



STATE OF MICHIGAN  
EATON COUNTY TRIAL COURTS

Hon. Janice K Cunningham  
Chief Judge, Circuit Court Judge

Hon. Thomas K. Byerley  
Probate Court Judge

Juvenile Division  
822 Courthouse Drive  
Charlotte, MI 48813  
517-543-6003  
[www.eatoncounty.org](http://www.eatoncounty.org)  
Youth Facility  
517-543-3244  
517-543-9963 Fax

Amy M. Etzel  
Trial Court Administrator

Kathleen M. Brooks  
Deputy Trial Court Administrator

Amanda G. Pollard  
Juvenile Referee/Director

Jeremy M. Mulvany  
Youth Facility Director

## Out of County Placement Agreement Residential Treatment Program

Youth Name: \_\_\_\_\_  
Referring County: \_\_\_\_\_  
Referring Agency: \_\_\_\_\_  
Caseworker/JJ Worker: \_\_\_\_\_

**The above-named Juvenile is being referred to the Eaton County Youth Facility Residential Treatment Program. Prior to starting the program, the following list will need to be complete:**

1. All requested documents in the referral packet must be fully completed and signed.
2. All required identification documents will need to be submitted. This includes a birth certificate, social security card, insurance card(s), etc.
3. School information as available.
4. A valid Court Order placing the Juvenile in the Eaton County Youth Facility Residential Treatment Program. The Order must include releases for necessary medical treatment.

**The referring agency agrees to the following:**

1. A Per Diem rate of \$250.00 billed monthly starting from the first day programming starts.
2. Transportation for all medical appointments outside of Eaton County.
3. Providing the Eaton County Youth Facility with all prescribed medications at least one week **PRIOR** to the medications running out. The referring agency may also choose to transfer the prescriptions to Central Pharmacy in Charlotte, Michigan. Central Pharmacy will then transport the medications directly to ECYF.
4. All mental health-based emergency services transportation and staffing.
5. Caseworker face to face contact monthly. Caseworker general contact weekly.
6. Continual caseworker contacts with program staff as needed.

7. Aftercare planning to ensure a smooth transition from residential placement.
8. **Understanding and accepting the Eaton County Youth Facility's right to require the removal of this juvenile from the facility upon providing the placing agency with 24 hours of advance notice.**

**The Eaton County Youth Facility per diem rate will include the following:**

1. Meals, clothing, laundry, education and recreation supplies/services, hygiene supplies, and non-emergency medical supplies.
2. Psychoeducational groups, individual therapy, group therapy, and family therapy.
3. Transportation to medical appointments within Eaton County.
4. Drug and alcohol assessment/therapy (if ordered).

**PLACEMENT/TREATMENT PROVIDER AGENCY:**

Jeremy M. Mulvany \_\_\_\_\_  
**Authorized Agent** (Printed)

\_\_\_\_\_  
**Authorized Agent Signature**

Eaton County Youth Facility  
 822 Courthouse Dr.  
 Charlotte, MI 48813

**REFERRING AGENCY:**

\_\_\_\_\_  
**Authorizing Agent** (Printed)

\_\_\_\_\_  
**Authorizing Agent Signature**

Billing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone, Fax, Email  
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