

Caritas Family Crisis Support Centre

Reply Slip upon extension of stay

From: Supervisor
Caritas Family Crisis Support Centre

Ref.: _____

Tel. No.: 2383 2122

Fax. No.: 2383 2231

Date: _____

To: Officer-in-charge

(Name of referring agency / centre)

Ref.: _____

Tel. No.: _____

Fax. No.: _____

Total pages: _____

Thank you for your verbal / written * request on _____ (date) for extension of _____ (name of client)'s stay for _____ more days to _____ (date).

After our supervisor's consideration,

- the request of stay extension is accepted under supervisor's discretion. Please do the following to ensure smooth discharge on _____.

- Discretion is not given. There is no extension of stay for the following reasons:

Our suggestions / alternatives for client to consider (**instead of further stay in our centre**):

For case discussion, please contact the responsible crisis care worker, Mr / Ms / Miss / Mrs* _____ (name of FCSC worker) at phone no. 2383 2122.

* please delete as appropriate

(_____)

For Supervisor
Caritas Family Crisis Support Centre

Note:

Our crisis care worker can arrange at most 7 days of live-in service in the intake interview. All stay extension after 1 week SHOULD be made verbally to our case responsible worker / duty officer by the caseworker. **Stay extension will be considered under discretion by our supervisor on a case-by-case basis for those with genuine need.** The caseworker should fully justify his / her effort in helping the client and discuss the client's welfare plan with us. FCSC reserves the right of either accepting or rejecting the extension request. We will inform the caseworker of the result by our reply slip. Five days will be given for each accepted extension. **If further extension is required after staying for 12 days, written application with full justification(s) SHOULD be made directly to our centre supervisor, Ms. Paulina KWOK for consideration.**