

May 10, 2024

GENERAL LETTER NO. 18-C2-10

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter C(2), **Service Provision Case Management**, Contents 2 and 3, 41-55, 56, 57-69, 70-102, revised; 103-105, removed.

Summary

This chapter is revised to update the Concurrent Planning section to include the new statewide process beginning May 1, 2024.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter C(2), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 2 and 3	September 1, 2023
41-55	December 16, 2022
56	June 30, 2023
57-69	December 16, 2022
70-105	September 1, 2023

Additional Information

Refer questions about this general letter to your area service administrator.

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Concurrent Planning

Concurrent planning seeks to reunify children with their biological families while at the same time, establishing an alternative permanency plan that can be implemented if reunification cannot take place. It is based on full disclosure, which requires open and honest discussions with all parties at all steps in the process. Concurrent planning is an effective tool when used in collaboration with the parents through meetings or other family engagement mechanisms to expedite permanency.

Effective concurrent planning requires individualized assessment, goal-setting, and decision-making. The goals of concurrent planning are to:

- Engage families in early case planning and decision making to meet children’s need for stability and continuity in their family relationships;
- Reduce multiple placements;
- Promote early permanency decisions; and
- Decrease the length of stay in foster care for children.

Use concurrent planning in all foster care cases. Concurrent planning starts at removal with the Child Protection Worker having initial conversations with the family and continues throughout the life of the case. SWCM’s should have ongoing conversations with the parents and the children about who are the important people in the children’s lives. Ask, “Who cares for your child when you are at work or sick? Who do you go to when you need help? Who are their relatives, friends, babysitters, and teachers?” SWCM’s should ask families to share names and contact information for relatives, fictive kin or individuals who have a strong connection to the child or their family. The goal is to create a network of support, regardless of who is caring for the child.

All persons involved in the Family Case Plan need to be aware of and active participants in the concurrent planning process. Make an immediate search for noncustodial parents and all kin and fictive kin who may be able to commit to reunification or permanency. Utilize Form 470-4769, *Notice to Relatives and Parents* to notify a child’s relatives that the child’s custody has been transferred to HHS for purposes of placement. Ensure that Indian Child Welfare Act requirements have been followed and document your activities in the case notes.

Incorporate the elements of concurrent planning into the *Family Case Plan* and in form 470-0017, *Life of the Case Guide*. Concurrent planning will be documented in this form throughout the life of the case. The form should continue until permanency is achieved through reunification, placement with other parent, guardianship, APPLA- Another Planned Permanent Living Arrangement or adoption. The form should be saved in File Manager as a word document so it can be continuously updated and maintained.

Concurrent Planning Staffing Meetings must be held until permanency is achieved for each child. The first Concurrent Planning Staffing must occur within 30 days of the child’s removal. Follow-up Concurrent Planning Staffing’s shall occur at 90 days, 180 days, and 365 days from the date of removal for all children placed at any level of care. See *Concurrent Planning Infographic* (Comm. 713) for additional information on who is required to attend and who are optional attendees at each staffing. The SWCM and SWCM Supervisor should also review concurrent planning for all out of home cases at least monthly during regular supervision. The Supervisor shall document efforts and necessary next steps prior to the next Concurrent Planning Staffing. See *Concurrent Planning Talking Points* (Comm. 714) and *Concurrent Planning Brochure* (Comm. 706) for additional concurrent planning resources.

Case Notes/Narratives

It is important to capture practice in a written narrative form. Case notes provides a written record of the interventions, progress, and efforts of those involved in the case as the case moves toward permanency and ultimately safe case closure. Case notes serve as a reference document throughout the life of the case and may be made available to the family, attorneys, or the court upon request.

The best practice to ensure accurate and thorough case notes is to complete them in JARVIS right away. This also ensures that the most recent information is available to a supervisor should an emergent need arise when the SWCM is out of the office. Minimum standards are as follows: Initial case notes shall be completed in JARVIS within the first 20 business days from the date the Department opens a child welfare service case or the date the child enters foster care, whichever occurs first. Thereafter, case notes should be completed within 20 business days throughout the life of the case. The complete case notes shall be available:

- At each six-month case review, and
- Whenever the *Case Plan* is updated or revised.

Case notes should include all contacts with the child, parents/caregivers, family-centered service provider, other service providers, therapist, school, medical professionals, and any other involved parties. Case notes should also include information about observations and interventions as well as key meetings and events. Court hearings should be referenced and orders summarized. Additionally, reference any related documents or reports that offer further information and state where those can be found. When applicable, documentation should include initial and ongoing efforts to locate noncustodial parents, kin, and fictive kin. Cultural issues such as the identity of the child's native heritage and the tribal affiliation of parents and children should also be documented.

Case notes should be in chronological order and written in a manner that others reviewing the document can easily understand what has occurred in the case to date. Include the date and type of contact, the purpose of the contact, and the information or issue discussed. Include the complete name and role of individuals cited in the documentation. If tasks were identified and agreed upon, document who will be responsible for each task and when each task will be completed.

Case notes is an evolving document that spans the life of the case. The content should be relevant to case progress and outcomes. Case notes should reflect and support the content of the *Case Plan*, *Safety Assessments*, and *Risk Reassessments*. Document any key changes in the case such as a change in the child's *Safety Plan*, visitation, or placement. Include an explanation for the change. Identify who was involved in making the decision and what, if any, actions will be taken as a result of the change.

Discussion of permanency goals, service interventions, medical, and educational information should be included in the case notes. In the case of any youth aged 16 or older for whom another planned permanent living arrangement is the permanency goal, documentation must include intensive, ongoing, and unsuccessful efforts to return the child home or secure a placement for the child with appropriate and willing kin and fictive kin, legal guardian, or adoptive parent.

Case notes should be succinct yet offer the appropriate level of detail so to present a clear understanding as to what has occurred in the life of the case. The tone of the narrative should be neutral and objective and written in a professional manner using complete sentences.

Face-to-Face Visits

Good case management practice in child welfare relies on quality contacts between SWCMs and children, youth, and parents. These purposeful, face-to-face visits are essential to engagement, assessment, and case planning.

Quality Visits

Quality SWCM visits ensure child safety, support permanency planning, and promote child and family well-being. Quality visits should include the following:

- An assessment of danger, risk, and well-being;
- An assessment of progress toward family level and individual level goals;
- Engagement through the use of empathy and respect;
- Follow-up on tasks or concerns discussed in previous visits or communications and
- Problem solving to move the case plan forward.

A quality visit should include transparent dialogue, which is essential to the ongoing process of developing and maintaining a trust-based relationship with the family. The SWCM should be open and honest with the family regarding the progress of the case and the role of the Department and that of the Court, if applicable. Quality visits require strong interviewing and assessment skills. Proficiency in conflict resolution, including the use of de-escalation techniques when needed, are key when interviewing.

Cultural competency is essential to a quality visit. Visits should be conducted in a manner that is respectful of individual, family, and community diversity.

SWCM Child Visits

The frequency of the face-to-face SWCM visit should be based on the needs of the child, but minimally occur at least once every calendar month. Visits should begin at the time of transfer and acceptance of a case and continue throughout the life of the case. If the child is older than an infant, the SWCM should meet with the child alone for at least part of each visit. Always be conscious of child safety issues at each child contact. The majority of the visits should be conducted in the child's place of residence.

If the case is an in-home child welfare service case, the visit should include all the children in the family who are living in the home and/or who are receiving family-centered services. If the case is an out-of-home service case, the visitation requirement is specific to the identified child who is in placement.

SWCM Child Visits for Foster Care

The Child and Family Services Improvement and Innovation Act of 2011, P.L. 112-34, includes the following additional requirements for caseworker visits to children and youth in foster care:

- States must ensure that at least 95% of children and youth in foster care receive caseworker visits once a month while in care.
- At least 50% of the total number of monthly visits made by caseworkers to children and youth in foster care must occur in the child or youth's residence.

SWCM Child Visits for Outside of Originating County

When a child is placed out of the originating county of the case, a request may be made for a SWCM in the county where the child resides to conduct the monthly SWCM visits with the child. To request assistance with child visitation:

- Send a copy of the latest case plan and other necessary documentation to SWCM conducting the visits.
- Be sure they ask about what has been happening with the child since the last visit, e.g. school, medical, dental, eye, hearing appointments, medications prescribed and the dosage and any side effects, and services provided to the child and the child's progress.
- The visitation arrangement should be in the child's best interests and the child should feel comfortable with the arrangement.
- The SWCM visiting the child should be consistent the majority of the time.
- The SWCM visiting the child should provide written documentation of the visit to the SWCM in the originating county.
- The frequency and level of the communication between the SWCM assigned to the case and the SWCM conducting the visit should be such that the SWCM completing the visits has the latest pertinent information on the case prior to the visit.

SWCM Child Visit for Out-of-State

If an Iowa child is placed out of state, the responsibility for visits may be negotiated through Interstate Compact. Iowa shall retain jurisdiction over the child until the receiving state recommends termination of Iowa's jurisdiction. During the course of the placement, maintain case management responsibilities. You may have ongoing telephone contact to monitor the placement and discuss service needs.

SWCM Parent Visits

The SWCM shall conduct face-to-face visits with the child's parents, for all in-home and foster care service cases. Parents include the child's fathers and mothers, regardless of child custody status or whether the parent resides in the same residence as the child. The frequency of the visits should be based on the circumstances of the case but at a minimum, visits are required to occur monthly.

Visitation shall include parents who are incarcerated. If a parent is living out of state, monthly contact may be in the form of phone calls, written correspondence and/or by electronic means. Circumstances in which exceptions to parental visits are granted include the following:

- Parent is deceased.
- Location of parent is unknown and there is ongoing documentation regarding the concerted efforts taken to attempt to locate the parent.
- Parent has indicated or is refusing to be involved in the child's life after concerted efforts to engage the parent were made.
- Safety issues exist for the child and/or the SWCM.
- Visitation and/or any other type of contact is restricted by court order or law enforcement.
- Parental rights have been terminated.

The purpose of the parental visitation is to engage the parents in the case planning process. The frequency and quality of the visit between the SWCM and the parents should be of sufficient frequency and length to address the safety, permanency and well-being of the child and to promote achievement of the case goals. During the visit, the case plan should be reviewed and the progress of the case should be discussed with the parents.

Documenting Quality Visits

The documentation of visits should state who the visit was with, where the visit was held, and the specific date and time of the visit. Document if the child was seen alone or whether others were present during the visit with the child.

Six topics areas should be addressed each month when conducting a visit with the child and/or family. All information gathered is to be documented in JARVIS. The six topic areas include the five functioning domains: Family Safety and Risk, Child Well-Being, Parental Capabilities, Family Interactions, Home Environment, and Permanency. While Permanency is not part of the five family functioning domains, it is a key topic to address when conducting a visit with the child and family.

A detailed explanation of each of the six topic areas and the requirements regarding documentation are described below.

- **Family Safety and Risk:**

Determine the current danger and risk concerns regarding the identified children by completing an informal risk assessment. This may include issues such as domestic violence, substance abuse, physical abuse, emotional abuse, sexual abuse, and/or neglect. Documentation should differentiate between danger and risk factors. If a safety plan is in place, review the plan with the child and family and document this.

- **Child Well-Being:**

When meeting alone with the child ascertain through age sensitive conversation, the child's feelings, strengths, needs, concerns, and thoughts regarding their current environment. Services and informal supports for the child should be explored regularly with the child and documented. If age appropriate, discuss the case plan goals with the child. If the child is an infant or nonverbal, record your observations of the child.

Observe and record the family interactions and bonds between the child and the parents. Document any observed or reported developmental milestones.

Information regarding each child's educational status (e.g. grade level, attendance, academic needs/progress, Individualized Education Program (IEP) goals, behaviors, peer interactions, if 0-3, referral to Early ACCESS) should be gathered and documented on a monthly basis. While this information may not change significantly month-to-month, it should be documented that the conversation occurred and any change should be noted.

The child's medical status (i.e. medical appointments, immunizations, dental, vision and hearing care, prescriptions and non-prescriptions) should be explored and documented on a monthly basis. Record any updated medical information, including any side effects of medication or changes in medication. If there are no changes in the child's medical status, the documentation should reflect that a conversation occurred monthly regarding the child's physical health.

The child's mental health and behavioral needs also should be assessed monthly. Inquire as to the child's schedule including sleeping and eating habits. Ask about the child's behaviors in and out of their home environment, their participation in services, any new diagnoses, psychotropic medications, etc. Documentation should reflect progress, setbacks, and any unmet needs of the child. If no major changes are reported, at a minimum the documentation should note that a comprehensive conversation occurred with the child and/or parent(s) regarding the child's well-being.

- **Parental Capabilities:**

Each month update the current assessment of the fathers, mothers and/or caregiver's strengths, needs, service participation, informal supports, and ability to access community resources. Case plan goals should be reviewed during the visit and any progress, setbacks, and/or barriers to safe case closure should be documented. Discuss the issues within the case including any mental or physical health issues and the use of alcohol/drugs. Parenting skills such as disciplinary practices, supervision, and ability to provide developmental and enrichment opportunities for the child also should be discussed. A synopsis of the conversation should be captured in the documentation.

Documentation under this topic should include and address any non-resident parents. Efforts to identify, locate, and engage the non-resident parent should be discussed and documented monthly.

- **Family Interactions:**

Observe and record pertinent observations of the family's interactions. If the interaction between the child and one or both of the parents is restricted in any way, document the reason for this and why it is contrary to the child's safety or best interest. While it is not necessary to document this every month, record any future changes to the family interaction plan. At each interaction, discuss with the parent(s) how progress may be made toward a lower level of supervision and how reunification (if applicable) may be achieved in the case. Document that this subject was discussed with the parent(s) or caregivers.

Explore with the parent(s) their current needs and discuss the family's support system. This may include extended family and informal or community supports. Document the efforts made by the family to meet their needs by connecting with and utilizing their support system. See [Family Interaction](#).

- **Home Environment:**

Observe and assess the safety of the home on a monthly basis. Identify and document any concerns such as the cleanliness of the home, food in the home, and any structural hazards. If the child is exposed or has access to dangerous items, immediate intervention is required. This may include the child having access to medications, weapons and/or dangerous household cleaners. Immediately explain why these are safety hazards with the child and family and how to resolve them. Document the observation, the discussion with the parents, and how they are or were resolved.

For a child in an out-of-home placement, the face-to-face visit should be held in the place where the child resides. At each visit, observe the child's personal living space and where they sleep. If any concerns are identified or observed, discuss them with the caregiver and notify licensing staff in a timely manner.

Discuss with the parents, fathers and mothers, any concerns or needs regarding housing stability, safety in the community, habitability of housing, income/employment, financial management, food/nutrition, personal hygiene, and transportation. Document the information you shared with them.

▪ **Permanency:**

For children placed out of home, document the progress and/or barriers toward achieving and maintaining permanency. Areas to assess and explore with the child and the caregivers include how the child's social/cultural needs are being met, how connections for the child are being preserved, and the stability of the current placement. Concurrent planning should be discussed with the child if age appropriate and with the parents.

Discuss with the family such things as progress made on locating and engaging relatives, pending home studies, and court decisions. Document information shared and discussed with the child and family.

Engage older youth in a discussion regarding the development of a transitional plan to adulthood. Ask the youth to identify progress/barriers to achieving their future goals. Discuss with the youth any needed referrals, their participation in transitional services, what future services are available to them, what educational opportunities exist, and their independent living skills. Discuss informal supports including their identification of and connections to caring adults that will support them into adulthood. Verbally review the transition plan each month with the youth and document this. Document any changes in the transitional plan such as a change in services, interventions and/or resources.

