

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

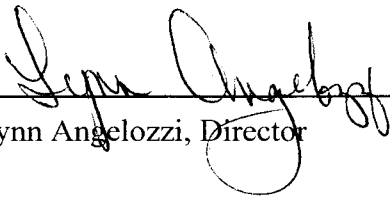
**CHILD INFORMATION FOR CAREGIVERS AT TIME OF PLACEMENT**

**POLICY**

All known information about a child's characteristics will be shared verbally with the caregiver prior to placement and will be given in writing to the caregiver at the time of placement.

**PROCEDURE**

1. The placing worker will complete a Placement Referral form for each child needing placement. *This form will include all information known or suspected about the child's characteristics at the time the form is being completed.*
2. A copy of the completed Placement Referral form will be given to the foster care worker to use in locating an appropriate placement.
3. A copy of the completed Placement Referral form will be given to the child's caregiver when the child is placed. This copy of the form may have been amended from the copy given to the foster care worker, if different and/or additional information about the child has been received. *This copy will include all known or suspected information about the child's characteristics on the day of placement.*

  
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Lynn Angelozzi, Director

10-17-01  
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Effective Date