1. General Information
   a. Agency/Board Name
      Department of Family Services
   b. Agency/Board Address
      2300 Capitol Avenue
   c. City
      Cheyenne
   d. Zip Code
      82002
   e. Name of Contact Person
      Diana Schafer
   f. Contact Telephone Number
      307-777-6348
   g. Contact Email Address
      diana.schafer@wyo.gov
   h. Adoption Date
      January 24, 2014
   i. Program
      Child and Family Service - Children in Need of Supervision and Delinquent Rules

2. Rule Type and Information:
   For each chapter listed, indicate if the rule is New, Amended, or Repealed.
   If "New," provide the Enrolled Act numbers and years enacted.
   Please use the Additional Rule Information form for more than 10 chapters, and attach it to this certification.

<table>
<thead>
<tr>
<th>Chapter Number</th>
<th>Short Title</th>
<th>General Provisions</th>
<th>New</th>
<th>Amended</th>
<th>Repealed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   d. The Statement of Reasons is attached to this certification.
   e. If applicable, describe the emergency which requires promulgation of these rules without providing notice or an opportunity for a public hearing:
### 3. State Government Notice of Intended Rulemaking

- **a. Date on which the Notice of Intent containing all of the information required by W.S. 16-3-103(a) was filed with the Secretary of State:** October 21, 2013
- **b. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Legislative Service Office:** October 21, 2013
- **c. Date on which the Notice of Intent and proposed rules in strike and underscore format and a clean copy were provided to the Attorney General:** October 21, 2013

### 4. Public Notice of Intended Rulemaking

- **a. Notice was mailed 45 days in advance to all persons who made a timely request for advance notice:** Yes [ ] No [ ] N/A [ ]
- **b. A public hearing was held on the proposed rules:** Yes [ ] No [ ]

<table>
<thead>
<tr>
<th>If &quot;Yes&quot;</th>
<th>Date:</th>
<th>Time:</th>
<th>City:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 5. Final Filing of Rules

- **a. Date on which the Certification Page with original signatures and final rules were sent to the Attorney General's Office for the Governor's signature:** January 24, 2014
- **b. Date on which final rules were sent to the Legislative Service Office:** January 24, 2014
- **c. Date on which a PDF of the final rules was electronically sent to the Secretary of State:** January 24, 2014

### 6. Agency/Board Certification

The undersigned certifies that the foregoing information is correct.

<table>
<thead>
<tr>
<th>Signature of Authorized Individual</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printed Name of Signatory</td>
<td>Steve Corsi</td>
</tr>
<tr>
<td>Signatory Title</td>
<td>Director</td>
</tr>
<tr>
<td>Date of Signature</td>
<td>January 24, 2014</td>
</tr>
</tbody>
</table>

### 7. Governor's Certification

I have reviewed these rules and determined that they:

1. Are within the scope of the statutory authority delegated to the adopting agency.
2. Appear to be within the scope of the legislative purpose of the statutory authority; and, if emergency rules,
3. Are necessary and that I concur in the finding that they are an emergency.

Therefore, I approve the same.

<table>
<thead>
<tr>
<th>Governor's Signature</th>
<th>[Signature]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Signature</td>
<td>[Date]</td>
</tr>
</tbody>
</table>

---


**SOS:** 1. PDF of clean copy of rules; and 2. Hard copy of Certification Page as delivered by the AG.
The rules found in Chapters 1 and 2 under Child in Need of Supervision and Delinquent Children were previously administered under the Department of Family Services’ (Department) Division of Youth Services. Through various reorganizations of the Department, the Division of Youth Services no longer exists and youth and family services is no longer a service type recognized by the Department. Although the Department still serves juveniles who are children in need of supervision (CHINS) or delinquent, the rules contained in Chapters 1 and 2 are already found in Wyoming statute or more appropriately addressed in the Department's initial policies and procedures.
CHAPTER I
GENERAL PROVISIONS

Chapter I, General Provisions is being repealed.
CHAPTER I

GENERAL PROVISIONS

Section 1. Authority. These rules of the Department of Family Services, Division of Youth Services, are promulgated pursuant to W.S. 9-2-2101 through 9-2-2106 and 14-6-201 through 14-6-243.

