

075 CASE RECORDS

- .1 The KCFS Program will develop and maintain a current case record for each request or referral that requires foster care or child welfare services beyond the emergency response protocol.
 - .1.1 Case records pertaining to children receiving foster care or child welfare services will be retained for the entire time period for which a Title IV-E eligible child is in out of home care and a minimum of three (3) years after the child has left care and the last state expenditure report for that period has been submitted to the federal Department of Health and Human Services.
 - .1.2 Case records will be retained more than three years in certain circumstances such as court orders, audits and/or federal mandates.
 - .1.3 Each case record will contain at least the following information:
 - a. A face sheet with identification information regarding the child; family; and placement services provider, if any.
 - b. Documentation of all contacts with the child, family, or other individuals regarding the child or family.
 - c. Documentation of reasons why a child in out-of-home placement is not placed with sibling(s) and diligent efforts to overcome barriers of placing the siblings together.
 - d. Documentation of the appropriateness of sibling contact, including unsupervised contact, diligent efforts to overcome barriers of visitation between siblings not placed together, and, if appropriate, a schedule of planned sibling contacts and visits with the child.
 - e. Documentation of the results of the court's inquiry into the identification of all presumed or alleged fathers of the child, if applicable.
 - f. Documentation of the parent's information in response to the court order pursuant to identify any maternal or paternal relatives of the child, and the social worker's attempts to locate and contact the relatives given consideration for placement.
 - g. All assessments, case plans, and case plan updates.
 - h. Documentation of efforts to engage the family in developing the case plan, along with the date a copy of the case plan/case plan update was provided to the parent(s)/guardian(s).
 - i. Assessments include written assessments of relatives.
 - j. Documentation of the search for and consideration of maternal and paternal relatives for placement and the reasons for the Karuk CFS Program decision to place or not to place the child with each identified relative.

- k. Any information or documents, relating to the child or family, which have been received or sent by the KCFS Program.
 - l. Any documents that support how the case is reported.
- .1.4 For children in out-of-home care, all available health and education reports regarding the child, including, but not limited to, dated documentation of the following:
- a. Offering of medical/dental initial and ongoing exams, transportation and scheduling assistance.
 - b. The child's health and education records (passport) have been reviewed and updated, and the foster parent or foster care provider with whom the child is placed has received the health and education passport at the time of each placement of the child in foster care, and it is supplied to the child at no cost at the time the child leaves foster care if he or she is leaving foster care because of reaching the age of majority.
 - c. Any written modifications or prohibitions to the foster parent(s) ability to give legal consent for the child, if applicable.
 - d. Any written parent/guardian consents required by KCFS.
 - e. For children with histories of juvenile court involvement as actual or potential dependents, any documents submitted to or received from the court, including petitions and court reports.
 - f. For children who have been assessed as being seriously emotionally disturbed, the individualized education program designed for the child, if available.
 - g. Any information release(s) signed by the parent(s)/guardian(s) and/or child.
 - h. Any administrative review report recommendations.
- .1.5 When appropriate, the following forms or equivalent documentation will be obtained or completed:
- a. Court order to detain and/or to place child.
 - b. Foster Child's Data Record (FCIS) [provided by County DSS]
 - c. Placement Agreement, Child/KCFS.
 - d. Placement Agreement, Parent/KCFS.
 - e. Agency/Emergency Shelter Care Provider Agreement.
 - f. Court order relating to the provision of child welfare services to the child and/or family.
 - g. Karuk CFS Program-Foster Parent Agreement.
 - h. Karuk CFS Program-Group Home Agreement.
 - i. Documentation that the prospective foster family home meets the Karuk approval standards, including documentation of a caregiver assessment, health and safety inspection of the home and all required criminal records clearances.
 - j. Documentation of the reason(s) for the following, when applicable:

- k. The child's transfer to another placement location.
- l. The child's out-of-county or out-of-state placement.
- m. The child's placement in a group home, including the following:
- n. A statement of the specific needs of the child that cannot be met if the child resides in a less restrictive environment.
- o. A description of the types and modalities of treatment program(s) offered and delivered to the child.
- p. Documentation of any information provided to the placement services provider and/or respite care provider regarding the child's known or suspected dangerous behavior.
- q. Documentation of the review and the results of the child's potential for adoption, which will specify whether a child who is not reunified with his/her family is not appropriate for adoption.
- r. Documentation of visits between the social worker and the child, between the social worker and the parents/guardians, and visits between the child and parents and the child and other siblings in foster care.

082 CRITERIA FOR IDENTIFYING TYPES OF KARUK CHILD AND FAMILY SERVICES CASES

- .1 When identifying KCFS cases for purposes of caseload reporting, the KCFS Program will identify cases as receiving family maintenance, family reunification, or permanent placement services based on the criteria described in Sections 084 through 090 of the KCFS Program Plan.

084 EMERGENCY RESPONSE SERVICES CASES

- .1 Until KCFS adds these services to its program, Emergency Response Services will continue to be provided by the county of residence of the child and family except that the KCFS Program will support the county as appropriate in providing emergency response services on a case by case basis to residents and children residing on Karuk Tribal Lands or children that may be subject to the jurisdiction of the Karuk Tribal court. Such cases will therefore not be reported as emergency response service cases.

086 FAMILY MAINTENANCE SERVICES CASES

- .1 The KCFS Program identifies a case as receiving family maintenance services under any one of the following circumstances:
 - a. Prior to the court disposition hearing only if all of the following criteria are met:
 - 1. The child is receiving emergency response services.
 - 2. The social worker has filed a petition for detention and/or jurisdiction and completed a case plan recommending family maintenance services.

3. The KCFS social worker's supervisor has approved the case plan, that has been developed in consultation with the ICW Committee through use of Peacemaking, Mediation or Family Unity and as provided for in the Karuk Children and Family Code.
 4. KCFS has documented whether there is imminent risk of removal (FC candidacy) and made that re-determination every six months.
- .1.1 The effective date for reporting a family maintenance services case plan will be the date the ICW social worker's supervisor signs the completed case plan.
 - .1.2 At the court disposition hearing or at a status review hearing for a child who has been declared subject to the Tribal Court's jurisdiction the court has ordered that family maintenance services be provided.
 - .1.3 The effective date for reporting a family maintenance services case will be the date of the hearing at which family maintenance services are ordered.
 - .1.4 The child has the potential to be declared subject to the jurisdiction of the court under the Karuk Children and Family Code; the family is voluntarily accepting family maintenance services; and all of the following criteria have been met:
 - a. The social worker has completed a case plan recommending voluntary family maintenance services.
 - b. The parent(s)/guardian(s) has reviewed, jointly developed and signed the case plan.
 - c. The social worker's supervisor has approved the case plan recommending voluntary family maintenance services, KCFS has documented whether there is imminent risk of removal (FC candidacy) and made that re-determination every six months.
 - .1.5 The effective date for reporting a family maintenance services case will be the date the social worker's supervisor signs the completed case plan.
 - .1.6 The KCFS Program will no longer report a case as receiving family maintenance services when the child is found not to be under the jurisdiction of the court under any one of the following circumstances:
 - a. The court dismisses the child welfare proceeding.
 - b. The effective date of closure of the family maintenance services case will be the date of the hearing at which the child welfare proceeding is dismissed.

