

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

**Policy Chapter:** Substitute Caregiver  
**Policy Number:** 6.04.01  
**Policy Name:** Caregiver Approval for Non-Custody Cases

**Original Effective Date:** 11/01/1996  
**Revision Dates:** 02/14/2011, 05/26/2005  
**Current Revision Date:** 12/01/2015  
**Approved by:** Thomas D. Pristow

**PURPOSE:** To ensure consistency in the process by which agency staff assesses voluntary placements.

**SCOPE:** This policy applies to all cases when a relative or qualified non-relative is identified by the family of origin for voluntary placement of non-custody children. This policy also applies to all Cuyahoga County Division of Children and Family Services (CCDCFS) staff.

### **POLICY**

CCDCFS believes that, when safely possible, families should make their own plans regarding the voluntary placement of children. As an agency, our responsibility lies in ensuring that these voluntary placements are safe and stable.

### **PROCEDURES**

Upon notification that a family involved with CCDCFS is considering voluntary placing their children with a relative or non-relative (or have already placed them) due to agency involvement, the Worker of Record (WOR) gathers information regarding the potential caregiver, and any other adult living in the home, to determine the safety of the placement.

I. This information includes the potential caregiver and other adult household member's date of birth and social security number. The WOR and supervisor complete a search or screening of the individual(s) in public record databases, as well as in the State Automated Child Welfare Tracking System (SACWIS) and CCDCFS' Family and Child Tracking System (FACTS). The WOR makes a home visit to the potential caregiver's residence to ensure there are no safety threats.

A. An immediate Team Decision Making (TDM) staffing is scheduled to discuss the current situation surrounding the considered placement,

including any social service history or criminal history of the potential caregiver and to make recommendations that provide for the safety, stability and best interest of the children involved.

- B. As part of the TDM recommendation, WOR proposes a timeframe (no later than 30 days) for when the voluntary placement should be re-examined, in order to ensure that all parties are still in agreement with reunifying the children back with their family of origin.
- C. All of these activities are entered into the SACWIS case activity log.

**SEE ALSO:**

**- Cuyahoga County Division of Children and Family Services Policies and Procedures Manual**

Policy 5.01.08: Caseworker Contact Requirements for Children and Families Involved with the CCDCFS

Policy 5.02.01: TDM/Staffings Policy