

# FOR YOUR INFORMATION

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Issue 22-17

Date: 09/13/22

## Proof of Service SNAP FAQ's

With the introduction of SNAP 2.0, the juvenile court requested that DCFS include the date that reports were mailed on the proofs of service. The original version of SNAP included a similar function and DCFS policy requires that the date a report is mailed on is included with the proof of service ([DCFS Child Welfare Policy Manual - 0300-306.05, Noticing Process for Juvenile Court Proceedings \(lacounty.gov\)](#)).

Often, notice is generated prior to the report being finalized or provided to parties, due to the statutory time requirements for notice. It is legally permissible to generate the notice and complete the proofs of service in two separate states. In situations where the worker generates notices prior to knowing when the report will be provided to the required parties, the solution is to come back and do the proofs of service at a later time.

1. Track the date and the manner of service of the notices to input on the proofs of service.
2. When you are ready to generate the proofs of service, find the case. Either locate the case on your SNAP calendar or search for the case.

### Home

\* = Required Field

Court Case Number: \*

Hearing

3. Go into the case and press "**View Previous Notices**." You will be given the opportunity to generate proofs of service if they were not already generated when completing the notices.

Court Case#	Hearing Date	Court Hearing Type	Dept#
21CCJP03024	10/4/2022	12M - 21F Review Hearing	422
Office	CSW	SCSW	State ID
Metro North	Justice Taylor	Erica Pasillas	L736678
Court Case#	Child Name	Birth Date	Notes
21CCJP03024A	Leelah Arciniega	06/04/2017	
21CCJP03024B	Brianna Crumpton	06/19/2021	

 [View Previous Notices](#) [Start Process](#)



If you have any questions regarding this release please e-mail your question to:

[Policy@dcfs.lacounty.gov](mailto:Policy@dcfs.lacounty.gov)

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The following documents (Notices and/or Proofs of Service) have been generated. Please click the corresponding links to view and print.

Generated by Dylan Roy on 6/14/2022 10:59:02 AM

[Click Here to View and Print ALL Generated Documents](#)

- [Click Here for JV-280 Notices ONLY](#)
- [Click Here for Attorney Notices - Attorney's Bar No 303987 ONLY](#)
- [Click Here for Attorney Notices - Attorney's Bar No 181454 ONLY](#)
- [Click Here for Attorney Proofs of Service ONLY](#)
- [Click Here for JV-290 ONLY](#)

Other Language Forms:

- o [JV-290 Form: Spanish - Chinese - Korean - Vietnamese](#)
- o [JV-290 Instruction Sheet: Spanish - Chinese - Korean - Vietnamese](#)

[Do Proofs of Service Now](#)

4. Complete the proof of service with the dates the notices were provided as well as the dates the reports were provided to the necessary parties<sup>1</sup>.
  - a. If possible, include the proof of service with the court report.
  - b. If not possible to include the proofs of service with the court report, the notices and/or the proofs of service can be submitted to the court attached to an LMI. The LMI only needs to indicate that the notices/proofs of service are attached to the LMI.
  - c. Even if you know the date you will mail the report, please generate the proof of service the date the report was actually mailed or sometime after that date. The document should not be completed in anticipation of mailing.



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