- c. The court has ordered that family reunification services or permanent placement services be provided.
- d. The effective date of closure of the family maintenance services case will be the date of the hearing at which the services are ordered.
- e. The court declares the child is emancipated.
- f. The child reaches age 18.
- g. The child is no longer a foster care candidate (i.e., no longer at imminent risk of removal.)

.1.7 The effective date of closure of the family maintenance services case will be the date of the hearing at which the court declared the child emancipated.

.2 Time Limit for Family Maintenance

.2.1 The time limit is calculated from one of the following dates, whichever occurs first:

- a. If family maintenance services are initiated and reported prior to the placement and services (disposition) hearing, the time limit will be calculated from the date the social worker's supervisor signs the completed case plan recommending family maintenance services.
- b. If family maintenance services are ordered at the disposition hearing or status review hearing, the statutory time limit will be calculated from the date of the original disposition hearing or status review hearing at which family maintenance services were ordered.
- c. The whereabouts of the child and/or family are unknown.
- d. The effective date of closure of the family maintenance services case will be no later than six months from the date the KCFS Program informs the court that the whereabouts of the child and/or family are unknown.
- e. The child dies.

.2.2 The effective date of closure of the family maintenance services case will be no later than 30 days from the date that the social worker is informed of the child's death.

.3 Cases No Longer Reported Receiving Family Maintenance

.3.1 The KCFS Program will no longer report a case as receiving family maintenance services when the child is a nondependent child receiving services voluntarily, or provided to the family of such child, under any one of the following circumstances:

- a. The case plan objectives are achieved and/or the child is no longer endangered.
 - b. The effective date of closure of the family maintenance services case will be the date the social worker's supervisor approves case closure.
 - c. The maximum length of time agreed upon in the case plan.
 - d. The child has been declared subject to the jurisdiction of the court under the Karuk Tribal Code.
 - e. The family is voluntarily accepting family reunification services; and all of the following criteria have been met:
 - f. The social worker has completed a case plan recommending voluntary family reunification services.
 - g. The parent(s)/guardian(s) has engaged in developing, reviewed and signed the case plan.
 - h. The social worker's supervisor has approved the case plan recommending voluntary family reunification services.
- .3.2 The effective date of closure of the family maintenance services case will be the date the social worker's supervisor signs the case plan.
- .3.3 The child is receiving family maintenance services voluntarily, then is removed and the court orders family reunification services.
- .3.4 The effective date of closure of the family maintenance services case will be the date of physical removal of the child from the home.
- .3.5 The parent(s)/guardian(s) requests termination of family maintenance services.
- .3.6 The effective date of closure of the family maintenance services case will be the date the parent(s)/guardian(s) requests termination of the services.
- .3.7 The court declares the child is emancipated. The effective date of closure of the family maintenance services case will be the date of the hearing at which the court declares the child is emancipated.
- .3.8 The child reaches age 18.
- .3.9 The whereabouts of the child and/or family are unknown.
- .4.0 The effective date of closure of the family maintenance services case will be the earlier of the following dates:
- a. Thirty (30) days from the date the social worker is first informed that the whereabouts of the child and/or family are unknown; or

- b. Sixty (60) days from the date the social worker made the last visit with the child and/or family.

.4.1 The child dies.

.4.2 The effective date of closure of the family maintenance services case will be no later than 30 days from the date that the social worker is informed of the child's death.

088 FAMILY REUNIFICATION SERVICES CASES

.1 The KCFS Program identifies a case as receiving family reunification services under any one of the following circumstances when a child is removed from the home:

a. Prior to the court disposition hearing only if all of the following criteria are met:

- 1. The child is receiving emergency response or voluntary family maintenance services.
- 2. The social worker has filed a petition for detention and/or jurisdiction and completed a case plan recommending family reunification services.
- 3. The social worker's supervisor has approved the case plan recommending family reunification services.

.1.1 The effective date for reporting a family reunification services case will be the date the social worker's supervisor signs the completed case plan.

.1.2 The court disposition hearing or at a status review hearing for a child who has been declared subject to the Tribal Court's jurisdiction, is placed in foster care under KCFS' responsibility for placement and care, and the court has ordered that family reunification services be provided.

.1.3 The effective date for reporting a family reunification services case will be the date of the hearing at which family reunification services are ordered.

.2 For voluntarily placed children, the child is at risk of being declared subject to the jurisdiction of the court the family is voluntarily accepting family reunification services; and all of the following criteria have been met:

a. The social worker has completed a case plan recommending voluntary family reunification services.

- 1. The parent(s)/guardian(s) has engaged in, reviewed and signed the case plan.

2. The social worker's supervisor has approved the case plan recommending voluntary family reunification services.
- .2.1 The effective date for reporting a family reunification services case is the later of the date the Voluntary Placement Agreement signed by the parent or guardian and the KCFS agency, or the date the child is placed in out-of-home care.
- .3 *Time Limit for Family Reunification*
 - .3.1 The time limit is calculated from one of the following dates, whichever occurs first:
 - a. If family reunification services are initiated and reported prior to the disposition hearing, the statutory time limit will be calculated from the date the social worker's supervisor signs the completed case plan.
 - b. If family reunification services are ordered at the disposition hearing or status review hearing, the statutory time limit will be calculated from the date of the original disposition hearing, or status review hearing at which family reunification services were ordered.
 - c. The whereabouts of the child and/or family are unknown.
 - .3.2 The effective date of closure of the family reunification services case will be no later than six months from the date the KCFS Program informs the court that the whereabouts of the child and/or family are unknown.
- .4 The child dies.
 - .4.1 The effective date of closure of the family reunification services case will be no later than 30 days from the date that the social worker is informed of the child's death.
- .5 If a child is voluntarily placed for 180 days or less, or if there is a judicial determination prior to the 181st day that continued voluntary out-of-home placement is in the child's best interest, the child may remain Title IV-E eligible.
- .6 *Cases No Longer Identified for Family Reunification*
 - .6.1 The KCFS Program will no longer identify a case as receiving family reunification services when a nondependent child is receiving services voluntarily, or when services are provided to the family of such child, under any one of the following circumstances:

- a. The case plan objectives are achieved and/or the child is no longer endangered.
 - b. The effective date of closure of the family reunification services case will be the date the social worker's supervisor approves case closure.
 - c. The maximum length of time agreed upon in the case plan or allowed under Karuk Tribal Code.
 - d. The family withdraws the child from voluntary placement.
- .6.2 The effective date of closure of the family reunification services case will be the date the parent(s)/guardian(s) requests termination of family reunification services.
- .6.3 The child has the potential to be declared subject to the jurisdiction of the court under Karuk Tribal Code.
- .6.4 The family is voluntarily accepting family maintenance services; and all of the following criteria have been met:
- a. The social worker has completed a case plan recommending voluntary family maintenance services.
 - b. The parent(s)/guardian(s) has reviewed and signed the case plan.
 - c. The social worker's supervisor has approved the case plan recommending voluntary family maintenance services.
- .6.4.1 The effective date of closure of the family reunification services case will be the date the social worker's supervisor signs the case plan.
- .6.5 The court declares the child is emancipated.
- .6.5.1 The effective date of closure of the family reunification services case will be the date of the hearing at which the court declares the child is emancipated.
- .6.6 The child reaches age 18 or no longer meets the eligibility criteria to receive foster care payments, whichever occurs last.
- .6.7 The whereabouts of the child and/or family are unknown.