Section 2. Purpose. These rules are adopted to further the attainment of the Department's statutory responsibilities relating to youth and family services in Wyoming and to assist in the administration of the Department's programs.

Section 3. Severability. If any provision of these rules or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of these rules. To the extent that these rules can be given effect without the invalid provision, the provisions of these rules are severable.

Section 4. Definitions:

(a) "Advocacy" refers to a strategy in which a helping person assumes an active role in assisting or supporting a specific youth and/or family. This may involve finding and facilitating services for specific cases or developing new services or promoting program coordination.

(b) "Aftercare" refers to probation supervision services provided to youth upon return to the community from a residential treatment facility or institution. These services will occur at the direction of the Juvenile Court of jurisdiction.

(c) "Behavior problem" means a repetitive and persistent pattern of willful conduct by a youth in which either the basic rights of others or major age-appropriate societal norms or rules are violated.

(d) "Case assessment" is the documentation of family problems, strengths and resources.

(e) "Case plan" means a written plan on a form prescribed by the Department which guides all participants in the plan toward the problem resolution for the youth and the family. A case plan includes planned approaches, time lines, anticipated outcomes and estimated costs.

(f) "Casework" is a method of social work intervention which helps an individual or family improve their functioning in society by changing both internal attitudes and feelings and external circumstances directly affecting the individual or family. Casework relies on a relationship between the worker and client as the primary method for effecting change and may include involvement in community team efforts to assist such intervention.

(g) "Child in Need of Supervision" means any child who is habitually truant, has run away from home or habitually disobeys reasonable and lawful demands of his parents, guardian, custodian or other proper authority and is ungovernable and beyond control.

(h) "Collateral contact" means information concerning a child or family from a person who has knowledge of the family situation but was not directly involved in referring the child or family to the
Department for services:

(i) "Crisis intervention" means the purposeful activities and involvement of the helping person at the point the family is caught in crisis. The basis for intervention includes moving the family from emotional disorganization to rational problem-solving through counseling and resource acquisition.

(j) "Custodian" means a person, institution or agency responsible for the youth's welfare and having legal custody of a youth by court order or having actual physical custody and control of a youth.

(k) "Delinquent act" means an act punishable as a criminal offense by the laws of this state or any political subdivision thereof.

(l) "Delinquent youth" means a youth who has been adjudicated a delinquent by a Juvenile Court.

(m) "Department" means the Department of Family Services, including both the central office in Cheyenne and the field offices throughout the State of Wyoming.

(n) "Emotional problems" includes, but may not be limited to, conditions with the following characteristics: anxiety, depression, withdrawn behavior, self-destructiveness or suicidal tendencies.

(o) "Family/Community-Based Services" means a continuum of treatment services which focuses on strengthening families so they can meet their own needs, thus reducing out-of-home placements or the duration of out-of-home placements.

(p) "Legal custody" means a legal status created by court order which vests in a custodian the right to have physical custody of a minor, the right and duty to protect, train and discipline a minor, the duty to provide him with food, shelter, clothing, care, education and, in an emergency, the right and duty to authorize surgery or other extraordinary medical care. The rights and duties of legal custody are subordinate to the rights and duties of the guardian of the person of the minor, and to residual parental rights and duties.

(q) "Permanency goal" means the continuous living arrangement that the Department deems desirable for and available to the youth. A permanent legal status is usually a component of the permanency goal. The means for attaining a permanency goal, as well as the goal itself, can change as the youth's developmental and emotional needs change or as the youth's and family's circumstances change.

(r) "Probation" means a legal status created by a Juvenile Court adjudication of delinquency or in need of supervision, where a youth is permitted to remain in his home subject to supervision by a city, county or state probation department or other qualified private organization the court may designate. A youth is subject to return to the court for violation of the terms or conditions of probation.