Child Participation in Court Hearings and Solution Focused Meetings

Unless the attorney or Guardian Ad litem (GAL) for a child finds their attendance is not in their best interest, make arrangements for any child 10 years of age or older (or a younger, school-aged child, if determined appropriate) to attend:

- All court hearings, and
- All staff or solution focused meetings involving placement options or services provided to the child.

Children may attend by video or telephonic means rather than in person.

If the child is excluded from attending a hearing or a meeting involving placement options or services provided to them, maintain a written record in the child's file detailing the reasons they did not attend.

For a child aged 14 and older, ask them if they have someone other than the foster parent or the SWCM they would want to participate in case planning. Help the child understand that whom they select can be an advisor and an advocate for them. In addition to advising with case planning, court hearings, services, and meetings, the selected individual may also assist the child with respect to the application of the reasonable and prudent parent standard.

If an advisor or advocate selected by the child is not acting in the child's best interest or you feel the person selected will not act in the child's best interest, tell the child you cannot allow this person due to your concerns and respectfully dismiss the person from the planning team.

Monitoring and Coordination

Monitoring progress is the practice of measuring changes in behavior and conditions, not measuring service attendance or compliance. Determining the extent and nature of progress is central to child protective services. Monitoring change should begin at service implantation and continue throughout the life of the case until the family level and individual level outcomes have been achieved. Each contact with the child and family should focus on assessing the progress being made to achieve the established outcomes, goals, and tasks as well as to reassess safety.

Monitoring Strategies

- Maintain frequent email and phone communication with all child welfare service contractors involved with the family.
- Participate in face-to-face meetings between the family and contractors during the initial period and throughout life of the case (LOC).
- Share information and perceptions concerning the case with contractors. Discuss any historical information on prior services the family received, specific approaches that work most effectively with the child and family, any current court action or expectations, and any other significant case issues.
- Review documentation and reports submitted by child welfare service contractors.
- Use the periodic FTDM meetings to monitor and adjust services, outcomes and goals, and action plans.

Monitoring Child Welfare Contracted Services

It is the SWCM's role to lead and coordinate the service delivery process by engaging in open and collaborative communication with all service contractors. The Department is moving toward increased use of Evidence Based Interventions (EBI). While it is your role to monitor the provision of contracted services, the contractor's expertise in maintaining fidelity to model during service provision should be respected.

1. During service provision, evaluate the child's situation and response to services on an ongoing basis.

Use progress reports from service contractors as well as your contacts with the family and other providers to assess progress toward goal achievement.

Use supervisory consultation to help evaluate the situation and service needs.
2. Monitor service delivery, review contractor reports, and work with the assigned contractor worker to resolve any problems.

Participate in face-to-face meetings between the family and contractor staff.

Exchange information regularly with contractors and other service providers about the family's situation.

Promote communication and coordination among the child's contractors and other service providers.

Consult with your supervisor and service contract specialist to help resolve problems with a contractor that are adversely affecting results achievement.

Use the social work case management team to monitor and adjust service planning.

Use periodic solution focused meetings or other types of meetings to get broad assessment information on family progress, perceptions of services, and further service needs.

Share information and perceptions concerning the case with the contractor.

Make sure that the contractor has the most current information on core concerns and issues that need to be addressed, behavioral changes that must occur, and court ordered expectations, if children in the case are under court order.

Be sure that the contractor seems to have a clear understanding of the significant issues, safety concerns, and risk factors in the case and that the contractor has communicated these issues and has communicated these to any subcontractors that will be involved with the case.

3. Review and incorporate progress report information into the case narrative and the case plan.
4. Forward progress reports to juvenile court when services are court-ordered.

Document fully the services provided or offered to the child and family as well as the responses and results observed.

Document that maintaining the safety of the child has been the primary consideration in service planning. Note: Your documentation may be assessed in the future within the court system to evaluate whether the state has met the reasonable efforts expectation.

5. Consult with contractors and other service providers about any changes in situation that may require changes in the services being provided. If additional or alternate services are needed, seek supervisory approval for any service modifications.

Monitoring Child Welfare Contracted Service Effectiveness

The SWCM is responsible for assessing the extent to which services are being provided as planned and for determining whether services should be adjusted to enhance risk reduction. Use supervisory consultation to help evaluate service effectiveness. Specific questions that should be considered when evaluating service effectiveness include:

- Have services been provided in a timely manner?
- Has the family participated in services as scheduled?
- Has the service contractor developed a rapport with the family?
- How effective have the services been in achieving identified outcomes and goals?
- Do adjustments need to be made to improve the effectiveness of services?

Reviewing and Reauthorizing Family-Centered Services

- I. Assess whether additional services are necessary when the amount or duration of authorized and approved services is about to end, or when services may be terminated.

Discuss future service needs with the child and other family members.

- Be sure to request additional service authorization before completion of the approved service period or use of all approved service units.

2. Reassess the need for services for the child and family.
 - Review issues present at initial assessment and progress made toward overcoming concerns that placed the family and children at risk.
 - Consider these factors in your reassessment:
 - The child's and family's response to services
 - The risk of abuse, neglect or delinquency
 - Any documented allegations of abuse, neglect or delinquency
 - The risk of placement
 - Emotional and behavioral conditions of the child and family members
 - Stress factors and crisis situations
 - Child, family, and community strengths and resources
 - Court status and results of any court reviews
3. Based on your reassessment, either refer the child for authorization of an additional period of services or recommend that services be terminated.
 - If services can be ended, follow the procedures under [Discontinuing a Service in 18-C\(3\), Family-Centered Services](#).
 - If services will be reauthorized, obtain a new form [470-0615 Application for All Social Services](#). Ensure that IV-A emergency assistance eligibility is reassessed at least every 12 months.
 1. Request supervisory approval for continued provision of services.
 2. Review or have available the following:
 - The contractor reports;
 - Current assessment information;
 - Information regarding changes in the child and family, if applicable;
 - The court order, if available; and
 - Changes in the services requested
 3. If services are reauthorized, give the contractor a copy of the revised *Family Case Plan* (case permanency plan) and form [470-3055, Referral and Authorization for Child Welfare Services](#), so there is no break in service to the child.
 4. Issue a form 470-0602, *Notice of Decision: Services*.

Coordination With Other Service Providers

It is very possible that children and families receiving Family-Centered Services (FCS) will also be receiving additional services such as BHIS, therapy, substance abuse services, etc. through community providers. These services may be provided by the same organization providing FCS or a different provider. Regardless of which organization is providing the additional services, it will be important to:

- Discuss with the family the need to coordinate all services so it is clear which needs and issues each services provider is focusing on;
- Have the family sign releases as needed so that service providers can communicate with each other to maximize service effectiveness;
- Ensure that any written progress concerning any of the services are available for review so that each provider can review summary info on case response to services; and
- Involve all other service providers in solution focused meetings to the greatest extent possible and agreed on by the family so that family service planning can be coordinated and comprehensive.

Transferring a Case

A child takes the residence of the parent's household, unless the court has assigned guardianship. When a child's family changes residence to a county served by another Department office in the same service area, the case may need to be transferred to the other office. Follow local procedures for case transfers. Decisions about acceptance of case transfers are guided by:

- The anticipated permanency of the family's move.
- Reunification planning for the family, including need for frequent parent-child visits.
- The best interests of the children.

When a family moves to another service area, make a referral to the service area manager (SAM) or designee before transferring the case if the family has voluntary services that will be continued. If the family has court-ordered services, you must contact the social work supervisor, involve the social work administrators as needed, concerning the transfer and before you request a venue transfer from juvenile court. The agreement to transfer must be made on fiscal responsibility and include the effective date for the transfer of fiscal responsibility. Adoption cases where the adoption has not been finalized by the court, cannot be transferred until finalization of adoption has occurred. For licensed foster home cases, the entire foster family licensing file must go to the foster family's new county if they intend to continue fostering.

A general standard is that the family will have been in their new location for at least six months before a request is made for transfer, but case-specific circumstances may indicate the need for an earlier transfer.

Before transferring the case, make sure all case information is complete and updated both in the case file and on the data system. Include a transfer summary in the case narrative.

Monitoring for the Potential of Human Trafficking

U.S. federal law defines human trafficking as a form of modern-day slavery where people profit from the control and exploitation of others. Victims are forced, defrauded, or coerced into trafficking. The actions of traffickers is to exploit victims for labor, services, or commercial sex.

See [Comm. 676, Human Trafficking: Safety of Children in Foster Care](#) for a definition of trafficking, risks, and guidelines for monitoring for risk of trafficking for children in foster care.

1. **Identify the children and youth within the child welfare system** who are at risk of becoming a sex trafficking victim or who is a victim of sex trafficking. Children and youth at risk of sex trafficking include:
 - Any child or youth in which there is an open Department child welfare case but has not been removed from the child's home.
 - Any child or youth in which the Department has responsibility for the child's or youth's placement, care, or supervision.
 - Any child or youth under the age of 18 who has run away from foster care.
 - Any youth not in foster care but who is receiving Chafee funded transition services.
2. **Risk factors related to sexual exploitation** of minors vary in terms of the type and severity of the risk. Potential indicators of risk for children and youth who have:
 - A history of running away.
 - Experienced a lack of stable housing or periods of homelessness.
 - Been physically or sexually abused.
 - Been exposed to domestic violence.
 - Expressed a strong interest in an older adult or is in a relationship with an older man or woman.
 - Been or is currently placed in a foster care home, group home, residential treatment center, shelter or other such setting.
 - Suddenly acquired expensive items such as a cellphone or clothing.
 - Knowledge of and frequents internet sites known for commercial sex. Digital risk factors include recruiting, grooming, and advertising.
 - Contracted sexually transmitted diseases or infections.
 - Acquired tattoos or cutting or burn marks which may be a sign of branding.
 - Identified themselves as a LGBT person.
 - A history of substance use or abuse.
3. **Interview and screen the child or youth (see above)** if there is reasonable cause to believe the child or youth may be a sex trafficking victim. Be aware that children and youth may not recognize their own risk with regard to sex trafficking. Children and youth who have experienced sexual exploitation may not view themselves as victims or may be too traumatized by their experience to disclose information.

4. **Report immediately (see above)** to law enforcement specific children or youth who have been identified as being a victim of sex trafficking.
5. **Assess and provide appropriate services** for children and youth who are at risk of becoming a sex trafficking victim or who is a victim of sex trafficking.
 - **In assessing these children**, a victim-centered approach, in which the child or youth is viewed and treated as a victim rather than that of a willing participant, should be followed. This approach combined with a trauma-informed continuum of care, which recognizes and addresses the symptoms that commonly occur in response to repeated sexual and physical abuse appears to be most effective with these victims.
 - **Appropriate services** for these children will require collaboration and coordination across different agencies and areas of expertise as the child or youth may be involved in a number of different systems such as Juvenile Justice, child protection, and foster care. Service needs may include any, or all, of the following:
 - Physical and mental health care services,
 - Substance abuse counseling,
 - Victim advocacy,
 - Therapeutic interventions,
 - Forensic interviewing, and
 - Educational and placement services.
6. **Document in your case notes** if the child or youth is at risk of, or is a victim of, sex trafficking and describe what strategies have been taken and what services have been provided to best protect the child or youth and to secure their health and well-being.

Assessing Need for Placement

In assessing the need for placement, it is important to remember that placement away from the birth family means more than the physical loss of living with the family. It also means loss of relationships and loss of control over one's life. This can have a devastating impact on a child's development and well-being. The state recognizes removing a child from the child's family causes the child harm and that the harm caused by a child's removal must be weighed against the potential harm in allowing a child to remain with the child's family. This includes weighing the physical, emotional, social, and mental trauma the removal may cause the child. If placement is necessary to ensure the child's health and safety, the child should be placed in the least restrictive, most family like setting with people they know if possible.

Initial assessment of the need for placement consists of several steps:

1. Identify the family's immediate needs. This includes:
 - Assessing Danger vs. Risk,
 - Reviewing the Reason for Department involvement, and
 - Reviewing remediation efforts to avoid placement.
2. Determine if the Department can provide the needed service. This includes a determination of service availability and a determination of the family's eligibility for service.

3. Determine if the family's current situation requires removal of the child from the home. This means determining whether the home meets the "minimum sufficient level" of care, defined as the point below which the child's mental, physical, or emotional health is threatened by being in the home. Ask the following questions:
 - What can be done to remove the danger instead of the child?
 - Can someone the child/family knows move into the home to remove the danger?
 - Can the caregiver and child go live with kin or fictive kin?
 - Can the child move temporarily to kin or fictive kin?

Consider making a referral to family preservation services. If possible, utilize a Child Safety Conference (CSC) as a part of the family preservation services to identify collaborative solutions to allow the children and family to remain together and if that is not possible, to try to ensure that children are placed with kin or fictive kin caregivers.

4. Determine what legal action is necessary to get authority to make the placement, if necessary.

NOTE: When the Department becomes involved with a child through court action not initiated by a Department assessment, the above steps may have been taken by court staff. It is important for case planning to obtain the facts that were used in making the assessment.

Reasonable Efforts

Federal and state child welfare statutes stress the necessity for state child welfare agencies to make reasonable efforts to:

- Prevent the placement of children outside their homes whenever possible.
- Work toward reunification of children with their families after out-of-home placement.
- Arrange and finalize a new permanent home for the child after reunification is no longer the goal.

Family-centered child welfare services provide a significant portion of Iowa's reasonable efforts service response system and play major roles in efforts to prevent placements and work toward reunification when placement has occurred. Carefully review and become familiar with the "reasonable efforts" definition and requirements. For information regarding eligibility for Family-Centered Services, refer to [18-C\(3\), Family Centered Services](#).

Federal policies preclude claiming federal funding for a child's stay in foster care unless a court has determined, within 10 days of the child's actual removal from the home, that:

- The Department made reasonable efforts to prevent the placement; or
- Based on the facts of the case, reasonable efforts may be waived due to "aggravated circumstances."

The child's health and safety shall always be the most important consideration in the assessment of the child and family as well as in service planning and delivery. States are not required to make reasonable efforts to keep children with their parents when doing so places a child's safety in jeopardy. A court may waive reasonable efforts requirements when the court determines that "aggravated circumstances" exist.

Aggravated circumstances include situations such as:

- Parental abandonment.
- Parental conviction of specific crimes against children.
- Termination of parental rights with respect to other children of the parents, either in Iowa or in another state.

Making a Placement

To be eligible for placement services, the person must be living in the state of Iowa. Persons living in Iowa for a temporary purpose are considered to be “living in Iowa,” unless the purpose is vacation.

Children are considered residents of Iowa when they are under the jurisdiction of an Iowa juvenile court and are placed in another state.

Types of Placement

Types of placement include:

- Kinship care is placement with kin or fictive kin
- Family Foster Care
- Shelter care
- Qualified Residential Treatment Facility (QRTP)
- Community residential facility
- Comprehensive residential facility
- Supervised apartment living (SAL)
- State juvenile detention facility at Eldora
- Juvenile detention facility
- Psychiatric medical institution for children (PMIC)
- State mental health institute (MHI) at Cherokee or Independence

Placement of a Child With American Indian Heritage

If it is determined that the child or children require removal, you must first ask the parents if the children may be of American Indian heritage. Be alert to how the child and family self-identify their ancestry, as this may provide clues as to potential Native American heritage. (For detailed information on American Indian heritage, please see the Indian Child Welfare Act manual chapter.)