.7 Family Reunification Case Closure Dates

- .7.1 The effective date of closure of the family reunification services case will be the earlier of the following dates:
- a. Thirty (30) days from the date the social worker is first informed that the whereabouts of the child and/or family are unknown; or

- b. Sixty (60) days from the date the social worker made the last visit with the child and/or family.

.7.2 The child dies.

- .7.2.1 The effective date of closure of the family reunification services case will be no later than 30 days from the date that the social worker is informed of the child's death.

090 PERMANENT PLACEMENT SERVICES CASES

- .1 The KCFS Program identifies a case as receiving permanent placement services under any one of the following circumstances, prior to the court disposition hearing only if all of the following criteria are met:
 - a. The child is receiving services.
 - b. KCFS is judicially vested with the responsibility for placement and care of the child.
 - c. The social worker has filed a petition for detention and/or jurisdiction and completed a case plan recommending permanent placement services which could include a plan for adoption pursuant to section 22 of the Karuk Children and Family Code.
 - d. The social worker's supervisor has approved the case plan recommending permanent placement services.

- .1.1 The effective date for reporting a permanent placement services case will be the date the social worker's supervisor signs the case plan.

A. PERMANENCY HEARINGS

.1 Timing

A Permanency Hearing to determine the permanency plan for the child, must be held no later than twelve (12) months from the date the child enters foster care and not less frequently than every 6 months thereafter during the continuance of foster care, including voluntary foster care placements. However, if there has been a judicial finding that reasonable efforts to prevent removal or reunification are not required as set forth in the Section below, the first Permanency Hearing must be held within 30 days of such finding.

.2 Purpose

The purpose of Permanency Hearings is to determine:

- a. The permanency plan for the child that includes whether, and if applicable when, the child will be returned to the parent, or placed for adoption and the KCFS will file a petition for termination of parental rights, referred to legal guardianship, or (in cases where the KCFS has documented to the Tribal court a compelling reason for determining that it would not be in the best interest of the child to

- b. return home, be referred for modification of parental rights, or be placed for adoption, with a fit and willing relative, or with a legal guardian) placed in another planned permanent living arrangement;
- b. In the case of a child who will not be returned to the parent, the hearing shall consider in-State and out-of-State placement options;
- c. In the case of a child placed out of the State in which the home of the parent(s) of the child is located, the hearing shall determine whether the out-of State placement continues to be appropriate and in the best interests of the child;
- d. In the case of a child who has attained age 14, the services needed to assist the child to make the transition from foster care to independent living;
- e. In any permanency hearing held with respect to the child, including any hearing regarding the transition of the child from foster care to independent living, procedural safeguards shall be applied to assure the court consults, in an age-appropriate manner, with the child regarding the proposed permanency or transition plan for the child;
- f. Determine the safety of the child, the continuing need for and appropriateness of the placement;
- g. Determine the extent of compliance with the case plan;
- h. Determine the extent of progress made toward alleviating or mitigating the causes necessitating the placement; and
- i. Project a likely date by which the child may be returned and safely maintained at home or placed for adoption or legal guardianship.

.3 *Findings*

- a. The Tribal Court must make a finding whether the Tribe's Child and Family Services have made reasonable efforts to finalize a permanency plan for the child. The permanency plan may be to reunify the family or to secure the child a new permanent home. This finding must be made within twelve (12) months from the date the child enters foster care, and it must then be made every six (6) months thereafter.
- b. The Court must also make a finding whether reasonable efforts have been made to reunify. The Court may find that a lack of efforts is reasonable, such as when there is no safe way to make efforts to reunify.
- c. The Court's reasonable efforts findings must be detailed. They must include relevant case facts.
- d. The Court may waive reasonable efforts to reunify if it finds the parent has committed murder or voluntary manslaughter, of another child of the parent; a parent or guardian has aided or abetted, attempted to conspire, solicit, commission of a murder or voluntary manslaughter of a child of the parent; the parent has committed a felony assault that results in serious bodily injury to the child or another child of the parent; or the parental rights of the parent with respect to a sibling have been terminated involuntarily; the parent has abandoned an

infant; or finds that the parent has subjected the child to other aggravated circumstances. If the reasonable efforts requirements are waived under the above circumstances, a separate reasonable efforts finding is not required.

- e. The Court may determine at a permanency hearing that there is a compelling reason that reunification, adoption, guardianship, and relative placement are not in the child's best interests. If it makes such a finding, the Court may order another planned permanent living arrangement, provided that KCFS has documented to the Court why KCFS has ruled out other permanency goals before recommending another planned alternate living arrangement and a compelling reason, on a case-by-case determination, for such alternative plan.
- f. The Court may order reunification as the permanent plan if the parents have been diligently working toward reunification, and reunification is expected in a period consistent with the child's developmental needs.
- g. If the child has not been returned to the custody of his or her parent, guardian or legal custodian at the Permanency Hearing, or if the child has been in foster care for 15 of the most recent 22 months, the Court will order a hearing under Section 21, unless the child is being cared for by a relative, the KCFS has documented in the case plan a compelling reason for not filing to terminate parental rights, or the KCFS has not provided to the family services that the KCFS deemed necessary for the safe return of the child when reasonable efforts to reunify are required.
- h. The Court shall make a finding whether KCFS shall retain continued responsibility for the placement and care of the child.

.4 Time Limit for Permanency Placement Services

- .4.1 The time limit is calculated from one of the following dates, whichever occurs first:
 - a. If family reunification services are initiated and reported prior to the disposition hearing, the statutory time limit will be calculated from the date the social worker's supervisor signs the completed case plan.
 - b. If family reunification services are ordered at the disposition hearing or status review hearing, the statutory time limit will be calculated from the date of the original disposition hearing, or status review hearing at which family reunification services were ordered.
 - c. The case is a guardianship case requiring an open case plan (with KCFS continuing to be judicially vested with the responsibility for placement and care of the child) in order for the non-related legal guardians of minors to maintain eligibility for AFDC-FC payments pursuant to Welfare and Institutions Code Section 11405.

- .4.2 The effective date for reporting a permanent placement services case will be the date the legal guardian is eligible to receive AFDC-FC payments.

B. Cases No Longer Identified for Permanent Placement Services

- .1 The KCFS Program will no longer identify a case as receiving permanent placement services under any one of the following circumstances:
 - a. The court has ordered that family maintenance or family reunification services be provided.
 - b. The effective date of closure of the permanent placement services case will be the date of the hearing at which family maintenance or family reunification services are ordered.
 - c. The court dismisses the child welfare proceeding and KCFS is no longer vested with the responsibility for placement and care of the child.
 - d. The effective date of closure of the permanent placement services case will be the date of the hearing at which the child welfare proceeding is dismissed.
 - e. A guardian is appointed for the child and the child welfare proceeding is dismissed.
 - f. The court declares the child is emancipated.
 - g. The effective date of closure of the permanent placement services cases will be the date of the hearing at which the court declared the child emancipated.
 - h. The child reaches age 18 or no longer meets the eligibility criteria to receive foster care payments, whichever occurs last.
 - i. The whereabouts of the child are unknown.

- .1.1 The effective date of closure of the permanent placement services case will be no later than six months from the date the KCFS Program informs the court that the whereabouts of the child are unknown.

- .1.2 The child dies.
 - a. The effective date of closure of the permanent placement services case will be no later than 30 days from the date that the social worker is informed of the child's death.

