

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
NOTIFICATION OF THE OHIO DEPARTMENT OF JOB AND FAMILY SERVICES  
OF A CHILD'S DEATH**

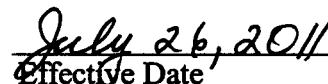
**POLICY**

Tuscarawas County Job & Family Services provides notification to the Ohio Department of Job and Family Services when notified of the death of a child under certain specified circumstances.

**PROCEDURE**

1. Tuscarawas County Job & Family Services must provide notice to the Ohio Department of Job and Family Services of the death of a child under any of the following circumstances:
  - a. the child was in the custody of the agency at the time of his/her death;
  - b. the child's death is a result of child abuse or neglect when such determination is made by law enforcement, medical personnel, or the agency;
  - c. Children Services was previously involved with the child or any member of the household, including open in-home voluntary cases, open court-ordered protective supervision cases, or open intake assessments within twelve months of the fatality.
2. Notification to the Ohio Department of Job and Family Services takes place through completion and submission of ODJFS Form 1987/Child Fatality Report Face Sheet.
3. ODJFS Form 1987 shall be completed and submitted by the supervisor of the agency employee who is responsible for the case concerning the deceased child if said case was open at the time of death. If there is no open case, ODJFS Form 1987 shall be completed by the Protective Unit Supervisor. The supervisor completing this form should consult with the Children Services Department Head, agency Legal Counsel, and the Director as appropriate related to the information to be released and supplied.
4. A copy of the completed ODJFS Form 1987 shall be maintained in the child's family case file.

  
Michelle Tope, Director

  
Effective Date