

PLACEMENT REPORT FOR CHILD'S RECORD INSTRUCTIONS:

A. PURPOSE: To provide a permanent record of the various homes in which a particular child has been placed.

B. NUMBER OF COPIES AND DISTRIBUTION: One copy of the form should be stapled on the inside of the child's case record. When one form is filed, leave it on the case record and staple a new form on top of it.

C. INSTRUCTIONS FOR COMPLETION: The form should be written in ink by the service worker. Enter the name, birthdate, sex and case number of the child. Enter the county in which the child was first placed in foster care. Enter the case name of the family if different from the child's name.

Legal Status - Enter the date the child was placed in the custody of the Division of Family Services and any other relevant dates concerning the status of the child as indicated.

Placements - Enter the following information concerning each placement for the child.

Placed With - Enter the name of the first family with whom the child was placed.

Address - Enter the address of the foster family.

Date Placed - Enter the month date and year the child was placed in the foster home.

Type of Home - Self-explanatory.

Rate of Board - Enter the rate of board for this particular child in this home.

Payment Source - Enter the method of payment for foster care.

Date Removed - Enter the date the child was removed from this home.