100 INTAKE - INVESTIGATION, REMOVAL, NOTICE AND INITIAL HEARING

110 Investigations

- .1 All reports of alleged child abuse or neglect shall be responded to by KCFS staff, and investigated in coordination with other appropriate investigatory agencies including law enforcement in a manner that proves to be timely and

diligent unless the Tribal Court directs otherwise. If necessary, the KCFS staff may immediately remove a child if there exists risk of physical harm to a child. An emergency removal order must be first obtained by the Court unless the emergency circumstances are such that the delay in obtaining such an order would likely result in serious harm to the child.

115 Mandated Report and Coordination with Local Child Protection Agencies

- .1 When a social worker of the KCFS in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect, the social worker shall coordinate response with the local child protection agencies by at least making an initial mandated report as soon as is practicably possible, by telephone and thereafter within 36 hours send by fax or electronically a written follow-up report.
 - .1.1 In addition, the KCFS social worker may coordinate with local law enforcement to seek and obtain a child custody warrant that will facilitate coordinated, prompt and appropriate response where there is a reasonable suspicion that a child is the victim of abuse or neglect.

120 AUTHORITY TO REMOVE AND PLACE IN TEMPORARY CUSTODY

- .1 If the person (social worker) responding to and investigating a report of child abuse or neglect finds that any of the following grounds for removal have been met, such persons shall arrange for removal of the child from the home in which the child is residing and place the child in a temporary receiving home or other appropriate placement, with an emergency removal order from the Tribal Court:
 - a. When there is reasonable cause to believe the child is, has been or is in immediate risk of being subjected to abuse or neglect;
 - b. When the child is abandoned, lost, or seriously endangered in his or her surroundings and immediate removal appears to be necessary for the child's protection or the protection of others;
 - c. When there are reasonable grounds to believe that the child has run away or escaped from his parents, guardian, or legal custodian due to abuse or neglect; or
 - d. When there are reasonable grounds to believe that the child is in imminent danger of serious physical or psychological harm.

125 NOTICE AND SERVICE OF NOTICE OF REMOVAL

- .1 *Removal - Notice to the Parent, Guardian or Custodian and all Adult Relatives*

- .1.1 KCFS and/or law enforcement will make all reasonable efforts to immediately notify, through the most efficient means available, the parents, guardian or custodian of the Tribal Court receiving actual notice that the child was removed from the home or otherwise detained. KCFS will exercise due diligence to identify and notify all adult relatives within 30 days of the child's removal, of the relatives' options to become a placement resource for the child.

130 GROUNDS AND CONTENT OF THE PETITION

- .1 A Youth in Need of Care Petition, (the "Petition"), may be filed by any interested party when there is reasonable cause to believe that a child is, has been or is in immediate risk of harm to himself herself or others, or at immediate risk of abuse or neglect. The Petition shall state the specific facts concerning:
 - a. The name, address, gender and age of the child;
 - b. The names and address of the child's parents and any custodians of the child; unless it is known that one of the parents is a victim of domestic violence and there exists good cause that the address shall be kept confidential;
 - c. A concise statement of facts that support the conclusion that the child is, has been or is in immediate risk of being subjected to abuse or neglect or other serious risk of harm;
 - d. The names and addresses of any other person or Tribe with an interest in the child;
 - e. The nature and extent of the child's alleged injury, abuse or neglect or other serious risk of harm;
 - f. Any evidence of injuries, abuse or neglect (including reports from doctors, public health nurses, health assistance, teachers, and witnesses to injury, abuse or neglect, etc. and the date, time and location supporting allegations of abuse and neglect);
 - g. Any information that may be helpful in identifying the cause of the child's alleged injuries or neglect;
 - h. A statement identifying of what Tribe(s), if any, the child is a member or eligible for membership; and
 - i. The factual basis for the Court's jurisdiction.
- .1.1 If the child is placed or detained outside of the home, the Petition shall state where the child is placed, the facts necessitating removal, what efforts were made to try to prevent the removal or whether there were aggravated circumstances to support why such efforts could or should not be made to prevent removal, and the date and time of the removal. If the child has been removed from the home, he or she must be returned home if a Petition has not been filed within two (2) court days of the date of removal.

.2 *Notice upon filing of a Petition*

- .2.1 Upon the filing of a Petition, the Judge or Clerk of the Tribal Court shall issue a written notice, which may be in the form of a summons directing the parents, guardians of the child and all other necessary parties to the proceedings, to be present in Court for hearing at the time and place fixed in the notice.
- .2.2 Notice of the hearing and the parties' rights may also be issued to foster parents if any, pre-adoptive parents or relative providing care for the child except that this paragraph shall not be construed to require any foster parent or relative providing care to be made a party to the action solely on the basis of such notice.
- .2.3 The Summons shall contain a statement, when appropriate; that the modification of the parent/child legal relationship is a possible remedy under the proceedings as well as any other legal rights of the child, the parents, or guardian, or any other respondent, including the right to have an attorney present at the hearing shall be on the Summons.
- .2.4 If the whereabouts of the parents or guardians are unknown, the Tribal Court may proceed to take any action to protect the child. Any person served with notice who fails to appear without reasonable cause may be subject to contempt of Court and a bench warrant may be issued. The returns or proofs of service shall be filed in the record of the case.

.3 *Service of Summons*

- .3.1 Summons shall be served personally, at least two days before the time fixed in the summons for the appearance of the person served.
- .3.2 If the parents, guardian, or other legal custodian of the child required to be summoned cannot be found within the Tribe's jurisdiction, the fact of the child's presence within the Tribe's jurisdiction shall confer jurisdiction on the Tribal Court as to any absent parent, guardian, or legal custodian, if notice has been given in the following manner:
 - a. When the residence of the person to be served is outside Tribal lands, a copy of the Summons shall be sent certified mail with postage prepaid to such person at his or her place of residence with a return receipt requested. Service of Summons shall be deemed complete upon return of the requested receipt.
 - b. When the person to be served has no residence within Tribal lands and his or her place of residence cannot be determined after due diligence, service may be made by publication in a newspaper of general distribution for three (3) consecutive weeks.

.4 *Required Notice and Rights for All Judicial Proceedings*

- .4.1 The Judge or Clerk of the Tribal Court shall issue a written notice, which may be in the form of a summons directing the parties named in the action, the parents, and the guardians of the child, to be present in Court for hearing or proceeding at the time and place fixed in the notice. Notice of the proceeding and the parties' rights, including the right to be heard, shall also be issued to foster parents, pre-adoptive parents, or relatives providing care for the child.
- .4.2 All parties have a right to be represented by an advocate or attorney at their own expense in all proceedings under the Tribe's Children and Family Code, to introduce evidence, to be heard on his or her own behalf, to examine witnesses, and to be informed of possible consequences if the allegations of the petition are found to be true. All parties shall be entitled to copies of court documents, including petitions and reports, no less than forty-eight (48) hours before the hearing whenever possible, unless deemed inappropriate by the court.
- .4.3 Missing parties and relatives shall be noted and notice to the parties shall be reviewed.

