

SOCIAL WORK REFERRALS

Table of Contents

A. Sources of Referrals	1
B. Reasons for Referrals	1
C. Referrals Received	2
D. Out-of-Zone Referrals	2
E. Child Labor/Partial Wavers.....	2
F. School Patron	2

A. Sources of Referrals

A social work referral may come from various sources:

- school personnel
- parents/guardians
- district office personnel
- student referrals

B. Reasons for Referrals

The following are some of the reasons for a social work referral:

- school/parent communication
- behavior/emotional
- financial need
- health problems
- attendance
- academic
- homeless
- home education
- crisis intervention
- alcohol/drug usage
- legal issues
- social history

C. Referrals Received

Referrals received from school personnel should be on a completed [Social Work Referral](#) (form 2004261) and include information identifying the student, the reason for referral, and any previous school interventions. The completed referral must include the signature of the person making the referral as well as that of the principal or the principal's designee. A copy of the student Demographics/Enrollment browse must be attached to the referral.

Attendance referrals must have a copy of the student's Demographics/Enrollment browse, Absence Detail browse, [Request for Problem Solving Team Assistance PST 5](#) (form 2009014) and PST paperwork, including contacts with parents/guardians. The school social worker will take appropriate action regarding the referral and follow-up with the referral source.

D. Out-of-Zone Referrals

School social workers do not routinely investigate out-of-zone requests unless they are in connection to an attendance referral. Only under special circumstances will the school social workers be requested to become involved in an out-of-zone investigation. The [Student Assignment – Zoning](#) office handles the inquiries regarding out-of-zone referrals.

E. Child Labor/Partial Waivers

The [Florida Child Labor Law](#) is designed to serve and protect minors and to encourage them to remain in school. At times, however, some minors feel that the law conflicts with their best interests or that their life circumstances are such that they need to work. Minors have the right to request that the Child Labor Office exempt them from parts of the Child Labor Law. When minors are enrolled in the public high school system (K-12), either the minor's public school superintendent or their designee has responsibility for issuing partial waivers.

Within Volusia County, the School Social Services Office assumes the responsibility for investigating and assisting the minor's request for a partial waiver. Partial waivers are granted on a case-by-case basis, which means that each application is judged on its own merits. In order to qualify for a waiver, applicants must demonstrate that sections of the Child Labor Law need to be waived because of financial hardship, medical reasons, school status, or a court order. Only when it clearly appears to be in the best interest of a minor will the waiver be approved. The department has developed guidelines to be used in compiling and determining the outcome of the request for a partial waiver.

For minors who are no longer enrolled in the public high school system of K-12 programs, they are required to submit an [Application for Waiver of Florida Child Labor Law](#) (form FCL 1002) and supporting documentation to the Child Labor Office for approval. Minors who fall under this category include minors enrolled in a homeschool program, attending Adult Education or GED classes, private school, expelled students, and dropouts who have a financial, medical, or other hardship.

F. School Patron

Pursuant to Florida Statutes 228-041 (11), the terms "parent" and "school patron" shall be interpreted to refer to either or both parents, to any guardian, or to any person who is in a parental relationship to a child or who is exercising supervisory authority in place of a parent over a child of public school age.

The following forms are to be used only when there are extreme circumstances which prohibits the parent/legal guardian to enroll their child ([School Patron Authorization I](#) – form 2002113) or when the parent/legal guardian are deceased or unavailable to sign ([School Patron Authorization II](#) – form 2002114). The unavailability of a parent or guardian must be due to extreme hardship circumstances such as the parent/legal guardian’s whereabouts being unknown, is serving an adjudicated sentence, or is incapacitated due to substance abuse, mental health illness, etc.). A copy of the photo identification of the school patron must be attached to the forms. These documents satisfy the educational purposes of the School District of Volusia County and are not valid for any other purposes, nor does it take place of a court order for custody.

The school social workers will be asked to verify the information completed on the [School Patron Authorization II](#). They must meet with the person completing the form, and written feedback must be submitted to the school administrator.

The acceptance of supervisory authority and will to act in a parental responsibility for school purposes remains in effect until written revocation is given. This revocation is done using the [School Patron Notification of Revocation](#) (form 2001175).