

Our Ref. : \_\_\_\_\_  
 Tel. No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 Total pages : \_\_\_\_\_

Date : \_\_\_\_\_

**BY FAX (Fax No. 2383 2231)**

To: Supervisor / Caritas Family Crisis Support Centre (FCSC)

**Referral to Caritas Family Crisis Support Centre**

Name : \_\_\_\_\_  
 HKID No. : \_\_\_\_\_  
 Sex / Age : \_\_\_\_\_

I refer to the telephone discussion between Mr/ Miss/ Ms/ Mrs\* \_\_\_\_\_ (*name of IFSC social worker*) and Mr. /Miss/Ms/Mrs\* \_\_\_\_\_ of your Centre on \_\_\_\_\_ . I should be grateful if you could admit the above-named for live-in service.

2. The following document(s) # is / are\* attached for your information and necessary action:
- Intake report / Outreaching report (optional)
  - Case Referral Form
  - Others (please specify): \_\_\_\_\_

**We have read and will follow the FCSC's referral guideline. We understand FCSC's live-in service is temporary in nature. We would follow the client's welfare plan without delay. If stay extension is required, we will follow FCSC's stay extension policy.**

3. Remarks:
- The welfare need(s) of the above-named / above-named's family members is / will be followed up by Mr/ Miss/ Ms/ Mrs\* \_\_\_\_\_ (*name of IFSC social worker*) of our IFSC.
  - The caseworker will be assigned within three working days from the date of this letter.
  - The case will be referred to \_\_\_\_\_ (name of the follow-up agency/centre)
  - Others (please specify): \_\_\_\_\_  
 \_\_\_\_\_

4. Please acknowledge receipt of this referral **within three working days** from the date of this letter. For enquiries, please contact Mr/ Miss/ Ms/ Mrs\* \_\_\_\_\_ (*name of IFSC / referring centre social worker*) at phone no. \_\_\_\_\_.

( \_\_\_\_\_ )

Officer-in-charge

\_\_\_\_\_ Integrated Family Service Centre/

\_\_\_\_\_ (name of referring agency/centre)

\* Please delete as appropriate

# can tick more than one item as appropriate