



CASA

Court Appointed Special Advocates
FOR CHILDREN

Minimum Expectations of Service Policies & Procedures

CASA will:

1. Read the child's case file at DPRS.
2. Notify all parties to the case of CASA's appointment.
3. Talk to the DPRS caseworker in a timely manner after appointment and at least one time per month for the duration of their assignment to the case.
4. Meet the child(ren) in a timely manner after appointment and meet in person with the child(ren) at least one time per month.
 - a. If the child(ren) are placed 1 to 3 hours away, meet in person with the child(ren) at least once every three months.
 - b. If the child(ren) are placed more than 3 hours away, meet in person with the child(ren) at least once every six months.
5. Have other types of contact with the child(ren) – via telephone or letter – as applicable for the child's age and interests.
6. Meet in person the child's primary placement provider in a timely manner after placement occurs, and either in person or by telephone at least one time per month for the duration of the assignment to the case.
7. Maintain contact with the child's therapist and teachers, if applicable.
8. Maintain contact with the child's family members, if applicable.
9. Maintain contact with the child's attorney ad litem, if applicable.
10. Maintain contact with the CASA supervisory staff for the case at least once each month to maintain accurate, up-to-date records and contacts logs on the case.
11. Attend all PPT meetings regarding the case.
12. Attend all court hearings regarding the case.
13. Provide written reports for all permanency and review hearings. Be available to testify as needed at contested and merits hearings.
14. Advocate for permanency for the child(ren) whether that means returning to the home of a family member, being freed for adoption, or finding a long-term-permanent, stable placement.
15. Maintain confidentiality of all issues and records of the case.
16. Spend eight to ten hours each month working on each case.