

## Identification of and Notice to Relatives Checklist

Yes	No	
<b>Identification and Notice Requirements in Fostering Connections</b>		
		State exercises due diligence to <u>identify</u> all (maternal and paternal) adult grandparents and other adult relatives of the child, including any other adult relatives suggested by the parents, within 30 days of a child’s removal from the custody of the parent or parents
		State exercises due diligence to <u>notify</u> all (maternal and paternal) adult grandparents and other adult relatives of the child within 30 days of a child’s removal from the custody of the parent or parents
		Process in place to provide exceptions to the requirements to identify and notify relatives when there are family or domestic violence concerns
		Notice specifies that the child has been or is being removed from the custody of his or her parent or parents
		Notice explains the options the relative has under federal, state or local law to participate in the care and placement of the child
		Notice explains any options to participate in the care and placement of the child that may be lost by failing to respond to the notice
		Notice describes the requirements to become a foster family home
		Notice describes the additional services and supports that are available for children placed in a foster family home
		Notice describes, if applicable, the option for the relative to subsequently enter into an agreement with the state to receive guardianship assistance payments
<b>Additional Best Practice Considerations for Identification of and Notice to Relatives</b>		
		Due diligence process includes provisions for on-going identification of relatives when appropriate
		Due diligence process requires documentation of: the relatives that have been identified and those for whom notice has been sent; any contacts that have been made with relatives; the nature of the discussion about caring for the child; and any options discussed for caring for the child in addition to placement, such as visiting the child, assisting with transportation for visits to parents, corresponding with the child, etc.
		Notice is written and a copy of the notice is kept in the case file
		Due diligence requires that there be follow up to written notice by a caseworker through calls and/or visits to discuss options further and answer any questions
		Notice is available in other languages to ensure that non-English speaking families are able to read the notice
		Relative caregivers have been asked to review the written notice to ensure that it is easily understood and available options are clearly stated
		State has developed a way to track the impact of the identification and notice requirements
<b>Tribal Considerations</b>		
		Tribal relationships are recognized and valued in determining how the state will define “relative”
		Tribes are provided access to the Federal Parent Locator Service
		Effective processes have been developed with tribes for notifying relatives within 30 days of removing an American Indian/Alaskan Native child from the custody of his or her parents

**For further information on the Identification and Notice to Relatives, please contact**  
**Beth Davis-Pratt from the Children’s Defense Fund at [edavis-pratt@childrensdefense.org](mailto:edavis-pratt@childrensdefense.org)**  
**or Jennifer Miller from ChildFocus at [jennifer@childfocuspartners.com](mailto:jennifer@childfocuspartners.com)**