



Department of Children and Family Services Policy and Procedure Guide

Division No: 3–Child Welfare Services

Effective Date:
November 7, 2007

Chapter No: 6–Court

Item No: 21–Child’s Provider of Care Questionnaire (6349)

POLICY: The Child’s Provider of Care Questionnaire (3649) was developed to give the child’s care provider an opportunity to provide input directly to the Juvenile Court. The 6349 is to be sent to each provider prior to all post jurisdictional/dispositional hearings or any hearing which might affect the placement of a child. If the child is with the parent, but remains placed in out-of-home care, a questionnaire should also be mailed to the out-of home care provider.

PURPOSE: To ensure that the Child’s Provider of Care Questionnaire (6349) is provided to the care giver so that the care giver can give feed back to the court.

PROCEDURE:

- I. Following a court hearing the court officers shall return the original Non-Detention Hearing Memorandum (6141) and copy(ies) of the minute order to the court resource clerical area by 10:30 am of the next working day.
- II. The office assistant shall make an additional copy of these forms and give the originals to the social worker. The office assistant will then file the remaining copies of the forms according to hearing date in the appropriate file drawer.
- III. Thirty days prior to a court hearing, the office assistant will attach the Court Notice Flag (6357) to the copy of the 6141 or minute order requesting that the social worker provide updated names and addresses for notices. If the next hearing is to be held within 30 days, the office assistant will begin this process immediately and will attach a 6357.

Division/Program Manager Approval	–	<u>Lauri Moore</u>	–	<u>10/26/07</u>
		Name		Date
Assistant/Deputy Director’s Approval	–	<u>Andrea Sobrado</u>	–	<u>11/1/07</u>
		Name		Date
Director’s Approval	–	<u>Catherine A. Huerta</u>	–	<u>11/1/07</u>
		Name		Date

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- IV. The social worker will provide the updated names and addresses on the copy of the 6141 or on an Instructions to Clerk Notices of Hearing/Staffing Appointment (6127) within three working days of receiving notification from the office assistant. The social worker will also indicate to whom the 6349 is to be sent.
- V. The office assistant will send the 6349 to the persons(s) indicated on the 6127 or the 6141, and indicate both on the 6349 and on the enclosed self addressed stamped envelope that the form is to be returned to the office assistant.
- VI. If the 6349 is returned prior to submission of the court report, the office assistant will attach the original 6349 to the court's copy of the report. The office assistant will also attach copies of the 6349 to the reports that are given to the appointed attorneys. If the provider of care is a licensed foster parent the pink copy of the 6349 will be routed to the social worker, and the goldenrod copy will be routed to the Foster Parent Resource unit. If the 6349 is returned later than the submission of the court report, but prior to the court date, the office assistant will attach the original of the 6349 and the attorneys' copies to the 6141 and route the other copies as noted above. The court officer will then distribute the 6349 attached to the 6141 to the court and to the appointed attorneys