

## **PROTOCOL FOR HIRING CASW/FES**

- Fill out **Screening Authorization** form, sign and send to Erika Ducati [erikaducatilcsw@gmail.com](mailto:erikaducatilcsw@gmail.com), or to Dora Miranda (all Spanish speaking go to Dora), [dmirandamft@gmail.com](mailto:dmirandamft@gmail.com). Screening call will follow.
  
- Once CASW/FES is identified, prepare **Declaration AND Authorization for Funds** (don't sign the bottom of authorization until invoice is turned in) describing need for CASW/FES; please document that the case has been screened and that the identified CASW/FES is available. 40 hours for EVERY declaration. \$85 for CASW's and \$60 for FES.
  
- Submit to Jill for authorization and cc Erika or Dora, depending on who screened the case.
  
- Approved **Authorizations for Funds** are returned, signed by Jill and emailed to the attorney and screening SW, then will be forwarded to the CASW/FES to begin work. Documents are submitted to the Court for inclusion in the case file.
  
- When CASW/FES completes 40 hours or less (if work completed), CASW/FES will submit invoice for approval to attorney, and **Authorization for Funds** will be signed by the attorney and sent back to CASW/FES.
  
- CASW/FES is responsible for sending in their own invoice and signed Authorization for Funds (NOT declarations) to [drpmail@sfbar.org](mailto:drpmail@sfbar.org) for payment
  
- ***\*\*\*For additional request for funds: CASW/FES should extinguish all/or almost all 40 hours on initial declaration, submit bill for Jill to review with NEW declaration of work completed and why additional hours needed.***

