

# Suggested Guidelines for Relative Notification

[Welfare and Institutions Code § 309\(e\)](#), [All County Letter \(ACL\) 09-86](#) and [ACL 16-16](#) provide that within 30 days of a child being placed into protective custody, an investigation be completed to identify and locate all adult relatives of the child (including grandparents, custodial parents of a sibling of the child, adult siblings, and other adult relatives of the child). These relatives are to be provided [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#) and [JV-287 Confidential Information](#).

Per best practice, if the assigned social worker becomes aware of a relative at any point throughout the life of the dependency case, and the child remains in out-of-home care, the worker is encouraged to provide the relative with the [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#) and [JV-287 Confidential Information](#), as appropriate.

**Exception:** [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#), and [JV-287 Confidential Information](#) forms do not need to be provided to the relative of an “alleged” parent or to a relative with a history of family or domestic violence.

**The following are suggested guidelines to identify, locate, and notice the adult relatives of a child in protective custody.**

## 1. Emergency Response SSW:

When a child is placed into protective custody:

- a. Ask parent(s) and child to identify adult relatives for relative notification purposes.
- b. Document relative information obtained in “Permanency Options” section of [Application for Petition \(F063-28-43\)](#).
- c. Forward relative information to:
  - Assigned IPT for input into the CWS/CMS Collateral Notebook
  - Resource Family Approval (RFA) Application Unit for placement purposes

## 2. Team Decision Making (TDM) Meeting Facilitator:

At the Imminent Risk/Emergency Removal TDM (and subsequent Placement Preservation/Permanency TDMs):

- a. Request contact information regarding adult relatives who may serve as placement resources and/or permanent connections for the child.
- b. Document known relatives in the TDM meeting summary information entered into CWS/CMS.

## 3. RFA Application SSW:

During the process of identifying and assessing relative placement options:

- a. Complete a [RFA Emergency Placement Assessment \(EPA\) Information Sheet \(F063-25-773\)](#) for each known relative, regardless of whether the relative is known to reside in California.

**Note:** Complete a [RFA EPA Information Sheet \(F063-25-773\)](#), even if contact information regarding a known relative is limited.

- b. Update the Daily Recap and distribute to Investigations on a daily basis.
  - Include all known relatives, regardless of their interest in placement

**Note:** Communicate new relative information obtained to the Dependency Investigations SSW, as applicable.

4. **Designated RFA IPT:**

Review "MOB/SFS Assignment Log" and/or CWS/CMS to identify the assigned social worker. Forward each [RFA EPA Information Sheet \(F063-25-773\)](#) to one of the following, as applicable:

- **Search Unit** (if relative's address is unknown)
- **MOB Investigations** (if relative's address is known and case is assigned to MOB)
- **SFS Investigations** (if relative's address is known and case is assigned to SFS)

5. **Dependency Investigations SSW:**

During the Dependency Intake and/or Jurisdictional/Dispositional investigation:

- a. Interview parent(s) and child to gather relative information, as needed.

**Note:** Review Imminent Risk/Emergency Removal TDM summary meeting information for other known relatives.

- b. Forward relative information to Assigned IPT (or designee), for input into the CWS/CMS Collateral Notebook.

- c. If a relative's whereabouts are unknown:

- Make diligent efforts to locate the relative

**–Or–**

- Submit a [Relative Information List \(F063-25-628\)](#) to the Search Unit

6. **Search Unit Staff:**

Upon receipt of a [RFA EPA Information Sheet \(F063-25-773\)](#) from the RFA Application Unit or a [Relative Information List \(F063-25-628\)](#) from MOB/SFS Investigations:

- a. Make diligent efforts to locate relatives per CFS P&P [Absent Parent Search/Relative Search \(G-0801\)](#).

- b. Upon completing the relative search:

- Update [RFA EPA Information Sheet \(F063-25-773\)](#) or [Relative Information List \(F063-25-628\)](#) (If unable to obtain contact information, document search efforts)

**–And–**

- Forward updated [RFA EPA Information Sheet \(F063-25-773\)](#) or [Relative Information List \(F063-25-628\)](#) to either **MOB Investigations** or **SFS Investigations** for distribution to the Assigned IPT (or designee)

7. **Dependency Investigations Assigned IPT (or Designee):**

Upon receipt of a [RFA EPA Information Sheet \(F063-25-773\)](#) or [Relative Information List \(F063-25-628\)](#), immediately:

- a. Review and enter relative information into CWS/CMS if not already documented in the Collateral Notebook.

- b. Mail [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#), and [JV-287 Confidential Information](#) forms to each adult relative with a known address.

**Note:** Review CWS/CMS to identify other adult relatives with a known address, who may not be listed on a [RFA EPA Information Sheet \(F063-25-773\)](#) or [Relative Information List \(F063-25-628\)](#).

7. **Dependency Investigations Assigned IPT (or Designee):** (continued)

- c. Per [CWS/CMS Data Entry Standards—Relative Notification](#):
- Update CWS/CMS to indicate which adult relatives were mailed [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#), and [JV-287 Confidential Information](#) forms
- And–
- Generate a Relative Notification Report
- d. Forward the [RFA EPA Information Sheet \(F063-25-773\)](#), [Relative Information List \(F063-25-628\)](#), and Relative Notification Report to the Dependency Investigator.
- e. File a copy of each [Relative Notification Letter \(F063-25-627\)](#), [JV-285 Relative Information](#), and [JV-287 Confidential Information](#) on the left-hand side of the child's legal folder.

8. **Dependency Investigations SSW:**

Forward completed [JV-285 Relative Information](#) and [JV-287 Confidential Information](#) forms returned by an adult relative of the child via pony mail to the Court Clerk's office at "LJC—Rm. C207; Attn: Filing Window" for consideration by the Juvenile Court at the pending hearing.

Use information received from the Assigned IPT (or designee) and the Daily Recap to document the following in the JD Report, after the "Child Evaluation" section:

**FAMILY FINDING EFFORTS/RELATIVE NOTIFICATION**

*(Use autotext code **FFE** to include the following section if the child is placed in out-of-home care)*

The following activities were completed in an effort to identify and locate the child(ren)'s adult relatives:

*Include only those statements that apply, and delete other statements that do not apply*

Asked child(ren), in an age-appropriate manner and consistent with (his/her/their) best interest, about relatives.

Obtained information regarding the location of relatives.

Reviewed the case file for information regarding relatives.

Telephoned, e-mailed, or visited identified relatives.

Asked parents and known relatives for the names and locations of other relatives.

Used Internet search tools to locate relatives identified as supports.

Developed tools (e.g., genogram, family tree, family map, etc.) to help identify relatives.

The following additional efforts were made:

*Include the following additional statement:*

In compliance with subdivision (e) of Section 309 of the Welfare and Institutions Code, the Social Services Agency has made efforts to provide notification to the following adult relatives to inform that the child(ren) (has/have) been removed from the care of the (mother/father/parents/legal guardian). The address of each relative to whom notification was provided is on file, and will be provided to the Court, upon request.

<u>Name</u>	<u>Relationship</u>	<u>Located</u>	<u>Notification Provided</u>	<u>Ongoing Contact Desired</u>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>