

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
CHILDREN SERVICES POLICY**

ORIGINAL BIRTH CERTIFICATES FOR CHILDREN IN CUSTODY

Policy

TCJFS secures original birth certificates for a child in custody:

- when the child turns 15 years of age;
- when a child age 15 or older comes into custody;
- when the agency files for permanent custody of a child.

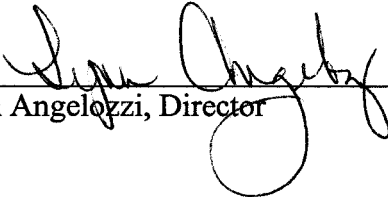
Procedures

The Med/Ed clerk in the Placement Unit secures original birth certificates for children in custody who meet the above policy.

The original birth certificate may be given to a child age 15 or older for purposes of employment, driver's education, securing a State ID, aging out of foster care, or other need, if approved by the unit supervisor.

When the agency has provided an original birth certificate to a child and it is lost or the child needs another original, the cost of additional 'originals' will be paid by the child.

An original birth certificate will be given to the adoption worker for finalizing a child's adoption.



Lynn Angelozzi, Director



Effective Date