

FOR YOUR INFORMATION

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Issue 21-14 (REV)

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PRACTICE CHANGES TO ENSURE CONFORMITY WITH WELFARE AND INSTITUTIONS CODE (WIC) 309

To ensure that Department policy conforms with State mandates, the DCFS Policy Institute is currently revising Procedural Guide 0300-508.30, Identifying and Notifying the Court of Recurring Efforts to Locate Relatives and Non-Relative Extended Family Members (NREFMs), to clarify the practice requirements regarding the use of the [Relative Notification Letter](#) and the [JV-285 Relative Information](#) form during investigations for relatives and NREFMs.

As detailed in [WIC 309](#), a Children's Social Worker (CSW) must initiate efforts to identify and locate relatives of a child within 30 days of the child's detention to give written and oral notification of court proceedings, if appropriate. The written notice must include all of the following:

- A child's removal from the custody of their parent(s)/guardians;
- An explanation of the various options to participate in the care and placement of the child, and support of the child's family including:
 - Any options that may be lost by failing to respond;
 - Information about providing care for the child while the child receives reunification services;
 - How to apply for Resource Family Approval (RFA) and additional out-of-home care services and supports that are available; and
 - Information regarding Kin-GAP, CalWORKS, adoption assistance, as well as other options for contact with the child, including, but not limited to, visitation.

Effective immediately, pursuant to WIC 309, the [JV-285 Relative Information](#) form must be sent in addition to the [Relative Notification Letter](#)—which contains the information described above—during investigations in search of relatives/NREFMs.

The [JV-285 Relative Information](#) form and the [Relative Notification Letter](#) are both available on LAKids through the Forms tab under Employee Support, and will be available through hyperlinks on the related policy upon its revision.



If you have any questions regarding this release please e-mail your question to:

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