Ask:

- “Are you or your children an enrolled member of a tribe?”
 - “Are you affiliated with any Indian tribe?”
1. Contact any tribal representative, family member, previous service provider involved with the family, or other person whom you reasonably believe could have information to help in making this determination.
 2. Develop a family tree if the child or the child’s mother, father, grandparent, or Indian custodian indicates the child may have Native American status.

3. If the child's family members are unclear about tribal membership, but there is reason to believe the child is of Native American ancestry, gather information and contact the Bureau of Indian Affairs of the U.S. Department of Interior. Send all communication for proceedings in Iowa to the Bureau of Indian Affairs of the U.S. Department of Interior at:

Midwest Region Regional Office
Indian Affairs
5600 American Blvd W Suite 500
Bloomington, Minnesota 55437

The Bureau of Indian Affairs will assist in contacting the appropriate tribes to help obtain a determination of tribal membership and Native American status.
4. Ask the tribe to determine if it considers the child to be a tribal member. NOTE: Iowa law allows tribes to elect to identify a child as a tribal member even if the child's parents never became tribal members. This broader definition makes it even more important to ask about Indian ancestry and family tribal identification and promptly make contact with the tribe.
5. For all children entering out-of-home placement, document on the child's case permanency plan the dates that you have made inquiries regarding tribal membership or eligibility for tribal membership, and what efforts you made to obtain a determination of the child's status. You may be required to provide this documentation to the court.

Placement of a Mexican National or Multi-Nationality Child

If the child or children were not of American Indian heritage, you must also ask the parents:

- About the country of their own birth and of their child's birth;
- If they have a Mexican birth certificate or baptismal record or multi-nationality;

Make inquiries of others who may have information about the child's status, such as service providers, medical staff, or school personnel.

When the Department takes custody of a child who is determined or is believed to be a Mexican national or a multiple-nationality minor:

- Provide written information to the child and the child's parents, father and mother, or custodian, in both English and Spanish that explains the juvenile court process and the rights of children and parents or custodians in juvenile court.
- You can use the brochure [Comm. 146, "The State Has My Child! What Can I Do?"](#) in English and in [Comm. 146\(S\)](#) in Spanish for this purpose.
- Let the family know that you will cooperate with staff of the Mexican Consulate in matters concerning Department involvement with the child.

- Provide the child and family with the address and phone number of the Mexican General Consulate Office in Omaha, Nebraska, as follows:

Mexican General Consulate
Consulate of Mexico
Protection Department
7444 Farnam Street
Omaha, Nebraska 68114
Phone: (402) 595-1863, (402) 312-5006 (cell)
Fax: (402) 595-1845
Email: proteccionmh@sre.gob.mx

Provide written notification to the Mexican Consulate Office in Omaha when:

- The Department has identified that a child in its custody is a Mexican national or a multiple-nationality minor,
- A parent, father or mother, or custodian of a Mexican national or multiple-nationality minor has requested that the Department notify the Mexican Consulate Office, or
- The Department learns that a noncustodial parent, father or mother, of a child in state custody resides in Mexico.

To carry out this responsibility, complete form [470-4385, Mexican Consulate Notification](#), and send it within ten working days of the initial date the child entered state custody. (See 18-Appendix for a sample form and instructions.)

NOTE: If you become aware at some point after a child has entered state custody that the child is a Mexican national or multiple-nationality minor, send form 470-4385 to the Consulate immediately.

Share client-specific information such as court orders, case permanency plans, and provider reports with the Consulate Office upon request. Document the provision of this information in the case record.

If the Consulate requests access to a child protective assessment report, determine the reason for requesting the written report and consult with child protective policy staff in central office before releasing it.

Least Restrictive Placement

If the court determines that a child should be removed from their home, the court shall first consider placing the child in the custody of the other parent of the child. If the court determines that placing custody of the child with their parents is not in their best interest, the child's custody shall be transferred to the Department for placement. The Department shall give priority to an adult relative first, then fictive kin, then other suitable placement identified by the child's relatives before placement in foster care or group care.

Placement consistent with the best interests and special needs of the child shall be in the least restrictive, most family-like setting available in close proximity to the child's home. The Department shall first consider placing the child in a kin or fictive kin's home unless:

- No kin or fictive kin are available or willing to accept placement; or
- Such placement would be detrimental to the child's physical, emotional or mental well-being.

Document in the child's case permanency plan your efforts to place a child in a kin or fictive kin's home and (if applicable) reason for using a non-kin placement. Throughout the case, the Department shall actively ensure that the child stays connected to the child's kin, culture, and community as stated in the child's case permanency plan.

Consider the following factors when choosing the placement that best meets the needs of the child:

- The engagement of the child's family for kin or fictive kin placement (see [Diligent Search for Parents and Kin/Fictive Kin](#))
- The child's need to be placed with siblings (see [Siblings](#))
- The child's need for an appropriate and stable educational setting
- The child's need for continuity with previous placements if applicable
- The ability of the placement resource to sustain the placement
- The success of the placement resource in serving children with similar needs
- The expected length of placement
- The cost of the placement and the availability of funding for the placement

Diligent Search for Parents and Kin/Fictive Kin

The assessment of the need for foster care services shall include a family genogram to identify kin or fictive kin. The Fostering Connections to Success and Increasing Adoptions Act of 2008 requires the Department to exercise due diligence to identify and notify all adult relatives of a child within 30 days of the child's removal of the relatives' options to become a placement resource for the child.

Questions to ask parents to facilitate the identification of kin and fictive kin:

- Who cares for your child when you are at work or sick?
- Can you name some relatives involved in your child's life?
- Who from school, the neighborhood, church, etc. does your child enjoy being around?
- Who cared for you when you were growing up?
- Who are your friends from work, the neighborhood, church, etc.?
- Who do you go to when you need help?

Children and youth are also able to identify positive adult connections. Conversations around identifying potential caregivers should be strengths-based and trauma-informed. Choose a setting in which the child or youth feels safe and watch for signs that indicate that a pause in or end to the conversation is needed. Helpful questions may include:

- How do you spend your holidays, birthdays, and special occasions? Who were the family members or friends you enjoyed being around or were kind to you?
- What activities have you been involved in at school, church, or your neighborhood? Who did you connect with? Who made you feel important or listened to you?
- Who are three people in your life you've had the best relationship with?
- Who could you call right now that would listen to you, give you advice, or help you with a problem?
- Who cared for you when your parents could not such as places you've slept or eaten when needed?
- Who visits or calls you?
- Who would you choose to live with including relatives and friends or former foster families?

Initiate the search before placement of the child if possible.

- I. Ask the parents or caretakers to identify both maternal and paternal kin of the child. Besides the parents, this includes:
 - Maternal and paternal grandparents.
 - Adult siblings of the child.
 - Adult maternal and paternal aunts and uncles of both parents.
 - Adult kin of the child suggested by the parent.
 - Parents of the child's siblings.

Give each parent form [470-4840, Notice to Relatives Worksheet](#), to identify relatives and give their opinions of the relative's potential to assist with case planning or placement. Issue this form for each removal episode from the home even if the child returns home within 30 days of removal as this will assist in the future if removal of the child is needed again as a possible kin placement.

Ask parents what kin they would choose to have the child placed with on a temporary basis if the safety plan or Family Preservation Services to prevent placement are not successful. A Child Safety Conference, during the course of Family Preservation services, is also a useful tool in identifying kin and fictive kin placement possibilities in crises in which a child is at imminent risk of removal.

2. When a parent or relative is identified, obtain the person's name, address, and phone number. Initiate a search for the person as soon as you are made aware of the person's existence. A diligent search shall include:
 - Interviews with persons who are likely to have information about the identity or location of the person being sought;
 - Database searches, such as the Federal Parent Locator Services (FPLS) and
 - Record searches, including searches of employment, residence, utilities, Armed forces, vehicle registration, child support enforcement, law enforcement, and corrections records and any other records likely to result in identifying and locating the person being sought.
3. Contact the identified persons to determine their willingness to be a support to the family or a potential placement. Iowa law does not require a signed parental release.

Use form [470-4769, Notice to Relatives and Parents](#), if the child has already entered care. The *Notice to Relatives and Parents* is required to be sent to relatives within 30 days of the removal of the child. The Department is to provide relative notices whenever there has been a transfer of custody, even if the custody is not transferred to the Department.

If a kin indicates willingness to be a support to the family or a potential placement after receipt of the *Notice to Relatives and Parents* the Department may share information as necessary to explore a child's potential placement with any adult relative who may receive notice without a signed release of information.

If an adult relative entitled to notice is later discovered by or identified to the Department, the Department is to provide notice to that relative within 30 days of that relative becoming known to the Department.

4. If no kin is identified, ask about fictive kin. Fictive kin are non-relatives who have an emotionally significant positive relationship with the child. Send a *Notice to Relative* form to named fictive kin.
5. Complete an assessment of each person who responds to determine the person's ability to provide the care and support required by the child, including placement. Utilize [RC-0148, Unlicensed Kin and Fictive Kin Caregiver Evaluation](#) as a guidance tool for considering the suitability of kin and fictive kin for unlicensed placement.

If appropriate to the child's developmental stage, ask the child the following:

- Do you know this person?
- Have you been to this person's house?
- Would you feel safe with this person?

If you determine that the person is unwilling or unable to assume care of the child, determine if the person is willing to provide other types of support to the child to maintain their connection to family and others with whom they have a significant relationship.

6. After the completion of the initial search, the Department has a continuing duty to search for kin and fictive kin with whom it may be appropriate to place the child until such individuals are found or until the child achieves permanency through adoption or guardianship.

Regardless of whether the child returns home, is adopted, or placed with a guardian; kin and fictive kin can provide ongoing family connections and supports including participation in family reunions, visits, e-mail, respite, and family activities.

Siblings

The Department shall make a reasonable effort to place siblings together in the same placement and to provide frequent, ongoing interaction between the child in placement and that child's siblings.

1. Make reasonable efforts to place siblings together unless to do so would be detrimental to any of the children's physical, emotional or mental well-being.
2. If siblings cannot be placed together in the same placement:
 - Explain to the siblings the reasons they are not placed together and the efforts you made to keep them together or why making efforts to keep them together was not appropriate.
 - Arrange to maintain frequent ongoing interaction between the siblings, at least once every 30 days unless more or less interaction between siblings is ordered by the court based on the child's circumstances.
3. Document in the child's case permanency plan:
 - Your efforts to prevent separating the siblings;
 - Your reasons for separating siblings; and
 - Your plans to maintain sibling contact.

Persons indicating that they are siblings of a child in out-of-home placement may petition the juvenile court to request frequent ongoing interaction with that child. Arrange for interactions with the child in placement if the court finding:

- Affirms that the person is a sibling, and
- Does not indicate that interactions would not be in the child's best interests.

Per Iowa Code 232.2(52) Siblings are considered blood relatives even after the Termination of Parental Rights.

Breast-Fed Infant

When continued breastfeeding of the child is determined to be in the best interest of the child, the SWCM and the care provider shall make reasonable efforts to support the continued breastfeeding of the child by the mother.

When placement of a breastfeeding child is made:

1. Assess, in consultation with your supervisor, whether continued breastfeeding by the mother is in the best interest of the child.
2. Make every reasonable effort to support the mother's continued breastfeeding for the child if determined appropriate by choosing a placement resource that is accessible to the mother and is amenable to this degree of family involvement.
3. Document the assessment and efforts in the child's case plan and case notes.

Out-of-Area Placement

Placements outside the service area shall be made only when:

- There is no appropriate placement within the service area;
- The placement is necessary to facilitate reunification of the child and parents; or
- An out-of-area placement is closer to where the child lives than an in-area placement offering the same services.

If placement outside the service area is necessary or is in the best interest of the child:

- Seek the approval of the placing and receiving service area managers according to your service area protocol.
- If appropriate, seek court approval of transfer of the responsibility for supervision, planning, and visitation.

Family Interaction

The philosophy of family interaction is a fundamental way of thinking about how children removed from the home continue to have meaningful interactions with the people who care about them in the least traumatic way possible. Family interaction is not an event, but a process. It should take place in the least restrictive, most homelike setting that allows for natural interaction while appropriately meeting the child's needs for safety. Every opportunity for family

interaction needs to be considered including doctor visit, school activities, meetings, and other functions in which the family would have participated if the child was in the home. Family interaction should nurture and enhance reunification to promote progress toward achieving permanency for the child. Interactions provide the opportunity for families to:

- Maintain the parent, child, and sibling relationships, and other relationships,
- Learn, practice, and demonstrate new behaviors, parenting skills, and patterns of interactions,
- Enhance well-being,
- Help family members work through issues and connect to resources, and
- Document progress toward reunification goals.

Provide a written form [470-5148, Family Interaction Plan](#), tailored to meet the safety needs of the family to assure family interaction begins as soon as possible after a child's removal from parental custody. Interaction planning with siblings should be considered when applicable. Creative planning should not only support face-to-face time, but also other methods of contact such as calls, letters, texting, emails, and other electronic methods of communication. Family interactions are most "natural" when supported by those who have an existing relationship with the child such as extended family members.

Family Interaction Plans must **never** be used as a threat or form of discipline to the child or to control or punish the parent(s). Family Interactions should continue regardless of a parent's failure to comply with the requirements of a court order or the department, provided there is no finding by a court that such interaction would be detrimental to the child(ren). Family Interaction Plans should guide family interactions that encourage a progressive increase in parent's responsibility and are premised on case plan goals as well as on an assessment of family functioning and safety concerns for the child.

As the SWCM, you are responsible to ensure that parents have meaningful contact with their child and a Family Interaction Plan is developed and revised with input from the family's team. In addition, you are responsible for:

- Abiding by the [Comm. 435, Family Interaction Standards](#)
- Arranging interactions to support the parent-child relationship and reduce the sense of abandonment which children experience at placement,
- Working with the child and parent to help resolve setbacks in the family interaction plan

Authority for Placement

The Department does not have legal authority to remove children from their homes. Removal must be accomplished using a voluntary placement agreement or through a physician, law enforcement, or a judicial determination that remaining in the home is contrary to the welfare of the child or that placement is in the best interest of the child.

The Department shall provide out-of-home services only to children for whom the Department has legal responsibility for placement and care. The Department shall pay for foster care only as authorized by Iowa law.

Voluntary Placement for Children Under Age 18

The Department has responsibility for the placement and care of a child under the age of 18 when it has agreed to provide foster care services for the child based on a signed agreement between the Department and the child's custodial parents or guardians. A voluntary placement agreement for a child under age 18 shall terminate 90 days after the effective date of the agreement.

A voluntary placement agreement shall not be used to place a child outside Iowa and shall not be signed with parents or guardians who reside outside Iowa. A voluntary placement agreement shall terminate if the child's parents or guardians move outside Iowa after the placement.

If the parents or guardians agree to voluntary placement as an alternative to an ex parte order, then the placement agreement can be used for foster care placement if the child:

- Is determined to be at imminent risk of harm and
 - Cannot be kept safe through any means other than removal from the home.
1. Do not recommend an out-of-home placement until an assessment determines that reasonable efforts have been made to prevent placement.
 2. When a child must be out of the home for fewer than 20 days, help the family find relatives or friends who can assume temporary responsibility for the child as an alternative to out-of-home placement.
 3. Offer voluntary foster care placement services only with the approval of the service area manager. A voluntary placement may be made if the child would otherwise be removed by a court order and both of the parents or guardians sign the placement agreement. (IAC 441—202.3(4))
 4. Use form [470-0715](#) or [470-0715\(S\)](#), *Voluntary Foster Care Placement Agreement*, to record the agreement. Both of the parents or guardians must sign the agreement. If signatures cannot be obtained, obtain an ex parte order.
 5. Terminate the voluntary placement agreement if the child moves outside Iowa after the placement. When a voluntary placement agreement is terminated, send a copy of the Notice of Decision to the foster care provider.

