



Standard Exception Documentation In-Person Contact

National CASA requires that CASA Volunteers meet in-person with the child once every thirty (30) days at a minimum. Seward County CASA requires CASA Volunteers meet twice a month – once in the child’s placement and once at an alternative location (court, school, etc). An exception may be granted at the discretion of program staff; however, the justification and reasons for a decision to permit less frequent in-person contact must be documented as to the justification and reasonableness of the exception.

CASA Volunteer Name:

Location of Child:

Distance between CASA Volunteer and Child:

Describe frequency of children’s services’ contact with child:

Indicate Situational Factors

- Child Illness
- CASA Illness (or family illness)
- Runaway
- Incarceration
- Treatment Center with “No Contact” Policy
- Phone Contact Sufficient
- Excessive Distance

Provide time and mileage: _____

- Other

Describe alternative plan to monitor child:

Supervisor’s Signature

Date

Volunteer’s Signature

Date