

Out-of-County Placement

(Revised 02/09/24)

[Forms](#)

[Policy](#)

[Courtesy Supervision](#)

[Out-of-County Requests and Approvals](#)

[Notice Requirements](#)

[Notification to RFA and Required Placement Documents](#)

[Case Plan Requirement](#)

[Case Supervision and Contacts](#)

[Alignment with SET](#)

Forms

The following forms are referenced in this policy:

- ---- RFA Out of County Assessment Request (for RFA staff use only)
 - 04-227 Request For Courtesy Supervision (*CWS/CMS Template*)
 - 04-750 Notification of Out of County Placement and Presumptive Transfer of Specialty Mental Health Services
 - 04-754 Declaration of Service
 - SOC 156 Agency/Foster Parent Agreement (*CWS/CMS Template*)
 - 10-5 Foster Youth Bill of Rights
 - 04-25 Caregiver Information Sheet
 - 04-75 Statement of Dangerous Propensities (*CWS/CMS Template*)
 - 04-97 Emergency Placement Caregiver Letter
 - 04-258 Placement Needs and Services Plan (*CWS/CMS Template*)
 - 04-296 QPI Partnership Agreement Form
 - 04-560 Change of Placement Requirements Letter
 - [ARC 1](#) Statement of Facts Supporting Eligibility for the Approved Relative Caregiver (ARC) Funding Option Program
 - [ARC 1A](#) Rights, Responsibilities, and Other Important Information
 - 07-224 Statement of Relationship
-

Policy

Children removed from the physical custody of their parents, guardian, or Indian custodian will be placed in their county of residence to facilitate reunification.

Per 361.2 of the Welfare and Institutions Code (WIC) the SW may request an out-of-county placement within the State of California if it is determined that it is in the best interest of the child as there are no appropriate in county placements.

NOTE: A parent, guardian, or Indian Custodian moving does not require a child's placement to be disrupted.

The child's SW will assess if placing out of county is in the best interest of the child. The SW will consider/discuss and document the following with the potential caregiver:

- the child is already placed with a relative or NREFM and is moving to another county.
- the caregiver's understanding of the reunification plan.
- the provisions of supervision and services for the child.
- that the case plan will state how the service needs of the child will be met.
- information about the child's needs (health, education, behavior, etc.)
- the visitation plan with parents, siblings, and important people in the child's life.
- the type of preferred communication (telephone, text, email).

The San Diego RFA Out of County (OOC) Point of Contact (POC) will document in the RFA OOC contact log any concerns that may arise during the assessment or while the child is placed. The POC will also inform the child's SW and the placement team of the concerns via email.

The child's SW will document the following in a CWS/CMS contact:

- any concerns identified during their placement assessment of the potential caregiver.
- any information and/or discussion of concerns provided to the San Diego RFA OOC POC by the RFA approving/host county regarding the RFA assessment.
- if the child is placed, any information and/or concerns provided by the RFA approving/host county to the San Diego OOC POC regarding concerns with the caregiver that may affect the child's safety and placement, or concerns provided directly from the RFA

SW may refer to the Placement Expectations for SW for additional expectations.

Courtesy Supervision

The SW will use the 04-227 form when requesting Courtesy Supervision from another California County. (See procedures for Courtesy Supervision - General.)

Out-of-County Requests and Approvals

If the SW intends to place a child with a relative or NREFM, that person must be Resource Family (RF) approved, or cleared under the emergency Resource Family Approval (RFA) placement clearance process. The SW will contact their regional/program Placement Unit to request an out-of-county RFA.

NOTE: The SW will clarify if the request is for an emergency placement of a child or standard RFA.

All counties follow the RFA Out of County Protocol for requesting RFAs. The RFA OOC POC will ask the host/approving County to assist with the approval. The host/approving County will notify the RFA OOC POC when the family has been approved or is placement ready.

The host county can refuse to accept an emergency RFA. If this occurs, then the emergency RFA worker from the placing county will conduct the emergency RFA assessment.

The RFA OOC POC will contact the host county to inform them of the emergency placement via the RFA Out of County Assessment Request referral to request the completion of the full RFA approval. The RFA OOC POC will provide the child's SW with updates regarding any delays or barriers with the RFA approval.

The RFA OOC POC is the primary contact with the host/approving county, however the host RFA worker may contact the child's SW to inform them of concerns or needs by the caregivers in their ability to care for the child during the RFA assessment. The SW and the RFA OOC POC will communicate and document all concerns relayed by the host county to ensure that all parties have the same information. The child's SW will document in CWS/CMS and the RFA OOC POC in the RFA case and RFA data base.

NOTE: Under certain circumstances it may be possible that San Diego RFA completes the Emergency RFA clearance and RFA approval for a child placed in another county.

Notice Requirements Section 361.2 of the Welfare and Institutions Code states:

Whenever the SW must change the placement of the child and is unable to find a suitable placement within the county and must place the child outside the county, the placement shall not be made until written notice has been provided at least 14 days prior to the placement (unless the child's health or well-being is endangered by delaying the action or would be endangered if prior notice were given) to:

- the parent or guardian,
- Indian custodian/child's tribe,
- the child's attorney, and,
- to the child if 10 years of age or older

Written notice will be provided by using the Notification of Out of County Placement and Presumptive Transfer of Specialty Mental Health Services (04-750).

**Notice
Requirements
(cont.)**

The notice provides written notification that a decision was made to move a child out of county. The notice also provides notification that the child's Specialty Mental Health Services (SMHS) will be presumptively transferred to the county where the child will reside, if receiving mental health services. A copy of this letter will be provided to the:

- child,
- parent(s),
- child's attorney,
- tribal representative, and
- probation officer (for dual jurisdiction cases).

This notice also explains the steps to dispute the move and/or the presumptive transfer. The 04-750 can be provided during the Child and Family Team meeting (CFTM), when the placement decision is made.

The 04-750 serves the dual purpose of noticing that the child will be placed out of county and that their mental health services will be provided, arranged, and paid for by the county of residence. It is also a declaration that verifies the SW provided notice as required. The child, parent, or guardian may object to the presumptive transfer of SMHS and can request a waiver within seven calendar days, which will then be discussed with the Child and Family Team. If the waiver is approved, the child's mental health needs will be provided by the county of jurisdiction. Refer to the [Presumptive Transfer_policy](#) for additional information on the waiver process.

The notice also states the reasons for the out of county placement. The child, parent, or guardian may object to the placement no later than seven calendar days after receipt of the notice and, upon objection, a Special Hearing will be set within five days and before the child is placed out-of-county. The child's attorney, parent's attorney, if the parent is represented, or the SW, if the parent is not represented by an attorney, is responsible for setting the Special Hearing. The Court shall order out-of-county placement if the Court finds that the child's particular needs require placement outside the county.

The following table provides instructions on the distribution of the 04-750:

04-750 to...	By...
Parent(s)	<ul style="list-style-type: none">• Mail to last known address, or• Personal delivery by the SW
Child over the age of 10	<ul style="list-style-type: none">• Mail to last known address, or• Personal delivery by SW
Child's Attorney	<ul style="list-style-type: none">• Email, or• Personal delivery by SW
Juvenile Probation Officer	<ul style="list-style-type: none">• Email, or• Personal delivery by SW
Tribal Representative	<ul style="list-style-type: none">• Encrypted email,• Mail, or• Personal delivery by SW

**Notice Requirements
(cont.)**

Once the 04-750 is provided to the youth, parent, youth's attorney, tribal representative, and Juvenile Probation officer (for dual jurisdiction cases), the SW will complete a Declaration of Service (04-754) and upload this document into the CWS/CMS case file.

NOTE: If the change of placement is to a higher level of care, e.g., relative home to Resource Family home or Resource Family home to short-term residential treatment program (STRTP), a 387 petition (see Petitions - 387) must be filed. See Making and Case Managing STRTP Placements for additional information.

**Notification to RFA
and Required
Placement
Documents**

The Placement SW or child's SW will notify the RFA OOC POC informing them that the child was placed out of county to track the status of the RFA approval by the host/approving county if the home is pending RFA approval.

The Placement SW or child's SW will provide the caregiver with the following documents at the time of placement:

- SOC 156
- 10-5
- 04-25
- 04-97
- 04-296
- 04-560
- ARC 1
- ARC IA
- 07-224

The child's SW will provide the caregiver the following documents:

- 04-75
- 04-258
- 04-296

The following forms are collected from the relative caregiver:

- ARC1
- 07-224

NOTE: Inform the caregiver that the forms should be filed in the child's placement folder/binder per the [RFA Written Directives](#) Section 11-05.

**Case Plan
Requirement**

The SW is responsible for the case plan and case plan update every six months. The case plan will specify the service needs of the child and the SW visitation/contact requirements that are to be met while the child is placed out-of-county. (Refer to Case Plans for complete information.)

**Case Supervision and
Contacts**

Per the Department of Social Services regulations (31-320), all children in an open dependency case, must be seen monthly regardless of placement setting. The child's SW will request that the child be seen monthly by the courtesy supervision worker, with the majority of the visits taking place in the home where the child is placed. The child's SW is responsible for ensuring that contact requirements are met timely regardless of the contract agreement with the supervision county and entered in CWS/CMS within 10 working days. Refer to Contacts - SW and Child for complete information.

NOTE: Contiguous counties generally do not provide courtesy supervision for each other as it is the responsibility of the county of jurisdiction to provide its own supervision. (Refer to Courtesy Supervision - General for complete information.)

Alignment with SET

This policy supports [SET Value 2](#) that consists of consistent communication and information sharing with Resource Families and Value 3 to identify living situations that support children and their relationships as quickly as possible and Value 5 to work strongly with the legal system to maintain the primary focus on the child's best interest.
