



# Iowa Department of Human Services

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## GENERAL LETTER NO. 17-E-6

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***, page 113, revised.

### Summary

Chapter 17-E is revised to update procedures to include a new communication document, Comm. 437, *Iowa Foster Child and Youth Bill of Rights*. Case managers use this flier to discuss the rights and responsibilities of a child in foster care with the parent and the child. These rights were developed by Iowa youth to empower children and youth in foster care and to improve casework practice.

### Effective Date

Upon receipt.

### Material Superseded

This material replaces Employees' Manual, Title 17, Chapter E, page 113, dated April 20, 2012.

### Additional Information

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

## **Child and Parent Rights and Responsibilities**

**Legal reference:** [441 IAC 202.12\(3\) and 202.12\(4\)](#)

### **Policy:**

The case plan and treatment plan shall specify the services to be provided and the time frame for reuniting the family. These plans shall be developed in cooperation with the parents.

The placing worker shall have face-to-face contact with the child's parents at least monthly to review issues related to case planning, service delivery, and progress towards goal attainment. The frequency of the personal contact shall be documented in the child's case plan.

### **Procedure:**

See [Family-Centered Services](#) for more information on reunification services.

## **Participation in Case Planning**

**Legal reference:** [441 IAC 202.12\(3\)](#)

### **Policy:**

The *Family Case Plan* shall be developed in cooperation with the parents.

### **Procedure:**

1. Give the parents the opportunity to participate in all administrative review committee meetings in accordance with policies and procedures described in [Periodic Reviews](#).
  - ◆ Send written notice of each review to the parents at least five working days before the date of the review.
  - ◆ Allow the parents to invite their attorney to be present at all Department review committee meetings.
2. Provide to the parents a written summary of all Department review committee recommendations.
3. Give the parents copies of all reports filed with the court.
4. Inform the parents of their rights.
5. Use [Comm. 437](#) to inform the child and the parents of the *Iowa Foster Child and Youth Bill of Rights*. Discuss at a level appropriate for the age of the child.