Ex Parte Court Order for Temporary Custody

The Department has responsibility for the placement and care of a child under the age of 18 when a juvenile court has issued an ex parte order giving the Department temporary custody of the child.

Follow local procedures for requesting the juvenile court to issue an ex parte order for the removal of a child.

1. Gather information to support all of the following:
 - The child's immediate removal is necessary to avoid imminent danger to the child's life or health;
 - There is not enough time to file a petition and hold a hearing concerning temporary removal under Iowa Code section 232.95;
 - The child cannot either:
 - Be returned to the place where the child was residing **or**
 - Be placed with the parent who does not have physical care of the child; **and**
 - One of the following applies:
 - The person responsible for the care of the child is absent, or though present, was asked and refused to consent to the removal of the child and was informed of the intent to apply for an order to remove the child; **or**
 - There is reasonable cause to believe that a request for consent would further endanger the child; **or**
 - There is reasonable cause to believe that a request for consent will cause the parent, guardian, or legal custodian to take flight with the child.
2. Unless the juvenile court has designated this responsibility to another:
 - Make every reasonable effort to inform the parent or other person legally responsible for the child's care.
 - Follow up with any inquiries that may aid the court in disposing of the application.
3. Within five working days of the removal order, the person designated by the court shall prepare and file a written report with the court that includes documentation of:
 - Conferences held.
 - Efforts to inform the parents or other person legally responsible for the child's care of the application.
 - Any inquiries made to aid the court in disposing of the application.
 - All information communicated to the court.

Voluntary Placement for Youth Aged 18 or Older

For a youth age 18, 19 or 20 extended voluntary foster care is permissible when the department or Juvenile Court Services (JCS) has agreed to provide foster care services for the youth on the basis of a signed Voluntary Placement Agreement between the department/JCS and the youth or the youth's court-appointed guardian. Extended foster care is limited to licensed family foster care or Supervised Apartment Living.

Regardless of the age of the youth, an individual who reached age 18 as an adjudicated delinquent minor receives case management and supervision from JCS, whereas those adjudicated Child in Need of Assistance (CINA) is supervised by the department.

The process for considering extended foster care is in this section, including the process for youth voluntarily remaining in care and the process whereby youth apply to return to care after having exiting care at age 18 or older.

If the youth has an open service case, the caseworker should make referrals for extended foster care, if appropriate.

Prior to considering whether a youth should remain in foster care past age 18 or be permitted to return to foster care, discuss all options with the youth. Consider the following:

- Consider whether the Iowa Aftercare Services Program (aftercare) can meet the youth's transition needs. Aftercare is a statewide service which provides life skills services and financial support statewide to eligible youth ages 18 to 23 who have aged out of foster care or other court-ordered placements.
- Determine if it is likely the youth will need or be eligible for services or other support from the adult services system, including residential institutions or community residential programs funded through mental health regions or Supplemental Security Income (known as Social Security or SSI), if applicable.
- Determine if the youth's needs can be met with help from the Mental Health Regions. Mental Health Regions are Iowa's community-based, person-centered mental health and disability services system, which provides locally delivered services that are regionally managed within statewide standards. Local access to mental health and disability services for adults and children with severe emotional disturbances are provided by established mental health and disability services regions to residents of Iowa.

If adult disability services, Aftercare, or a comparable program is available and can meet the youth's needs, a voluntary placement in extended foster care is not necessary or appropriate.

The amount of money the youth will receive from a program is not a sufficient determinant of the best service for the youth.

Be advised for those who are going to rent an apartment, a rental agreement is considered valid if there is either an oral or written agreement to exchange rent for residing in a dwelling unit. According to Iowa law, (Uniform Residential Landlord and Tenant Law Ch. 562A) this relationship comes with rights and responsibilities for tenants, such rights include repair requests, to reside in habitable property, the right to due process before an eviction and more.

Eligible Youth: The potentially eligible youth must meet all the following:

- Upon reaching age 18, the youth was in court ordered foster care or in an institution listed in section 218.1.
- After reaching eighteen years of age, the person has either:
 - Remained continuously and voluntarily in family foster care or in a supervised apartment living arrangement, in this state, or
 - Voluntarily applied to return to SAL or licensed family foster care.
- Is at imminent risk of becoming homeless or failing to graduate from high school or to obtain a general education development diploma.
- Has demonstrated a willingness to participate in case planning and to complete the responsibilities prescribed in the person's case permanency plan.
- The department/JCS has made an application for the person for adult services, if it is likely the youth will need or be eligible for services or other support from the adult services system.

Appropriate Program: The service must be appropriate based on all the following criteria:

- The services are in the youth's best interest.
- Funding is available for the services.
- An appropriate alternative service is unavailable.
- The youth, HHS/JCS, and the provider are in agreement the placement is appropriate.
- The placement is approved by the Service Area Manager or designee.

Additional information: Key aspects of extended foster care are as follows:

- The youth, the provider, and the HHS/JCS needs to agree with the plan or extended care cannot be approved.
- Family Centered Services may be indicated, to focus on permanency.
- Medicaid eligibility comes with extended care.
- Voluntary placement means court is not involved in extended care.
- The case plan should describe work or school expectations. Federal guidance suggests 80 hours a month combined, minimum. A 30 day grace period is permissible, for a youth who recommits to the program and has a plan to get on track.

Example when voluntary foster care is not appropriate: The youth is high functioning in family foster care with a job and a high school diploma. They are eligible for Aftercare with PAL if their foster care case closes. The team is thinking they should remain in foster care and the main reason is that the foster care payment is higher than what the youth would get in Aftercare with PAL. They also want the youth to be able to continue to reside in the foster parent's home. This youth appears ready for adulthood and would benefit from the support of Aftercare.

Decision: The foster care case should close and the youth should be referred to Aftercare, because it appears the youth's needs can be met and the higher SAL stipend is not a sufficient reason for the youth to remain in foster care. The Aftercare payment can be used to pay the foster parent rent, if remaining in the home is desired.

Example when voluntary foster care is appropriate: The youth is in cluster site SAL upon reaching age 18 and their college dorm is not immediately ready. The youth is very anxious about moving to college and it seems like a move from SAL to a temporary residence until the dorm is ready would be disruptive and could foil the transition plan. The youth has asked to remain in SAL until the dorm is ready and there is no other place for the youth to stay over the summer.

Decision: Remaining in SAL makes sense to ease the transition. It would also be permissible for a youth to remain with a foster family until a dorm is ready, particularly if it is someone with whom they have an existing relationship. In these situations, the foster parent may opt to give some of the maintenance payment to the youth or save some for the youth, at their option.

Procedures for Supervised Apartment Living and family foster care:

For youth who desire to continue in extended foster care: After discussing with the youth and others as appropriate, the case manager (SWCM or JCO) will evaluate the appropriateness of the youth remaining in family foster care or SAL.

The case manager will follow procedures when considering extended foster care for a youth:

1. The case manager will confirm the youth, upon reaching age 18, was in foster care or a placement defined in Iowa Code 218.1.
2. A Social Work Administrator or designee must approve extension of foster care.
3. The case manager (SWCM or JCO) will evaluate the appropriateness of the youth remaining in family foster care or SAL.
4. If the youth is approved for extended care, the case manager will make the formal referrals and attempt to secure and appropriate placement, if necessary.
5. The case manager will ensure a Voluntary Placement Agreement Form 470-0715 is signed by the youth and department representatives.
6. The caseworker will ensure entry of the placement into the child welfare information system according to service area protocol.
7. Alternatively, if extended services is not appropriate or extended foster care is permitted, the case manager will discuss the decision with the youth and will refer the youth to appropriate services or supports.

8. When the voluntary placement is of a youth who is aged 18 or older and who has a court-ordered guardian, the Voluntary Foster Care Placement Agreement, Form 470-0715, shall be completed and signed by the guardian and the local office where the guardian resides. Voluntary Foster Care Placement Agreements shall not be signed with guardians who reside outside Iowa. Voluntary Foster Care Placement Agreements shall terminate if the youth's guardian moves outside Iowa after the placement.
9. Documentation:
 - Provide a copy of the Voluntary Placement Agreement to the provider and the youth and keep a copy in the case record.
 - Document work or school requirements for participation in the Transition Planning Section of the case permanency plan.

For youth who desire to return to extended foster care: Youth who desire to return to foster care should contact their local HHS office to apply to return to foster care. The application process will be facilitated by the TPS in the Service Area where the youth aged out of foster care. A TPS map can be found here: [TPS_Map.pdf \(iowa.gov\)](#). The steps are as follows:

1. The youth may request an application through any local HHS office.
2. The TPS can be contacted to confirm the youth, upon reaching age 18, was in foster care or a placement defined in Iowa Code 218.1.
3. If applicable, the youth will need to complete form [470-5761, Application for Extended Foster Care Services](#) to the best of their ability.
4. A Social Work Administrator or designee must approve extension of foster care.
5. TPS will receive and review the application, then contact a supervisor or other authorized official to coordinate assignment of a case manager, if applicable.
6. After reviewing the application and discussing with the youth and others as appropriate, the case manager will evaluate the appropriateness of the youth remaining in family foster care or SAL, using the appropriate program and eligible youth criteria above.
7. If the child is approved for extended foster care, the case manager will make the formal referrals and attempt to secure and appropriate placement.
8. If there is an appropriate placement match, the case manager will ensure a *Voluntary Foster Care Placement Agreement*, form 470-0715 is signed by the youth and department officials.
9. Open the case in the child welfare information system according to service area protocol.
10. Alternatively, if the child is not appropriate to continue in extended services or is otherwise not permitted to return to extended care, the case manager will discuss the decision with the youth. A written *Notice of Decision*, using form 470-0745 or 470-0745(s) will be provided to the youth and a copy will be retained in the case file. Moreover, the case manager will refer the youth to appropriate services or supports.
11. When the voluntary placement is of a youth who is aged 18 or older and who has a court-ordered guardian, the *Voluntary Foster Care Placement Agreement*, form 470-0715, shall be completed and signed by the guardian and the local office where the guardian resides. *Voluntary Foster Care Placement Agreements* shall not be signed with guardians who reside outside Iowa.

12. Documentation:

- Store the *Application for Extended Foster Care Services* and *Voluntary Placement Agreement* in the case record, as applicable. Provide a copy of the *Voluntary Placement Agreement* to the provider and the youth.
- Document work or school requirements for participation in the Transition Planning Section of the Case Permanency Plan.
- A written *Notice of Decision*, using form 470-0745 or 470-0745(S) will be provided to the youth and a copy will be retained in the case file.

Also required for Supervised Apartment Living:

1. When considering a placement in Supervised Apartment Living, complete form [470-4063, *Preplacement Screening for Supervised Apartment Living Foster Care*](#) to evaluate whether the youth meets the placement-specific eligibility requirements.
2. Use form [470-3186, *Request for Approval of Supervised Apartment Living Foster Care Placement*](#) for a youth placed in Supervised Apartment Living.

Considerations and procedure for termination of voluntary foster care:

1. Terminate the voluntary foster care services for a youth age 18 or older with timely and adequate notice and appropriate procedures as outlined in [Closing Placement Services](#) when one or more of the following exist:
 - The youth no longer meets the definition of child in Iowa Code 234.1.
 - The youth is incarcerated or otherwise under the supervision of adult corrections.
 - The youth no longer needs services or desires to exit.
 - The youth moves to an address outside of Iowa.
 - The youth fails to participate in case planning and to fulfill responsibilities as defined in the case permanency plan.
 - A more appropriate placement option is available, including but not limited to those provided by the adult disability system; or
 - The Voluntary Placement Agreement is terminated.
2. When services are denied or terminated, issue form [470-0602, *Notice of Decision: Services*](#) allowing timely notice. Send a notice of decision to the youth and a copy of the Notice of Decision to the foster care provider. If the discontinued services are the only services covered by the case plan, close the case.

Court-Ordered Supervision

The Department has responsibility for the placement and care of a child under the age of 18 when a juvenile court has ordered the Department to provide supervision of the child and the child's placement.

Transfer of Legal Custody to Department

The Department has responsibility for the placement and care of a child under the age of 18 when a juvenile court has transferred legal custody to the Department.

The juvenile court may transfer legal custody to the Department through a temporary removal hearing in the child in need of assistance (CINA) process or a shelter care hearing under the delinquency procedures.

The juvenile court may transfer legal custody to the Department after disposition is authorized for children adjudicated delinquent and for children adjudicated child in need of assistance.

The Department's responsibilities as custodian are defined as follows:

- To maintain or transfer to another the physical possession of the child.
- To protect, train, and discipline the child.
- To provide food, clothing, housing, and medical care.
- To consent to emergency medical care, including surgery.
- To sign a release of medical information to a health professional.

The SWCM normally exercises the rights and responsibilities of the custodian.

The residual parental rights retained by the child's parents make it imperative that they be involved in all major planning and medical decisions affecting the child.

Transfer of Guardianship to Department

The court may assign guardianship to the Department after the child is adjudicated to be a child in need of assistance, when the child's parents:

- Are uninvolved,
- Are not available or are available, and
- There is no termination of parental rights, and
- After termination of parental rights.

The guardian is to:

- Have a permanent self-sustaining relationship with the child,
- Make important decisions that have a permanent effect on the life and development of that child, and
- Promote the general welfare of that child.

The Department's responsibilities as guardian are defined as follows:

- To consent to marriage, enlistment in the armed forces of the United States, or medical, psychiatric, or surgical treatment.
- To serve as guardian ad litem, unless the interests of the guardian conflict with the interests of the child or another person has been appointed guardian ad litem.
- To serve as custodian, unless another person has been appointed custodian.

- To make periodic visitations if the guardian does not have physical possession or custody of the child.
- To consent to adoption and to make any other decision that the parents could have made when the parent-child relationship existed.
- To make other decisions involving protection, education, and care and control of the child.

The service area manager (SAM), or a designee, exercises the rights and responsibilities of the guardian. The service area manager, social work administrator, and social work supervisor are designated by the director to sign consents and releases.

Foster Care Placement

Federal rule 45 CFR 1355.34(c)(1) requires that the Department's information system readily identify the status, demographic characteristics, location, and goals for placement for every child in foster care.

To ensure compliance as well as to ensure that the most recent information is available should an emergent need arise, entries shall be completed in FACS within three business days from:

- the date the child initially enters foster care, and
- the date of any foster care placement changes.

Family Foster Care

If the child cannot be placed with kin or fictive kin, the next least restrictive placement, family foster care, shall be used for a child unless the child has specialized needs that cannot be provided in a family setting.

Determine eligibility for family foster care as follows:

- Determine if the child meets the requirements for age.
- If a youth is 18 or older, contact your service area manager or designee to request approval for payment of family foster care for a child aged 18 or 19. Explain in writing how the child meets all of the following criteria:
 - The child does not have an intellectual disability.
 - The child is at imminent risk of:
 - Becoming homeless (meaning a less restrictive placement is not available), or of
 - Failing to graduate from high school or obtain a general equivalency diploma.
 - The placement is in the child's best interest.
 - Funds are available in the service area's allocation.

When the service area manager or designee has approved payment for foster care, funds that may be necessary to provide payment for the time period of the exception, not to exceed the current fiscal year, are considered encumbered and no longer available.

Document the child's eligibility for approval in the case record along with the written approval. Obtain the signed voluntary placement agreement for a child aged 18 or older.

Do not delay or deny the placement of a child into foster care due to race, color, or national origin of the foster parent or the child.

