



Iowa Department of Human Services

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GENERAL LETTER NO. 17-E-10

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter E, ***OUT-OF-HOME PLACEMENT
POLICY AND PROCEDURES***, pages 50 and 91, revised.

Summary

President Obama signed the Preventing Sex Trafficking and Strengthening Families Act, Public Law (P.L.) 113-183 into law on September 29, 2014. Chapter 17-E is revised to correct the age to initiate the transition planning process to age 14 (formerly age 16). This change aligns with other 17-E changes implemented on September 25, 2015.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Chapter E:

<u>Page</u>	<u>Date</u>
50	April 20, 2012
91	September 25, 2015

Additional Information

Refer questions about this general letter to your area social work administrator.

- ◆ The actions expected of the parents, guardians or custodians in order for the Department to recommend that the court and the Department end involvement with the family.
 - ◆ The care and services that will be provided to the child, the child's parents, and the care provider and how those services will:
 - Meet the needs of the child while in care and
 - Facilitate the child's return home or other permanent placement
 - ◆ Safety information. (See [Referral to Provider](#). Do not include HIV test results and related medical information in the child's case permanency plan. See [1-C, HIV-Related Information](#).)
 - ◆ The most recent information available on the child's health and education records, including the date that the records were supplied to the care provider.
 - ◆ Documentation of actions taken to assure educational stability of the child. (See [Educational Stability](#).)
 - ◆ Concurrent case permanency goals other than reunification, if identified. See [17-C\(1\), Concurrent Planning for Children in Placement](#).)
 - ◆ Provisions for sibling visits and interaction. (See [Siblings](#).)
 - ◆ A transition plan if the child is aged 14 or older. (See [17-C\(1\), Transition Planning for Youth in Placement](#).)
4. Give the care provider the name and address of the school the child will attend and the teacher's name and contact information.
5. Give the care provider information about the plan for the child's physical or medical care, including:
- ◆ The results of medical examinations including HIV test results. (See [Health Assessment](#).)
 - ◆ Infant care and feeding. (See [Breast-Fed Infant](#), if applicable.)
 - ◆ Special advice regarding children with physical or developmental disabilities, including any special equipment necessary for the child's care because of a handicapping condition.
 - ◆ Names and addresses of all doctors, mental health professionals, and dentists who have treated the child, if available at placement.

Procedure:

When a child is placed with a relative or suitable nonrelated person (kinship care):

1. Adequately assess and identify the major needs of the child, the parents, and the caregivers related to safety, permanency, and well-being.
2. Include the caregivers in the family team to develop the family case plan to:
 - ◆ Identify who will protect, care for, support, provide medical care for, and house the child.
 - ◆ Provide for safety, communication, and visit plan.
 - ◆ Provide needed safety and permanency services in the relative or kin caregiver home.
3. Communicate to the caregivers any potential safety concerns (e.g., no contact orders) and the clear expectation of immediate reporting of safety concerns to you.
4. Complete the "Family Case Plan" (Part B) and the "Child Placement Plan" (Part C) sections of the *Family Case Plan*. Direct the plan toward strengthening the capacity and skills of the parents and meeting the needs of the caregivers.
 - ◆ Plan and provide supports consistent with the needs of the child and family to achieve the permanency goal.
 - ◆ Address the child's educational, health, and mental health issues.
 - ◆ Match the child's permanency goal with the child's individual need for permanency and stability. Services provided to the child must be consistent with and promote the stated permanency goal.
 - ◆ When the child is 14 or older, address the child's needs to transition to adulthood and complete the transition planning section of the case plan.