

DSS ADMINISTRATIVE LETTER

FAMILY SUPPORT AND CHILD WELFARE SERVICES FSCWS-13-06

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

ATTENTION: Children's Services Social Workers
Children's Services Supervisors

DATE: October 12, 2006

SUBJECT: Intake Screening of DWI Reports

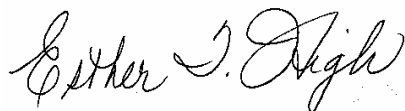
EFFECTIVE DATE: IMMEDIATELY

This letter provides clarification regarding the use of Structured Intake in screening reports of DWI allegations. Questions have been raised as to whether reports involving DWI allegations should be automatically screened in or out based solely on the information that a parent, guardian, custodian or caretaker was cited for DWI with a child in the car. The policy on Structured Intake ([Family Services Manual Volume I; Chapter VIII; Section 1407](#)) requires that when screening reports that allege abuse, neglect, or dependency, those reports must meet the statutory definitions for the agency to become involved. This policy applies to reports involving DWI allegations as well. Thus, if after a thorough use of Structured Intake the county determines that such a report meets the statutory definition of abuse or neglect, it would be appropriate for the county to accept the report for CPS assessment.

During the intake process, counties are strongly encouraged to gather as much information as possible about the parent or caregiver's behaviors associated with the DWI violation and how those behaviors compromised the parent or caregiver's ability to appropriately parent the child or placed the child at risk. The county should not simply rely upon the fact that a DWI citation was issued. Also, this process may necessitate educating law enforcement about the need for a thorough description of the behaviors and risk factors associated with each DWI violation.

Please contact your Children's Program Representative or the Family Support and Child Welfare Policy Team at (919) 733-4622 if you have questions about this letter.

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

EH: rpb

cc: Sherry S. Bradsher
Jo Ann Lamm
Sarah Barham
Family Support and Child Welfare Team Leaders
Children's Program Representatives
Work First Program Representatives