

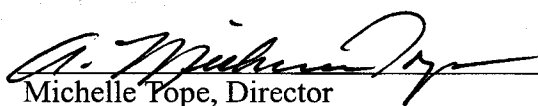
**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
CHILDREN SERVICES POLICY AND PROCEDURES  
DEATH OF A CHILD IN CUSTODY**

**POLICY**

In the event of the death of a child in custody, TCJFS handles the necessary arrangements promptly and with sensitivity, while ensuring attention to the needs of staff, caregivers, and family.

**PROCEDURES**

1. Caregivers immediately contact the child's Caseworker or Supervisor. If this staff is not available, the Tuscarawas County Sheriff's Department is contacted.
2. The Caseworker immediately notifies the Supervisor, the Director, and the in-house Counsel.
3. The Director secures the child's case record.
4. If the child's death appears to be the result of suspected abuse or neglect, TCJFS proceeds with a 'third party investigation' as outlined in Ohio Administrative Code 5101:2-36-08 and the County Memorandum of Understanding.
5. Additional Notifications
  - a. The Director or Designee:
    - (1) contacts parents, guardians, or custodians of a child in our temporary custody and offers to help make funeral arrangements. This may include assisting with funeral expenses;
    - (2) notifies the County Commissioners;
    - (3) determines whether parents, guardians, custodians, or other relatives of a child in our permanent custody will be contacted. The agency is responsible for these funeral arrangements and expenses.
  - b. The Caseworker notifies the court and law enforcement of jurisdiction.
  - c. The Supervisor contacts the Canton District Field Office of Ohio Department Job and Family Services within 10 working days of the child's death.
  - d. The Protective Unit Supervisor notifies the Tuscarawas County Child Fatality Review Board.
  - e. The Caseworker notifies the Social Security office if the child was receiving Social Security benefits.
6. The Director and appropriate staff determine if counseling or other supportive services are needed for family, caregivers, and workers, and assist in making necessary arrangements.

  
Michelle Pope, Director

5/12/13  
Effective Date