



Series: 100
Policy Name: Identification of Children
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Attachments: None

Policy: Identification of Children

Procedure:

This operating procedure describes the procedure for photographing, fingerprinting and obtaining birth verification for children under court ordered supervision. The purpose of obtaining these documents (photographs, fingerprints and birth verification) is to serve as a means of child identification. Release of photographs shall be confined only to the purpose of identification of missing children. Any exceptions to this usage will require the authority of the courts.

Definitions

- a. "Designee" means a person, contractual provider or other agency or entity named by Communities Connected for Kids.
- b. "In-Home Judicial Supervision" means supervision provided to families and children living in their own homes, including children and families who are on post-placement supervision.
- c. "Out-of-Home Care" means the placement of a child, arranged and supervised by Communities Connected for Kids or its designee, outside the home of the child's custodial parent. This includes placement in licensed (i.e., shelter, foster home, group home) and non-licensed (i.e., relative and non-relative) settings.
- d. "In-Home Non-Judicial Supervision" means that the family has consented to receive services from Communities Connected for Kids or its designee without court intervention.

Exceptions



This procedure does not apply to children under in-home non-judicial supervision or young adults formerly in foster care who have reached the age of 18.

1. Photographing

- a. The process of obtaining photographs may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.
- b. All children under court ordered supervision in-home shall be photographed within 15 days after the case has been staffed and transferred.
- c. All children entering out-of-home care will be photographed within 72 hours of removal. The photograph will be updated every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.
- d. Upon return to care, any child under in-home judicial supervision or out-of-home care who was previously reported as missing and returns will have his/her photograph taken immediately.
- e. The primary worker for any child under in-home judicial supervision or out-of-home care must ensure the photograph is taken, uploaded into Florida Safe Families Network and properly filed.
- f. If the parent or caregiver refuses to allow the case manager access to the child under in-home judicial supervision or in out-of home care for the purpose of obtaining photographs:
 - (1) The case manager will document diligent efforts to obtain the photograph in the Florida Safe Families Network chronological notes.
 - (2) The case manager, in conjunction with Children's Legal Services (CLS), will request an order from the court for authorization to obtain the initial photograph, within 15 days of the order being signed, and to update the photograph per the schedule of once every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.
- g. For children placed out of state, the case manager is required to:
 - (1) Ensure the caregiver is asked to follow up with photographs every 6 months for children ages zero to sixty months and yearly for every child age sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the case manager for filing in the child's case record.
 - (2) Ensure diligent efforts to document his/her efforts to inform the caregiver of the need for photographs should the caregiver not have access to a camera. These efforts must be clearly documented in the case file.
- h. All children that are to be placed out of state will have photographs made prior to leaving Florida for placement out of state. The caregiver will also be asked to follow up with photographs every 6 months for children ages zero to sixty months and yearly for every child age sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the case manager for filing in the child's case record. As soon as the out of state placement or courtesy supervision request is approved by the



receiving state or circuit/region, the case manager will ensure that a recent photograph is provided to the receiving state or circuit/region.

- i. For children sent to Florida from another state or when a child is sent from one circuit/region of the state to Circuit 19 for courtesy supervision, it will be the responsibility of the Communities Connected for Kids case manager supervising the child to maintain a current photograph of the child in his/her case record and be updated accordingly. The child's photograph will be kept in the Communities Connected for Kids case record.
 - j. Documentation of Photographs
 - (1) The child must be positioned for a full facial color photograph, from the shoulders to the top of the head.
 - (2) The photograph will be maintained in the Communities Connected for Kids case file. When a child is placed out-of-circuit, copies will be maintained in the case file where supervision is occurring.
 - (3) The child's name and date of birth must be indicated on the picture (either front or back) and date the photograph was taken must be generated on the photograph by the camera or written on the front or back of the picture.
 - (4) The case manager will utilize a digital camera to take the photographs. These photographs must be uploaded into FSFN within 72 hours of taking the photograph. This must be updated with each subsequent photograph.
- K. All children and sibling groups available for adoption who are required to be registered on the Adoption Exchange System will be photographed

2. Fingerprinting

- a. Children under in-home supervision (judicial and non-judicial) will not be required to be fingerprinted.
- b. The process of obtaining fingerprints may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.
- c. All children entering out-of-home care will be fingerprinted within 15 calendar days of removal. If the child is under age three, a means of obtaining the child's footprints shall be explored. If the caregiver refuses to allow the case manager access to the child for the purpose of obtaining fingerprints, the case manager will document his/her diligent efforts to obtain the fingerprints in the Florida Safe Families Network chronological notes. The case manager, in conjunction with Children's Legal Services, will request an order from the court for authorization to obtain the fingerprints. The record of all fingerprints shall be maintained in the child's file.
- d. All children that are to be placed out of state will have fingerprints secured prior to placement.
- e. For children currently placed out of state the case manager must make diligent efforts to document his/her efforts to inform the caregiver of the need for fingerprints. These efforts must be clearly documented in the case file.



3. Birth Verification

- a. Verification of the child's birth may be obtained by photocopying the child's birth certificate, contacting the in-state or out-of-state Office of Vital Statistics to request a printout that verifies the birth information or by accessing the vital statistics information and obtaining a certified copy of the child's birth certificate.
- b. Children entering out-of-home care must have documentation of verification of the child's birth within 15 calendar days of the placement.
 - (1) For children placed in licensed out-of-home care a certified copy of the child's birth certificate will be required. (Florida Administrative Rule 65C-13.010 (5) (d) 12.)
 - (2) For children placed in relative or non-relative care any of the above defined methods of birth verification listed in paragraph 6a may be obtained.
- c. For children placed under in-home supervision, birth verification will be obtained 15 days after the case has been staffed and transferred to a services unit.
- d. Birth verification records will be maintained in the Communities Connected for Kids official case file.
- e. For children born out-of-state or out-of-county, verification of the child's birth shall be requested within fifteen days from initial placement and documented in the case file. Refer to subsection 65C-30.007(17), F.A.C., regarding the necessary actions when it is determined that a child was born in another country and has not established legal alien status.

4. Documentation Requirements

- a. All case work activity pertaining to compliance and attempted compliance with the requirements of this operating procedure will be entered into the child's Florida Safe Families Network case record.
- b. All hard copy documents (fingerprint cards, birth verification documents and photographs) will be maintained in the appropriate section of the child's case file. For children out-of-county, documents will be located in the file where supervision is occurring.



Approved: Carol DeLoach
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