

Parent Coordination Packet for Parents

**Please contact the Parent Coordinator named below within 7 days
of receipt of the Court Order of Referral for Parent Coordination
Also please send copy of the completed intake questionnaire form to:**
affix Parent Coordinator label here

Today's Date: _____

Docket #: _____

Packet contents:

Order of Referral for Parent Coordination
Parent Coordination FAQs
Parent Coordination Intake Questionnaire
Application for Subsidy for Parent Coordination
Agreement to Enter into Parent Coordination-to be signed w/ Parent Coordinator
Release of Information-to be signed w/ Parent Coordinator

Instructions:

1. Review the Order of Referral for Parent Coordination
2. Read carefully the Parent Coordination Frequently Asked Questions
3. Within 7 days of receipt of the Order call the parent Coordinator (name and phone # above)
4. Fill out the Intake Questionnaire to the best of your ability and mail a copy (keep a copy for yourself) of the Questionnaire to the Parent Coordinator within 5 days of receipt of the Order
5. Fill out the application for Subsidy and bring to the first meeting with the Parent Coordinator
6. If Parent Coordination is chosen, be prepared to pay to the Parent Coordinator up to 12.5 hours x \$ (based upon your income, see application for subsidy sheet) at the first meeting with the Parent Coordinator
7. Review the other documents and bring this packet with the other documents to your first meeting with the Parent Coordinator