(s) "Probation supervision services" means the treatment services provided to youth based upon Juvenile Court proceedings. Services will be aligned along a continuum of least restrictive and intensive to more restrictive and intensive supervision. Supervision services will focus on achieving a safer community, reparation to victim and a socially responsible youth and family.

(t) "Residual parental rights and duties" means those rights and duties remaining with the
parents after custody, guardianship of the person or both have been vested in another person, agency or institution. Residual parental rights and duties include, but are not limited to, the duty to support and provide necessities of life, the right to consent to adoption, the right to reasonable visitation unless restricted or prohibited by court order and the right to determine the minor's religious affiliation.

(u) — "Shelter-care" means the temporary care of a youth in physically-unrestrictive facilities pending court disposition or execution of a court order for placement or commitment.

(v) — "Specialized foster care" means family foster care provided by trained and skilled foster families for youth with special physical, emotional, psychological or social disabilities that provides care on a twenty-four hour basis.

(w) — "Voluntary Placement Agreement" means a time-limited, written request and consent from a parent, guardian or legal custodian of a youth for placement of the youth out of the home. When signed by designated Department staff, the Department agrees to provide appropriate services which include placement.

(x) — "Youth and Family Services" means services provided to a youth and to the family of the youth, said youth exhibiting behavior problems and/or emotional problems and whose primary problem is not a physical, mental illness or developmental disability.

(y) — "Youth" refers to children under the age of majority.

Section 5. Introduction:

(a) — The Department is responsible for providing casework and/or probation supervision services to youth and families. Casework services are provided in order to assure permanent and secure living situations. Probation supervision services are provided as an alternative to incarceration for the Juvenile Court, recognizing the opportunity to provide treatment and care within the family and community.

(b) — The Department determines;

(i) — The youth's and family's eligibility for services, as defined in Chapter II, Section 2, of these rules;

(ii) — The specific services that are necessary and appropriate for eligible youth and families as indicated in the case plan;

(iii) — Whether particular services will be provided directly by the Department or through purchase of service providers; and

(iv) — When the case shall be terminated or recommendation for termination is communicated to the court.

Section 6. Goals:

(a) — The Department provides, directly or through purchase, a number of services for youth and
families that are individually planned to meet the needs of each youth and family. These services are listed in the case plan and are directed toward five possible goals:

(i) — Family preservation;
(ii) — Family reunification;
(iii) — Adoption;
(iv) — Attainment of permanent living arrangement; or
(v) — Independent living.

(b) — When family preservation is the goal, services are directed toward ensuring the youth’s development and well-being in his parents’ home. The case plan will show a permanency goal for the youth of “remain home.” The services for these youth and families may include:

(i) — Assessment and evaluation;
(ii) — Individual, group and family counseling;
(iii) — Advocacy;
(iv) — Family/community-based services;
(v) — Probation supervision service;
(vi) — Parent education; and
(vii) — Day care of the child(ren) of unmarried youths.

(c) — When family reunification is the goal, services are directed toward returning a youth to his parents’ home following the temporary removal of the youth from the home. Family reunification services are directed toward ensuring the youth’s well-being upon his return home. The case plan will show a permanency goal of “return home.” The services for these youth and families may include:

(i) — Individual, group and family counseling;
(ii) — Advocacy;
(iii) — Foster family home care;
(iv) — Specialized foster care;
(v) — Relative home care;
(vi) — Probation supervision services;
(vii) — Residential care;
(viii) — Parent education;
(ix) — Aftercare planning and services; and
(x) — Day care of the child(ren) of unmarried youths.
(d) When adoption is the goal, services are directed at securing a new legal status in a permanent living situation for youth who cannot return to their legal families. The case plan will show a permanency goal of “adoption.” The services for these youth may include:

(i) Counseling;

(ii) Adoption;

(iii) Adoption assistance; and

(iv) Nonrecurring adoption expenses.

(e) When attainment of a permanent living arrangement is the goal, services are directed toward transferring legal guardianship or legal custody to a relative, foster family or agency so that the youth can remain with them until adulthood. The case plan will show a permanency goal of “guardianship.” The services for these youth may include:

(i) Counseling;

(ii) Relative home;

(iii) Foster care;

(iv) Specialized foster care; and

(v) Probation supervision services.

