



New Hampshire Division for Children, Youth and Families Policy Manual

1515 IDENTIFICATION AND NOTIFICATION OF RELATIVES

Chapter: **Case Management Standards for CP and JJ Field Services**

Section: **Engaging Families**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-34**

Effective Date: **October 2021**

References Of Note

Federal Authority: [42 USC 675](#) and [42 USC 675a](#)

Statutes: [RSA 169-B](#), [RSA 169-C](#), and [RSA 170-E](#)

Administrative Rules:

Case Law:

This policy establishes DCYF's practice of notifying identified relatives of the opportunities available to them for a related child who has been placed through the Court.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. CPSWs/JPPOs will engage parents/guardians in identifying relatives who may act as a support network for the family from the onset of DCYF involvement.
- II. CPSWs/JPPOs must ask the parents/guardians to identify family and others in their support network who may act as a connection and possibly care for their child as soon as possible when it appears placement may be necessary and throughout the life of the case, as necessary, until permanency is achieved.
 - A. Parents who refuse to provide information about adult relatives must be engaged in a discussion regarding the benefits for the child.
 - B. Parents who indicate they will not share information about relatives due to safety concerns must be asked for specific information as to the danger/risk and the CPSW/JPPO will consult with their Supervisor to determine the appropriate action.
- III. Concerted efforts must be made to identify, locate, and notify relatives within 30 days of the child's placement. Efforts must continue beyond the first 30 days to identify and locate all adult relatives until all appropriate adult relatives have been given notice.
- IV. Concerted efforts to make timely notification of relatives for children in placement must include:
 - A. Inquiry as to both maternal and paternal relatives from parents/guardians and children at the onset of the case and ongoing until permanency is achieved;
 1. This includes identification of any parents with custody of a half-sibling to the child(ren) as a relative;

- B. Documenting the names and contact information of relatives (and indicating the parents/guardian’s and child’s preference for potential placement) on the Child/Youth Information Sheet (Form 1552) and in the DCYF electronic information system;
 - C. Sending written notification via the Relative Notification Letter (Form 1515) to relatives identified by the family; and
 - D. Following up with identified relatives upon receiving their response to the letter or sending a follow-up letter when no response has been received.
- V. Relatives who want to provide a temporary home for a child must be assessed for safety and if approved as a relative care home, also be encouraged to become a licensed foster home (child-specific).
- VI. Relatives who do not want to provide a temporary home for a child must be asked if they can be available to the child to provide support and ongoing connection.
- VII. Foster parents need to be told DCYF is looking for relatives to be a placement resource or an ongoing connection for the child as soon as possible and engaged in:
- A. The process of developing a plan for contact with relatives (as applicable); and
 - B. Any transition planning for the child to move to a relative’s home.
- VIII. Parents must be told verbally or in writing that the Relative Notification Letter (Form 1515) was sent, including who a letter was sent to.
- A. Copies of the letters can be provided to the parent for this purpose.
- IX. All efforts to identify, locate, and notify relatives are documented in the DCYF electronic information system. This includes documenting when and why certain individuals were not notified.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
1515.1	Efforts to Identify and Notify Relatives	Field Services

Applicable Forms	
Form	Title
1515	Relative Notification Letter
1552	Child/Youth Information Sheet

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log			
PD	Modification Made	Approved	Date