

T3C Template:

Below are examples of 2 different templates that can be used to obtain the Service Package Confirmation Reports.

- For new placements, send the template below to the caseworker within 24 hours of placement. Give the caseworker 3 business days to respond, if no response is received, add the supervisor to the email and give them 2 business days to respond. If you still do not receive a response, reply all and add the DFPST3CChildTransition@dfps.texas.gov, so we can assist you in getting the information needed.
- For Service Packages that are expiring, it is best practice to email the template 3 weeks prior to the expiration date. Email the template to the Caseworker and Supervisor and give them 3 business days to respond. If no response is received, reply all and add the DFPST3CChildTransition@dfps.texas.gov, so we can assist you in getting the information needed.

It is extremely important that when you CC the DFPST3CChildTransition@dfps.texas.gov, that you include the child's name and PID, so we can better assist you in a timely manner.

New Placements:

Subject Line: Action Needed! Service Package Confirmation Report Needed – [Child Name & PID]

Good morning (Caseworker),

This is in reference to the placement of (CHILD'S NAME) into the (FOSTER HOME'S NAME) home on (DATE).

In IMPACT, (CHILD'S NAME) should be in the (NAME OF SERVICE PACKAGE, TO INCLUDE ADD-ON). Please see the attached document if you need guidance on how to get that implemented in IMPACT. When they are completed, please send me the Service Package Confirmation documents for each child. Please complete this ASAP, as we are required to have this within 3 days of placement under T3C guidelines.

Please let me know if you have any questions.

Resources:

[Entering a T3C Placement in IMPACT & Service Package Selection Process](#)

[IMPACT Service Package Confirmation Report](#)

Service Package Expiring:

Subject Line: Action Needed! Service Package Expiring – [Child Name & PID]

Good morning (Caseworker),

This is in reference to (Child's Name & PID), that is currently placed in the T3C Service Package of (Name of Service Package, to include Add-on), which expires on (Date).

We need the updated Service Package Confirmation Report with a start date to match the start date of the most recent Recommended Service Package.

Please ensure that you communicate with us, if the current Recommended Service Package is different than the previously agreed upon Selected Service Package, prior to entering a new Selected Service Package.

You will need to end the Current Selected Service Package prior to entering the new Selected Service Package.

Below is a link with instructions on how to complete this:

[T3C System: Caseworker Guide for Updating the Child's Selected Service Package in IMPACT](#)

Please note, we need this immediately, as this affects billing and our payments to Foster Families.