

FaDSS Policy 6.0 – Family Caseload Determination

Policy Statement

It is the policy of the FaDSS program that caseloads for family development specialists be set and maintained between 18 and 21 families. Grantees are allowed discretion to determine individual family development specialist caseload size as long as the grantee averages 18 to 21 across the agency's total capacity. Grantees determine caseload size via the FaDSS grant application.

General Information

There may be circumstances when it is not in the interest of the program to have a full time family development specialist caseload between 18 and 21 families. This may be permitted when the grantee provides rationale for this decision. Rationale may be based on travel time, geographic area, difficulty of cases, etc. If a grantee needs to make changes in the caseload size outside of the grant application process, they are required to submit a work plan amendment for approval by the Division of Community Action Agencies. The work plan amendment must be approved prior to implementing the caseload adjustment.

Protocol – Special Circumstances: Transferred Family

There may be a time when the FaDSS program receives a transferred family from another FaDSS grantee that requires a specialist to be outside the 18-21 caseload range. Policy 5.0 - Transferring Enrolled Families requires guarantee to accept transferred files regardless of capacity. This is allowable and should be for a short duration of time.

Protocol – Special Circumstances: Staff Vacancy

There may be a time when the agency has a family development specialist that is out on a long-term leave or leaves the program. The agency's vacancy plan may outline that current family development specialist be assigned families during the time of the vacancy that requires a specialist to be outside the 18 -21 caseload range. This is allowable and should be for a short duration of time.