

TUSCARAWAS COUNTY JOB AND FAMILY SERVICES

LEAVE INFORMATION FOR CHILDREN IN CUSTODY

CAREGIVER:

Please complete this form and return it to the agency each time a child in our custody goes on leave.

It is imperative that we have this information for the child's record and for reporting purposes within 24 hours of return home from leave (i.e. respite, hospital admission, parental/relative/non-relative visit, pre-placement visit). These can be emailed to fosterparents@tcjfs.org.

CHILD'S CASE MANAGER	TODAY'S DATE
CHILD	FOSTER PARENT
LEAVE PROVIDER	ADDRESS
PHONE	
START DATE OF LEAVE	END DATE OF LEAVE
OTHER INFORMATION	

If you have any questions regarding this, please contact Aide Jan Porter at 330-308-7785.

Thank you for your help.

CM 52 (08/2016/vb)

[save in shared drive folder]