

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES
TRAVEL POLICY FOR CHILDREN IN SUBSTITUTE CARE**

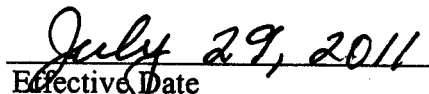
POLICY

Tuscarawas County Job & Family Services makes certain that children in its custody have the opportunity to travel with foster caregivers and provides oversight and documentation of the same to allow the foster caregivers to facilitate the same.

PROCEDURE

1. Any time a foster caregiver intends to travel with a foster child within the state of Ohio, but outside of the county where the foster caregiver lives, for a period in excess of twenty-four (24) hours, the foster caregiver is required to provide advanced notice to the agency of the same. Said notification should include the location where said travel will take place, the length of said travel, and a means by which the agency can contact the foster caregiver or child if necessary.
2. Any out-of-state travel by a foster caregiver must be approved by the agency and the child's parent prior to the trip taking place. If out-of-state travel is approved, the foster caregiver is required to obtain a travel authorization letter (TCJFS form letter, SS 131) signed by the Director or her designee. Every effort should be made to advise the agency of the requested out-of-state travel as soon as possible.
3. In the event that emergency circumstances make the above requirements impossible or impractical, the foster caregiver should contact the agency as soon as possible regarding a foster child being out of state or out of their county of residence for more than twenty-four (24) hours so a travel authorization letter (TCJFS form letter, SS 131) signed by the Director or her designee may be obtained or to provide notice to the agency if the child is outside the county of the foster parent's residence. Emergency circumstances include, but are not limited to, a medical emergency requiring a child to obtain treatment at a medical facility in another county or state.


Michelle Tope, Director


Effective Date