135 INITIAL (DETENTION) HEARING

- .1 The initial hearing regarding the removal or detention of a child shall be held before the end of the third working day (72 hours) following the filing of the Petition.
 - .1.1 In the event a child is not removed or detained, the initial hearing shall be held before the end of the fifteenth (15th) court day following the filing of the Petition.
 - .1.2 The purpose of the initial hearing is to determine whether probable cause establishes that the allegations in the Youth in Need of Care Petition are true. During the hearing, the court shall advise the parties of the reason for the hearing and of their rights to be heard on all issues.
 - .1.3 Any agency reports shall be received as evidence.
 - .1.4 The allegations of abuse or neglect shall be admitted or denied by the parent(s), guardian, or any other persons exercising legal custody and care of the child.
 - .1.5 Missing parties and relatives shall be noted and notice to the parties shall be reviewed.
 - .1.6 The court shall make the following findings:

- a. Whether continuation of the child in the home would be contrary to the child's welfare.
- b. The factual basis for the court's decision.
- c. Award the care, custody and placement of the child with KCFS upon a finding that removal is necessary.
- d. Whether reasonable efforts have been made to prevent removal.
- e. Reasonable efforts to prevent removal or reunification are not required if the parent has committed murder or voluntary manslaughter, of another child of the parent; parental rights of the parent with respect to a sibling have been terminated involuntarily; the parent has abandoned an infant; a parent or guardian has aided or abetted, attempted to conspire, solicit commission of a murder or voluntary manslaughter of a child of the parent; the parent has committed a felony assault that results in serious bodily injury to the child or another child of the parent; or finds that the parent has subjected the child to other aggravated circumstances pursuant to relevant law.

.1.7 If the court makes a determination that reasonable efforts to prevent removal or reunification are not required, the court shall then make a judicial finding that reasonable efforts are being made to finalize the permanency plan for the child. The court shall hold a permanency hearing within 30 days of the determination that reasonable effort to prevent removal or to reunify are not required, and then hold a permanency hearing no less frequently than every 6 months thereafter. In such cases, KCFS will file a petition to terminate parental rights within 60 days of a judicial determination that reasonable efforts are not required to prevent removal or reunify because of one of the reasons set forth above.

.1.8 The court shall specify the terms of any visitation.

.2 *Possible Outcomes of the Initial Hearing:*

- a. The Youth in Need of Care Petition may be dismissed and the child remains or is returned to home with direction to the parties concerning future parental conduct and the provision of services to the child and parents;
- b. The child may remain or be returned to the home of the parents, guardian or custodian under the supervision of the court, pending the Determination Hearing;
- c. The child may be continued in the child's out-of-home placement pending the Determination Hearing; or
- d. The child may be continued in the child's out-of-home placement pending a mediation or family unity conference.

SECTION 200 ASSESSMENT AND CASE PLAN

201 ASSESSMENT AND CASE PLANNING PROCESS

- .1 After an initial service assessment when it is determined that child welfare services will be provided, the social worker completes an assessment as to the specific services to be offered and provided.
 - .1.1 An assessment is completed for each child for whom child welfare services are to be provided, and includes gathering and evaluating information relevant to the case situation and appraising case services needs.
- .2 A case plan goal will be determined.
 - 2.1 When determining the case plan goal, the social worker uses the following order of priority for services:
 - a. Family maintenance services - In order to maintain the child in his/her own home, when the protective needs of the child can be met.
 - b. Family reunification services - If the family potentially can be successfully reunified within the specified time limits.
- .3 If the child is placed out of home and is receiving family reunification services, the case plan will have two tracks:
 - a. The family reunification track in which services and activities designed to provide time-limited foster care services to prevent or remedy neglect, abuse or exploitation when the child cannot safely remain at home and needs temporary foster care while services are provided to reunite the family; and
 - b. The concurrent services track, which shall be actively pursued and identifies the child's permanency alternative and the services necessary to achieve legal permanence should family reunification fail.
- .4 Permanent placement services are provided only when there are no feasible means of maintaining or reuniting the child with his/her parent(s)/guardian(s).
- .5 When the child has been detained and one or more of the following circumstances exist, the social worker may recommend permanent placement services:
 - a. The whereabouts of the parent(s)/guardian(s) is unknown.
 - b. The parent(s)/guardian(s) is suffering from a mental disability that renders him/her incapable of utilizing family reunification services.

.6 *Circumstances Requiring Permanent Placement Services*

- .6.1 When the child is detained, and one or more of the following circumstances exist, the social worker must recommend permanent placement services, unless the court finds, by clear and convincing evidence, that reunification is in the best interests of the child:
- a. The child or sibling of the child had been previously adjudicated subject to the Tribal Court's jurisdiction as a result of physical or sexual abuse; had been removed from the custody of the parent(s)/guardian(s); had been returned to the custody of the parent(s)/guardian(s); and has again been removed due to additional physical or sexual abuse.
 - b. The parent(s)/guardian(s) of the child has caused the death of another child through abuse or neglect.
 - c. The child is under the age of five and has come under court jurisdiction due to severe physical abuse.
 - d. The child has come under court jurisdiction due to severe sexual abuse inflicted upon the child, a sibling or half-sibling.
 - e. The parent(s)/guardian(s) is incarcerated or institutionalized and the social worker has determined that permanent placement services are appropriate.
 - f. The parent or guardian of the minor has advised the court that he or she is not interested in receiving family maintenance or reunification services.
- .6.2 When recommending permanent placement services, the social worker will utilize the following order of priority for permanent placement:
- A. Guardianship - If adoption is not possible or is not in the child's best interest, the case will be reviewed for guardianship. Preference will be given to guardianships by relatives.
 1. The Court may appoint a permanent guardian for the child under such terms and conditions as the court sets forth in the written order. Permanent guardianship provides for permanent custody of a child to someone other than the parent(s), although there is no modification of the parental rights of the parents. There will be a presumption of continued permanent guardianship in order to provide stability for the child. The parent(s) and the child's extended family will be granted liberal visitation rights unless deemed inappropriate by the court.
 2. All relative caregivers must be assessed by a specific set of criteria that includes safety of the home, character of the relative, and ability to provide permanency for the

child, among other elements. This assessment provides the foundation for determining whether or not guardianship with the relative is appropriate and in the child's best interest.

- B. Adoption - Before the social worker recommends to the court that family reunification services be terminated, a case review conducted jointly by foster care and adoption staff to determine potential for adoption will have been completed.
 - 1. If the case review is to address a potential relative adoption, it will address whether adoption is in the child's best interest.
 - 2. When a case is referred for adoption planning, it will remain under KCFS Program supervision for purposes of providing child welfare services until dismissal of the child welfare proceeding and issuance of a final decree of adoption.
- C. Placement with a fit and willing relative - If adoption or guardianship is not possible a recommendation, placement with a fit and willing relative will be made.
- D. Another planned permanent living arrangement - Only if adoption, placement with a fit and willing relative or guardianship is not possible, a recommendation for another planned permanent living arrangement will be made. Exercise of this option requires continued efforts to obtain adoption, guardianship or preparation for independence for the child.

205 ASSESSMENT DOCUMENTATION

- .1 The social worker must document the following assessment information:
 - .1.1 The relevant social, cultural, and physical factors relating to the following:
 - a. The child.
 - b. The child's parent(s)/guardian(s) or person(s) serving in that role.
 - c. Other significant persons, including children and siblings, who are known to reside in the home.
 - d. The apparent problems and possible causes of the problems, which require intervention and family strengths to aid in problem resolution.
 - e. Whether the child may safely remain at home if pre-placement preventive services are provided and, if so, the specific services to be provided.

