

Authorization to Hold a Residential Childcare Facility Bed

This form may only be used by the child's OCS or DJJ worker when: 1) a child has been approved by the OCS Residential Childcare Program Coordinator, and 2) accepted for placement at a specific RCC facility. The form gives written permission for the facility to hold a bed for a specific child for up to 7 days prior to the child's admission or for a 7-day extension. The worker must send a completed Hold form to the RCC facility along with the child's admissions packet. Only one facility at a time may hold a bed for an individual child.

This form must be attached to the Monthly Attendance Report to request payment for a held bed.

Residential Childcare Facility	Child's Name	Birthdate
Today's Date	Hold Bed from (Date)	Hold bed to (Date)
Reason for hold (Maximum of 7 days.) <input type="checkbox"/> Travel from out-of state placement <input type="checkbox"/> Travel from within state <input type="checkbox"/> Other (explain)		

Requested by: OCS DJJ Field Office _____

Phone # _____ Fax # _____

Printed Name of Worker requesting hold Signature of Worker

HOLD AUTHORIZATION

_____ Number of days approved	_____ OCS Children's Services Manager	_____ Date
	_____ DJJ Regional Probation Manager	_____ Date

EXTENDED 7-DAY AUTHORIZATION

Can only be approved by the OCS Residential Childcare Coordinator

<input type="checkbox"/> I request an additional 7-day extension for the following reason:		
_____ Printed Name of Worker	_____ Signature of Worker	_____ Date
_____ Additional # of days approved	_____ Signature OCS RCC Coordinator	_____ Date