster care placement for a child into a Community-Based Care area should occur on rare occasions, as a placement of last resort, and must be based on the best interest of the individual child. Examples: placement with a sibling, placement in an adoptive home, placement in a verified kinship home, and court ordered placements

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| CASEWORKER INFORMATION | | | | | | | | | | | |
| Date of Request: | | | | | | | | | | | |
| Caseworker Name: | | | | | | | | | | Phone Number: | |
| Supervisor Name : | | | | | | | | | | Phone Number: | |
| CPU Supervisor or RTPC Name: | | | | | | | | | | Phone Number: | |
| **PLACEMENT TYPE** | | | | | | | | | | | |
| CBC Area: | | | | | | | | | | CBC Administrator: | |
| Emergency | | | | | | | | | | Non-Emergency | |
| If Emergency, please explain: | | | | | | | | | | | |
| **CHILD(REN) INFORMATION** | | | | | | | | | | | |
| **Name** | **DOB** | | | **PID** | | **LOC** *(N/A if child is placed in a T3C Service Package)* | **Legal Region** | **Recommended Placement**  **(Family Name, Address, County & Date Home Verified)** | | | **Recommend Placement**  **Provider Agency (CPA)** |
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| Child’s recommended service package:  Choose an item. | | | | | | | | | | | |
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| Child’s recommended service package:  Choose an item. | | | | | | | | | | | |
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| Child’s recommended service package:  Choose an item. | | | | | | | | | | | |
| **PLACEMENT RECOMMENDATION** | | | | | | | | | | | |
| Date placement recommended by CPU/RTPC: | | | | | | | | | | | |
| Explain why the recommended placement/service package is in ***each*** individual child's best interest, specifically:   * Why is this the best placement for the child? * How does this placement meet the child's needs? | | | | | | | | | | | |
| **ALTERNATIVE PLACEMENT OPTIONS PURSUED** | | | | | | | | | | | |
| **Alternative placement options** include, at a minimum, providers (CPA, RTC, GRO) who are in the child/youth’s legal county, legal region, or all contiguous counties.  \*Attach placement search log for all alternative placement options pursued. Search log should contain the following: Name of the provider contacted, date home was verified, dates of contact, method of contacts, outcomes of contacts. | | | | | | | | | | | |
| **CBC AREA REVIEW USE ONLY** | | | | | | | | | | | |
| Date: | | | | Name: | | | | | Placement Request Determination  Yes  No | | |
| Comments (if approved by e-mail only, please indicate here in comments): | | | | | | | | | | | |
| CBC SERVICE AREAS | | | | | | | | | | | |
| [**Region 1**](http://www.dfps.state.tx.us/Child_Protection/Foster_Care/Community-Based_Care/region1.asp) | | | | | Texas Panhandle (Lubbock/Amarillo)  CBCA: [Jennifer Avila](mailto:jennifer.avila5@dfps.texas.gov) | | | | | | |
| [**Region 2**](http://www.dfps.state.tx.us/Child_Protection/Foster_Care/Community-Based_Care/region2.asp) | | | | | 30 counties in North Texas (Abilene/Wichita Falls)  CBCA: [Kristie Cholewinski](mailto:Kristie.Cholewinski@dfps.texas.gov) | | | | | | |
| [**Region 3W**](http://www.dfps.state.tx.us/Child_Protection/Foster_Care/Community-Based_Care/region3b.asp) | | | | | Ten counties around Fort Worth  CBCA: [Jarome “Jay” Watts](mailto:Jarome.Watts@dfps.texas.gov) | | | | | | |
| [**Region 3E**](https://www.dfps.texas.gov/CBC/community-areas/region-3e.asp) | | | | | Nine counties around Dallas  CBCA: [Afton Rutherford](mailto:afton.rutherford@dfps.texas.gov) | | | | | | |
| [**Region 4**](https://www.dfps.texas.gov/CBC/community-areas/region-4.asp) | | | | | Piney Woods  CBCA: [Michael Roberts](mailto:Michael.Roberts2@dfps.texas.gov) | | | | | | |
| [**Region 5**](https://www.dfps.texas.gov/CBC/community-areas/region-5.asp) | | | | | Deep East  CBCA: [Andi Tavarez](mailto:Andi.Tavarez@dfps.texas.gov) | | | | | | |
| [**Region 8a**](https://www.dfps.texas.gov/CBC/community-areas/region-8a.asp) | | | | | Bexar County CBCA: [Katherine “Katie” Elseth](mailto:katherine.elseth2@dfps.texas.gov) | | | | | | |
| [**Region 8b**](https://www.dfps.texas.gov/CBC/community-areas/region-8b.asp) | | | | | 27 counties around Bexar County  CBCA: [Crystal Smith](mailto:crystal.smith@dfps.texas.gov) | | | | | | |