

TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
NOTIFICATION OF INCIDENTS INVOLVING CHILDREN/PROVISION OF  
DOCUMENTS RELATED TO CHILDREN

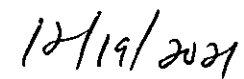
POLICY

Tuscarawas County Job & Family Services strives to provide the ability for foster caregivers to provide the agency with necessary information about children in its custody in the easiest and most timely way possible.

PROCEDURE

1. Any time there is an incident involving a child in the custody of the agency, an incident report must be sent by the foster caregiver within 24 hours of the same. For those foster caregivers and/or other providers having access to e-mail, the same may be sent via e-mail to [fosterparents@tcjfs.org](mailto:fosterparents@tcjfs.org). Alternatively, these incident reports may be sent via fax to 330-308-7790. This does not negate or alter the requirement of verbal notification for specified incidents set forth in agency policy 600.10.0.
2. Leave reports which are captured on form CM 52 are to be sent to the agency within 24 hours of the child's return from leave. This form is available to be accessed through the agency's website, [www.tcjfs.org](http://www.tcjfs.org), and may either be e-mailed to [fosterparents@tcjfs.org](mailto:fosterparents@tcjfs.org) or faxed to 330-308-7790.
3. The caregiver monthly report, SS 68, may also be accessed at the agency web site, [www.tcjfs.org](http://www.tcjfs.org). The same may be either e-mailed to [fosterparents@tcjfs.org](mailto:fosterparents@tcjfs.org), faxed to 330-308-7790, or sent regular U.S. mail to the agency.
4. The agency requires that within 24 hours of the appointment, the following forms be completed and either e-mailed to [fosterparents@tcjfs.org](mailto:fosterparents@tcjfs.org) or faxed to 330-308-7790. Each of these forms are available at [www.tcjfs.org](http://www.tcjfs.org) and will be provided to the parents at the time of placement:
  - a. Healthchek (EPSDT) Exam Checklist (CM 60rb)
  - b. Dental Record Form (CM 60Arb)
  - c. Vision Screening Form (CM 60Brb)
  - d. Emergency Care/Hospitalization Form (CM 60Crb)
  - e. Medical Record Form (not Annual Exams) (CM 60Drb)
  - f. Consent for Medication Change (CM 49)
5. The following forms are handled through the agency's business office and should be mailed to the attention of that office:
  - a. Foster Child Clothing/Graduation Expenses Reimbursement Form (BO 66)
  - b. Foster Child Care Forms (BO 68 and BO 67)

  
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David Haverfield, Director

  
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Date