



Statewide Request for Services (RFS) – MDT Instructions

- Go to <https://cac-sc.org/rfcacservices/> and use the dropdown box to select the county in which services are needed.
- The CAC(s) that serve the selected county will appear along with their Request for Services link.
 - *Note: Be sure to click the link under the correct CAC, as the RFS form looks the same for each CAC in the state.*
- Fill in the RFS form:
 - [Sending Organization](#) is where the investigator's full agency is entered
 - [Sending Contact](#) is where the investigator's NAME is entered.
 - Complete all fields for the first individual involved in your case.
 - [Role in the Current Referral](#) is where you indicate if the individual is a victim, caregiver, or offender.
 - [Special needs details](#) is where you should specific information for any diagnosis/medications or other special needs checked above.
 - [Custody Arrangements](#) is where you indicate information on legal/physical custodianship, Kinship Agreements/Safety Plans, visitation, etc.
 - *Note: Questions about Forensic Medical Exams and Custody Arrangements are meant for children being referred for services.*
 - Click the [Add Referral Individual](#) button to add additional victims, caregivers, or alleged offenders.
 - **Be advised: Referrals should include individuals for each child victim, caregiver, and alleged offender.**
 - [Sending Agency Source](#) and [Sending Agency Case #](#) is where you indicate LE/DSS and provide your investigation case number.
 - [Other agencies involved](#) is a text box where you should enter your own phone number/email as well as any other agency involved.
 - For example: DSS entering information for the LE agency that is also investigating these allegations).
 - [Description of presenting problem](#) is a text box to add information regarding the type of abuse, allegation details, location details, etc.
 - Click the corresponding checkboxes to indicate [What CAC services are being requested](#) for this case.
 - Use the [Additional Information](#) textbox at the bottom to specify services per child or to provide any other information on the case (if needed).
 - [Referral documents \(NEW\)](#) area will allow you to upload multiple documents to be sent with the referral. Please be sure to upload any safety plan/kinship agreement, incident report, or other case documents the CAC needs.
- Once all individuals and information are entered, click [Submit](#) and the CAC will be notified. If the CAC has any questions, they will reach out to you directly.