

Ryan Vogt, CAF Field Administration
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Authorized Signature

Number: FS-IM-11-001
Issue Date: 05/09/2011

Topic: Other

Subject: Out of State Travel

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: Effective May 3, 2011, approval for out of state travel meeting **all** the following criteria may be given at the Program Manager level and will no longer require Central Office approval:

1. Travel is within the Continental United States;
2. The child is accompanied at **all** times by the foster parent(s);
3. The travel will be of a limited duration, **not to exceed one (1) week**;
4. The child's parent(s) are not in disagreement with the proposed travel;
5. There is **no cost to the agency**;
6. No staff travel is involved;
7. All necessary paperwork has been completed and approved by the caseworker **and** Program Manager. This would include the consent to travel and the Out of State Exception Memorandum; and
8. All necessary information shall be noted in case notes and the appropriate paperwork shall be maintained in the child's file.

If you have any questions about this information, contact:

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