- f. If the child is a parent, any special needs of the child with regard to his/her role as a parent.
 - g. If the child has been removed based on one of the findings pursuant to section 15 (8) in the Karuk Children and Family Code, the circumstances relating to the finding and whether failure to order family reunification services would likely be detrimental to the child.
 - h. Any known social services previously offered and/or delivered to the child or family and the result of those services.
 - i. If family reunification services are recommended, relatives or others who could provide or assist with legal permanency - adoption, guardianship, or preparation for independence - should family reunification fail.
 - j. The need, if known, for any health/medical care.
- .1.2. The KCFS Program may combine the assessment with the case plan as one document provided that:
- a. The assessment and the case plan are each readily identifiable as such; and
 - b. The combined document contains all of the necessary components of both the assessment and the case plan.
 - c.

206 CASE PLAN DOCUMENTATION

1. See also section 060 and 075

210 CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN FOR WHOM A YOUTH IN NEED OF CARE PETITION HAS BEEN FILED

- .1 Within 60 calendar days of the in-person investigation (i.e., first face-to-face contact) or initial removal, or by the date of the disposition hearing, whichever comes first, the social worker will:
 - a. Make every reasonable attempt to engage the family in developing the case plan.
 - b. Complete and sign the case plan.
 - c. Explain the purpose and the content of the case plan to the parent(s)/guardian(s) named in the case plan.
 - d. Request the parent(s)/guardian(s) to sign the case plan as an indication of case plan approval and willingness to participate in service activities.
 - e. If unable to engage the family or obtain the signature of the parent(s)/guardian(s), the KCFS Program will nevertheless provide services, but will document in the case plan the reason(s) for the failure to obtain the signature of the parent(s)/ guardian(s).

- f. Provide a copy of the completed case plan to the parent(s)/guardian(s).
- g. Obtain the signed and dated written approval of the social worker's supervisor on the case plan or the court report.
- .1.1 The social worker's supervisor must sign the case plan or the court report in which the case plan is included prior to submission to the court or within 60 days of the initial removal or initial response, whichever occurs first.
- .1.2 In so signing, the signature of the social worker's supervisor will be deemed to have certified that the case plan was reviewed by the supervisor and the case plan goal and the planned services for meeting that goal are appropriate.
- .1.3 Begin implementation of the case plan in accordance with the time frames and schedules described in the case plan.
- .1.4 The case plan will be included in the court report and submitted to the court at least 48 hours prior to the disposition hearing.

215 CASE PLAN TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR CHILDREN AND FAMILIES WHO WILL VOLUNTARILY RECEIVE SERVICES

- .1 Within 30 calendar days of the in-person investigation (i.e., first face-to-face contact), the social worker will:
 - a. Make every reasonable attempt to engage the family in developing the case plan.
 - b. Complete and sign the case plan.
 - c. Explain the purpose and content of the case plan to the parent(s)/guardian(s) named in the case plan.
 - d. Request the parent(s)/guardian(s) named in the case plan to sign the case plan.
 - e. If the parent(s)/guardian(s) refuses to sign the case plan for voluntary services, voluntary services will not be provided.
 - f. For children who will voluntarily receive out-of-home care, request the parent(s)/guardian(s) named in the case plan to sign the placement agreement parent/agency.
 - g. If the parent(s)/guardian(s) named in the case plan refuses to sign the placement agreement parent/agency, voluntary out-of-home services will not be provided.
 - h. Obtain the signed and dated written approval of the social worker's supervisor on the case plan. In so signing, the signature of the social worker's supervisor will be deemed to have certified that the case plan was reviewed by the supervisor and the case plan goal and the planned services for meeting that goal are appropriate.

- i. Provide a copy of the completed case plan to the parent(s)/guardian(s).

220 CASE PLAN UPDATES FOR FAMILY MAINTENANCE CASES

- .1 The case plan will be updated as service and permanency needs of the child and family dictate and to assure achievement of service and permanency objectives, but no less frequently than once every 6 months.

225 CASE PLAN UPDATE DOCUMENTATION

- .1 Each case plan update will document the following information:
 - a. Any changes in the information contained in the case plan.
 - b. Specific information about the current condition of the child and family.
 - c. If the parent(s)/guardian(s) is part of the case plan, a description of the degree of compliance by the parent(s)/guardian(s) with the written case plan, including the following:
 1. Progress in working toward achievement of each case plan objective.
 2. If the case plan's goal is family reunification, documentation will also include the efforts to achieve the permanency alternative if family reunification fails.
 3. Cooperation in keeping appointments.
- .2 For children in out-of-home placement, visiting patterns of the parent(s)/guardian(s) with the child, including, but not limited to, the following:
 - a. Frequency of visits.
 - b. Initiation by parent(s)/guardian(s).
 - c. Cooperation in keeping appointments.
 - d. Interaction with child and/or foster parent(s).
 - e. The case plan adequacy and continued appropriateness.
 - f. The need, if any, for a change in the case plan.
 - g. The joint assessment conducted when that assessment has been ordered by the court.
 - h. Any subsequent discussions with the parent(s) regarding the advisement that he/she may request adoption counseling and services.
- .3 The case plan update will be considered complete when all necessary elements are included and the social worker's supervisor has signed and dated the update.

230 CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR COURT-ORDERED FAMILY REUNIFICATION CASES

- .1 The social worker will:
 - a. Complete a case plan update as often as the service needs of the child and family require and as is necessary in order to assure achievement of service objectives.
 - b. At a minimum, the social worker will complete a case plan update in conjunction with each status review hearing, but no less often than once every six months.
- .2 The disposition hearing may be considered the initial status review hearing if it is held within the first six months of a child entering foster care, or the date on which an agency assumed responsibility for a child due to modification of parental rights, relinquishment, or voluntary placement, and makes all of the findings required by Welfare and Institutions Code Section 366(a).
- .3 The status of every dependent child in foster care will be reviewed periodically as determined by the court but no less frequently than once every six months.
- .4 The court will determine the safety of the child and continuing necessity for and appropriateness of the placement, the extent of compliance with the case plan, "and the extent of progress that has been made toward alleviating or mitigating the causes necessitating placement in foster care, and will project a likely date by which the child may be returned to the home or placed for adoption or legal guardianship."
- .5 If the child has been placed out-of-state, each review will also address whether the out-of-state placement continues to be the most appropriate placement selection and in the best interest of the child.
 - .5.1 The court will not order the placement of a minor in an out-of-state group home, unless the court finds, in its order of placement, that both of the following conditions have been met:
 - a. The out-of-state group home is licensed or certified for the placement of minors by an agency of the state in which the minor will be placed.
 - b. At least every six months, the court will review each placement.
 - c. Obtain the signed and dated written approval of the social worker's supervisor on either the case plan update or the court report prior to submission of the case plan update and the court report to the court.
 - d. Provide a copy of the completed case plan update to the parent(s)/ guardian(s) and discuss the case progress, problems, and case plan status.
 - e. Submit the case plan update and the court report to the court at least 10 calendar days prior to the scheduled hearing.

- .6 Updates to the case plan made during the period between review hearings that do not change the case plan goal may be approved by the social worker's supervisor and need not be approved by the court. The social worker's supervisor will document approval of the updated case plan by signing and dating the case plan update.
- .7 The social worker must make every reasonable effort to engage the family in developing the case plan and all material updates, and must document the attempts to so engage the family.
 - .7.1 Request the parent(s)/guardian(s) named in the case plan to sign the case plan update as an indication of plan approval and willingness to participate in service activities.
 - .7.2 If unable to obtain the signature of the parent(s)/guardian(s), the KCFS Program will nevertheless provide services. However, the social worker will document in the case plan the reason(s) for the failure to obtain the signature of the parent(s)/guardian(s).

