

Out of Home Placement Contact Information

This form is to be completed by the placing worker to the best of their knowledge at the time of placement of a child/youth in out of home placement.

Child(ren)/Youth name(s): _____

Parent(s)/Guardian(s) name(s): _____ Phone: _____

Foster parent(s) name(s): _____ Phone: _____

Case Management/Placing Agency: _____

Child Protection Children's Mental Health Children's Developmental Disabilities Probation

Tribal Agency (if applicable): _____

Below are the staff who will be working with your family. Parents should attempt to reach the assigned case worker first. If a parent does not hear back within 24 hours, or if there is an issue that cannot wait, it is appropriate to reach out to supervising staff until the issue is resolved.

County/Tribal Case Worker: _____

Office phone: _____ Cell phone: _____ Email: _____

County/Tribal Case Worker: _____

Office phone: _____ Cell phone: _____ Email: _____

Case Worker Unit Supervisor: _____

Office phone: _____ Cell phone: _____ Email: _____

After hours / on call coverage worker: _____

Unit Program Manager: _____

Office phone: _____ Cell phone: _____ Email: _____

Below are additional contacts that may be helpful for your family.

Tribal Representative (if applicable): _____

Direct phone: _____ Email: _____

Guardian ad Litem (if applicable): _____

Direct phone: _____ Email: _____

Foster Care Licensing Worker (if applicable): _____

Direct phone: _____ Email: _____

Clerk of Courts (if applicable): _____

For foster care payment questions (if applicable): _____

Children's Mental Health Crisis Line: _____

****If a child has run away or there is a serious or life-threatening emergency, call 911 immediately and then notify the child's worker****



Who is Who in Child Welfare

County/Tribal Case Manager: The case manager is the primary social worker assigned to a family when a child is in out of home placement. **This worker is who you can call with any questions/needs relating directly to the child in care.** The case manager monitors the child(ren)'s out of home placement and assists in coordinating services such as school, mental and physical health appointments, and family visits for the family and child(ren). They also work closely with parents/guardians in developing a plan for the child(ren) to return safely home. If the family is receiving services through child protection, the case manager is also responsible for making recommendations to the court regarding reunification and permanency efforts.

After hours/On call Coverage: Each county has their own system for reaching staff after hours or if you are unable to reach your assigned case manager. Please ask your case manager what the process is in your county.

Case Worker Unit Supervisor: The Unit Supervisor is the direct supervisor of the case manager. It is appropriate to contact the unit supervisor if: you have not received a response from the case manager in over 24 hours; if a matter is urgent and you are unable to reach the case manager and the on-call coverage worker is unable to assist in the situation; or if there is an issue that you believe has not been adequately resolved by the case manager.

Unit Program Manager: The Program Manager is the direct supervisor of the Unit Supervisor. It is appropriate to contact the program manager if: a matter is urgent, and you are unable to reach the case manager and unit supervisor and the on-call coverage worker is unable to assist in the situation; or if there is an issue that you believe has not been adequately resolved by the unit supervisor.

Guardian ad Litem (GAL): The GAL is a court appointed advocate for the child in out of home placement. The GAL's primary responsibility is to be an objective adult to speak independently from the county or the family as to the best interest of the child. The GAL's sole concern is the best interest of the child. The GAL has face to face contact with the child at least once per month. The GAL attends IEP and other school meetings and may attend psychiatry or medical appointments. The GAL provides their own report to the court as to the child's well-being and their recommendations regarding permanency.

Foster Care Licensing Worker: The licensing worker is responsible for licensing a home for child foster care. The licensing worker is responsible for guiding families through the licensing process and supporting a family while a child is in their care. The licensing worker also ensures a family is compliant with state licensing standards. A family may be licensed directly through a county agency, or through a private licensing agency.

Tribal Representative: In cases involving the out of home placement of Native American children, a tribal worker may be assigned to ensure compliance with the Indian Child Welfare Act (ICWA). A tribal representative also ensures that the family is being provided with culturally appropriate services and supports and acts as an advocate for the child on behalf of the child's tribal community.