(f) When independent living is the goal, services are directed at helping youth prepare to live independently prior to leaving the Department’s care, custody and control. The case plan will show a permanency goal of “independent living.” Such services may be provided or purchased by the Department to 1) youth age 16 through 18 for whom the Department has legal custody to help them live independent of adult caretaker supervision and achieve economic self-sufficiency; and 2) youth in cases when it is not in their best interests to return home or when a permanent living arrangement is not available. The services for these youth may include:

(i) Counseling;

(ii) Advocacy;

(iii) Day care of the child(ren) of unmarried youth;

(iv) Social services aide;

(v) Foster family home;

(vi) Relative home;

(vii) Specialized foster care;

(viii) Residential care;

(ix) Maternity home care;

(x) Parenting education;
(xi) Court services;

(xii) Financial assistance;

(xiii) Probation-supervision services;

(xiv) Housing alternatives; and

(xv) Living skills training.

Section 7. Service Function:

(a) In order to achieve the above-stated goals, the field office performs a variety of service functions. These service functions include:

(i) Casework (refer to Chapter II);

(ii) Recruitment, study, certification and training of foster homes; and

(iii) On-the-job and in-service training for all field office workers providing services to youth and families which may include professional resources from outside the Department.

(b) The Division of Youth Services shall provide and/or purchase the following functions:

(i) Writing and revision of youth and family services and probation supervision services policy, rules and regulations, procedures and forms;

(ii) Basic and advanced training may be offered to youth and family services workers, supervisors, managers, other Department staff and volunteers at the Department's discretion, to include specialized supervision and support services to online staff;

(iii) Monitoring of youth and family services cases including placements through review of files and on-site visits to field offices and communities;

(iv) Inter-county and interstate placement coordination as needed;

(v) Special investigations as the need may be determined by the Department;

(vi) Certification and monitoring of residential child care facilities and their programs; and

(vii) Ensuring that the Department's youth and family services are in compliance with relevant laws, statutes and rules.

Section 8. Fair Hearings:

(a) Any youth, legal parent or guardian of the youth has the right to request a fair hearing by the Department's hearing officer if the individual thinks that the Department acted contrary to law or the
Department's youth and family services rules:

(b) — Any person who requests a fair hearing shall do so in writing, and shall be offered by the field office a preliminary meeting with the field office manager to discuss the disputed issues and resolve the dispute. If the dispute is resolved to the satisfaction of both parties, the person who requested the fair hearing shall sign a statement withdrawing the request. If the dispute is not resolved, the field office manager shall refer the matter to the Department hearing officer.

(c) — Fair hearings shall be conducted in the same manner as other Department fair hearings except that hearings shall be limited to resolution of only those matters noted in Section 8(a) above. The Department may delay the fair hearing process when criminal prosecution and/or confidentiality could be jeopardized by proceeding with a fair hearing.
Chapter II, Casework, is being repealed.
CHAPTER II

CASEWORK

Section 1—Casework Method. The Department shall use the casework method described in this chapter in order to accomplish the previously stated goals of youth and family services for all cases except information and referral and those advocacy cases which can be completed by the Department within 72 hours following initial intake.

Section 2—Intake and Initial Assessment:

(a) The field office shall document the information received on the Department intake form. The field office shall accept only the following for intake services:

(i) Youth adjudicated as child in need of supervision and/or adjudicated delinquent, youth under consent decrees and court-ordered probation supervision;

(ii) Youth and/or parents/guardians referred to the Department by a district or county attorney after the filing of a juvenile petition;

(iii) Youth who meet criteria for child in need of supervision and their families when crisis intervention and/or voluntary placement services are deemed necessary by the Department. These are limited to 120 days without the filing of a juvenile petition.

(b) Workers shall gather information on all intakes to assess the level of risk of harm through contacts with the youth, parent/legal guardian and collateral contacts.

(c) Referral for other services:

(i) When Department staff determine a juvenile eligible for services, the juvenile, parent or legal guardian will be provided the opportunity to work with the Department through services provided or arranged by the Department.