If possible, choose a placement within the child's own neighborhood or community to promote:

- Parental contact with the child and participation in reunification efforts
- Sibling contact
- Support from the child's community
- Stability of the child's education (see [Assurances of Educational Stability](#))

If the child was previously in placement and a kin or fictive kin placement is not an option, consider placing the child back into the same placement setting.

Additional Assessments Required

More in-depth assessments are required when a child goes into out-of-home placement. These assessments are:

Social History

With the exception of emergency care, complete a social history on each child before a Department recommendation for out-of-home placement.

- For voluntary emergency placements, complete the social history before a decision is made to extend the placement beyond 30 days.
- For court-ordered emergency placements, complete a social history before the disposition hearing.

Before the dispositional hearing on a CINA case, the juvenile court will order the completion of a social history report that:

- Explores the family's background and the strengths and needs and
- Contains the Department's formal recommendations for the child's level of care, permanency goal, and services to the family.

Use form [470-3615, Social History](#), to gather information for the court-ordered social history report.

Health Assessment

The child's medical, psychiatric, and psychological needs shall be assessed before placement is recommended.

A child shall have a physical examination with a medical professional before entering foster care or within 14 days of placement into foster care. This examination identifies the child's health needs including emotional trauma associated with their abuse and removal from the home. SWCMs engage medical professionals during this screening to gather information to determine the child's treatment plan.

The child's case permanency plan must contain the most recent information available about the child's health records.

1. Secure health information from the appropriate medical professional. Form 470-0580, *Physical Record*, may be used in addition to other sources of medical or health information. If possible, submit the form to the child's primary care provider for completion.
2. A physician, an advanced registered nurse practitioner, or a physician assistance working under a physician's supervision shall:
 - Complete a preliminary screening for dental and mental health needs.
 - Refer the child to a dentist or mental health professional as needed.
 - See [8-M, Care for Kids \(EPSDT\)](#) for Medicaid procedures for screening and follow-up treatment.
3. If the physical record does not have immunization information attached:
 - Get this information from the child's family or from the school where the child is enrolled in at the time of placement; or
 - Access the Iowa Department of Public Health's Immunization registry to obtain the child's immunization information; or
 - If no other source is available and the child was a Medicaid member before placement, ask your supervisor to check Iowa Medicaid Electronic Record System (IMERS) for information.

Access to IMERS for purposes of meeting the Department's responsibilities for the health of children in foster care is restricted to SWCMs and supervisors who have an approved *Iowa Medicaid Electronic Record System Security Request*. Supervisors may obtain this form from the Service Help Desk.

Do not print IMERS information to put in the case file. This increases the risk of inadvertent disclosure and violation of state law and the federal Health Insurance Portability and Accountability Act (HIPAA).

4. Assess a child's strengths and needs relating to mental health as part of your assessment of child well-being. You may use the *Pediatric Symptom Checklist* to determine whether a child needs a behavioral health evaluation. Access the checklist on the Department Intranet in the Results-Based Practice folder on the Field Service Staff page.
5. When indicated, use appropriate psychological testing administered by qualified professionals to help determine the child's level of intellectual functioning, to assess the nature and severity of mental health disorders, and to identify or assess the nature of learning difficulties.
6. When religious or personal beliefs of the parents prohibit the completion of a physical or necessary medical care, either:
 - Find assistance for the family to care for the child at home, or
 - Request a court order to obtain necessary medical care for the child.
7. When a child is medically diagnosed as HIV-positive, having AIDS, or is identified as being at high risk of HIV infection, place the child after the parents have signed form [470-3225](#) or [470-3225\(S\)](#), *Authorization to Release HIV-Related Information*. It may be necessary to seek court action if the parent or guardian does not sign the forms.

Inform the foster care provider of the diagnosis and have the provider sign form [470-3227](#), *Receipt of HIV-Related Information*.

The need for HIV testing is predominately a medical decision. Therefore, when a child is at high risk of being HIV-positive such as one or both parents being HIV-positive or having AIDS, seek guidance from the child's physician as well as from your supervisor, social work administrator, and service area manager.

Releasing a Foster Child's Social Security Number When the Department is Guardian

The Department may release the social security number to the foster parents when the Department is the guardian. However, the foster parent will need to get a signed release of information from the Department to allow them to give that social security number to their tax preparer for income tax purposes only.

Releasing a Foster Child's Social Security Number When the Department is Not Guardian

The foster child's parents retain their right to authorize or not authorize the release of their child's social security number to foster parents. Some of the foster child's parents may be claiming their child on their income taxes.

If asked by a foster parent, the SWCM should facilitate a conversation between the foster parent and the parents to obtain the appropriate release of information. If the foster parent is comfortable pursuing the discussion directly, the SWCM should ensure the foster parent is aware the parents have the right not to sign the requested release.

Assurances of Educational Stability

Children placed in foster care face challenges to successfully completing their education. Ensuring educational stability for every child in care promotes positive learning experiences, reduces school disengagement, and reduces interrupted progress. The Every Student Succeeds Act (2015)(ESSA) in coordination with the Fostering Connections to Success and Increasing Adoptions Act of 2008, provides educational stability protections for the time students are in foster care. The laws provide that when students in foster care change living placements, they remain in their school of origin unless a determination is made that a school move is in their best interest. If this is determined, the student shall be immediately enrolled and records transferred.

The SWCM must take a leadership role to ensure children in care receive the benefit of collaboration between the family, local area education agencies, AEA, providers, and others dedicated to the educational success of the children. In addition, the SWCM provides:

- Assurance that there was an evaluation of the appropriateness of the children's education setting while in placement, including evaluation of the proximity of the educational setting to the setting in which the children were enrolled at time of placement.
 - Evaluation of the setting requires collaboration with the children's parents, caretaker, education professionals, or others to ensure the children are and can continue to be successful in their current setting.

- Assurance that the Department coordinated with the appropriate local AEA to identify how the children can remain in the educational setting in which the children were enrolled at time of placement. Children should remain in the school they were enrolled in at time of placement unless it is determined it is not in their best interest. Lack of transportation shall not be a barrier to a child remaining in the school the child was attending when he or she entered foster care.
- Assurance that if it was determined that it was not in the children's best interest to remain in the setting in which they were enrolled at the time of placement, that the affected educational agencies immediately and appropriately enrolled the children in another educational setting.
- Assurance that if the children changed their education setting, their educational records were provided for use in their new educational setting.

Multiple documents about foster care and education may be found on the DoE website:
<https://educateiowa.gov/pk-12/learner-supports/education-children-foster-care>

Clothing Allowance

When in the judgment of the social work case manager or child protection worker, clothing is needed by a child who has been placed in foster care, an allowance may be authorized to purchase clothing. For these purposes, foster care includes children placed out of home by court order or voluntary placement agreement (VPA) in licensed foster care, Qualified Residential Treatment Program (QRTP), shelter, or Supervised Apartment Living (SAL).

Since the child's parents are primarily responsible for the cost of the child's care, first approach the parents to supply the needed clothing. If clothing is not available from the child's family, explore the child's financial resources, including the child's escrow account, if any. If no resources exist, a clothing allowance can be authorized.

As a case is transitioned from the child protection worker to the social work case manager, the social worker case manager should communicate with the child protection worker and others to ensure need for clothing has been assessed and clothing is purchased, with payments resolved using the process described in this section.

Maximum amounts are \$500 per year for a child through age 12 and \$750 per year for a child age 13 and older. The clothing allowance may be provided in addition to the maintenance payment. The maximum amount is reset annually based on the date the episode of foster care began. Placement changes while in foster care do not reset the maximum amounts.

The social work case manager should consider the clothing needs of a child entering foster care and evaluate and authorize additional clothing allowance when the child needs clothing to replace lost clothing or because of growth or weight change. The social work case manager should only approve what is needed at the time in case the child may need additional items at a later point. Clothing purchased with the clothing allowance goes with the child when their placement changes.

When clothing is purchased by a foster care provider, the provider is expected to submit receipts to the social work case manager within 30 days of purchase for auditing purposes, using Form 470-1952.

The social work case manager obtains the provider's signature and submits the form to the worker's supervisor. The supervisor checks the receipts against the clothing items listed and the cost of the items, the total, tax, and total costs for accuracy before approving and signing the form. Document this determination in the case record. Generate reimbursement through the FACS system Special Issuance List (SPIL) screen. See manual chapters 18D(1-4) for program specific information.

Promoting Placement Stability

Placement stability is the maintenance of continuity in a child's living situation in terms of the adults they live with and the ability of a child to grow up with their siblings. Children do better when they have stable relationships with loving caregivers who are able to meet their needs.

The more stability a child has, the more likely it is that the child will be able to develop enduring relationships with adults who care about them. It also enables a child to establish a stronger and more varied network of social support to help meet emotional as well as more concrete needs such as a job search or locating housing.

A child removed from the family home should be living in a safe, appropriate, and permanent home within 12 months of removal with only one interim placement. If, for the reasons of child protection, psychiatric treatment, or juvenile justice service, a child is in a temporary setting or unstable situation, then prompt and active measures must be taken to restore the child to a stable situation. (Source: Foster, Ray, *Quality Service Review*, Human Systems and Outcomes, Inc., April 2000.)

Evaluate the quality of the child's continuing relationship with family members or other meaningful persons periodically. Determine whether the child requires help to work through any conflicts or changes in these relationships.

Children with individual behavioral issues and physical and mental health challenges have been linked to greater placement instability. Specialized behavioral health supports and services should be available to children and their caregivers throughout the placement process.

Stress situations may cause the child to need special help. These include:

- Loss due to separation (including termination of the placement)
- Medical care
- Hospitalization
- Other unavoidable disturbing experiences
- Changes in the plan for use of foster care services
- School or social problems

Give special attention to minimizing changes affecting the relationship of the child and significant adults. These include changes in frequency of contact with the SWCM, transfer of the SWCM, vacations of SWCMs or foster parents, or the child's departure from foster care.

Such changes reactivate in the child fears of separation and change. They may lead to emotional upset or disturbances in behavior that may harm relationships with the foster family, school, friends, and birth family. With adequate preparation for changes and clarification of the reasons for it, the child will be better able to respond appropriately.

Negative impact of placement increases with multiple placements. Changing homes because of placement disruption compounds the sense of loss children face each time they end relationships with their caregivers. Placement disruptions can increase stress related responses. You are responsible for minimizing multiple placements. The failure of a placement is the failure of the service delivery system to meet the needs of the child, not the failure of the child.

The individualized case permanency plan shall identify whether a child is at risk of experiencing a placement disruption and, if so, identify the steps to be taken to minimize or eliminate the risk. Minimize placement breakdown by:

- Adequately assessing the emotional, physical, and behavioral needs of the child.
- Matching the child needs with the resource family's or facility's abilities.
- Preparing the child and family for the placement.
- Assisting children with feelings about living apart from families.
- Providing adequate support to the child, family, and resource caregivers.
- Scheduling regular meetings with the child's foster family.
- Maintaining family connections by allowing interactions early and often.
- Developing crisis plans that address predictable behaviors or patterns of behavior that threaten or destabilize the placement.
- Recognizing relationship stress early and responding to resolve problems.

Coordination of Contracted Services With Placement Setting

FCS contractors are expected to communicate with the child's placement setting in order to coordinate responsibilities and case service planning.

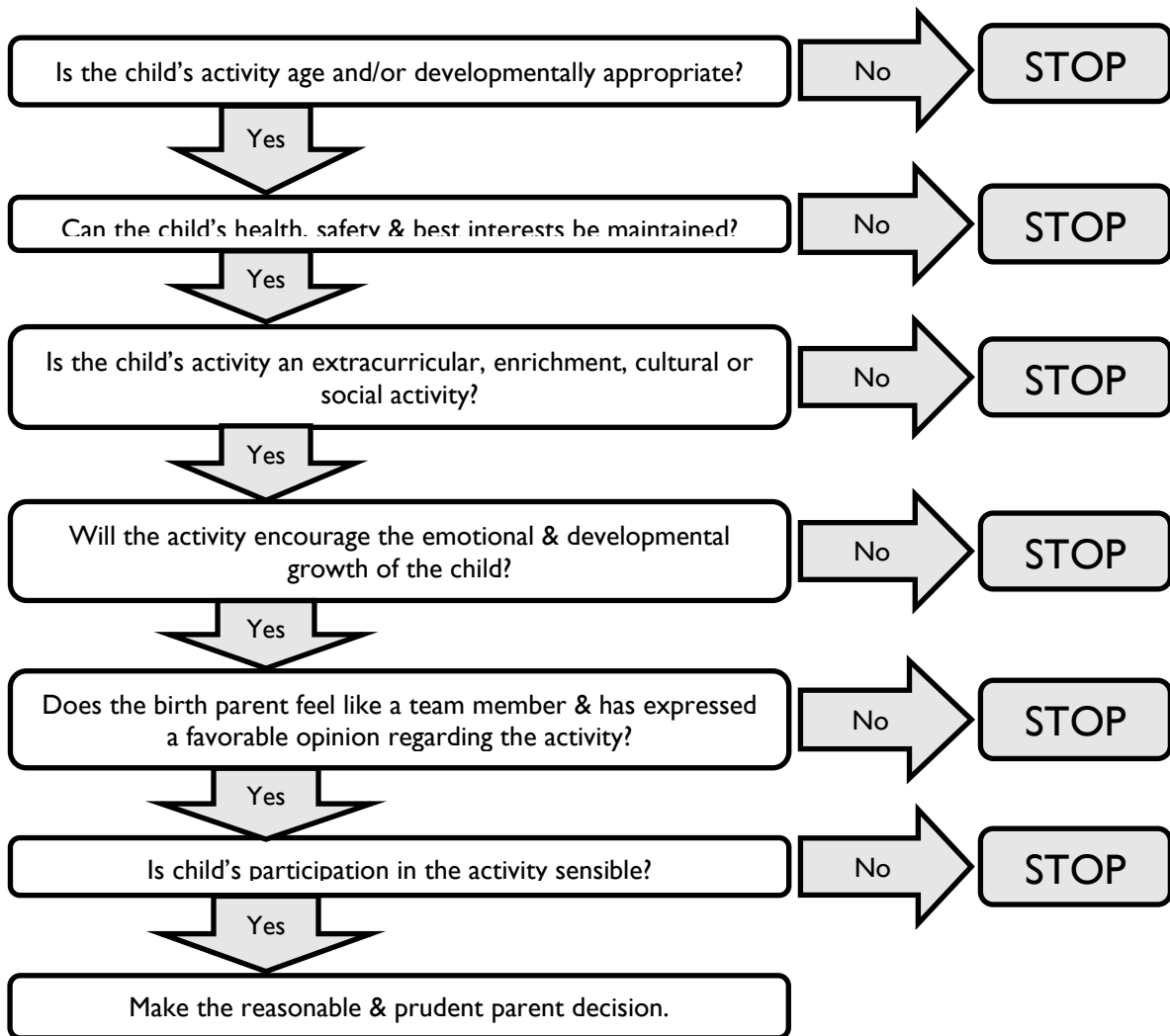
The SWCM should ensure and direct the FCS contractor regarding coordination with the placement setting. Areas in which to direct this coordination include, but are not limited to:

- Planning for participation by the child and the placement staff in solution focused meetings.
- Planning for children's attendance in court hearings.
- Planning and transportation arrangements for parent-child and sibling interactions and visits.
- Case crisis responses to situations that develop while the child is participating in family interactions.
- Collaborative planning around reunification activities and the timetable for returning the child home or moving toward another permanency option.
- Coordination with the foster care RRTS contractor to ensure supports are provided to the resource family so that they are able to support the permanency goal.

Reasonable and Prudent Parent Standard for Foster Children

Foster parents and child-care institutions caring for children placed out of the home are able to apply the Reasonable And Prudent Parent Standard for the foster child to participate in age-appropriate and developmentally appropriate activities. Discuss with the foster child, their parents, or caretakers, what activities would be the most interesting and appropriate. Then work to make those activities possible for the foster child. While the child's parents or caretakers may disagree with the foster parents' decision, after they have considered their input, the decision rests with the foster parent. Document this discussion in the case narrative.

Child-care institutions are required to have an on-site official authorized to apply the reasonable and prudent parent standard to decisions involving the participation of the foster child in age-appropriate or developmentally appropriate activities. Check with the facility to know who makes such decisions and discuss with that person their intentions for the foster child to participate in age-appropriate and developmentally appropriate activities.



The above diagram is intended only as a basic guide for making a reasonable & prudent parent decision by the caregiver per Public Law 113-183, Preventing Sex Trafficking & Strengthening Families Act. The caregiver should obtain the details of the activity, and explain to the child the expectations they have for them to participate in the activity.

Monitoring Health and Mental Health Care for Children in a Foster Care Placement

It is critical and federally mandated to monitor any health and mental health care needs of a foster child to ensure these needs are being met. Each foster child should be assessed by a clinician for their mental health needs and preferably a Pediatrician for their health care needs. SWCMs monitor any needs identified in these screenings through collateral contacts with providers, foster parents or Q RTP staff, biological parents, and Department contractors. Most health care providers have electronic medical records. A foster care provider may ask for a “summary of the visit” or discharge/referral form at the end of a health care visit. If a health care provider does not have electronic medical records, the foster care provider should give the health care professional form 470-0580, *Physical Record* to complete. SWCMs should review this and any other documentation regarding the child’s health or mental health.

Monitoring health and mental health care is an ongoing process throughout the foster care placement. At each foster care monthly visit, the SWCM should ask for updates regarding any dental, medical, or mental health appointments as well as any recommendations or follow up resulting from these appointments.

The SWCM should document this information in the child’s Face to Face and Contact Notes. All medical and mental health information should be included in any court report narrative, case narrative, and in the Case Permanency Plan.

Communication with Managed Care Organizations (MCOs)

MCOs are required to complete a Health Risk Assessment (HRA) on every child in placement. Foster parents and kinship caregivers do not have the authority to release the information needed for the HRA. It is the SWCM’s responsibility to help facilitate the completion of the HRA by providing needed information when the MCO case manager reaches out. No release of information is required for the SWCM to provide pertinent information to the MCO case manager for the completion of this assessment. The HRA is completed within 90 days of enrollment with the MCO, on an annual basis, and when there is a change in health status for members. The purpose of this assessment is to get a self-reported picture of the member’s whole-person health so that they can be connected with case management services if appropriate, in addition to any other resources the member may need to improve their health and overall wellbeing. The assessment takes approximately 10 minutes to complete.

Consenting to Medications

If the Department is the custodian of the child in a foster care placement, the SWCM should contact the child’s parents or guardian to inform them of the medication recommendation. The best practice is to invite the child’s parents or guardian to the child’s evaluation or medical appointment. This enables the parents or guardian to directly ask the prescriber any questions they may have and to discuss any concerns.

If the child's parents or guardian do not attend the evaluation or medical appointment, contact them and discuss the medication recommendation to obtain their consent. Foster care group care providers need to also discuss medication recommendations with the child's parents or guardian before the prescribed medication is obtained and given to the child.

When the Department is the guardian of the child in a foster care placement, the SWCM should discuss with their supervisor if they should consent to the recommended medication before the caregiver fills the medication prescription and administers it to the child.

Monitoring Medications

The SWCM needs to inquire of the caretaker at each visit as to over-the-counter and prescribed medications that have been administered to the child, including any negative reactions (side effects) to the medication by the child or if the medication is helping the child. Any medications, prescribed or over-the-counter, administered need to be documented in the case permanency plan, court report narrative, and the case narrative. Document the medication prescribed for the child, what the medication is prescribed for (e.g. diagnosis), and the dosage. Also document any new medication prescribed or if a medication changed.

In addition, the SWCM should ensure that a child is seen regularly by the prescribing physician or mental health professional to monitor the effectiveness of any medication, to assess any side effects, to monitor any health implications, to assess any needed medication changes, and to determine if the medication is still necessary or if other treatment options are more appropriate.

Ask the child if they have an understanding why they are taking medication and if they have any concerns about the medication. If there are concerns, you must advocate on the child's behalf to have the medications reviewed and explore alternatives to medication.

Addition information regarding medications maybe found at:
<http://www.nlm.nih.gov/medlineplus/druginformation.html>

Monitoring Psychotropic Medication

Ensuring the appropriate use of psychotropic medication for children in foster care requires vigilant monitoring and oversight. Psychotropic medications are used to treat emotional and behavioral health symptoms and disorders. They primarily act on the central nervous system where they affect brain function, resulting in changes in perception, mood, consciousness, cognition, and behavior. Most children in foster care never need psychotropic medications.

While they are traumatized by abuse and may show negative behaviors or signs of emotional stress, these are normal reactions to what they have been through. All children act out at different stages of their lives and most children will gradually heal in an appropriate environment and with consistent interventions.

However, the use of psychotropic medication in the foster care population is higher than in the general population. While some children may benefit from medication to treat certain mental health diagnoses, these medications may be harmful if used inappropriately. Medications do not treat trauma which is often triggering the emotions and behaviors.

Working with a qualified mental health professional regarding trauma-informed mental health services is best practice for addressing concerns without the inappropriate use of psychotropic medication.

Part of monitoring psychotropic medication involves being aware of “red flag” prescribing practices. These are practices that do not follow the recommended FDA guidelines for prescribing psychotropic medications to children. Red flag practices for prescribing psychotropic medications include:

- Prescribing multiple medications at the same time;
- Prescribing multiple medications before a trying a single medication;
- Prescribing to children under the age of 6; and/or
- Prescribing a dosage that exceeds recommendations.

The Department monitors the red flag practices of prescribing to children under the age of six and prescribing multiple medications at the same time through a quarterly report. This report is sent out to the social work administrators to distribute to the applicable supervisors and then to the SWCM. SWCM follow up to receiving information that a foster child on their caseload is in the report includes:

- Verifying that the report accurately reflects the psychotropic medications the child is taking;
- Verifying that appropriate and sufficient mental and behavioral health services were provided to the child before medication was prescribed;
- Verifying that other treatment options are being explored; and
- Verifying that physical and mental health monitoring is occurring as recommended for the medication prescribed.

The SWCM should then update the case file with current information and document all corresponding case management activities related to medication monitoring in the Face to Face and Contact Notes. A copy of the quarterly medication report should be placed in the child’s file.

Response to Unauthorized Absence from Placement

Legal reference: Iowa Code Chapter 694 and Sections 232.2(11), 232.19, 232.158 (Article V), 232.171 (Article IV), 233.1, and 709A.1

Take immediate action to locate a child under the Department’s care or supervision when there is an unauthorized absence from placement by contacting the appropriate authorities. For the purpose of these procedures, “unauthorized absence” means any unplanned absence due to:

- Actions taken by the child (e.g. a run away),
 - Actions of others (e.g. abduction), or
 - The lack of attention or supervision by the caretaker.
1. Any foster care placement where a child has run away or has been abducted requires the placement provider to immediately notify the Department by telephone and e-mail regarding the missing child.
 2. Obtain as much information as possible about the circumstances surrounding a child’s absence.

3. Make an immediate and reasonable initial effort to locate the child. At a minimum, contact the school, parents, relatives, friends, and other contacts or locations identified as likely places the child may be.
4. Identify and contact any other individuals who the child may have contacted for assistance while on the run. Encourage them to help locate the child or return the child to foster care.
5. Immediately contact law enforcement and provide the child's name, date of birth, height, weight, sex, ethnicity, race, hair color, and eye color and any other unique identifiers such as eyeglasses and braces. Inform law enforcement when the child went missing and what clothing the child had on.
6. Contact the child's parents and inform them the child is missing or abducted. Gather any information from the parents that may be helpful in the search for the child.
7. Search diligently and regularly for the child at places the child has frequently known to go to.
8. Notify the juvenile court.
9. Report immediately, and in no case later than 24 hours, after receiving information regarding missing or abducted children or youth to law enforcement for entry into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation and also report to the National Center for Missing and Exploited Children at 1-800-THE-LOST (1-800-843-5678) or <http://www.missingkids.org>.
10. The Agency is responsible for maintaining regular communication with law enforcement agencies and the National Center for Missing and Exploited Children (NCMEC) in efforts to provide a safe recovery of a missing or abducted child or youth. At a minimum, maintain weekly contact with law enforcement agencies and NCMEC until the child or youth is located.
11. Where reasonably possible, the Agency shall provide:
 - A photo of the missing or abducted child or youth; and
 - Endangerment information, such as the child's or youth's pregnancy status, prescription medications, suicidal tendencies, vulnerability to being sex trafficked, and other health or risk factors.
12. If the child is located, make arrangements for the child's return to the placement.

You may negotiate with a runaway child as to when the child is willing to return. The safety and well-being of the child should be the first consideration in the negotiation. The agreed-upon return time should always be within 48 hours of the contact.

If a parent sabotages attempts to pick up a runaway child, notify law enforcement.

Notify the parent or caretaker as soon as possible when the child is found unless there is a reason to believe this may further endanger the child.
13. Identify the factors that contributed to the child or youth being absent from the foster home and determine what the child's or youth's experiences were while absent, including screening the child to determine if the child is a possible victim of sex trafficking. To the extent possible respond to those factors in the current and subsequent placements.
14. Screen all located youth for possible sex trafficking. See [Screening All Located Children for Possible Sex Trafficking](#) for more information.

15. Identify, and to the extent possible, respond to the primary factors that contributed to the child or youth being absent from foster care. Document the responses to these factors in case notes. Provide a description of how these responses will be incorporated and integrated into the current placement and how it is believed that they will positively affect the current and any subsequent placement.
16. If there is evidence the child is in another state, request that local law enforcement contact law enforcement in the other state about searching for the child. If needed, contact the Iowa Missing Person Information Clearinghouse at 1-800-346-5507 for assistance.
17. If there is reason to suspect that the life or well-being of the child may be in jeopardy:
 - Immediately request the local law enforcement agency to enlist the aid of the Iowa Division of Criminal Investigation or direct the guardian to do so.
 - Determine if a protective service alert should be issued, follow procedures described in [18-B\(1\)](#).
 - Be aware of what information is needed to issue an AMBER alert, in the event that local law enforcement determines that an AMBER alert should be issued.
 - An AMBER alert is used only when the child has been abducted and in danger.
 - An AMBER alert is not used for a runaway unless the child is known to have been abducted and the child's life is in danger.
18. Notify the court and the guardian ad litem, as needed, in writing within two working days (or within the court's preferred time limit if one has been established) when there is reason to believe that parents or others have:
 - Failed to divulge or concealed facts known to them about the whereabouts of the child,
 - Aided and abetted the unauthorized absence of the child, or
 - Contributed to the delinquency of the child.
19. When the child is found in Iowa:
 - Follow orders described in a court issued pick-up.
 - Notify the court and make plans for the child to be returned to placement.
 - Notify the law enforcement agency where the initial report was made that the child was found and returned and,
 - Notify parents and the service area office and caregiver (as applicable).
20. When the child is found in another state:
 - Contact the Department Interstate Compact Unit immediately for assistance. The Interstate Compact Unit will assume responsibility for the necessary communication to affect the return of the child.
 - Request the use of the Iowa System Terminal to transmit a "hold" request for the return of the child to the Iowa Department of Human Services.
 - If the other state has any questions about releasing the child, contact the appropriate Iowa law enforcement agency. Begin with local police and report to the sheriff or state police as needed.

- If Department workers travel out of state is required, follow Department procedures in [18-D\(5\), The Interstate Compact On Juveniles: Procedures for Return of Runaways, Escapees, or Absconders](#), with the assistance of and coordination with the Interstate Compact Unit.

21. When a child remains on the run for a long period of time:

- Contact law enforcement on an ongoing basis about what is being done to locate the missing juvenile.
- Contact parents and others involved regularly to see if they have more information about the child's whereabouts or activities.
- Discuss with the Iowa Department of Public Safety the need for posting photographs of missing persons to state and national Internet sites.
- If posting is determined necessary or beneficial and a picture of the missing child is available, contact the Iowa Missing Person Information Clearinghouse at 1-800-346-5507 to get it published on:
 - The Iowa Department of Public Safety website at <http://www.dps.state.ia.us/DCI/fieldoperations/mpic.shtml> and
 - The National Center for Missing and Exploited Children website at <http://www.missingkids.org>
- Consider other resources that may be helpful in locating and returning children:
 - **Home Free** is a program in which Greyhound Bus Lines provides free one-way transportation between any two points in the continental United States (excluding Alaska) for runaway children returning home. This is done in conjunction with the National Runaway Switchboard (NRS).

To receive a free ride home, children between the ages of 12 and 18 may call the NRS at 1-800-RUNAWAY or call a local social service agency, shelter, or law enforcement. All of these services can make necessary travel arrangements with Greyhound.
 - **Let's Find Them** is a program in which Greyhound Bus Lines offers free transportation for missing and exploited children being reunited with their families. Transportation is limited to the continental United States (excluding Alaska) and to the routes of Greyhound Lines only.

Free transportation to bring abducted children back home on Greyhound is available under this program. Contact the National Center for Missing and Exploited Children at 1-800-THE-LOST (1-800-843-5678) or visit <http://www.missingkids.org/>.
 - The **National Runaway Switchboard (NRS)** provides assistance to social service agencies and law enforcement officials in determining needs and assistance with out-of-state-placement.

This is an additional resource for Department workers but it must not be used in place of the required involvement with the Interstate Compact Unit. Contact the NRS at 1/800/RUNAWAY or at <http://www.nrscrisisline.org/>

Screening All Located Children for Possible Sex Trafficking

Screen all located children for possible sex trafficking as follows. Ask the child:

- How long were you on the run? (The longer a child is exposed to the streets the more likely the child or youth is to fall victim to commercial sexual exploitation and human trafficking.)
- Where have you been staying? (The more places the child has been and the distance the child has traveled may be an indicator that the child is a potential victim.)
- Who has helped you and provided for you during your absence? (A reluctance or fear to identify who the child was with may be an indicator that the child is a potential victim of sex trafficking.)
- Were you threatened, abused or assaulted during your absence? (Look for physical and emotional signs.)

Permanency Time Lines and Case Actions After Placement

Iowa Law requires that permanency be achieved in six months for children ages three or under and within 12 months for children ages four or older. Time lines are measured by the distance between these two dates:

“Entry into foster care” is defined as the date of a child’s removal from the child’s normal place of residence and placement in a substitute care setting under the care and placement responsibility of the Department. A child is considered to have entered foster care if the child has been in substitute care for 24 hours or more.

“Discharge from foster care” is defined as the point when the child is no longer in foster care under the care and placement responsibility or supervision of the Department. If a child returns home on a court ordered trial home visit, the child is not considered discharged from foster care unless:

- The court ordered trial home visit is longer than six months, and
- There is no court order extending the trial home visit beyond six months.

Permanency time lines are established by judicial review. Document permanency planning in the case permanency plan, or by obtaining a copy of the court order. Follow these time lines (based on Adoption Safe Families Act) for children in foster care who are not likely to be reunified with their family.