235 CASE PLAN UPDATE TIME FRAMES AND ADMINISTRATIVE REQUIREMENTS FOR VOLUNTARY CASES

- .1 The social worker will:
 - a. Complete a case plan update as often as the service needs of the child and family require and as necessary in order to assure achievement of service objectives, but no less frequently than once each six months. The timeframes and administrative requirements shall be the same as for reunification and other cases.
 - b. Provide a copy of the completed case plan update to the parent(s)/guardian(s) and discuss the case progress, problems, and case plan status.
 - c. Actively engage the family in developing material case plan updates.
 - d. Request the parent(s)/guardian(s) named in the case plan update to sign the case plan update as an indication of plan approval and willingness to participate in service activities.
 - e. If the parent(s)/guardian(s) named in the case plan update refuses to sign the case plan update for voluntary services, voluntary services will not be provided.
 - f. Obtain signed and dated written approval of the social worker's supervisor on the case plan update.

SECTION 300 SERVICE DELIVERY

301 GENERAL REQUIREMENTS FOR SERVICE DELIVERY

- .1 The individual child's case plan will be the guiding principle in the provision of child welfare services.
- .2 The social worker will ensure that services are individualized to meet the needs of the family and that the provision of all services is consistent with the case plan goals described in the child's case plan.
- .3 KCFS Program will not contract for case management services and any activities that are mandated to be performed by the social worker.

305 USE OF VOLUNTEERS

- .1 The KCFS Program may use volunteers to supplement professional child welfare services.
 - .1.1 The KCFS Program will ensure that volunteers comply with all applicable tribal and state statutes and regulations governing the child welfare services program.
 - .1.2 The KCFS Program will not delegate to volunteers any responsibilities and activities that are mandated by statute or regulation to be performed by social workers.
 - .1.3 The KCFS Program will not use volunteers to supplant social workers.

310 SOCIAL WORKER RESPONSIBILITIES FOR SERVICE DELIVERY

- .1 In providing or arranging for the provision of services identified in the case plan, the social worker will:
 - a. Help each child to understand, through age-appropriate discussion or referrals to age-appropriate counseling, the reason(s) for providing service to handle associated emotional problems.
 - b. Monitor the child's physical and emotional condition.
 - c. When a child's family is being provided services to maintain the child in the home, take action as necessary to ensure that the child's protective needs continue to be met.
 - d. Assist the parent(s)/guardian(s) to understand agency procedures, the orders of the courts, if any, or arrangements between the KCFS Program and other agencies.
 - e. Provide to the parent(s)/guardian(s) of a child voluntarily receiving services both verbal and written information regarding the possibility that legal action may be taken that could result in removal of the child from the home if parenting problems are not solved and the child remains at risk of abuse, neglect, or exploitation.
 - f. Provide respite and out-of-home care providers information of any known or suspected dangerous behavior of the child.

- .5 Respite care is not an allowable expense under a IV-E Maintenance Payment. However, if Karuk can provide by use of Title IV-B monies or other resources available to it by way of separate agreement or allocation, it may provide:
 - a. Respite care services only when there is a clear understanding of the time at which the parent(s)/foster parent(s) is expected to return to the home or be prepared to accept the child back into the home or to undertake alternative courses of action to arrange for the child's future care.
 - b. Respite care services will not exceed 72 hours per session.
 - c. Respite care services will not be provided for the purpose of routine ongoing child day care.

- .6 Title IV-E Foster Care Maintenance Activities
 - a. Case management. (IV-E)
 - b. Transportation - limited to reasonable travel to the child's home for parent child visitation and for child to remain in the same school s/he was attending at time of removal. (IV-E)
 - c. Foster parent recruitment and training. (IV-E)
 - d. Child care subject to understanding that while child care is an allowable IV-E expense, (the sharing ratio is 50% federal share & 50% tribal share).
 - e. Social worker training. (Title IV-E)

320 SOCIAL WORKER CONTACTS WITH THE CHILD

- .1 The social worker will arrange for visitation, as determined in the child's case plan, for each child, no less frequently than every month.

- .2 *Purpose of Social Worker Visitation*
 - .2.1 The social worker shall visit with the child alone and in the child's out-of-home residence for at least the majority of visits. The purpose of social worker contact with the child is to achieve the following objectives:
 - a. Verify the location of the child, monitor the safety of the child, assess the child's wellbeing, and assist the child in preserving and maintaining religious and ethnic identity.
 - b. Gather information to assess the effectiveness of services provided to meet the child's needs, to monitor the child's progress, and to meet identified goals.
 - c. Establish and maintain a helping relationship between social worker and child to provide continuity and stability point for the child.

- d. Ask for the child's input on his/her future. Inform the child about current and future placement plans and progress, and discuss these plans and progress with the child.

.3 *Social Worker Visitation Time Frames*

- .3.1 The social worker will visit the child at least three times in the first 30 calendar days, including the initial in-person response.
- .3.2 If the case plan is completed in the first 21 calendar days after the initial removal of the child or in-person response, the social worker will be permitted to have less frequent visits, up to a minimum of twice in the first 21 calendar days.
- .3.3 The social worker will visit each child with an approved case plan who remains in the home as often as is necessary to meet the child's needs and no less than at least once each calendar month.

.4 *Social Worker Services for Children in Out of Home Placement*

- .4.1 The social worker will visit the child no less frequently than monthly regardless of the type of placement in State and out-of-State unless the Tribe has secured the agreement from another State/Tribe to visit the child as often as is necessary but no less frequently than once a month for children placed outside the Tribe's service area:
 - a. Visit the child as often as is necessary to meet the child's needs and no less than at least once each calendar month.
 - b. The social worker will ensure that verbal or written reports are received and documented in the case record.

.5 *Minimum Visitation Requirements*

- .5.1 The minimum visitation requirements for all services are not applicable under the following circumstances:
 - a. The child has an approved case plan, and
 - b. The child is subject to the Tribal Court's jurisdiction, and
 - c. The child's whereabouts are unknown and the court has been informed. The social worker must confirm and document in the child's case record that the child's whereabouts are unknown once every 30 days from the date of the initial discovery, or
 - d. The child is residing out of state, is receiving services from the receiving state or another Tribe, and the receiving state or Tribe is visiting the child monthly and providing written or verbal quarterly reports to the social worker that are documented in the case record.

321 The Independent Living Program (ILP)

- .1 The Karuk Tribe will coordinate with the applicable local county to obtain information and services regarding the following programs:
 - a. Independent Living Program;
 - b. Education and Training Vouchers; and
 - c. Transitional Housing.
- .2 A brief description and eligibility criteria for each of the programs is provided below.
- .3 Karuk youth between the ages of 14 and one day prior to turning 21 years old are eligible for the Independent Living Program (ILP) if they meet the program requirements. The ILP provides training and services to assist current and former foster youth obtain skills to help prepare them for adulthood. Some of the services provided through ILP include:
 - a. Daily living skills
 - b. Money management
 - c. Decision making
 - d. Building self-esteem
 - e. Financial assistance with college or vocational schools
 - f. Educational Resources
 - g. Housing (Transitional Housing)
 - h. Employment
- .4 The Tribe shall comply with relevant Chafee program reporting requirements, including reporting on the National Youth in Transition Database.
- .5 *Eligibility*
 - .5.1 Karuk youth are eligible for ILP provided one of the following criteria is met:
 - a. The youth was/is in foster care at any time from their 14th up to their 19th birthday.
 - b. The youth was/is between the ages of 14 and 18 years of age and participating in the Kinship Guardianship Assistance Payment Program (Kin-GAP).