(ii) When the parent or legal guardian are unwilling or unable to cooperate and legal action is necessary to protect the youth/community, the worker shall seek court intervention.

(iii) When Department staff determine that the family or youth may need preventive services, the worker shall provide information regarding other community resources.

Section 3—Case Assessment:

(a) A written case assessment shall be completed on all open adjudicated child-in-need-of-supervision/delinquent youth, and youth that are in court-ordered or voluntary agreement placements. Efforts will be made to gather relevant information from other sources concerning the youth. The assessment shall include the following areas;
(i) — Problem identification and behavioral patterns including strengths and weaknesses identified for the youth and family. Past involvement with social services agencies or courts and services offered and/or provided will be outlined.

(ii) — Social, emotional and cognitive functioning including relationships with others and the community, the level of self-control, ability to solve problems, school accomplishments, etc.

(iii) — Present situation including current living arrangements, status of case and court involvement.

(b) — A case assessment shall be completed within thirty (30) calendar days of intake for all youth in placements outside their home. For youth not in placement but receiving services, case assessment shall be completed within sixty (60) calendar days from intake.

Section 4: Case Planning

(a) — Written case plans shall be developed for all adjudicated youth and youth in voluntary placement services. This shall occur following completion of the case assessment.

(b) — The field office shall send written notice to the parents or legal guardian, youth and the guardian ad litem when appointed. The notice shall explain to the parties that:

(i) — In the case of adjudicated youth, participation in the development of the case plan is highly recommended for the youth and parent or legal guardian;

(ii) — They have the right to bring a spokesperson, if desired, to the case planning conference;

(iii) — They will have an opportunity to present their views and suggestions for the plan;

and

(iv) — If areas developed within the case plan are disputed, the youth or parent or legal guardian may appeal to the Field Office Manager or to the court.

(c) — The case plan shall be written focusing on treatment and care within the capacity of the youth and family.

(d) — When a youth is placed out-of-home, a placement plan shall be completed on separate Department form. The placement plan will include the following:

(i) — A description of the placement;

(ii) — A discussion of the appropriateness of the placement;

(iii) — Be designed to achieve the least restrictive setting available consistent with the child’s best interests;
(iv) Placement of the child in close proximity to his home as possible;

(v) Include assurances that services are provided to the child and parents to improve conditions in the parent's home;

(vi) Discuss efforts that have been made to return the child to his family and the appropriateness of the services provided;

(vii) A description of the services to the child and foster parents to ensure that the child's needs are being met while in out-of-home placement;

(viii) List the name and number of the youth's health provider and any medications prescribed;

(ix) List the address of the school, specify the youth's grade performance and include pertinent, available school records as part of the file;

(x) When a child is over 16 years of age, include a list of services to be provided to prepare the youth for independent living;

(e) Unless restriction is indicated by the court, the field office shall complete a visitation plan between parent or legal guardian and child for each youth in placement.

Section 5. Services Provision. The Department shall provide, purchase, arrange, coordinate, monitor, and evaluate specific services necessary and appropriate for accomplishing the goals and tasks for youth and families as indicated in the case plan. The services include:

(a) Counseling services are to be provided and arranged for youth and families to assist them in resolving or coping with problems as well as to identify, obtain and use community resources and services. Problems addressed include, but are not limited to, unsatisfactory parent-youth relationships, inadequate home management, housekeeping or child care practices, parental illnesses, desertion or absence or behavior of the youth that adversely affects his ability to adjust to his family, school or community. The field office may provide directly or purchase counseling. When counseling services are purchased, a performance-based contract shall be utilized. This contract shall not exceed a six (6) month time period without review. Counseling methods may include:

(i) Individual counseling;

(ii) Group counseling;

(iii) Family counseling;

(iv) Parenting classes or training;

(v) Crisis intervention;

(vi) Diagnostic assessment, psychiatric and psychological evaluation, including educational evaluations and/or other mental health assessments, in accordance with Wyoming statute.