Reunification

Concerted efforts must be made to reunify the child safely with the parents or primary caregiver. Reunification must occur at the earliest possible time or within 12 months of the child entering foster care.

A goal of “reunification” is defined as a plan for the child to be discharged from foster care to his or her parents or primary caretaker. Justification for the delay in permanency beyond 12 months must be documented in the case permanency plan.

After the team decides that it is safe for reunification to occur (supported by safety/risk assessments), a Reunification Staffing should be scheduled by the SWCM, inviting all key decision makers including family. This process should not be held up based on schedules alone, consider if only a couple members can’t make it to have them join by phone, give feedback before the meeting, etc.

This meeting, in best practice, should be facilitated and co-facilitated jointly with the HHS SWCM and FCS provider. The staffing is to help develop a clear plan for reunification and to identify support activities for the parents and key team members. The Reunification Staffing does not need to be an extra meeting and can take place during a Solution Focused Meeting. See *Comm. 650, Reunification Staffing Guide*.

A Reunification Follow-up Staffing should occur 30-45 days after reunification (consider scheduling this meeting at the end of the Reunification Staffing). The SWCM should schedule the staffing and invite all key decision makers including family to further support the family and address any unanticipated concerns or barriers. The team can identify all parts of the original plan that are working well, identify any obstacles and problem solve to come up with solutions to these issues and barriers. See [Comm. 651, Reunification Follow-Up Staffing Guide](#).

Permanent Placement With a Guardian or Kin/Fictive Kin

If reunification is not appropriate, concerted efforts must be made to permanently place the child with a guardian or kin/fictive kin within 12 months of the child entering foster care.

A goal of “guardianship” is defined as a plan for the child to be discharged from foster care to a legally established custody arrangement that is intended to be permanent.

A goal of “permanent placement with kin or fictive kin” is defined as a plan for the child to be discharged from foster care to the permanent care of a relative or suitable other than from the one whose home the child was removed.

Adoption

ASFA requires the Department to seek termination of parental rights and adoption when:

- A court of competent jurisdiction has determined that the child is an abandoned child, or
- The child’s parents have been convicted of one of the felonies designated in Section 475(5)(E) of the Social Security Act, including:
 - Committed murder of another child of the parent;
 - Committed voluntary manslaughter of another child of the parent;
 - Aided or abetted, attempted, conspired, or solicited to commit such a murder or a voluntary manslaughter; or
 - Committed a felony assault that resulted in serious bodily injury to the child or another child of the parent.
- A child has been in foster care for 15 of 22 months.

Concerted efforts must be made to achieve the goal of adoption at the earliest possible time or within 24 months of the child’s entry into foster care. In order to meet this time limit, concurrent planning is necessary in most cases.

If particular circumstances warrant a delay in adoption of the child, document the circumstances in the case permanency plan. These circumstances must be beyond the control of the Department or the courts. Examples:

1. There is evidence that the Department has made concerted efforts to find an adoptive home for a child with special needs, but the appropriate family has not yet been found.
2. A pre-adoptive placement has disrupted despite concerted efforts on the part of the Department to support it.

Another Planned Permanent Living Arrangement

“Another planned permanent living arrangement” (APPLA) means that the child, even though remaining in foster care, is in a “permanent” living arrangement with a foster parent or relative caregiver and that there is a commitment on the part of all parties involved that the child remain in that placement until the child reaches the age of majority.

The APPLA goal refers to a situation in which the Department maintains care and placement responsibilities for and supervision of the child, and places the child in a setting in which the child is expected to remain until adulthood, such as with:

- Foster parents who have made a commitment to care for the child permanently,
- Relative caregivers who have made a commitment to care for the child permanently, or
- A long-term care facility (for example, for a child with developmental disabilities who requires long-term residential care services).

Document your efforts to ensure that a child who does not have a goal of reunification, adoption, or guardianship, has long-term stability until the child reaches adulthood.

Formal steps must be completed to make this arrangement permanent. A formal agreement would include a signed agreement or a court order that are part of the case file. Examples of “permanent” living arrangements include situations where:

- Foster parents have made a formal commitment to care for the child until adulthood.
- The child is with relatives who plan to care for the child until adulthood.
- The child is in a long-term care facility to meet special needs and will be transferred to an adult facility at the appropriate time.
- The child is an older adolescent in a stable group home and both the group home directors and the child have agreed that it will be the child’s placement until adulthood.
- The child is in a provider-supervised transitional living.

Compelling Reasons

The term “compelling reasons” is used in two different provisions in ASFA:

- The Department may determine it has a compelling reason not to file a termination petition when the child has been in care for 15 of the last 22 months.

- The court may determine at a permanency hearing that there is a compelling reason that reunification, adoption, guardianship, and relative or suitable other placements are not in the child's best interests. If the court makes such a finding, it may order another planned permanent living arrangement for the child.

Compelling reasons not to provide a child with the highest level of permanency available must be convincing. A compelling reason must be supported with very strong, case-specific facts, and evidence which includes justification for the decision and reasons why all other more permanent options for a child are not reasonable, appropriate or possible.

The SWCM and the family team determine compelling reasons after consultation with the guardian ad litem of the child or the child's attorney. If the guardian ad litem or attorney supports the plan, the reasons must be reviewed and approved in a permanency staffing. You must document the compelling reasons and the date of the staffing in the case permanency plan.

Compelling reasons not to file a termination petition must be considered on a case-by-case basis in relation to the individual circumstances of the child and family. The state may not identify a specific category of children who are excluded from one or more permanency options. For example, the Department cannot categorically exclude delinquents from being considered for adoption.

Supervised Apartment Living

SAL is a type of foster care placement in which the living arrangement provides eligible youth between 16½ and 19 years of age with an environment where they can experience living in the community with less supervision than that provided by a foster family or FGCS setting. Services and supports are aimed at preparing them for self-sufficiency and children in SAL may live in either:

1. A cluster setting (where up to six children may share the same building) with contractor staff on-site (present and available to the children) any time more than one child is present; or,
2. A scattered-site setting (e.g., their own apartment unit) with access to contractor staff 24 hours a day, seven days a week. SASL is sometimes referred to as "independent living."

The Department's goal is to keep a child in their home whenever possible. When out of home placement is necessary, the placement is not intended to be a permanent solution, and the child's safety, permanency, and well-being are essential. Department of Human Services' and SAL contractor staff is responsible for promoting each child's relationships with family members and other persons in the child's positive support system. Children shall be protected in the least restrictive setting necessary, and the Department and its partners are obligated to provide a nurturing environment where children can thrive, and through SAL prepare themselves for their transition to young adulthood. SAL services may only be provided by Department workers or contractors for this service.

Additional information regarding SAL services and related policies, procedures, and practice guidance can be found in Manual Chapter [18-D\(4\), Supervised Apartment Living Services](#).

Counting 15 of 22 Months in Foster Care

When a child has been in foster care under the responsibility of the state for 15 of the most recent 22 months, the Department shall initiate the process to file a petition to terminate parental rights. The petition must be filed by the end of the child's fifteenth month in foster care.

To meet this deadline, permanency planning is required at 12 months. If a child is in foster care for 15 months continuously or for 15 of the last 22 months, follow local protocols for initiating a petition to terminate parental rights unless:

- The child is placed with a relative or suitable other, or
- There is a compelling reason that it is not in the best interest of the child, or
- The Department has not provided services identified in the case permanency plan necessary for the safe return of the child, and the court grants a limited extension.

To calculate "15 of 22 months," begin counting from the date the child was removed from the home. Use a cumulative method of calculation when a child goes in and out of foster care during the 22-month period.

Do not include court ordered trial home visits or runaway episodes in calculating 15 months in foster care.

Grounds of Termination of Parental Rights

Moving forward with a termination of parental rights is not an action initiated by the Department to punish the parent. It is the Department's responsibility to provide the child with a long-term, stable, and responsible caregiver when a parent cannot fulfill that role.

The focus of the termination of parental rights is not on the parents, but rather on the best interest of the child to ensure the child's safety, well-being, and permanency. Lack of a permanent home is damaging to children and therefore the goal is to achieve permanency for children in a timely fashion.

In cases in which there are [compelling reasons](#) not to file a termination of parental rights petition, the Department must demonstrate a very strong and specific set of justifications for not moving forward with a termination of parental rights.

If the court determines that the birth family cannot care for the child or the child cannot safely return home, the court may involuntarily terminate the parents' rights and place the child under the guardianship of the Department. The law defines the specific situations when freeing the child for adoption is appropriate. The primary consideration is the best interests of the child.

Transition Planning and Services

Legal reference: Iowa Code Section 232.2(f) Juvenile Justice and 235.7; 441 IAC 202.18(2) Foster Care Services, Local Transition Committees; 441 IAC 202.11(7) Foster Care Transition Services

Transition planning services are to ensure a teenage youth in foster care is prepared for adulthood, when the time comes. Regardless of how long they remain in the supervision of the department, the youth will need skills and relationships necessary for successful adulthood. This means the case manager should plan as if any teen in foster care could age out of foster care, and ensure there is a youth centered planning team around the child, that life skills have been assessed and taught, that appropriate documents are attained and provided to the youth, and that necessary and appropriate adult services are in place.

Policy requires transition planning be provided by the case manager for every child age 14 and older. Transition planning is available to the youth in foster care regardless of foster care placement type, adjudication status, whether a foster care payment is made, or whether the foster care provider is licensed by the state.

The case manager is responsible for initiating the transition planning process and ensuring all the transition requirements are met. However, it is not appropriate nor effective for the worker do this alone. It is for this reason, the first step for the case manager is to work with the child and family to identify and convene a youth centered planning team for the child.

Children who exit foster care at age 16 or older to the Subsidized Guardianship Program or adoption, are eligible for an assessment of their needs as well, which may have been completed prior to exit from foster care. Also, they are eligible for transition plan development, and even services similar to those for children who age out of foster care, such as Iowa Aftercare Services and the Education and Training Voucher Program. Consult the Transition Planning Specialist in your area on behalf of the family considering these permanency options, and for those who select adoption or the Subsidized Guardianship Program for a child age 16 or older, notify them they can receive transition planning and services upon their request.

Organize a Youth Centered Planning Team

Transition planning services are done in collaboration with the youth, with persons selected by the youth, and other team members. The case manager for a teen in foster care is required by state and federal policy to convene and manage the youth centered planning team around a child.

The youth centered planning team shall be comprised of the youth's caseworker and persons selected by the youth, persons who have knowledge of services available to the youth, and any person who may reasonably be expected to be a service provider for the youth when the youth becomes an adult or to become responsible for the costs of services at that time.

The youth centered planning process, when done correctly, shows the youth that adults value their voice. It may also improve youth's willingness to make good choices and accept needed programming. The youth centered planning process is not a "one and done", rather it is an ongoing process which starts as young as age 14 and follows them to adulthood.

While youth centered planning will vary for each individual, some key elements are necessary for compliance to state and federal policy, and as well are effective casework practice:

- engaging directly with youth,
- inviting the youth to select team members,
- identifying mentors and champions for specific tasks,
- embracing social, cultural and developmental activities,
- incorporating the youth's ideas into the solution or response to the situation,
- including the youth in every conversation about supports and services,
- advocating for and teaching youth to advocate for themselves, and
- connecting the youth to needed services.

A child may be eligible for a [Youth Transition Decision-Making \(YTDM\) meeting](#).

[Comm. 475, Transition Information Packet \(TIP\)](#) is a resource available by contacting the Transition Planning Specialist in your area, and should be provided to the youth age 16 or older preparing to enter adulthood. TIP contains information on Education, Employment, Money Management, Housing, Health and Transportation.

Ensure the Youth Completes a Life Skills Assessment

Federal policy requires a life skills assessment shall be administered to all children in foster care who are aged 14 or older, regardless of adjudication status or whether payment is made to the caregiver. In Iowa, that assessment is the Casey Life Skills Assessment (CLSA).

When a child in foster care is age 14 or older, provide form [470-5701, Casey Life Skills Assessment](#) to the caretaker of a child in a family setting or in a shelter and ensure the assessment is completed with the child. Repeat completion of the CLSA at the child's ages 14, 16, and 18 or more frequently as needed.

Explain the reason for the assessment to the child and caregivers and ensure the assessment is completed, kept in the case file, and utilized to inform the transition planning process. For children in QRTP or Supervised Apartment Living, the assessment will be completed by the provider and sent to the case manager within 10 days of the child's 14th, 16th, and 18th birthdays.

The assessment is set up for the child to complete. It is designed to evaluate the child's strengths and needs in areas including, but not limited to:

- Education;
- Physical and mental health and health care coverage;
- Employment services and other workforce support;
- Housing and money management; and
- Supportive relationships.

More information about the CLSA and tools for transitioning youth is available at: <http://lifeskills.casey.org/>.

Use the results of the CLSA to complete an overall assessment of the child and document it in the transition plan in the Part C section of the Family Case Plan.

Complete a Written Transition Plan

The transition planning service activities of the case manager supporting the child shall be documented in the Part C of the *Family Case Plan* for every child in foster care age 14 and older. The case permanency plan must include a written plan of services, supports, activities, and referrals to programs which will assist the child in the preparation for their transition from foster care to adulthood, based upon an assessment of the child's needs.

Provide the transition plan to the child and parties to the case, at age 14 and periodically thereafter as you do the Case Permanency Plan. Review, update, and provide the transition plan to all parties at a minimum:

- Every six months (during permanency hearing by the court or other formal case permanency plan review); and
- Within the 90 days before the child reaches age 18; and
- During the 90 days immediately before the date the child is expected to leave foster care if the child remains in foster care after reaching age 18; and
- More frequently as needed.

The assessment of the child's needs and the transition plan shall be developed with a focus on the services, other support, and actions necessary to facilitate the child's successful entry into adulthood.

The assessment of the child's needs and the transition plan shall be developed with a focus on the services, other support, and actions necessary to facilitate the child's successful entry into adulthood.

If the assessment of the child's needs indicates the child is reasonably likely to need or be eligible for services or other support from the adult service system upon reaching age eighteen, the transition plan shall provide for the child's application for adult services. In addition, the youth centered planning team membership shall include a representative from the adult services system.

The transition plan shall be personalized at the direction of the child and shall be developed with the child present, honoring the goals and concerns of the child.

The membership of the youth centered planning team (described earlier in this section) and the meeting dates for the team shall be documented in the transition plan.

The final transition plan shall specifically identify how the need for housing will be addressed.

If the child is interested in pursuing higher education, the transition plan shall provide for the child's participation in the college student aid commission's program of assistance in applying for federal and state aid under section 261.2.

Assessment of the child's needs and transition plan development are also available upon request to a child who has exited foster care at age 16 and older in order to be adopted or to enter a subsidized guardianship arrangement. Iowa Aftercare Services is typically the service provider. Contact your local Transition Planning Specialist who will assist meeting the transition needs of these individuals.

When the transition plan review is conducted within the 90 days before the child reaches age 18, include information and education about the importance of having a durable power of attorney for health care. Explain to the child that if they are ever unable to make health care decisions as an adult (at age 18 and older), a relative or spouse authorized under state law would make such decisions, unless they have completed the Durable Power of Attorney for Health Care Decisions document for Iowa. Provide the child with the option to execute such a document by giving them a copy of the document and document instructions. The Gift of Peace of Mind is helpful tool created with funding from the Iowa Department of Public Health and can be found at the following link:
<http://publications.iowa.gov/3378/1/GiftofPeaceofMind.pdf>

If referrals are made for Aftercare Services and other service providers, document this in the case notes and in Part C of the Family Case Plan.

