



# FOR YOUR INFORMATION

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Issue 24-14

Date: 08/06/2024

## STOP PLACEMENT & END EPISODE REQUESTS PROCEDURES

Every time a child/nonminor dependent (NMD) leaves a placement, the CSW must submit a Stop Placement Request or a Replacement Packet request on FCSS. In addition, in certain situations staff must also request to terminate the Placement Episode.

It is important that staff submit and process Stop Placement / End Placement Episode Requests rapidly, clearly, and consistently, and indicate the specific reasons for each placement change. Having up-to-date information in CWS/CMS about each child/NMD's whereabouts is crucial, particularly during times of emergency or worker absence ([ACL 23-32](#)). Further, the documentation of placement change reasons is a federal reporting requirement for the Adoptions and Foster Care Analysis and Reporting System (AFCARS) ([Title 45, Section 1355 of the Code of Federal Regulations](#)) and prevents overpayments.

- Stop placements are requested whenever a child/NMD leaves the placement they are currently in.
- End episodes are requested when a child returns home or when they change programs (such as Kin-Gap, adoptions, etc.)

## STOP PLACEMENT REASONS

For any stop placement reason, the CSW will send the [Foster Care Search System Automated 280 \(FCSS Auto 280\)](#) Technical Assistance Action Request to the Technical Assistance Eligibility Unit to stop or end the placement payment and/or episode. An instructional video for "[Creating a Stop Placement Request](#)" is hyperlinked.

Staff must stop the placement under the following circumstances (not an exhaustive list):

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Stop Placement Reason	When to submit the FCSS Auto 280 to stop the placement and the payment:
<p>Child/NMD is missing or absent from care (i.e. Child/NMD runs away from placement, abduction, etc.) and/or their whereabouts are unknown for more than seven (7) days for a child or more than fourteen (14) days for a NMD</p> <div data-bbox="261 852 1398 1346" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Placement may be kept open and payment continued for up to seven (7) calendar days for a child or up to fourteen (14) calendar days for a NMD from the date the child/NMD was absent from placement if:</p> <ul style="list-style-type: none"> <li>▪ The caregiver shows a willingness to have the child/NMD returned to their home; and</li> <li>▪ The CSW agrees that it would be suitable and safe for the child/NMD to do so.</li> </ul> <p>To close the placement, the CSW shall submit a FCSS Auto 280 to create a new non-foster care placement using the “Child Ran Away After Placement”. This action will document the child/NMD’s status as AWOL in CWS/CMS.</p> </div>	<p>For a child:  <a href="#">Within seven (7) calendar days from the date the child was absent or ran away from placement</a></p> <p>For a NMD:  <a href="#">Within fourteen (14) calendar days from the date the NMD was absent or ran away from placement</a></p>
<p><a href="#">Child/NMD is on “Temporary Leave” (i.e. a brief hospital stay, at a friend’s house, on a visit with a relative, etc.),</a> and the leave exceeds 14 days in a calendar month.</p>	<p><a href="#">By the 14th day of temporary leave,</a> CSW is to consult with SCSW and ARA about the appropriateness of continued placement.</p>
<p>Child/NMD is replaced to another Resource Family Home (RFH) or facility</p>	<p>Replacement packet request should be submitted within one (1) business day of child being replaced to another RFH or facility.</p>

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End Episode not needed.

When child/NMD is replaced to any of the following facilities:

- Psychiatric Facility (inclusive of Psychiatric Health Facility)
- Juvenile Hall, juvenile ranches, camps, or forestry camps
- Substance Use Treatment Residential Programs: This would be considered Non-FC when the child or NMD is placed for their own treatment needs.
- Hospital
- Skilled Nursing Facility

Best practice is within 72 hours of, but no later than seven (7) days from when the child/NMD left the previous placement

Non-Foster Care should be selected in Placement type on the FCSS Auto 280 when a child or NMD is placed in any of these facilities. Non-Foster Care setting cannot be created if there is an open placement in CWS/CMS. The previous placement must be end dated first.

Legal Guardianship is granted, non Kin-Gap

Best practice is within 72 hours of, but no later than seven (7) days of receipt of minute order that specifies the guardianship is granted, submit a replacement FCSS Auto 280 to change the placement from resource family home to guardian home

Termination of Parental Rights (TPR) when child is placed with relatives

Best practice is within 72 hours of, but no later than seven (7) days of receiving the TPR minute orders, submit request to change placement to a Non-Related Extended Family Member (NREFM); Non-Relative RFH

Adoption Agreement signed

Best practice is within 72 hours of, but no later than seven (7) days from when the CSW was contacted by the AAP Intake

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[EW requesting that the FCSS Auto 280 be submitted to stop the placement](#)

## END PLACEMENT EPISODE REASONS

For any end placement episode reason indicated below, the CSW will submit a [FCSS Auto 280](#) to stop and/or end the placement episode. An instructional video for "[Creating a Stop Placement Request](#)" is hyperlinked.

Staff must end the Placement Episode under the following circumstances (not an exhaustive list):

<b>End Placement Episode Reasons</b>	<b>When to submit the FCSS Auto 280 to stop the placement and the payment:</b>
<p>A child is reunified with a parent or guardian, or released to non-custodial parent. This includes:</p> <ul style="list-style-type: none"> <li>• When the court reunifies under Family Maintenance</li> <li>• When the court reunifies and dependency is dismissed</li> <li>• Non-court cases</li> </ul>	<p>Best practice is <a href="#">within 72 hours of, but no later than seven (7) days</a> of obtaining the minute order directing reunification</p>
<p>Another agency assumes jurisdiction/responsibility (e.g., Intercounty Transfer, Probation, a private adoption agency, another state CPS agency)</p>	<p>Best practice is <a href="#">within 72 hours of, but no later than seven (7) days</a> of obtaining the minute order directing termination of jurisdiction and/or the petition is dismissed</p>
<p><a href="#">The court orders jurisdiction to be terminated for a NMD, pursuant to WIC 391(d).</a></p>	<p>Best practice is <a href="#">within 72 hours of, but no later than seven (7) days</a> of obtaining the minute order directing termination of jurisdiction</p>

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Kin-Gap is initiated

Best practice is [within 72 hours of, but no later than seven \(7\) days](#) of obtaining the minute order, including termination of jurisdiction

The [Kin-Gap Referral Toolbox](#) was created to provide additional support regarding the Kin-Gap referral process.

Submit the Kin-Gap referral packet to Kin-Gap intake within 30 days of when the WIC §366.26 Hearing is set. This prevents the delay of Kin-Gap process by ensuring that when the court orders Kin-Gap and terminates jurisdiction, the funding can be put in place promptly. This also prevents funding overpayment. The completed referral packet should be emailed to the Kin-Gap inbox ([kingapintake@dcfs.lacounty.gov](mailto:kingapintake@dcfs.lacounty.gov)). Placement episode should continue until court orders for Kin-Gap to be initiated and terminates jurisdiction.

Other reasons:

- A parent rejects Voluntary Family Reunification (VFR) services
- Death of a child/NMD
- Tribal Customary Adoption Finalized
- Child/NMD in medical facility and dependency suspended or dismissed

Best practice is [within 72 hours of, but no later than seven \(7\) days](#) of the event occurring

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