



Essex County Department of Social Services

7551 Court Street, PO Box 217, Elizabethtown, NY 12932

Angie Allen, Commissioner

Renee Bruno, Deputy Commissioner

Hello School Officials,

As we are about to embark on the 2026-2027 School Year, Essex County Probation Department and Essex Department of Social Services are continuing our collaboration. Pre-PINS and PINS Diversion referrals are sent to ECDSS and are being managed by Caseworker, Steven Pike. All matters that rise to Family Court involvement continue to be managed by Essex County Probation Department.

To ensure that referrals are received and reviewed in a timely and efficient way, please refer to the referral process referenced below:

The process of filing a PINS referral for this school year:

- School Personnel will send the PINS referral to ECDSS. This can be done by email or fax.
- ECDSS will contact the referral source to set up what will be a Pre-PINS conference.
- ECDSS will schedule a meeting with the Youth who may be struggling, their family, any service providers, and of course school officials. It remains our intention at this meeting that we identify problem areas for the Youth and as a team work collaboratively to help said Youth be successful. Such success may be accomplished through referrals to address any identified needs the child and/or family may have.
- After the initial Pre-PINS conference, ECDSS Caseworker will schedule a follow-up meeting within 30-60 days (unless an earlier time is required) to assess if any referrals, services, or interventions have helped improve the youth's behavior, attendance, etc. If at that time, the Youth is doing well and the family is following through with referrals, the Pre-PINS will end. If the Youth has not improved and it's deemed necessary a PINS Diversion case will be opened and ECDSS will continue to supervise the youth.

*As we all know early intervention is crucial for a Youth's success and for this reason, we ask that you, as School Officials help us to identify those that are struggling with attendance, substance abuse, incorrigible behavior, etc. **sooner than later** in order for services and supervision to be the most effective. Additionally, we find it is best practice to notify the guardians that a PINS is being filed.*

As always, we are hopeful that students will excel in school and strive to be the best they can be with the support of their families and all of you! Please do not hesitate to reach out with any questions/comments you all may have. We look forward to the new School Year and working closely with all of you!

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