*[INSERT AGENCY NAME AND LOGO]*

**FAMILY PLANNING PROGRAM POLICY AND PROCEDURES**

| 2.4 Availability of Social Services Projects must provide for social services related to family planning including counseling, referral to and from other social and medical services agencies, and any ancillary services which may be necessary to facilitate clinic attendance (42 CFR 59.5 (b)(2)). | |
| --- | --- |
| **Policy Title** | **Availability of Social Services** |
| **Effective Date** |  |
| **Revision Dates** |  |
| **Review Due Date** |  |
| **References** | Providing Quality Family Planning Services: Recommendations of CDC and the U.S. Office of Population Affairs (pages 4–20)  (<https://www.cdc.gov/mmwr/pdf/rr/rr6304.pdf>)  Code of Federal Regulations 42 CFR 59.5 (b)(2)  <https://www.ecfr.gov/cgi-bin/text-idx?SID=c1cbd72e13f7230f1e8328fa52b57899&mc=true&node=sp42.1.59.a&rgn=div6#se42.1.59_15> |
| **Approved by Signature** |  |
| **Approved Date** |  |

**Purpose:** The purpose of this policy is to describe ***(Insert Agency Name)*** process for ensuring grantee and subrecipient compliance with the requirement that the project provide for social services related to family planning including counseling, referral to and from other social and medical services agencies, and any ancillary services that may be necessary to facilitate clinic attendance, as needed.

**Policy:** *[Agency may want to include the following]*

* The grantee’s needs assessment will document the social service and medical needs of the community to be served.
* The grantee’s needs assessment will document the ancillary services that are needed to facilitate clinic attendance, as well as identify relevant social and medical services available to help meet those needs.
* Subrecipients will develop and implement plans to address the related social service and medical needs of clients as well as ancillary services needed to facilitate clinic attendance.
* Subrecipients will have a process to refer clients to relevant social and medical services agencies (e.g., child care agencies, transport providers, WIC programs).
* Service sites will get signed written collaborative agreements with these other agencies when possible and if appropriate.
* Staff and providers will document in the medical record when referrals were made, based on documented specific condition/issue.

**Procedure:** *[Agency may want to include the following]*

* Where staff will be able to locate up-to-date referral names and contact information.
* Procedure for vetting referral resources.
* Schedule for updating referral information.
* Location of written collaborative agreements.
* Schedule for updating and renewing written collaborative agreements.
* How staff will be trained and updated on changes to this policy.
* How staff can access this policy (location of paper/electronic version(s)).