DCFS CSW: Process for submitting a referral to Regional Center

- **A Referral must be made *within 7 days* of the identification of developmental concerns**.
- **Discuss the identified developmental concerns with the caregiver/family**. Provide information regarding regional centers and how they can assist the child and family.
- To **identify the appropriate regional center,** to refer to, utilize the DCFS regional center website and enter the child's zip code or go to www.dds.ca.gov.
- For LA County and Inland Regional Centers, **Complete the DCFS 5004** on the referral portal (click 'Ctrl + click > DCFS Referral Portal or click link located on LA Kids, print out referral. For other counties, contact the identified regional center and ask for their referral form/packet.
- You must always **identify the holder of education and developmental rights** to submit a complete referral.
  - **If Parent still holds Rights**: attach the DCFS 179-MH and DCFS179-PHI, signed by parent or Legal Guardian.
  - **If court appointed an alternate Holder:** attach the JV535 and/or Minute Order. Minute Order *must* display the following language: *"Foster parent, Betty Sue, is appointed as the education and developmental rights holder".*
- **Include support documents**: MAT assessments, birth/ medical records, school reports, psychological testing and a write-up describing concerns.
- **Fax packet** to the identified center and call their intake unit to confirm receipt of the referral and documents.
- **Confirm with the caregiver and/or holder(s) of rights** the date the referral was sent and inform them to anticipate a call and/or mail requesting additional information from the designated regional center. Delays in response to regional center will delay the assessment and services.