(b) Case management services are provided for youth and families through the coordination
of services involving one or more other agencies or professionals. The case manager shall:

(i) — Maintain involvement with the child or youth from the time of intake to termination of Department services;

(ii) — Ascertain that all referrals have been properly filed;

(iii) — Inform all professionals involved with the family that referrals have been made;

(iv) — Keep all involved active service providers apprised of relevant information;

(v) — Call the initial youth and family services meetings and/or case conferences for assessment and case plans;

(vi) — Coordinate interagency follow-up; and

(vii) — Call further youth and family services meetings or case conferences as needed.

(e) — Probation supervision services shall provide the court with an alternative to incarceration for delinquent youth, recognizing the opportunity for care and treatment within the family and community. Supervision shall be aligned along a continuum of least restrictive/intensive to more restrictive/intensive. Goals of probation are a safer community, reparation to victim and a better equipped and more responsible juvenile. Aftercare supervision shall be provided to delinquent youth upon their return to the community from a residential treatment facility or institution at the direction of the court. Supervision services may include:

(i) — Investigating and preparing predispositional reports;

(ii) — Determining level of supervision;

(iii) — Establishing and monitoring conditions of supervision;

(iv) — Drug and alcohol screening;

(v) — Restitution and community service responsibilities;

(vi) — Family responsibility and accountability;

(vii) — Community resource involvement;

(viii) — Maintaining service continuity;

(ix) — Interstate Compact on Juveniles (ICJ); and

(x) — Termination andrevocation recommendations.

(d) — Preventive day care services are direct care services to the child(ren) of unmarried youth during a portion of a twenty-four hour day in the youth's own home.
another facility.

(e) Health care services are provided to youth for whom the Department has legal responsibility who are receiving placement services, as well as for youth who are subjects of an investigation and are in need of examination and/or emergency treatment. Health care services will be provided consistent with guidelines established by Title XIX.

(f) Individualized youth social services are provided or purchased for youth and families to assist in the overall treatment process of the youth and family. These services must be an integral part of the case plan, and present the opportunity to individually tailor the case plan.

(g) Social services aides provide primarily in-home services to maintain and strengthen the ability of the parents to provide adequate child care and to improve their parenting skills.

(h) Placement services;

(i) When placement is appropriate:

(A) Placement services are not provided unless appropriate family preservation services have been attempted and the youth's safety and/or community are endangered and other services are deemed by the Department to be insufficient to ensure their safety and well-being. All placements shall be done in accordance with state and federal laws.

(B) Other than situations where emergency placement is necessary, the family shall be offered appropriate services directed at family preservation to supplement their parenting skills or to resolve or alleviate family problems that threaten to harm the youth. Services directed toward family preservation shall be offered and will be identified in the case plan.

(C) Generally, the goal for youth in placement is family reunification. When efforts toward achieving family reunification fails to result in a home environment that is consistent with the youth's safety and well-being, a new permanent legal status and permanent living situation shall be sought in accordance with the youth’s needs.

(ii) The Department shall not place youth until it has the appropriate legal authority to do so. Such legal authority includes temporary custody and/or custody or written consent of the parents, guardians or custodians of the youth on Department form.

(iii) If a youth is to be placed across state lines, the Interstate Compact on Placement of Children shall be followed.

(iv) Youth who need placement shall:

(A) Be placed in the least restrictive setting that most clearly approximates a family environment and in which the youth's needs will be met;

(B) Be placed within reasonable proximity to their home, taking into account any special needs of the youth and family and availability of the service resources needed for
the youth and family;

(C) Be placed in the home of a relative when the youth can benefit from the relationship among the parents, the relative and the youth;

(D) Be placed, if possible, in a home that most closely approximates the racial, religious, ethnic and cultural background of the biological family;

(E) Have their placement reviewed by the court or an administrative body (as outlined by Federal Law) at least once each six (6) months. This review must be open to the parents or guardian and shall be documented on Department form. Efforts will be made to notify and involve other professionals working with the child or family;

(F) Have a dispositional hearing no later than eighteen (18) months after the initial placement, when required by state and federal law (Section 427); and

(G) On-going dispositional reviews shall occur at eighteen (18) month intervals.

