

## Family Services Cover Sheet

PURPOSE	Used as a summary (brief snapshot) of all Social Service aspects of the child and family. Update three times per program year or as needed.
WHO/WHEN COMPLETED:	Family Services Staff (Ongoing)
HOW TO FILL IT OUT:	Fill in dates as information is completed (according to timeline).
CHILD PLUS DATA ENTRY:	N/A
WHERE TO FILE:	Family Workers put in parent contact binders. Home Visitors put in travel files. (Upon conclusion of the program year, all contents of contact binders and travel files, need to be put in the individual child's file).
IMPORTANT NOTES:	Cover sheet is also a file of contents for the social service section.

