
Policy

When a child is in out-of-home care, social work staff shall immediately inform the parents, guardians, or caretakers of any change in visitation or placement; and, except for emergencies, shall discuss such changes with them prior to implementation.

Procedure for Notification

Social work staff shall use the following steps to notify parents, guardians, or caretakers:

- for a non-emergency situation, discuss any changes in visitation or placement prior to such change
 - for an emergency situation, attempt to discuss the reasons for the change within five (5) working days from the change
 - advise them of their right to challenge the Department's decision and to request a treatment plan review
 - within two (2) working days, send them the following applicable form(s) to confirm a discussion or inform them of emergency changes:
 - Notification of a Change in Visitation (DCF-2029)
 - Notification of a Change in Placement (DCF-2030).
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Distribution of Copies of Notification

Social work staff will distribute copies of the above form(s) as follows:

- to the attorney for the parent
 - to the attorney for the child
 - to the attorney general's office
 - file a copy in the legal section of the uniform case record.
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