

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Administrative Issuance: CFSA-19-1

TO: CFSA Staff
FROM: Heather D. Stowe, Principal Deputy Director
DATE: November 7, 2018
RE: Facilitating Child Living Arrangements with Non-Custodial Parents

It is CFSA's policy to remove barriers and facilitate a child's living arrangement with a willing and able non-custodial parent in lieu of seeking a court-ordered home removal from a custodial parent. This Administrative Issuance outlines the conditions and requirements for expediting such a living arrangement with a non-custodial parent, irrespective of whether the non-custodial parent resides within or outside the District of Columbia. It applies only to circumstances in which the child is not court involved.

When a child who is not in the care and custody of CFSA is being released to a non-custodial parent in another jurisdiction, an Interstate Compact for the Placement of Children (ICPC) is not required.

1. In circumstances in which CFSA is conducting an investigation of the family whose child is not in the care and custody of CFSA, and the recommendation is made to release the child to a non-custodial parent, the investigative social worker shall engage the custodial parent to ensure the following tasks are completed expeditiously to facilitate the child's timely release:
 - a. Confirm the non-custodial parent's identity by having him or her present valid government-issued identification with photograph (such as a driver's license or passport).
 - b. Confirm the relationship to the child through either of the two (2) methods outlined below:
 - i. the child's birth certificate identifies him or her as the parent; or
 - ii. CFSA is able to otherwise perform a secondary verification of the non-custodial parent's identity and confirm the parental relationship by way of:
 - a) An interview with the child, parents, family members, and other relevant parties
 - b) Results of a diligent search
 - c) A notarized document from the non-custodial parent acknowledging he or she is the birth parent
 - c. Interview the non-custodial parent to assess whether he or she is a willing and able caretaker.
 - d. Conduct a search in FACES.net to ensure there are no substantiated cases or safety concerns documented in relation to the non-custodial parent.
 - e. If there is reason to believe that the non-custodial parent may have a child welfare history in another jurisdiction, the social worker shall request such history from the other jurisdiction.
 - f. Consult with supervisory staff before release of the child to the non-custodial parent.



- g. If the child is released to a non-custodial parent who resides in another jurisdiction, notify the local child welfare agency in that jurisdiction of the child's release and request a courtesy check.
 - h. Ensure proper documentation in FACES.net upon completion of each task listed above.
2. In the event that a non-custodial parent is identified and more time is needed to release the child to his or her care, the investigative worker shall contact the Office of Attorney General (OAG) to discuss potential legal remedies for the issue.
 3. Following the child's release to the non-custodial parent, the social worker is to follow the [Standards for Safe Case Closure](#) policy in discerning whether it is appropriate to close an open case associated with that child.