(v) Placement of a youth shall be reserved only for those situations where no other reasonable remedy is available. A voluntary placement agreement may be entered into for a maximum of sixty (60) days and requires prior written approval of the Field Office Manager or designee. A voluntary placement agreement may be renewed for up to an additional sixty (60) days only with the prior written approval of the Region Manager or designee;

(vi) Under no circumstances should a youth be left in a situation where imminent danger to himself or others is present. In such cases, the Department shall immediately contact law enforcement and/or the county or district attorney for assistance;

(vii) Relative home care shall be explored for all youth for whom the Department is legally responsible who need a family-structured living arrangement. Placement shall be made only with relative caretakers approved by the Department;

(viii) Foster family home care is provided in certified foster family homes for youth who cannot remain home and who can benefit from a family setting;

(ix) Specialized foster care is provided in certified foster family homes for youth with documented treatment needs who can live in a family setting but require foster parents with special skills;

(x) Residential treatment is provided in licensed shelter care, group homes, residential treatment facilities and child care institutions. Placement in residential treatment shall be made only when no other less restrictive setting is appropriate for:

(A) Youth requiring intensive services to change behaviors that significantly interfere with their ability to cope with daily life or that preclude placement in a family setting; or

(B) Youth who require long-term care because of a severe emotional or behavior problems;

(vi) Placement shall be in a safe, secure and therapeutic environment that promotes the development of a stable family-like environment.
problem:

(xi) The Department shall make reasonable efforts to notify parent/guardians, attorneys of record and the court prior to movement of a child-in-placement unless an emergency situation involving the child's safety exist.

(i) Information and referral services may be provided to those who do not qualify for intake services and could benefit from referral to another community or governmental resource. The Department will provide information concerning the resource or make a referral to the resource.

(j) Transportation services are provided or purchased for youth and families when necessary for completion of the goals or tasks in the case plan when there is no other resource available. These services are subject to approval by the Field Office Manager or designee.

(k) Adoption services are provided to youth for whom family preservation or reunification efforts are unsuccessful or inappropriate. Adoption assistance is sometimes available for older, special-needs youth.

(l) Independent/transitional living is a program directed at helping youth, ages 16 through 18, who are in DFS custody and care, to prepare to live independently. Only youth who do not have a placement resource (i.e., parents, relatives, etc.) shall be considered for such living arrangements as the housing alternative program listed below. The independent/transitional living is considered a means to assist youth in their transition from the care, control and custody of another to independence.

(i) Housing alternatives are provided to youth using the independent-living program, including those residing in community housing who are responsible for maintaining that housing.

(ii) Living skills training involves training in home management, shopping, money management, utilization of community services, obtaining employment and health care.

(iii) Financial assistance may be provided on a case-by-case basis to assist with the cost of basic survival needs (personal care, food, etc.).

(m) Court services include conducting social studies, predispositional studies and other services when initiated by order of a District Court, Juvenile Court or Court of Indian offenses. The studies supply the court with appropriate social information about juveniles involved in court actions. This service also involves follow-up reports for the court.

Section 6—Case Closure.

(a) Crisis intervention and voluntary placement cases shall be closed when 120 days have expired without the filing of a juvenile petition.

(b) When the court system is involved, efforts will be made to enlist other interested parties in formulating a recommendation for case closure. This recommendation shall be provided to the District/County Attorney and court for consideration. The case shall not be closed without formal court
approval.

(e)—— When custody of a child is transferred to another state agency by court order, the Department may continue to serve the youth and family on a voluntary basis within the community until the services of the receiving agency are engaged. Such services shall not exceed 30 days.

(d)—— The decision to terminate a case may be made when the client fails to achieve the case-plan goals, but there are no legal grounds for continued Department intervention.

(e)—— The assigned worker shall complete the Department form stating the reasons for termination of the case.

(f)—— The assigned worker shall inform the relevant professionals who have assisted in the case that the case has been terminated.

(g)—— The Department may make a follow-up contact to the family following termination of the case.