



# FOR YOUR INFORMATION

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Issue 24-14 (REV)

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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<b>Stop Placement Reason</b>	<b>When to submit the FCSS Auto 280 to stop the placement and the payment:</b>
<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="267 982 1404 1480" style="border: 1px solid black; padding: 10px;"> <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><b>CSW Responsibility:</b>            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><b>SCSW Responsibility:</b>            Approve the FCSS Automated 280 within 72 hours of submission by the CSW.</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><b>CSW Responsibility:</b>  <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><b>CSW Responsibility:</b>            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.

**SCSW Responsibility:**

Approve the FCSS Automted 280 within one (1) business day of submission by the CSW.

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

**CSW Responsibility:**

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

**SCSW Responsibility:**

Approve the FCSS Automted 280 within 72 hours of submission by the CSW.

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

**CSW Responsibility:**

Best practice is within 72 hours, 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

**SCSW responsibility:**

Approve the FCSS Automted 280 within 72 hours of submission by the CSW.

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

**CSW responsibility:**

Best practice is within 72 hours, but no later than seven (7) days of receiving the



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	<p>TPR minute orders, submit a request for a replacement packet to change placement to a Non-Related Extended Family Member (NREFM); Non-Relative RFH</p> <p><b>SCSW Responsibility:</b> Approve the FCSS Automted 280 within 72 hours of submission by the CSW.</p>
<p>Adoption Agreement signed</p>	<p><b>CSW Responsibility:</b> Best practice is <a href="#">within 72 hours, but no later than seven (7) days</a> from when the CSW was <a href="#">contacted by the AAP Intake EW requesting that the FCSS Auto 280 be submitted to stop the placement</a></p> <p><b>SCSW Responsibility:</b> Approve the FCSS Automted 280 within 72 hours of submission by the CSW.</p>

## 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):

End Placement Episode Reasons	When to submit the FCSS Auto 280 to stop the placement and the payment:
<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> </ul>	<p><b>CSW Responsibility:</b> Best practice is <a href="#">within 72 hours, but no later than seven (7) days</a> of obtaining the minute order directing reunification</p> <p><b>SCSW Responsibility:</b> Approve the FCSS Automted 280 within 72 hours of submission by the CSW.</p>



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- Non-court cases

Another agency assumes jurisdiction/responsibility (e.g., Intercounty Transfer, Probation, a private adoption agency, another state CPS agency)

**CSW responsibility:**

Best practice is [within 72 hours, but no later than seven \(7\) days](#) of obtaining the minute order directing termination of jurisdiction and/or the petition is dismissed

**SCSW Responsibility:**

Approve the FCSS Automated 280 within 72 hours of submission by the CSW.

[The court orders jurisdiction to be terminated for a NMD, pursuant to WIC 391.](#)

**CSW Responsibility:**

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

**SCSW Responsibility:**

Approve the FCSS Automated 280 within 72 hours of submission by the CSW.



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Kin-GAP is initiated (court terminates jurisdiction with Kin-GAP)

**CSW Responsibility:**  
Best practice is within 72 hours, but no later than seven (7) days of receipt of the minute order granting guardianship and terminating dependency jurisdiction.

**SCSW Responsibility:**  
Approve the FCSS Automated 280 within 72 hours of subn by the CSW.

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 ). Placement episode should continue until court orders termination of jurisdiction with Kin-GAP in place.

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

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

**CSW Responsibility:**  
Best practice is within 72 hour, but no later than seven (7) days of the event occurring

**SCSW Responsibility:**  
Approve the FCSS Automated 280 within 72 hours of submission by the CSW.