

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

**Policy Chapter:** Substitute Care  
**Policy Number:** 6.02.10  
**Policy Name:** Lifebook Policy

**Original Effective Date:** 01/19/2006  
**Revision Date(s):** 09/01/2015  
**Current Revision Date:** 10/01/2018  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To capture and preserve the child's history while they are in out-of-home care.

**SCOPE:** The Division of Children and Family Services provides Lifebooks for every child placed in agency custody. This policy applies to DCFS staff and Resource Families.

**POLICY**

- I. DCFS staff provides its' Resource Families with a Lifebook and Cover Letter Sheet with instructions regarding the completion of a Lifebook for every child placed in their care.
- II. It is the responsibility of every Resource Family with the help of DCFS to complete a Lifebook for every child placed into their home. It is the responsibility of DCFS to provide the resource family with as much information as possible to assist with completion of the Lifebook.
- III. It is the right of every child taken into the custody of DCFS to be provided a Lifebook. Lifebooks help answer questions, increase self-esteem and provide children with valuable information.

**PROCEDURES**

- I. **Worker of Record (WOR)** provides a Lifebook (and instruction) to the caregiver as part of the paper work provided upon placement of a child into out of home care. The Lifebook is 57 pages, in a binder, with pockets for collecting mementos.
- II. It is the responsibility of the out-of-home care provider/DCFS WOR to complete the Lifebook with the biological family as well as obtain information for the Lifebook.

- III. The Lifebooks will follow the children wherever they go in order to help track the important events and memories in their life. It is the responsibility of both the Child's WOR and/or Resource Manager to ensure that Lifebooks are being regularly updated via (Lifebook workshops, family visits and other memorable events and activities). It is the responsibility of each Department to request a supply of Lifebooks and Cover Letters via the DCFS Service Center Request System.

**SEE ALSO:**

DCFS Materials: "This is Me" What is a Lifebook? Resource Family Instructions