

Stafford CSA Program FAPT Preparation Check Sheet

What to complete and submit by Tuesday at 12:00 to the Human Services office prior to scheduled FAPT meeting:

- Completed signed FAPT referral
- Completed PRE-FAPT IFSP
- Signed consent to exchange information- *if it is the first time the child has been to FAPT or the previous consent has expired (**This only goes in the HSO packet**)*
- CANS
- Completed and signed Household Income Assessment Worksheet with income verification- *if the family is going to appeal please attach a letter of appeal from the parent to the case manager, a completed budget appeals worksheet and any additional documentation the parent provides .
(This only goes in the HSO packet)*
- Any additional reports or information pertinent to the child/family
- There needs to be 6 copies (of all relevant information) for the Team- which includes HSO copy- please use front to back to save paper 😊