

Title: Child Welfare Manual
Section 4: Out-Of-Home Care
Chapter 13: Placement Of The Child With A Subsequent Provider
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Section 4 Overview

This section pertains to the policy and procedures necessary when an out-of-home placement of a child is imminent or has occurred.

Chapter 13 Overview

This chapter addresses the procedures for making planned and unplanned moves for children in out-of-home care. Also included in this chapter are the procedures for transferring custody of a child from the Children's Division (CD) to another provider.

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Memoranda History:

13.1 Subsequent Placements within Children's Division

The Children's Service Worker shall attempt to retain the current placement, if possible. If that is not possible, the worker will find a new placement resource.

Related Subject: Section 4 Chapter 4 Attachment B: [Guidelines to Placement, Options, Criteria, and Selection.](#)

The Children's Service Worker will give written notice to the resource family two (2) weeks in advance of any planned move, including a statement of the reasons for removal. Where there is no advance notice because of an emergency situation involving the foster child's health or well-being, or upon court order, a written statement of the reasons justifying removal shall be provided to the resource family within five (5) days following the removal.

- If a child is placed with an emergency resource family or a regular resource family where the placement is intended to be for less than two (2) weeks, the Children's Service Worker will complete the CS-44.

When a move is requested by the resource family, the Children's Service Worker shall receive written notice from the resource family two (2) weeks in advance of the requested removal of a child, unless there is an emergency. This notice must include an explanation of the reason why removal is requested.

The birth parents need to receive written notice two (2) weeks in advance of any planned move. Where there is no advance notice because of an emergency situation involving the foster child's health or well-being, a written statement of the reasons justifying the removal shall be provided to the birth parents within five (5) days following replacement.

Related Subject: Section 4 Chapter 5 [Placement/Subsequent Placement of the Child](#)

If the new placement plan involves residential treatment, obtain an FST/PPR meeting.

Related Subject: Section 4 Chapter 9.2 [Administrative Review Process](#)

The Children's Service Worker will secure a psychological or psychiatric evaluation if the decision is made to place the child in a residential treatment center, or if the assessment of child's condition indicates the need for additional or new treatment services.

Related Subject: Section 4 Chapter 18 [Residential Rehabilitative Treatment Services](#)

Educational stability should be a priority when assessing the child's placement needs and making placement decisions. The Child and Family Services Improvement and Innovation Act (2011) require state child welfare agencies to coordinate with schools to improve education stability for children in foster care at each placement change. This means prior to any placement decision staff should consider what impact the decision will have on the child's educational stability.

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The Children's Service Worker must record any placement changes into FACES within 24 hours of the change. All other Family-Centered Out-of-Home activities should be recorded every 30 days.

Chapter Memoranda History: (prior to 01-31-07)

Memoranda History:

[CD09-80](#), [CD10-72](#), CD12-06

13.2 Transfer Of Custody To Another Provider

A child in Division custody may be in need of care or treatment other than that which the Division can provide. If that is so, the Children's Service Worker shall:

1. Assess the child's needs through an evaluation involving a juvenile officer, appropriate state agencies (including Department of Mental Health, Department of Elementary and Secondary Education), or private practitioners knowledgeable of the child, programs, or services appropriate to the child's needs.
2. Identify another agency which can better provide the needed care or treatment.
3. Refer the child, with agreement from family and court, to the other agency, providing that agency with all applicable information.
4. Obtain agreement and acceptance from the other agency to provide care for the child.

NOTE: Request a case review by the Division of Legal Services (DLS) via supervisory line through area office and the Deputy Director/Children's Services, in the event the other agency refuses to accept the child for care or treatment, or where no agency will accept the child, or where it is anticipated that the court will not be cooperative with the request.

5. Prepare the child with the proposed replacement plan.
6. Request court action to transfer custody. Also, request the court make an order relieving Children's Division of the child's custody, in the event CD has exhausted all of its resources for the child and/or the child is not appropriate for CD care and custody. (The court must make a determination within ten (10) days).
7. Arrange for a transfer of the child to the care of the accepting agency.
8. Terminate services with the family and child.
9. Record all activities every 30 days.
10. Close record with a closing summary in the narrative and update any appropriate reporting forms when the court has shared a copy of the appropriate order.

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