

# INSTRUCTIONS

## CFS-300A

### AAL & CASA Notification of Changes in Out-of-Home Placement

**PURPOSE:** To notify an Attorney Ad Litem (AAL), Court Appointed Special Counsel (CASA) and the Child that there will be OR has been a move to a different foster home, school 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, the AAL, CASA and Child shall be notified within **seventy-two (72) hours**. They shall also be notified of the specific reasons why a placement or facility 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.

#### **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 "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 identify the reason(s) for the move.
  - (a) Check the box next to the reason that the child will be / was moved;
  - (b) Each check box requires that some additional information be typed or written in (e.g. name, address, telephone, or date);
  - (c) If the change of placement was done without advance notice, type or write the reason justifying the lack of advance notice.
  - (d) If a change in school was involved, write or type why it was recommended and how it serves the child's best interests. When a change of school is involved, the child must be notified.
  
3. **Section III.** 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 shall 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 AAL, CASA and, if a school change was involved, to the child.