

Notification to DHS of Child's Removal From/Return To the Home

Rhode Island Department of Children, Youth and Families

Policy: 700.0155

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Department policy requires staff to notify the Department of Human Services (DHS) when a child is either removed from or returned to an AFDC home. The purpose of this policy is to ensure that this information is communicated to DHS in a timely manner so that the family's AFDC payment can be adjusted according to the change in family size.

The Department of Human Services has designated the Chief Casework Supervisor in each DHS regional office to receive the above information from DCYF staff. The information is then forwarded to the appropriate Eligibility Supervisor who instructs the Eligibility Technician to take appropriate action by removing the child or adding the child to the payment.

Related Procedures

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Removal of the Child

Procedure From Policy 700.0155: Notification to DHS of Child's Removal From/Return To the Home

- A. The primary service worker telephones the Chief Casework Supervisor in the appropriate regional office when the child is removed from the home:
 1. The worker contacts DHS as soon as possible when it appears placement out of the home will go beyond the forty-eight (48) or seventy-two (72) hour hold and that the extent of this placement will probably be over thirty (30) days;
 2. Worker usually knows the extent of placement following:
 - a. Arraignment on an Ex-Parte Petition (usually within ten (10) days of removal of the child);
 - b. Arraignment on a Juvenile Petition (when a child is court-ordered into placement or a thirty-day (30) evaluation at the Juvenile Diagnostic Center);
 - c. Sentencing of a juvenile at the Rhode Island Training School for over a thirty-day (30) period of time;
 - d. Parents agree to a voluntary placement; and
 - e. Placement of a child into an extended residential program.
- B. To confirm previous telephone contact, the primary service worker forwards the Notification of Removal from/Return to the Home (DCYF #111, Section I):
 1. The DCYF #111 is sent to the Chief Casework Supervisor in the appropriate DHS regional office;
 2. The DCYF #111 includes the following:
 - a. child's name and date of birth;
 - b. parent's name, address, and phone number;
 - c. date of child's removal from the home; and
 - d. AFDC number.

Return of the Child

Procedure From Policy 700.0155: Notification to DHS of Child's Removal From/Return To the Home

- A. If the family is active with DHS, the primary service worker notifies DHS as soon as possible prior to returning the child home:
 - 1. To confirm planned date of return, worker forwards the Notification of Removal from/Return to the Home (DCYF #111, Section II) to the Chief Casework Supervisor in the appropriate regional office. Written notification includes the following:
 - a. child's name and date of birth;
 - b. parent's name, address, and phone number;
 - c. planned date of child's return home; and
 - d. AFDC number.
 - 2. Payment may be activated prior to the child's actual return to the home. Worker should be able to anticipate child's return home following the Court hearing plan and the case plan review.
- B. If the family is not active with DHS at the time of the child's return home, the parent must apply/reapply to DHS for assistance payments:
 - 1. The primary service worker gives parent a letter which informs the Eligibility Technician that the child will be returned home. Letter includes items listed in Section A, Subsection 1 above; and
 - 2. The parent is instructed to give the letter to his/her Eligibility Technician at the time of application/re-application for assistance payments.
- C. If child is not returned home within thirty (30) days of written notification, worker contacts the Chief Casework Supervisor in the appropriate DHS regional office by phone.