

## Flowchart - Case plan goal package extension (exceptional circumstances)

This document is designed to show the flow of steps involved in seeking an extension to the two year case plan goal package under exceptional circumstances.

### Application and Approval Process Overview

Service providers notify DCJ of concerns about any delays in casework, or their ability to achieve permanency within the two-year period with as much notice as possible.

The service provider applies for an extension by:

- notifying the Permanency Coordinator and Contract Manager as soon as practicable that permanency is unlikely to be achieved within the two-year maximum period
- completes the application form and collates supporting information demonstrating all requirements have been met
- submits the application and all supporting evidence to the Permanency Coordinator (cc to the Lead Contract Manager) by email.



DCJ Permanency Coordinators:

- acknowledge receipt of the application within 2 business days
- review the application and advises the provider whether there is sufficient evidence to consider the application within 5 business days
- considers the application and evidence submitted by the service provider and makes a recommendation as to whether an extension should be approved (in consultation with other DCJ staff if necessary)
- records any recommendation/s on the extension application form
- submits the permanency goal review outcome report to the CFDU Manager Client Services for endorsement to the Director Community Services/Operations.

### Application Decision

Executive District Director (or relevant decision maker):

- reviews the application, recommendation of the Permanency Coordinator and all supporting evidence submitted by the service provider
- endorses or declines to support the application
- provide written approval/decline by email to the districts PSP mailbox and cc'ing to [permanency.support@facs.nsw.gov.au](mailto:permanency.support@facs.nsw.gov.au) (to occur within 15 business days from acknowledgement of receipt)

Where approved, DCJ Permanency Coordinator notifies the service provider and lead Contract Manager of the outcome via email; and provides a copy of the outcome to [permanency.support@facs.nsw.gov.au](mailto:permanency.support@facs.nsw.gov.au)

Where declined, the decision maker notifies the service provider, lead Contract Manager and Permanency Coordinator of the outcome; and provides a copy of the outcome to [permanency.support@facs.nsw.gov.au](mailto:permanency.support@facs.nsw.gov.au)



DCJ Permanency Coordinator attaches a copy of the approval in the child's placement record on ChildStory as a Note/Attachment titled 'Approval for extension to case plan goal package'.