

**Cuyahoga County Division of Children and Family Services
(CCDCFS)
Policy Statement**

Policy Chapter: Fiscal
Policy Number: 11.70.01
Policy Name: Birth Certificates (How to Obtain for Children in Custody)

Original Date: 03/15/2004
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Current Effective Date: 10/01/2015
Approved By: Thomas D. Pristow

PURPOSE: To outline the procedures for acquiring birth certificates for a child(ren) born in the City of Cleveland or elsewhere in the United States.

SCOPE: This policy applies to all employees of the Cuyahoga County Division of Children and Family Services (CCDCFS).

POLICY

Birth certificates are often required to assist children in care with a variety of services, including permanency. It is the policy of CCDCFS to assist children in obtaining a birth certificate, when necessary.

PROCEDURES

I. Obtaining and Completing an Application for Child's Birth Certificate

- A. The Worker of Record (WOR) can obtain an application for a child's birth certificate by visiting CCDCFS' IV-E Department or by accessing an application via the Intranet Explorer's Forms section.
- B. The following information is needed when completing a birth certificate application:
 - Child's First, Last Name
 - Date of Birth
 - Mother's First, Last (Maiden) Name
 - Father's First, Last Name
 - Place of Birth, City and State
 - Name of Hospital (This is very helpful in locating the birth record)
 - Child's Person Number

II. Requests from the City of Cleveland:

- A. Upon receiving the application, the IV-E worker date stamps the application, checks for discrepancies and verifies that all the necessary information is included on the application.
- B. Journal Entries and notarized statements are not required when requesting birth certificates from the City of Cleveland.
- C. Upon accumulating a minimum of 10 to 20 applications, the requests are then faxed to Cleveland's Vital Statistics Department. The birth certificates are ready for pick up 1-12 weeks after the information has been submitted.
- D. If the birth certificate request is returned and marked as "No Record", the WOR is notified. This occurs when the child was born in another state or if the child's birth may have taken place outside of the hospital.

The updated application is then mailed to the Bureau of Vital Statistics in Columbus, Ohio.

- E. If the child was born outside of the hospital, the WOR completes the following information if the birth mom did not complete at the hospital. (Must be completed before the child reaches 1 year old, but preferably before the child reaches 6 months old).
 - 1. Checklist for Registration of an Out-of-Institution Birth
 - 2. Affidavit Packet - Birth Location Verification for Out-of-Institution
 - 3. Delayed Birth Registration Affidavit
 - 4. Mother's Worksheet for Child's Birth Certificate
 - 5. Submit documents to the IV-E Dept.

III. Requests from other Ohio Cities and Out of State Requests:

- A. For each request outside the City of Cleveland, a W-9 form for that city/state must be on file for tax purposes. If CCDCFS does not have a W-9 form on file, the IV-E Department submits one to the respective state's Vital Statistics Office. This will cause a delay in receipt of the birth certificate. The W-9 form is also needed by the Fiscal Officer in order to complete the process of payment for the birth certificate.
- B. A purchase order is required to obtain the birth certificates. The IV-E worker submits the purchase order request to the Administrator of the IV-E Department for approval. The approval is returned within 24 hours, and then submitted to the Fiscal Department. Once processed, the IV-E worker can expect to receive a check within 10-14 days.

C. In addition to the information listed in the above, the following items may be required:

- Journal entry must clearly indicate that the agency has custody of the child.
- Notarized photo copy of WOR's County ID.
- A notarized statement on agency letterhead (must be typed) which clearly explains WOR's relationship to child.

If additional items are needed, the WOR is contacted by email.

D. When all necessary documents have been received and processed, the IV-E worker sends via U.S. mail the birth certificate request. It may take between 3 to 8 weeks to fulfill the request depending on the destination.

E. Upon receiving the certified birth certificates, they are documented, photocopied, and scanned into the FACTWIS reading file under the IV-E listing.

IV. Distribution

A. The WOR is notified by email that the original birth certificate has arrived in the IV-E Department and is on file.

B. When the WOR needs the original birth certificate, they may come to the IV-E department to sign it out. The WOR returns the birth certificate once they are done with it.

C. There is a limit of (1) birth certificate per child within a year's time. In the event that a duplicate certificate is needed, it is the responsibility of the requesting department to purchase the certificate.

D. If the child is reunified or aged out of custody, the original birth certificate may be given to the family or youth.

If there are any errors (misspelled names, incorrect date of birth) in submission, the process must restart again. This will delay receipt of the birth certificate.