

BUTLER COUNTY CHILDREN SERVICES

| | |
|------------------|---|
| POLICY NO.: 10.2 | SUBJECT: CLIENT RIGHTS AND ICWA BROCHURE DISTRIBUTION |
| | EFFECTIVE DATE: 9/27/05 |
| | REVISION DATE: 9/16 |
| | REVIEW DATE: 9/27/05, 7/07, 5/08, 9/16 |

PURPOSE:

To ensure all families involved with Butler County Children Services receive information regarding their rights and responsibilities. To ensure families receive information regarding the Indian Child Welfare Act (ICWA).

POLICY:

- 10.2..1 The Client Rights Brochure or the Alternative Response Agreement and ICWA brochure is to be given to each parent or legal custodian of children involved with the agency. Client Rights brochures are available in English and Spanish.

PROCEDURE:

1. At the first face-to-face contact, the caseworker will provide the parent or legal custodian of children involved with the agency with the Client Rights Brochure for traditional response cases or the Alternative Response Agreement for alternative response cases. The worker shall inquire if the parent or guardian can read the document and shall offer assistance when needed. If an interpreter is required, the caseworker is responsible for following procedures for obtaining one. (See # 10.4 Language Access Policy).
2. The caseworker shall request the parent or guardian sign the Client Rights Brochure or the Alternative Response Agreement acknowledging their receipt of the document. If both parents and/or custodians are involved, the caseworker must obtain both signatures. The worker shall retain copies of the document for placement in the client case file.
3. If the parent or guardian refuses or is unable to sign, the caseworker shall document on the page why it is unsigned.

4. The caseworker shall provide to the parent or guardian of the children involved with the agency with the ICWA Brochure. If the family identifies themselves as Native American, the worker shall refer to Policy # 1.17 Indian Child Welfare Act.

9-27-16
Approval Date:


William Morrison, Director