

INSTRUCTIONS

CFS-300

Parent Notification of Changes in Out-of-Home Placement

PURPOSE: To notify a child's parents (if appropriate) that the child will be/has been moved to a different foster home or to another type of facility. Routinely, written notice shall be sent **two (2) weeks** prior to the proposed change. After an emergency change of placement, notification shall be made within **twenty-four (24) hours**. The parent(s) shall be notified of the specific reasons why a placement change was made without advance notice. The form also provides a place for any comments the Family Service Worker (FSW) may want to convey to the parents in writing.

Note: Parents are NOT entitled to the foster parents' address and phone number, unless otherwise specified.

COMPLETION:

1. **Section I.** is for information that will go to the parent(s).
 - (a) Write or type in both parents' names (if there are two);
 - (b) Write or type the child's name (all the names if there is more than one);
 - (c) Write or type the parent's address;
 - (d) Check one: "will be" or "has been"
 - (e) Check either "New Foster Home", "New School" or "New Facility";
 - (f) Write or type the date the child's placement was changed (format - mm/dd/yyyy);
 - (g) Write or type any comments the FSW considers appropriate for the child's parents.
2. **Section II.** Is used to justify the change of placement without advance notice. If the change of placement was done without advance notice, type or write the reason justifying the lack of advance notice.
3. **Section III.** Use this section to document specific information concerning changes in the child's school. Include documentation that individuals who are directly involved in the care, custody, and education of foster children worked together to ensure continuity of educational services for the child.
4. **Section IV.** Use this section to make notification to parents of other changes in the case.
 - (a) Each check box requires that some additional information be typed or written in (e.g. name, address, telephone, or date);
5. **Section V.** Is for the FSW and Supervisor's names, signatures and dates.
 - (a) The FSW should write or type his/her name and the name of his/her supervisor and sign and date the form.
 - (b) The FSW's Supervisor should review the completed form and sign and date the form.
 - (c) Type or write the date of the notification.

ROUTING:

1. The FSW shall send the signed and dated form to his/her supervisor for review and signature.
2. The Supervisor shall review and sign the form and return the completed form to the FSW for routing to the parents.