

SAMPLE CASE LIMIT EXCEPTION FORM



Standard 7.D.8.

Volunteer Case Assignment Limit

Standard 7.D.8: A volunteer will not be assigned more than two (2) cases at a time. An exception may be granted at the discretion of the CASA program staff; however, the decision to permit a higher caseload shall be documented as to the justification for and reasonableness of the exception. Under the exception, a volunteer will not be assigned to more than five (5) cases.

This form must be completed *prior* to appointing a new case to a volunteer *who is already serving at least two (2) cases*. The decision to make additional appointments should be made in light of a variety of factors; including the volunteer's tenure, time and past and present performance.

CASA/GAL Volunteer

Name: _____ Length of Service: _____

Current number of cases the volunteer is serving _____

Current number of children the volunteer is serving _____

Current location(s) of the children served by the volunteer _____

Supervisor Considerations

Nature of the Volunteer's Current Caseload:

- Most or all cases are in the monitoring phase and require minimal effort
 Requires minimal travel

Other Factors _____

Nature of the New Family/Sibling Group (Case):

- Volunteer previously assigned to child or other family member(s)
 PPLA (Planned Permanent Living Arrangement)
 Child's special needs match the volunteer's skills

Other Factors _____

Volunteer's Capability:

- The volunteer is requesting a new case and requires challenge
- The volunteer has demonstrated the ability to handle an additional family/sibling group
- The volunteer's employment, family, community and other commitments support the new appointment

Other Factors _____

Volunteer is adhering to the following requirements:

- Volunteer is seeing all children face to face monthly or as required in Standards
- Volunteer documents and submits a complete record of their advocacy and activity each month.
- Volunteer is meeting with/communicating with the Volunteer Supervisor monthly
- Volunteer completes 12 hours of in-service training annually

Volunteer's Signature Date

Supervisor's Signature Date