



## **Procedure: Required Forms in Client's Record**

Functional Area: IV Organization & Management

Section: E5

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### **Purpose**

Outline required and optional components of applicant records

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### **Required Forms to Scan in Client/Family Record**

Each individual/family record will have the following required forms scanned into the record when applicable:

- Copy of all special use documents completed and/or received.
- Release of Information Form
- Statement of Status form
- Signed Statement
- WIC Integrity Screening Form
- Physician's Authorization Form
- Any written notes used to change a proxy or authorized representative
- Foster Placement Papers
- Custody or Guardianship information
- Other documentation applicable to specific situations