

# Case Worker Department Case File Structure

## Section 01

 Application

## Section 02

-  Opening / Closing Summaries
-  Family Success Plan
-  Drug test
-  Transportation
-  Sanctions
-  Home Visits
-  Counseling
-  Exemptions

## Section 03

-  Class Schedules
-  Progress Reports

## Section 04

-  Correspondences
-  Outgoing Referrals
-  Inter-Office Referrals

## Section 05

 Narratives

## Section 06

 Misc.

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