

# Case/Service Plan Requirements Comparison

## CINS/FINS Operations Manual: Service Plan (page 15)

Service plans shall include a minimum of:

1. identified needs
2. goals
3. proposed action
4. person responsible
5. target date
6. completion date
7. signature space for:
  - ? client
  - ? parent/legal guardian
  - ? designated agency personnel
  - ? a supervisor

## Chapter 984.12(4), Florida Statutes

(4) The plan for services shall contain the following:

- (a) Statement of the problems
- (b) Needs of the child
- (c) Needs of the parents, guardian, or legal custodian
- (d) Measurable objectives that address the identified problems and needs
- (e) Services and treatment to be provided, to include:
  1. Type of services or treatment
  2. Frequency of services or treatment
  3. Location
  4. Accountable service providers or staff
- (f) Timeframe for achieving objectives

## Title IV-E ASFA Requirements\*

Required elements of the case plan include:

- (i) A description of the type of home or institution in which the child is to be placed
- (ii) A discussion of the appropriateness of the placement
- (iii) A method showing how the responsible agency is planning to carry out the orders of the court
- (iv) A plan for assuring the child receives safe and proper care and that services are provided to the parents, child, and foster parents in order to improve conditions in the parents' home and facilitate the return of the child to his or her own safe home or other permanent placement
- (v) A plan that addresses the needs of the child while in foster care, including a discussion of the appropriateness of the services to be provided the child under the plan
- (vi) A written description of a program and services to assist children age 16 or older to transition from foster care to independent living
- (vii) A justification for placement out-of-State or a substantial distance from the home of the parent or guardian

## Title IV-E Florida State Plan Requirements

The case plan for each child:

- a. is a written document which is a discrete part of the case record, in a format determined by the State, which is developed jointly with the

- parent(s) or guardian(s) of the child in foster care; and
- b. is developed within a reasonable period, to be established by the State, but in no even later than 60 days from the child's removal from the home; and
- c. includes a description of the services offered and provided to prevent removal of the child from the home and to reunify the family; and
- d. includes a description of the type of home or institution in which the child is placed; and
- e. includes a discussion of the safety and appropriateness of the placement and how the responsible agency plans to carry out the judicial determination made with respect to the child in accordance with 472(a)(1) of the Act; and
- f. includes a plan for assuring that the child receives safe and proper care, and services are provided to the parent(s) in order to improve the conditions in the parent's (parents') home to facilitate the child's return to his/her own safe home or the permanent placement of the child; and
- g. includes a plan for assuring that services are provided to the child and foster parents in order to address the needs of the child while in foster care; and
- h. includes a discussion of the appropriateness of the services that have been provided to the child under the plan; and
- i. where appropriate for a child 16 or over, includes a written description of the programs and services which will help such child prepare for the transition from foster care to independent living; and
- j. documents the steps to finalize a placement when the case plan goal is or becomes adoption...(This item not applicable)
- k. includes a discussion of how the case plan is designed to achieve a safe placement for the child in the least restrictive (most family-like) setting available and in close proximity to the home of the parent(s) when the case plan goal is reunification and a discussion of how the placement is consistent with the best interests and special needs of the child; and
- l. if the child has been placed in a foster family home or child-care institution a substantial distance from the home of the parent(s), or in a different State, sets forth the reasons why such a placement is in the best interest of the child; and
- m. if the child has been placed in foster care in a State outside the State in which the child's parent(s) are located...(not applicable\*\*)
- n. incorporates the health and education records of the child, to the extent available and possible, including:
  1. the names and addresses of the child's health and educational providers;
  2. the child's grade level performance;
  3. the child's school record;
  4. assurances that the child's placement in foster care takes into account the proximity to the school in which the child is enrolled at the time of placement;
  5. a record of the child's immunizations;
  6. the child's known medical problems;

09/14/01

\*Note: Quoted from: Department of Health and Human Services Office of Inspector General--AUDIT "Audit of Protections Provided to Foster Care Children Through the Juvenile Justice System in California," (A-09-00057) December 22, 2000.

\*\*This requirement continues..."assures that an agency caseworker, of either State, visits the foster home or institution no less frequently than every 12 months and submits a report on the visit to the State agency of the State where the home of the child's parent(s) are located; and"

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7. the child's medications;  
and
8. any other relevant health  
and education information concerning the  
child determined to be appropriate by the  
State agency.

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