

CHILD AND FAMILY SERVICES AGENCY (CFSA) 2010 Quick Reference Guide

Notification to Relatives when a Child is removed from the Home

The Fostering Connections to Success and Increasing Adoptions Act of 2008 requires that child welfare agencies exercise due diligence to identify and provide notice to all adult grandparents and other adult relatives of a child within 30 days after the child is removed from his or her home. Early identification along with timely and appropriate notice to family members will enable them to get involved early in the child or youth's care and placement.

Once the investigator or social worker has made a determination to remove the child or youth from the home, he or she shall exhaust all reasonable efforts to obtain the address and telephone numbers from the caretaker of all adult relatives and extended family members who are significant to the family and the child or youth.

1. Adult Relatives include the following individuals:
 - Absent parents (including the birth father)
 - ALL maternal and paternal grandparents
 - Any other adult relatives, including adult siblings
 - Any significant adults in the life of the child, as identified by the family
2. Identify adult relatives or significant non-relatives:
 - Ask the parents and child (if age appropriate) to identify adult relatives and non-relatives who are significant in the life of the child.
 - If available at the time of removal, forward any information (names, phone numbers, addresses, and relationships) on all adult relatives and significant non-relatives to the Family Team Meeting (FTM) coordinator.
3. If the parents cannot provide information or the relative or significant non-relative's whereabouts are unknown, efforts must be made to locate them within 14 business days. Efforts should include but are not limited to the following steps:
 - a. A search of available resources:
 - FACES.NET, Automated Client Eligibility Determination System (ACEDS), and the Safe Passages Information System (SPIS)
 - Assistant attorney general and court reports
 - The child's current or previous schools
 - DC Department of Corrections or DC Jail
 - Local hospitals
 - Other resources (see [Diligent Search Policy](#))
 - b. If your search produced no results or if you are still unable to locate important people in the child's life, consult with your supervisor about making a referral to the Diligent Search Unit.
4. ALL search efforts MUST be documented in FACES.NET, including the date of the search, the nature of the search, who you contacted, and your search result.
 - a. Once you have located a relative or other significant person, explain to them that the child is in CFSA's care and that they have the option to be considered as a placement for the child.
 - Use discretion in sharing information. Information regarding the circumstances of the removal is confidential and should be shared only when appropriate. Discuss with your supervisor if you have questions or are unsure.
 - Inform the relative that you will follow up with a written notice. (Exceptions can be made in situations of domestic violence. Consult with your supervisor.)
 - b. The written notice must include the following information:
 - An explanation of their options to be a placement resource for the child
 - Information on the process of become a licensed foster home or kinship provider, the requirements for obtaining licensure, as well as the availability of subsidy payments for guardianship
 - A description of resources, services and supports available to them should the child be placed in their home
5. Copies of ALL *Notice to Relatives of Child's Removal* forms MUST be kept in the case record.
6. For a copy of the *Notification of Removal to Relatives Form*, see Attachment B of the CFSA [Investigations Policy](#).