

**SUBCHAPTER a: SERVICE DELIVERY
PROCEDURES 306 SERVICE TERMINATION
June 11, 2007 - P.T. 2007.14**

TABLE OF CONTENTS

	Page
306.1 Purpose	1
306.2 Definitions	1
306.3 Termination of Children's Cases	1
306.4 Termination of Family Cases	3
306.5 Termination of Child Protective Intervention	4

Section 306.1 Purpose

Section 306.2 Definitions

Section 306.3 Termination of Child Cases

a) A child's case shall be closed when the Department's legal relationship with the child ends. Legal relationships are ended in the following ways:

1) Temporary Protective Custody

The Department's legal relationship with a child who was placed via temporary protective custody will terminate at the end of 48 hours after temporary protective custody was taken, excluding Saturdays, Sundays and holidays. It will also end if the child is returned to the responsible caregiver during the 48 hour period.

2) Court Ordered Custody or Guardianship

The Department's legal relationship with a child who was placed with court ordered custody or guardianship will end when the court has ordered termination of the Department's custody or guardianship.

3) Adoptive Surrender

The Department's relationship with a child placed via an adoptive surrender will end when the adoption has been finalized and the child is legally adopted.

4) Voluntary Placement Agreement

The Department's legal relationship with a child placed via a voluntary placement agreement will end on the date designated on the agreement. It will end prior to that date upon parental or Departmental request, but no later than 10 days after such a request.

SERVICE TERMINATION

June 11, 2007 - PT 2007.14

When the Department's legal relationship with a child is ended, the worker shall close the child's case. (Refer to Procedures 327, Guardianship Services, for specifics concerning documents required to release legal responsibility.)

- b) If the Department's legal relationship was established with a voluntary placement agreement, the legal relationship ends when a child is returned home. If it was established via an adoptive surrender(s), the legal relationship ends when the child is legally adopted. However, court ordered legal relationships do not automatically end with return home or adoption. Thus, the child's worker shall ensure that the court is petitioned to end the legal relationship:
- 1) no later than 90 calendar days after a child's permanency goal of "return home" has been achieved;
 - 2) when a child has been returned home from an out-of-home placement, the child's parents do not accept continued child welfare services and are able to adequately care for the child;
 - 3) no later than 90 calendar days after a youth age 16 to 18 has been emancipated under the Emancipation of Mature Minors Act;
 - 4) no later than 60 days after a child has died and the outstanding bills have been processed for payment;
 - 5) when an 18-20 year old youth:
 - A) has successfully achieved the objectives specified on his/her service plan; or
 - B) refuses for three months to participate in service planning or refuses to assume responsibility for the objectives in the service plan; or
 - C) withdraws from a training or educational program or fails to maintain satisfactory progress in a training or educational program; or
 - D) is being transferred to DPA or DMH/DD funding or advocacy programs due to a severe disability which requires continuation of residential care (such petitions should be filed at least six calendar months prior to the transfer).
 - 6) no later than the fourth month after a child who has been returned home disappears or flees with his family and cannot be located for three months;
 - 7) within one calendar week after a child (for whom the Department had court ordered legal responsibility) has been legally adopted.

SERVICE TERMINATION

June 11, 2007 - PT 2007.14

// Immediately prior to closing a child's service case, the child welfare worker (DCFS or POS) shall complete the **Child Endangerment Risk Assessment** via the **CFS 1441, Safety Determination Form**. (Refer to Procedures 315, Appendix A for instructions.)

A youth who is 18 years old or older at the time of service termination shall be given, at no cost, a copy of his or her educational records and health records. Within one month of the youth's eighteenth birthday, he or she shall also be given a description of the Department's post-adoption search and reunion services and information on how to access them.

(Procedures 302, Appendix M provides a comprehensive list of all the documents that caseworkers are to assist youth in gathering at the time of service termination).

Refer to Procedures 327, Guardianship Services, for specifics concerning documents required to release legal responsibility. A child case shall not be closed until the legal relationship has been terminated. However, services may be terminated even though the case is kept open until legal responsibility ends.

Section 306.4 Termination of Family Cases

Services shall be terminated and family cases closed to both the child welfare and the CANTS tracking systems for any one of the following reasons:

- a) the Department is no longer legally responsible for children from the family, the permanency goal has been achieved, and the family and/or child's situation is stable;
- b) parental rights have been terminated, the Department is not legally responsible for other children from the family and the family does not voluntarily want services;
- c) no sooner than three months and no later than four months of being unable to locate a family for whose children the Department is not legally responsible;
- d) no sooner than three months and no later than four months after the family refuses to accept services when the Department is not legally responsible for children from the family;
- e) when another public agency assumes service responsibility for a family for whose children the Department is not legally responsible;
- f) when the Department has petitioned the Juvenile Court, the Court fails to take jurisdiction, the family is not voluntarily desiring services and the Department is not legally responsible for a child from the family;
- g) when the family of a child for whom the Department has legal responsibility has refused services for a period of one year and the child's permanency goal is not "return home"; or
- h) when the whereabouts of the family has been unknown to the Department for a period of one year.

SERVICE TERMINATION
June 11, 2007 - PT 2007.14

// Immediately prior to closing a family service case, a **Child Endangerment Risk Assessment** shall be completed via the **CFS 1441, Safety Determination Form**.

Section 306.5 Termination of Child Protective Intervention

- a) The tracking of families and children through the CANTS system ends:
 - 1) when the CA/N report has been "unfounded" (unless the family requests the report be retained for harassment purposes); or
 - 2) when the family of an "indicated" report does not allow DCFS service provision and the Department fails to secure court ordered legal responsibility for the child(ren); or
 - 3) when services have successfully been provided to an "indicated family/child and the child's safety and well-being are no longer an issue; or
 - 4) when the child's permanency goal is other than "return home"; or
 - 5) no more than 18 months from the date of last "indicated" report.

- b) When the protective issues have been resolved, the family voluntarily wants continued services and a decision has been made that continued services are appropriate, such services may be provided. However, the family/child are no longer considered protective for Title XX reasons nor for CANTS tracking.