Other Transition Plan Requirements

Youth Rights: For a child age 14 and older, review and explain the form [470-5337, Rights of Youth in Out-of-Home Placement](#) to them. Then have the child sign and date the form that indicates that you have reviewed the rights with them in a way they can understand and have answered any questions they had about their rights. After this form has been signed, give the child the original rights document and provide a copy of it to all legal parties on the child's case. Document the date the document was most recently provided the child in the Case Permanency Plan.

Local Transition Committee Review: Before the child reaches age 17½, present the completed transition plan to the local transition committee for the service area as applicable to the child. The local transition committee must review and approve the transition plan. When a child enters foster care at age 17½ or older, the local transition committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

The transition plan shall be reviewed and approved by the local transition committee for the area in which the child resides, before the child reaches age seventeen and one-half. The regional TPS is a contact for time and locations of local transition committees. The local transition committee's review and approval shall be indicated in the case permanency plan.

Necessary Documents: Follow instructions in this section to obtain certain documents for the child in foster care. When the child leaves out-of-home placement at 18 years of age or older, provide the child all of the following:

- A free copy of the child's health and education record
- An official or certified copy of the child's birth certificate (form [470-4567](#)). The state or county registrar shall waive the fee for the certified copy that is otherwise chargeable under Iowa law.
- The child's social security card
- A driver's license or government-issued non-operator's identification card
- Health insurance information

- Written verification of the child's foster care status using form [470-5536, Proof of Foster Care](#). The letter is frequently completed by the Transition Planning Specialist, at the request of the caseworker. It may be provided to the Iowa Aftercare Services Provider as part of a referral.

The Transition Information Packet (TIP), described earlier in this section, provides instructions for accessing documents. The Transition Planning Specialist (TPS) in your area will provide a copy of the TIP book for this purpose.

Complete and Provide to the Child Annual Credit Report Checks

The practice of checking and addressing credit issues is to avoid a young person entering adulthood only to learn they have a bad credit rating report because of someone fraudulently using their name when they were a child. Misuse of their identity impacts their ability to rent an apartment and creates a high interest rate for a loan when they want to buy a car or obtain a credit card.

States are required to annually check the three credit reporting agencies for every child in foster care age 14 and older, to check if there is a credit report identifying a credit issue. The Department data system checks the three credit reporting agencies annually. This is of no cost to the child or family. The credit check will be completed for the child, automatically. The case manager of a child in foster care will be notified by email only if a credit issue has been identified.

A special credit check may be requested through your local Transition Planning Specialist if you have a concern that there may be a credit issue. If a credit issue has been identified for a child in foster care:

- Provide to the foster child any consumer credit report that exists for them while they are in foster care.
- Provide assistance to the foster child in understanding the credit report and resolving any inaccuracies in the credit report.

Obtain a Birth Certificate and Provide to the Child

To obtain a birth certificate complete the Iowa Department of Public Health(IDPH) form for Department of Human Services Use Only: Application For A Search For An Iowa Vital Record, located on the Service Information SharePoint Birth/Death Certificates Library along with related guidance documents.

The form has four birth certificate request options to select from listed below. Check the applicable box.

- Certified "GOVERNMENT USE ONLY" copy for child in Department custody and/or guardianship (One free copy)
- Verification of birth/identity for any child involved with the Department (No fee for any copy)
- Certified copy for youth 14 or older aging out of foster care. (One free copy)

Complete the remaining information as applicable on this form and send to Iowa Department of Public Health at the address on the form.

If the child was born outside of the state of Iowa, click on the link [Out of State Birth Certificate Link](#) and fill in the required information and send it to the Service Help Desk. If you have any questions, please contact the Service Help Desk.

Some states will not release birth certificates for “supervision only” cases. If this is the issue, you must request that the Department be given court permission to sign on behalf of the child to obtain the birth certificate. All states require some kind of court order.

Assist the Child Obtaining a Social Security Card

Replacement: A foster child probably does not have in their possession a social security card that was issued when they were a newborn. Also the child may not have been issued a social security card. You need to help them obtain a replacement social security card. First, verify with the child’s parents if a social security card was issued and if they know the child’s social security number. Second, go to the local Social Security Office to verify if they have the child in their social security records and if so, see if the social security number they have for the child matches the social security number the child’s parents gave to you.

If there is a social security record for the child, you will need to prove their identity, their age, U.S. citizenship, and provide identifying information that authorizes you to access the child’s protected information such as your state ID.

NOTE: All documents must be either originals or copies certified by the issuing agency. Photocopies or notarized copies of documents are **not** acceptable.

For proof of the child’s **identity**, the following documents are acceptable if they show the child’s name, identifying information of their date of birth, age, or parent’s names, and preferably a recent photograph.

- State-issued non-driver’s identification card;
- Adoption decree;
- U.S. passport;
- Doctor, clinic or hospital record; (such as an immunization record that is signed and dated by medical personnel)
- Religious record made before the age of 5 showing the date of birth if they were born in the United States;
- School or daycare center record; (that has the child’s name and DOB on it signed and dated by school personnel) or
- School identification card.

NOTE: You cannot use a birth certificate as proof of identity as Social Security needs evidence that shows the child continues to exist beyond the date of birth.

For the child’s age, if the child has a U.S. birth certificate, you must submit it. If a birth certificate does not exist, Social Security may be able to accept the child’s religious record made before the age of 5 showing the date of birth if they were born in the United States; a U.S. hospital record of birth; or a U.S. passport that has not expired.

If the child was born outside of the U.S., you need to present the child's foreign birth certificate if you have one or can get a copy within 10 business days. If you cannot get it, Social Security may be able to accept the child's Certificate of Birth Abroad (FS-545), Certificate of Report of Birth (DS-1350), Consular Report of Birth Abroad (FS-240), Certificate of Naturalization, or their Passport.

U.S. citizenship of the child requires one of the following documents:

- U.S. birth certificate;
- U.S. consular report of birth abroad;
- U.S. passport (that is not expired);
- Certificate of Naturalization; or Certificate of Citizenship.

For your own identity, you must provide a document that shows your name, identifying information and photograph, such as a U.S. driver's license, State-issued non-driver's identification card (your state ID), or a U.S. passport (These documents must be current and not expired.)

You must also take a copy of the Juvenile Court Order for the child that shows the Department as the custodian or Guardian of the child.

Once the social security card is issued, inform the child to keep it in a safe place and not to carry it with them. This will help to prevent identity theft.

Never Been Issued A Social Security Number Or Card: Assist the child in completing an *Application for a Social Security Card* (Form SS-5). An in-person interview is required for anyone age 12 or older requesting an original Social Security number and card even if a parent or guardian will sign the application on the child's behalf.

You will need to prove their identity, their age, U.S. citizenship, and your own identity.

NOTE: All documents must be either **originals or copies certified** by the issuing agency. Photocopies or notarized copies of documents are **not acceptable**.

For proof of U.S. citizenship, you need a U.S. birth certificate, U.S. passport, Certificate of Naturalization or Certificate of Citizenship. If the child is not a U.S. citizen, you need to provide one of the following: Form I-551, Permanent Resident Card (green card, includes machine-readable immigrant visa with your unexpired foreign passport); I-94, Arrival/Departure Record, with your unexpired foreign passport; or I-766, Employment Authorization Card (EAD, work permit).

For the child's age, if the child has a U.S. birth certificate, you must submit it. If a birth certificate does not exist, Social Security may be able to accept the child's religious record made before the age of 5 showing the date of birth if they were born in the United States; a U.S. hospital record of birth; or a U.S. passport that has not expired.

For the child's **identity**, the following documents are acceptable if they show the child's name, identifying information of their date of birth, age, or parent's names, and preferably a recent photograph.

- U.S. driver's license
- State-issued non-driver's identification card
- U.S. passport

If you don't have these specific documents above, you need at least two of the following:

- Adoption decree;
- Employee ID card;
- Health insurance card (not a Medicare card);
- Doctor, clinic or hospital record; (such as an immunization record that is signed and dated by medical personnel)
- Religious record made before the age of 5 showing the date of birth if they were born in the United States;
- School or daycare center record; (that has the child's name and DOB on it signed and dated by school personnel) or
- School identification card.

NOTE: You cannot use a birth certificate as proof of identity as Social Security needs evidence that shows the child continues to exist beyond the date of birth.

Obtain for the Child a State Identification Card or Driver's License

To obtain a driver's permit, driver's license or government-issued non-operator's identification card, work with the child and parent/guardian to go to the Iowa Department of Transportation office (IDOT) or assist the child to call 1-800-532-1121.

Initiate discussions with the child and the child's team about the child's desire to drive. If the child is interested, identify people who can assist the child to practice driving, accessing a license, and even attaining a car and insurance if applicable.

Iowa Aftercare Services Program (Aftercare)

Aftercare is a statewide network of private agencies, which provide case management services and limited financial supports to youth nearing the age of 18 and up to the day they turn 23, as these services end at age 23. These services are to assist them in successfully transitioning from foster care into adulthood.

The primary goal of the program is for participants to achieve self-sufficiency by recognizing and accepting their personal responsibility for transitioning to adulthood.

Refer a potentially eligible youth to start Aftercare pre-service in the six months prior to their age 18. These "pre-services" include up to 10 meetings with the self-sufficiency advocate for relationship building and planning, such as exploring viable living arrangements.

The youth participating in this service, works with a self-sufficiency advocate (SSA) to develop a self-sufficiency plan. The plan addresses the youth's needs in areas of housing, health, relationships, education, life skills, and employment. In addition to case management services, there are financial supports for the participant, depending upon eligibility:

- Up to \$300 a quarter vendor payments; or
- Up to \$600 a month for the Preparation for Adult Living (PAL) stipend; or

- Rent subsidy up to \$450 per month.

Eligibility: To be eligible for aftercare, a youth must leave foster care (defined as foster family care, group care, shelter care, pre-adoptive care, unlicensed relative/suitable other care, or PMIC care), the state training school, or a court-ordered Iowa Detention Center either on or after age 17.5. Alternatively, they may have been adopted from foster care or entered a subsidized guardianship placement from foster care on or after their 16th birthday.

To receive aftercare services, a youth must be an Iowa resident, and at least 18 years old, but less than 23 years of age. If a referral is made in the year prior to youth leaving foster care, which is best practice, aftercare will begin pre-services to ease the youth's transition to the program.

If referrals are made for Aftercare Services and other service providers, document this in the case notes and in Part C of the Family Case Plan.

For more information about network services, go to the following website: <http://www.iowaaftercare.org>, or contact aftercare service providers at 1-800-443-8336.

A referral can be made by going to the aftercare website and completing the form [470-4491, Consent to Obtain and Release Information for Aftercare/PAL Eligibility](#). You will obtain the youth's signature on it and make the referral at approximately the youth's age 17½.

College Grants and Scholarships

Assist children in foster care applying for college, a vocational school, technology school or other post-secondary education program. The department has an obligation to help children in foster care explore these opportunities for higher education and other vocational training options, including how to utilize state and federal resources available for them.

The Department contracts with the Iowa College Student Aid Commission (Iowa College Aid) to administer the Education and Training Voucher (ETV) Program funds. They administer funds to schools and provide guidance and support to the Department around timelines for completion of college applications and the Federal Application for Federal Student Aid (FAFSA). The FAFSA results are used by the college to calculate how much financial aid each student may receive. A FAFSA needs to be completed by every child applying for assistance prior to exit from foster care. Find information about the FAFSA and college funding at the following website: www.iowacollegeaid.gov/ETV

The state of Iowa offers several scholarships and grants, most notably the ETV, which grants up to \$5,000 per year for tuition and housing of children who age out of foster care or who are adopted at age 16 or older.

Some jobs may require a four-year college degree or a two-year college associate degree or certification in an employment-preparation skill such as accounting, horticulture, welding, information technology, and automotive mechanics. Be sure to check the training chosen is eligible for ETV funding as there are some vocational trainings that are not eligible for ETV funding. The time commitment and the cost will vary depending upon the post-secondary education chosen.

Students who are enrolled and maintaining satisfactory academic progress toward degree completion at age 26. Age will be the applicant's age as of July 1 each year. The Iowa Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) must be completed annually to continue to receive ETV funding.

Safe Case Closure

One of the primary purposes of child welfare intervention is to help families change behaviors and conditions that will likely lead to maltreatment in the future. Effective practice requires that planning the change process begins with the end in mind. By setting clear, measurable outcomes and ending requirements in the case plan, the family and practitioners can understand and agree about what it will take to bring about desired changes. This long-term, guiding view enables the family, the court, and practitioners to know when they are done.

A successful family change process requires that a family select, own, and support the desired outcomes of adequate family functioning and well-being leading to independence as well as the strategies used to bring change about.

In applying conditions for case closure, it is understood that perfection is an unlikely standard for achieving family change. As a basic condition for case closure, the family, the family team, the court, and service system practitioners should be assured of adequate child safety and wellbeing and possess a reasonable expectation that these conditions will be sustained by the family following independence from the service system.

Evaluating Discontinuing a Service

Evaluating the closure of a service is an ongoing process throughout the life of the case. Discontinue a service when:

- The goals and objectives toward which the services were directed have been achieved.
- The service is not available to the family or child.
- Another community resource will provide the service at no cost.
- After repeated efforts, it is evident that the family or individual is unwilling or unable to accept further services.
- After repeated assessment, it is evident that the child and family are unable to attain the goals and objectives toward which the services were directed.
- The family requests discontinuation of the service, and court intervention is not indicated.

Issue form [470-0602, Notice of Decision: Services](#), allowing timely notice. If the discontinued services are the only services covered by the case plan, close the case.

Closing a Case for a Department Child Welfare Service Case

Assessing and reviewing safety by completing a safety assessment is required before the closure of a case. Safe case closure requires alleviating or mitigating conditions that resulted in the abuse of the child and underlying causes of foreseeable risk to the safety of the child.

Before closing a case, assess whether the family change and parental functioning can adequately sustain safety and well-being for the children. You and your supervisor should review the following questions:

- Is the home environment safe and stable? Are the basic needs of the children met?
- Are the parents or caretakers able to manage risks or threats to safety to the children and others in the home?
- Are the parents or caretakers able to sustain the behavior changes that keep the children safe and stable? For example, will they continue to follow safety plans and relapse plans even if the Department is not involved?
- Does the family have a reliable support system that will remain, even after the Department exits?
- Are court issues related to permanency involved? Specifically, if the juvenile court has ordered a change in guardianship or custody, is there now a district court order in place that will make these changes permanent?
- If the case involves a youth “aging out of the system” does the youth have adequate supports to successfully transition to independent living?

Use the solution focused meeting or youth transition decision-making meeting to reach consensus with the child/youth, family, and providers to end Department service involvement. The family team or youth team should review the questions above and agree that case closure is safe for the child/youth and family.

Community collaboration is an important part of the closing process. Some families need ongoing intervention and/or support from community agencies even after Department involvement ends. Use a solution focused meeting or youth transition decision-making meeting to develop a plan to transition the child/youth or family to community resources and informal supports. Such plans may include:

- Providing information to the child and family about community supports and resources.
- Referring the child and family to community supports and resources.
- Making referrals to community providers that do not require Department involvement.

When all services have been discontinued, close the case.

- Complete the case closing summary in the progress review section of the Family Case Plan and address the conditions for case closure.
- Issue form [470-0602, Notice of Decision: Services](#).
- If services have been purchased, notify the contractor, using form [470-3055, Referral and Authorization for Child Welfare Services](#).
- Close the case in the data system.
- For foster care cases, enter the placement exit date and the exit reason. The data system generates a notice to the income maintenance worker when the foster care service is closed.
- Submit the closed case to your supervisor.
- Store and retain closed case records following local procedures.