

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.7	SUBJECT: NOTIFICATION TO CAREGIVERS OF COURT HEARINGS
ORC: 2151.424	EFFECTIVE DATE: 9/30/02
	REVISION DATE: 9/26/06, 12/09, 6/16
	REVIEW DATE: 3/22/05, 9/26/06, 12/07, 9/09, 6/16

PURPOSE: To ensure that foster parents, relative caregivers, and pre-finalized adoptive parents are notified of hearings and review and given an opportunity to present evidence.

POLICY:

1. When a hearing is scheduled for any child in custody of the agency or a relative other than the parent, the assigned caseworker shall complete the Court Hearing Information Form which shall include the foster parent(s), relatives, or prospective adoptive parent name and address.
2. The assigned worker shall provide the completed form to the Financial Specialist. The Financial Specialist will enter the court hearing dates and custody changes in SACWIS.
3. The Financial Specialist shall provide the completed form to the Administrative Assistant.
4. The Administrative Assistant will send the notification of the hearing to the parties listed on the form and the form and the notification letter is scanned to the case file.
5. The date, time, and place of hearing shall be provided in the notification letter.
6. At the review or hearing, the foster parent(s), relative, or prospective adoptive parent shall have the right to present evidence.
7. The notice and the opportunity to present evidence do not make the foster parent(s), relative, or prospective adoptive parent a party in the action or proceeding pursuant to which the review or hearing is conducted.

6-16-16
Approval Date:


William Morrison, Director