



Series: 100: Case Management

Policy Name: Incarcerated Parents

Policy Number: 134

Regulations: FS 39.6011

Origination Date: 11/1/2013

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Policy: When reunification is the goal, it is the policy of Communities Connected for Kids to provide family-centered services and interventions with biological parents who are incarcerated. Staff will cooperate with law enforcement protocols while visiting biological parents to insure safety and security. This also applies when visiting or contacting significant family members who may be functioning in the parental role. To ensure this policy is carried out, the following procedure is in effect.

Procedure:

1. DCMs will review situations related to the incarceration and develop a responsible plan for engaging and visiting with incarcerated family members if in the best interest of the child and supportive of the case plan.
2. DCMs will work with designees of law enforcement agencies (county jails and state correctional institutions) to determine the best procedure for facilitating ongoing visitation, including providing the appropriate identification badges for all DCMs. The badge will serve as immediate identification when visiting parents and family members.
3. CM's, Supervisors, or other designated staff will cooperate fully with local law enforcement protocols regarding visitation of parents and/or significant family members when they are serving in the parental role and are identified as such in the case plan.
4. DCM's will present their photo I.D. at the jail when asking to visit parents or family. In addition, some jails require a form signed by the DCMs supervisor, stating they are want to visit.
5. When parents are incarcerated or become incarcerated, the Department shall obtain information from the facility where they reside to determine how they can participate in the preparation and completion of the Case Plan and receive services.
6. An incarcerated parent must be given the regulations of the facility where he/she resides and the services available at the facility.
7. The Department must attach a list of all services available at the facility to the Case Plan. If the facility does not have a list of available services, the Department must note the unavailability of the list in the Case Plan.
8. The incarcerated parent must comply with the facility procedures and policies to access services or maintain contact with his/her children as provided in the Case Plan.



9. If a parent becomes incarcerated after a Case Plan has been developed, the parties must move to amend the Case Plan if the incarceration has an impact on permanency for the child including, but not limited to:
 - Modification of provision regarding visitation and contact with the child
 - Identification of services within the facility
 - Changing the permanency goal or establishing a concurrent goal
10. A parent's services must be assessed upon release if the Case Plan has not expired.
11. If the parent was unable to participate in services, the Department must include a full explanation of the circumstances surrounding nonparticipation and state the nature of the Department's efforts to secure participation.
12. Upon completing the Family Functioning Assessment-Ongoing and developing the Case Plan Worksheet, Case Managers must send a notification/introduction letter to the parent(s) notifying them of their assignment and contact information.
13. Case Managers also must send a letter to the assigned correctional institution introducing themselves and their role and asking the Classification Officer to respond via e-mail with their contact information. The email will be marked "**Attention Classification Department**". **Important:** The incarcerated parent's information can be located on the Florida Department of Correction's website: <http://www.dc.state.fl.us/>. Click on "Offender Search" to locate their Department of Corrections' number and the address of the assigned correctional institution. Information on parents incarcerated outside of the state of Florida can be found using Vinelink at <https://www.vinelink.com/#/home>.
14. When a parent is incarcerated Case Managers need to identify the appropriate services and classes for the parent in order to make recommendations to the court regarding tasks that should be included in the parent's Case Plan. The Florida Department of Correction's website has information about programs and services that are available, such as mental health treatment, substance abuse counseling, parenting classes, and anger management, and can be accessed at the various correctional institutions by the parent(s).
15. Upon obtaining a verified list of available services, Case Managers need to ensure the list is attached to the copy of the Case Plan filed with the courts.
16. Children's Legal Services need to verify that the list of available services at the facility is attached to all court ordered Case Plans involving incarcerated parents prior to filing with the courts.
17. A copy of the Case Plan must be provided to the incarcerated parent. A copy can be provided via mail, e-mail, or provided through the assigned attorney.



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