325 SOCIAL WORKER CONTACTS WITH THE PARENT/GUARDIAN

- .1 The social worker will arrange for contact, as determined in the case plan, for each parent/guardian.
- .2 *Purpose of Social Worker Visits with Parents*
 - .2.1 The purpose of social worker contact with the parent(s)/guardian(s) named in the case plan is to achieve the following objectives:
 - a. Verify the location of the parent(s)/guardian(s), assess the functioning of the parent(s)/guardian(s) as it pertains to meeting the child's basic and special care needs, and the safe maintenance of the child in the home.
 - b. Gather information to assess the effectiveness of services provided to meet the needs of the parent(s)/guardian(s), to monitor the progress of the parent(s)/guardian(s), and to meet identified goals.
 - c. Establish and maintain a helping relationship between the social worker and the parent(s)/guardian(s).
 - d. Counsel the parent(s)/guardian(s) as to current placement and progress.
- .3 *Social Worker-Parent Visit Timeframes*
 - .3.1 The social worker will visit each parent(s)/guardian(s) named in the case plan receiving in-home services a minimum of once each calendar month.
 - .3.2 The social worker may have less frequent visits, up to a minimum of once every two calendar months, only if all of the following criteria are met and written supervisory approval has been obtained:
 - a. The parent(s)/guardian(s) has no severe physical or emotional problems that affect his/her ability to parent the child.
 - b. The parent(s)/guardian(s) is visited at least once a week by a family preservation social worker or public health nurse when such persons are providing services pursuant to the case plan, and there is a verbal or written agreement with any such services provider, documented in the case record, that he/she will provide contact reports to the social worker.
 - c. The social worker will ensure that verbal or written reports are received and documented in the case record.
 - d. The social worker will visit each parent/guardian named in the case plan whose child(ren) is placed in out-of-home care at least once each calendar month, unless the case plan contains documentation justifying less frequent visits and written supervisory approval has been obtained.

- .3.3 If the parent(s)/guardian(s) is not available for monthly visits, the social worker will maintain monthly written or telephone contact with him/her regarding the child's status and the parent(s)/guardian(s) actions that should be occurring in order to facilitate reunification.
- .3.4 If all the following criteria are met, the social worker will maintain monthly written or telephone contact, rather than visits, with the parent(s)/guardian(s):
 - a. The parent(s)/guardian(s) is visited once each calendar month by one or more of the following service providers when such persons are providing services pursuant to the case plan; and there is a verbal or written agreement with any such service provider, documented in the case record, that he/she will provide contact reports to the social worker.
 - 1. Other social services staff of the KCFS Program.
 - 2. Staff of another services agency.
 - 3. A physician or other health professional.
- .3.5 The social worker will ensure that verbal or written reports are received and documented in the case record.
- .3.6 If the whereabouts of the parent(s)/guardian(s) are unknown and a due diligence affidavit has been filed with the court, monthly contact is not required.
- .3.7 Additional exceptions to the visitation requirement up to a minimum of once every six months are permitted only in the following circumstances:
- .3.8 For court supervised cases, court approval of a specific visitation plan.
- .3.9 For voluntary cases, KCFS Program director approval of a specific visitation plan.

330 SOCIAL WORKER CONTACTS WITH THE OUT-OF-HOME CARE (FOSTER FAMILY/KINSHIP) PROVIDER

- .1 The social worker will arrange for contact, as determined in the child's case plan, for each out-of-home care provider.
- .2 *Purpose of Social Worker/Out-of-Home Care Provider Contact*
 - .2.1 The purpose of social worker/out-of-home care provider contact is to achieve the following objectives:

- a. Monitor and assess the quality of care provided including the location and safety of the child and the ability of the out of home care provider to meet the child's basic and special needs, if any (for example, health and educational needs).
 - b. Gather information to assess the effectiveness of services provided to meet identified goals. Verify and compile data and information for court report.
 - c. Maintain a case plan that is responsive to current and future needs.
 - d. Establish and maintain mutually cooperative relationship between the social worker and the out-of-home care provider.
 - e. Counsel the out-of-home care provider as to progress.
- .2.2 The social worker will do the following for the out-of-home care provider(s):
- a. Have contact at least once each calendar month.
- .2.3 Social workers will not be required to contact the out-of-home care provider if the child has been receiving permanent placement services and if the child has been placed with a legal guardian or with the same relative for five years or longer and there are no problems with the child's placement. In such a case, the social worker must still visit no less frequently than once every six calendar months.
- .2.4 However, if there is still an open foster care case, i.e., the court hasn't yet dismissed the dependency and the agency still have responsibility for placement and care, the social worker still must have contact with the out of home care provider at least once every calendar month.

335 SOCIAL WORKER CONTACTS WITH OTHER SERVICE PROVIDERS

- .1 The social worker will have contact with other professionals working with the child, parents/guardians, and out-of-home care provider including, but not limited to, the following:
- a. Public Health Nurse
 - b. Professional group home staff
 - c. Physician
 - d. Therapist
 - e. Infant specialist
 - f. Social workers from other counties or states providing services.
- .2 *Purpose of Social Worker Contact with other Professionals*
- .2.1 The purpose of social worker contact with other professionals is to achieve the following objectives:

- a. Confer and collaborate toward the most effective, efficient identification and meeting of the child's or the parent's needs.
 - b. Monitor safety of the child (e.g., daycare center, public health nurse, etc.) and obtain their perception of the child's well-being.
 - c. Determine whether parent is following through with commitments.
 - d. Document reasonable efforts.
- .3 The social worker will request written reports from the professionals when their services are being provided to a child, parent/ guardian, or out-of-home care provider as part of a case plan.
 - .4 The social worker will ensure that reports are received and documented in the case record.
 - .5 If the social worker is unable to obtain a written report, a verbal report will be obtained and documented in the case record.

340 PARENT/GUARDIAN CONTACTS WITH THE CHILD

- .1 The social worker will not arrange unsupervised visits, unless the court orders unsupervised visits, if the child has been removed pursuant to a finding of "severe physical abuse."
- .2 The social worker will arrange for visits between child and the parent(s)/ guardian(s) named in the case plan as often as is necessary to meet the child's needs but under no circumstances less frequently than once each month for children receiving family reunification services.
- .3 Exceptions to the visitation requirement up to a minimum of once every six months will be permitted only in the following situations:
 - a. For court supervised cases, court approval of a specific visitation plan.
 - b. For voluntary cases, KCFS Program director approval of a specific visitation plan.
 - c. If the whereabouts of the child or parent are unknown, the social worker must confirm and document in the child's case record that the child's whereabouts are unknown once every 30 days from the date of the initial discovery. The social worker will not be required to arrange monthly visits between the child and the parent/guardian.

345 GRANDPARENT CONTACTS WITH THE CHILD

- .1 The social worker will arrange for visits between the child and grandparents, as determined in the child's case plan, as long as the visits are in the child's best interest and the relationship is not harmful to the child.