



WELCOME TO THE KIDS' VOICE SAFE CHILD PARENTING TIME (SCPT) PROGRAM

Kids' Voice provides court ordered supervised parenting time at our downtown Indianapolis location (127 E Michigan St, Ste 500) and can consider referrals from all Indiana counties. This guide lists the steps **BOTH** the custodial and noncustodial parents must take to begin participation in the program.

1. **Both Parents** must individually acknowledge their intent to participate in the program by contacting the SCPT program office at 317-558-2870, ext 328. If there is no answer, please leave a voice message with your name and callback number.
2. Kids' Voice must receive copies of all court orders and documents relevant to the case. Documents can be submitted by email to scpt@kidsvoicein.org.
3. Prior to being accepted into the SCPT program, all court orders and relevant documents are reviewed by a Kids' Voice attorney to ensure the family's needs can be met and no conflict of interest exists.
 - Kids' Voice is able to accommodate most families, but screens each case thoroughly to ensure our agency can properly and safely provide services.
 - Kids' Voice is typically able to accommodate families in need of language assistance during parenting time.
4. **Fees** associated with the SCPT program:
 - Intake fee of \$60 – **Each parent is responsible for his/her own Intake fee.** This fee is non-negotiable and non-refundable.
 - The standard rate for supervised parenting time is \$60 per hour (Monday through Thursday) or \$75 per hour (Saturday) and is paid by the noncustodial parent unless the court order states otherwise.
 - Kids' Voice offers a reduced hourly rate (sliding scale) for families that qualify, based on the noncustodial parent's income, and proof of income is required.
 - If a family qualifies for a reduced hourly rate, the discount will apply to parenting time sessions only.
 - All fees must be paid in advance of receiving service. Kids' Voice can accept cash or money order onsite as well as EBT or credit card payment online.
5. Before supervised parenting time can begin:
 - Each parent must complete an in-person intake appointment with program staff and sign a service agreement. Intake appointments are conducted separately for the custodial and noncustodial parent.
 - For identification purposes, each parent must present a valid driver's license, state issued identification card, or passport.
 - During the 60-minute intake appointment, all necessary paperwork will be reviewed and completed, questions will be answered, and a photo of each participant will be taken.
 - Intake appointments are conducted Monday through Thursday afternoons.
 - Parenting time is offered Monday through Thursday morning, afternoon and evening, as well as Saturday morning and afternoon.
 - Kids' Voice will attempt to coordinate a day and time that works for all participants; however, prior to the scheduling phase, **Kids' Voice cannot guarantee that a specific day or time will be available.**
 - Most families can begin parenting time within two weeks of both parents completing their intakes and providing their availability; however, if we are unable to immediately accommodate your family, you may be placed on a waitlist.

MAIN CONTACT: Claudia Needleman, SCPT Executive Director - cneedleman@kidsvoicein.org

Kids' Voice cannot make recommendations for modification of parenting time or assess a family's readiness for modification of parenting time, provide supervised exchange services, offer our private parking lot for parenting time exchanges, or provide therapeutic supervised parenting time. The Kids' Voice office suites are always locked and we do not accept walk-in visitors.