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Authorized Signature

Number: CW_IM_06_004
Issue Date: 05/05/2006

Topic: International Placement of Children

Subject: Procedures

Ref: Substitute Care Services, DHS Placement Services
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att1.pdf
Vienna Convention on Consular Affairs (1963)
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att2.pdf
State of Oregon Consular Notification Via Fax
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att3.pdf
Format/Outline for Home Study Request
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att4.pdf
Formato de Estudio Socio-Económico del Hogar para el Estado de Oregon
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att5.pdf
Sample Letter to the Consul General
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att6.pdf
Translation Contracts
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att7.pdf
International Travel Procedures for Children in DHS Substitute Care
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att8.pdf
Sample Order to Travel
http://www.dhs.state.or.us/policy/childwelfare/im/2006/cw_im_06_004_att9.pdf

Applies to (check all that apply):

- | | | | |
|-------------------------------------|-------------------------------|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All DHS employees | <input type="checkbox"/> | County Mental Health Directors |
| <input type="checkbox"/> | Area Agencies on Aging | <input type="checkbox"/> | Health Services |
| <input checked="" type="checkbox"/> | Children, Adults and Families | <input type="checkbox"/> | Seniors and People with Disabilities |
| <input type="checkbox"/> | County DD Program Managers | <input type="checkbox"/> | Other (please specify): |

Message: These procedures and relevant forms (see reference section above for links) have been approved for immediate use for cases that involve international issues. These procedures will become a part of the larger procedures manual; however, due to the need, we felt it was necessary to distribute these without further delay. The procedures cover international placements, working with parents or relatives who are in countries outside of the U.S.A., and consular notification requirements.

A training plan is being determined and will be implemented as quickly as possible. In the meantime, please direct any questions or concerns regarding these procedures to Gloria M.

Anderson at (503) 945-5700.

If you have any questions about this information, contact:

Contact(s):	Gloria M. Anderson		
Phone:	503-945-5700	Fax:	503-945-6969
E-mail:	gloria.m.anderson@state.or.us		