

Division of Children and Family Services Protection and Safety Procedure Update #27-2012	
Regarding:	Child removed; Notification to Non-custodial Parent, Certain Relatives Information to Court Required.
Rescinds	#13-2008, #7-2010 –Notice to Relatives When a Child is Removed From Home, and Appendix A
Date Effective:	October 30, 2012
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Issued by:	Thomas D. Pristow

Philosophy:

The Division of Children and Family Services believes that relatives and extended family members play a critically important role in the lives of children, especially those who must be temporarily cared for by someone other than their parents. Children who are able to stay connected to their extended family and family culture experience more stability and less trauma.

Procedure:

The CFS Specialist will obtain the names, addresses and other contact information on the individuals listed below within 30 days of the child's removal from home. This information will be documented in the Kinship narrative on N-FOCUS.

1. Non-custodial parent,
2. Maternal and paternal grandparents,
3. Adult siblings,
4. Adult aunts and uncles,
5. Adult cousins,
6. Any adult relatives identified by the custodial parent,
7. Any adult relatives identified by the child, and
8. Any adult relatives identified by other adult relatives.

If the child is a member of an Indian tribe or is found to be eligible for membership in an Indian Tribe, extended family members shall be defined by the law or custom of the Indian child's tribe. In the absence of such law or custom, extended family member shall be a person who has reached the age of eighteen and who is the Indian child's grandparent, aunt or uncle, brother or sister, brother-in-law or sister-in-law, niece or nephew, first or second cousin or stepparent.

An exception to notifying an adult family relative can be granted by a CFS Administrator if it has been determined that notifying the family relative is not in the best interest of the child or does not support the emotional well-being of the child.

The CFS Specialist will obtain and document any concerns the custodial parent shares with DHHS contacting the non-custodial parent in the Kinship narrative on N-FOCUS.

The CFS Specialist will request the custodial and non-custodial parents provide names and contact information for relatives, friends or other people who have a strong, significant or supportive relationship with the child.

The CFS Specialist will utilize the Federal Parent Locator Service in order to assist with locating the identified individuals. The link is provided in the References section below.

Notice to County Attorney

In court involved cases, identification of the non-custodial parent will be provided to the county attorney at the time of the initial filing. This is so the non-custodial parent can be notified about any court hearings. The CFS Specialist will begin an approval study on the home of the non-custodial parent when removal from the custodial parent is necessary. Additional information can be found in Memo #16-2012 issued June 15, 2012.

Notice to Relatives When a Child is Removed from Home:

The CFS Specialist will provide written notice to the non-custodial parent and relatives using the attached 'Notice to Relatives' letter.

If an address is not available, notification by phone or in person is permissible. The CFS Specialist will document these efforts and the results in the Kinship narrative on N-FOCUS. The CFS Specialist will maintain a copy of the letter in the case file.

Information Provided to the Court

The CFS Specialist will provide to the court, within thirty (30) calendar days after removal of the child, the names and relationship to the child of all relatives contacted, method of contact, and the responses received from the relative. The attached template (Kin Notification to the Court) will be used to provide the information.

References:

Neb. Rev. Stat. 43-1311.01

Neb. Rev. Stat. 43-1503

The Parent Locator Service available through the Child Support Division may be accessed by <https://hhss-icharts.ne.gov/iCharts/>.

Notice to Relatives

Date
Name of Relative
Address of Relative

Dear extended family member/relative of (CHILD'S NAME),

Relatives and extended family members play an important role in the lives of children, especially those who must be temporarily cared for by someone other than their parents. Children do better when they are placed with or able to stay connected in other ways to people who know and care about them. Children who are able to stay connected to their extended family and family culture experience more stability and fewer traumas than those who are not connected.

We are contacting you to see if you are interested in being considered as a temporary home for or otherwise staying in contact with (CHILD'S FIRST NAME), as (S/HE) (has been removed or is being removed) from the home of (HIS/HER) parent(s), (PARENT(S) NAME(S)). (S/HE) has been placed in the legal custody of the Nebraska Department of Health and Human Services (DHHS) by the court for placement out of the home.

You may want to offer a temporary home for (CHILD'S FIRST NAME) so (S/HE) does not need to be in foster care or to apply to be a foster parent for (CHILD'S FIRST NAME). In the event the child lives with you, financial assistance and support could be provided to assist in the care of the child. A number of grandparents, other relatives and friends find themselves serving as caretakers for children whose parents are unable to care for them. This connection, referred to as "kinship care", is an arrangement between DHHS and the caretakers and a formal option to maintaining connections for (CHILD'S NAME).

If you are not able to provide a temporary home for (CHILD'S FIRST NAME), there are other ways for you to stay involved in (HIS/HER) life and offer important family connections. You might visit regularly, arrange regular weekend or holiday visits at your home, or offer to transport (CHILD'S FIRST NAME) to and from school, doctor's visits or other activities.

Keeping (CHILD'S NAME) connected to family (AND THEIR TRIBE) is important. I ask for your assistance as we explore all possible options for (CHILD'S NAME), including other relatives you think might be interested supporting (CHILD'S NAME). I would truly appreciate an opportunity to visit with you further to discuss available options and questions you may have. I will call you in the next few days, but feel free to contact me sooner at (PHONE/CONTACT INFO (CHILD'S FIRST NAME)). Thank you for your time and commitment to keeping (CHILD'S FIRST NAME) connected to family.

Sincerely,

(CFSS NAME)

NOTICE TO COURTS ON LOCATION OF CHILD'S RELATIVES

Prepared by: Click here to enter text.
Office: Click here to enter text.
Phone: Click here to enter text.
Date prepared: Click here to enter text.
Notification to Click here to enter text. Court

Name of Client: Click here to enter text.
Name of Parent(s): Click here to enter text.
Docket #: Click here to enter text.
Worker Name: Click here to enter text.
Date of Removal: Click here to enter a date.
Date Information Provided: Click here to enter a date.

Names of Person Contacted	Relationship to Child	Method of Contact	Response Received from Relative
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.