

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 04: Ongoing Case
Management/Practice

Item 008: Logging and Storing Client's Belongings

Suggested changes send to: [DSS PSOA](#) Mailbox

Issued: **September 27, 2019**

References:

Complete revision

Replaces Issue: October 1, 2006

Preamble

Child Welfare Policy and Procedure Guides are meant to be used as tools to relay best practice and staff expectations. It is understood that specific case scenarios may not always align themselves with the stated practices and that at all times what is of paramount importance is the Safety and Well-being of the children we are charged to protect.

Policy

The Department of Social Services (DSS) will ensure that dependent minors and non-minor dependents' (NMD) personal belongings are properly handled, logged and stored in order to assist with future identification and loss prevention.

Purpose

To inform and provide DSS staff with the procedure for the management of dependent minors' personal belongings and the timeframe with which items will be stored.

Procedure

Social Workers (SW) are to take possession of a minor's belongings when they are brought into the office after removal from their family home. These items are then provided to the care provider upon placement. SWs may also take possession of minor's belongings should placement disrupt for any reason. SWs are to take possession of the minor's medication, glasses or any such high priority items upon removal. These items are also given to the care provider upon placement.

Tagging

All luggage, boxes, bags and other storage containers are to be tagged with the following information:

- Minor/NMDs full name
- Minor/NMDs date of birth
- Last know SW
- Numerical numbering of containers (example: 1 of 3 boxes, 2 of 3 boxes, etc.)

Logging

All labeling and inventory must be completed by the **case managing** SW and must include all pertinent information. An inventory sheet should be placed inside the first container stored. A copy of the log should be provided to both the Parent Search unit and to the Administrative Assistant (AA) in the SWs task area. A third copy should be scanned and saved into the minor/NMDs CWS/CMS case, should the case be transferred to another SW.

Storage

Once the log is completed and all items are accounted for and listed, the SW will make contact with the Parent Search unit supervisor to arrange for storage. The Parent Search unit supervisor will ensure that all items are stored in a secured area due to the label containing personally identifiable information (PII). The SW is to provide a copy of the log to their AA so they are aware of the stored items.

Termination of Storage

SWs are to periodically check to verify the log so the items are not held more than 90 days. The SW must make monthly attempts to make contact with the minor/NMD or minor's family for items to be delivered/picked-up.

The parent search Office Assistants (OA) will review the log and send an email to alert the SW and cc the Social Work Supervisor (SWS) if they are approaching the 90-day anniversary date. At the 90 days, there will be one final attempt by Parent Search staff to locate the minor/NMD/family. If contact is not made, items are to be sorted for donation/disposal and stored items will be completely eliminated. Parent Search staff will collect all pictures and mementos from the items prior to donation and save the items in an envelope in a secured area in anticipation of the minor/NMD returning.

Child's Property Tag

(Affix this info to each box/container)

Date SW Obtained Possession:

Child/NMD name:

Child/NMD DOB:

Last known SW name:

SW district #:

Box count (example: 1 of 4 boxes):

Comments if needed:

