

## **Foster Child Notification of Placement (Change) Form**

For Children in the nonsecure custody of a NC County Child Welfare Agency

### **Instructions**

#### **Purpose of Foster Child Notification of Placement (Change) Form**

The purpose of the Foster Child Notification of Placement (Change) Form is for the county child welfare agency to provide information to notify the school principal and/or school superintendent that a child has entered the nonsecure custody of a county child welfare agency or that a change in a foster child's placement provider has occurred. Pages 1 and 2 are used for this purpose.

Page 3 is available for county child welfare agencies to provide notification within the agency regarding a change in status of a child in the nonsecure custody of the county child welfare agency.

#### **Use of Foster Child Notification of Placement (Change) Form**

Within a day of a foster child's placement the Foster Child Notification of Placement (Change) Form must be provided to the child's school. Either the county child welfare agency worker or the child's placement provider can deliver the form, **along with the Verification of Custody Letter (DSS-5760)**. The time and place for the BID is provided on this form \* if not held prior to the child's placement decision).

If it is determined in the CFT/BID meeting that it is in the best interest of the child to attend a new school, the Foster Child Immediate Enrollment Form must be used, and not the Foster Child Notification of Placement Change Form.

For a child that was not enrolled in school prior to entering foster care or a foster care placement change, the Foster Care Immediate Enrollment Form (DSS-5135) will be used at the time of enrollment. Check the box for New Enrollment on Page 1.

Page 3 of the Foster Child Notification of Placement (Change) Form is for internal agency use only. Often an agency must notify other services within the agency of the change. Pages 1 and 3 are designed to be used together for this purpose.

#### **Confidentiality**

Agencies must protect individually identifiable information from unauthorized use or disclosure and protect such information from tampering, loss, alteration, or damage. The HIPPA Privacy Rule requires safeguards to be in place to avoid unauthorized use or disclosure of individually identifiable health information.

[Child Welfare court orders may not be shared unless otherwise specified in § 7B-2901.](#)

#### **§ 7B-2901. Confidentiality of records.**

(a) The clerk shall maintain a complete record of all juvenile cases filed in the clerk's office alleging abuse, neglect, or dependency. The records shall be withheld from public inspection and, except as provided in this subsection, may be examined only by order of the court. The record shall include the summons, petition, custody order, court order, written motions, the electronic or mechanical recording of the hearing, and other papers filed in the proceeding. The recording of the hearing shall be reduced to a written transcript only when notice of appeal has been timely given. After the time for appeal has expired with no appeal having

been filed, the recording of the hearing may be erased or destroyed upon the written order of the court or in accordance with a retention schedule approved by the Director of the Administrative Office of the Courts and the Department of Natural and Cultural Resources under G.S. 121-5(c).

**The following persons may examine the juvenile's record maintained pursuant to this subsection and obtain copies of written parts of the record without an order of the court:**

- (1) The person named in the petition as the juvenile;
- (2) The guardian ad litem;
- (3) The county department of social services; and
- (4) The juvenile's parent, guardian, or custodian, or the attorney for the juvenile or the juvenile's parent, guardian, or custodian.