

Policy Title:	Sharing and Transfer of Case Responsibility – Policy		
Policy Number:	I-B.3.3		Effective Date: 01-02-1996

Approved By: *on file*

Date Approved:

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- Policy
 - Procedures
 - Forms, etc.
 - References
 - Contact

Reference(s):

- None

Form(s) that apply:

- CF 963, "Checklist for Adoption Case Files"

Policy:

When a child is placed in the custody of the Department of Human Services (DHS), DHS wants to provide excellent care to the child and the family.

If the family moves to another county, the Child Welfare branch in that county will assume or share responsibility for the child's and family's care until the court returns custody to the parent(s) or another permanent plan is achieved for the child.

Procedures

(1) Transfer of case responsibility and jurisdiction:

<u>Responsibility</u>	<u>Step</u>	<u>Action</u>
Service Worker in original branch	1	Refer active case to Child Welfare branch in county of residence within 30 days following notification of the family's move to another county.
	2	Confer with branch staff in other county to determine how the child and family can best be served.
Service Worker in	3	Cooperate with staff referring child to transfer

new branch		jurisdiction to the county of the family's residence when family has lived in county for three months.
Service Worker in original branch	4	Notify court that transferring jurisdiction to another county is being considered.
	5	Close case only after jurisdiction has been accepted by the other county.

(2) Case responsibility for adoption placements:

<u>Responsibility</u>	<u>Step</u>	<u>Action</u>
Child's Worker	1	Make one set of required information for the adoption worker, per the CF 963 and take it, along with the child's life story book, to the adoption committee and give it to the adoption worker for the selected adoptive family.
	2	If the child is in a legal risk placement, continue efforts to free the child for adoption and maintain primary responsibility for case planning while adoption worker provides placement supervision.
	3	If the child is free for adoption and in an officially designated adoptive home: <ul style="list-style-type: none"> (a) Transfer primary case responsibility to Child Welfare adoption worker, when the Child Welfare adoption worker is supervising the placement. Do not request transfer of court jurisdiction. The child is committed to the Department, not the local branch. The Child Welfare adoption worker will complete administrative reviews. Adoption Services will notify court to terminate wardship when the child is legally adopted. (b) Do not transfer case responsibility or records when a licensed adoption agency, or another state child welfare agency, placed the child for adoption. (c) Do not transfer case responsibility or records when the child is to be adopted by their foster parent, and the child's worker is supervising the placement.

Contact(s):

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