

The ACJ Re-entry Program

The Re-entry Program is ready to help you. Send an inmate referral slip to the Re-entry Program if you need

- › A DAL referral form
- › To find out if your child is involved with CYF
- › To find out who your CYF caseworker is or where they work
- › To get a parent advocate to represent you in the Family Division courtroom
- › To set up a meeting with your parent advocate
- › To have A Parent's Handbook delivered to you
- › To have questions answered about your child visiting with you
- › To participate by phone in meetings about your child (Conferencing and Teaming meetings)
- › To participate by phone or video in Family Division court hearings
- › To sign up for court-ordered or re-entry classes
- › To sign up for education classes

The ACJ Chaplain

The ACJ chaplain is the person to talk with if you believe you have indigent status. If s/he finds that you are indigent, you can get 10 free U.S. stamped envelopes a month to use to send letters to your child, CYF caseworker or others.

Director's Action Line

Call the Director's Action Line (DAL) collect if you have a question, concern or complaint about any service or staff member related to your CYF case.

Director's Action Line (DAL)
Monday through Friday
8:00 am to 5:00 pm
412-350-3432

One Smithfield Street, First Floor
Pittsburgh, PA 15222

Your CYF caseworker's first and last name

Your caseworker's regional office name



Children, Youth and Families

Rich Fitzgerald
ALLEGHENY COUNTY EXECUTIVE

Erin Dalton
DIRECTOR, DEPARTMENT OF
HUMAN SERVICES

Phone: 412-350-5701

Fax: 412-350-4004

www.alleghenycounty.us/dhs/cyf

Human Services Building
One Smithfield Street, Suite 400
Pittsburgh, PA 15222

The Allegheny County Department of Human Services does not discriminate against anyone on the basis of a protected class including: race; color; religion; national origin; ancestry or place of birth; sex; gender identity or expression; sexual orientation; disability; marital status; familial status; age (40 and older); use of guide or support animal because of blindness, deafness, or physical disability.

DHS funding information is available at www.alleghenycounty.us/dhs/funding.aspx
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Children, Youth and Families

**Staying Connected During
Your Incarceration**



**ALLEGHENY COUNTY
DEPARTMENT OF
HUMAN SERVICES**

alleghenycounty.us/dhs



Since your child is involved in the child welfare system (the DHS Office of Children, Youth and Families or CYF) you have rights that can help you stay or become active in your child's life. But even with these rights, because you are incarcerated, you need to make an extra effort to have them honored. You already know, things take longer to happen in jail. So, there's no time to waste.

Suggestions to Reach Your Goal

1ST Find out who your CYF caseworker is

Fill out as many blanks on the DAL (Director's Action Line) referral form as you can. Send it to the Re-entry Program. If you do not hear from your caseworker within a week, send an inmate request slip to the Re-entry Program and let them know.

2ND Read through *A Parent's Handbook*

A Parent's Handbook gives information about what to expect, your rights and responsibilities and other information related to being involved with CYF. If you have questions, circle them so you can ask your CYF caseworker or parent advocate.

3RD Connect with your CYF caseworker

Your CYF caseworker will fill in all the blanks in the front of your *A Parent's Handbook*. S/He can make requests, so you can participate by *phone* in some very important events

- › Conferencing and Teaming meetings where your family plan is made and discussed
- › Children's Court hearings where the judge can hear from you about your progress

When you need to contact your CYF caseworker, you can call or write.

CALL: All CYF regional offices accept collect calls. You must 1) call the main number below, 2) have the call accepted and then 3) be transferred to your caseworker. If your caseworker is not there, leave a message with your full name, your DOC number and tell them you are calling from the Allegheny County Jail.

WRITE: Your letter can be put in U.S. Mail using the name of your caseworker and the name and address of their regional office shown below.

If you do not know your caseworker's location, check inside the front cover of your copy of *A Parent's Handbook* or fill in a DAL referral form and send it to the Re-entry Program to find out.

OFFICES PHONE NUMBER & ADDRESS

Adoption 412-473-2000
10 Duff Road
Pittsburgh, PA 15235

Central 412-350-3600
1401 Forbes Avenue
Pittsburgh, PA 15219

East 412-473-1100
10700 Frankstown Road, Suite 101
Pittsburgh, PA 15235

Mon Valley 412-664-8900
355 Lincoln Highway, Suite 5
North Versailles, PA 15137

North 412-323-6100
901 Pennsylvania Avenue
Pittsburgh, PA 15233

South 412-488-8500
2100 Wharton Street
Pittsburgh, PA 15203

4TH Plan for and make time for visits with your child

If visits with your child are ordered by the judge, make sure the judge knows you care by having them. Keep track of all the ways you connect with your child. Letters, phone calls and visits are all important. If you take part in parenting classes, you can also earn a monthly structured contact visit with your child.

5TH Meet with your parent advocate

Your parent advocate represents you in the Family Division courtroom. Make sure they know what progress you are making in your family plan and with your child.

Ask for and get a copy of all your court/legal documents and keep them safe.

After each hearing, ask your parent advocate when your next court hearing is. Make arrangements with your caseworker to participate by phone or video conferencing.

If you don't understand something, send an inmate request slip to the Re-entry Program to arrange a meeting with your parent advocate during their Monday visit to the jail.

6TH Sign up for classes ASAP

Parenting, relationship and many other classes that a judge may order fill up quickly. Waiting lists are long. Other basic education and GED classes are available, too.