

Travel Authorization for Children in the Custody of SCCS

SUMMIT COUNTY CHILDREN SERVICES

<p>ORC: N/A</p> <p>OAC: N/A</p> <p>USC: N/A</p> <p>CFR: N/A</p>	<p>ORIGINAL: 05/24/07</p> <p>REVISIONS: 10/20/08; 12/14/12; 08/07/15</p> <p>RELATED FORM(S): Advance Travel Authorization</p> <p>RELATED PROCEDURE/POLICY(IES): N/A</p>
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|---|---|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Fiscal | <input type="checkbox"/> Safety & Security |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Social Services - All Departments |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Social Services - Foster & Adoption |

All Staff Bargaining Unit Non-Bargaining Management

POLICY:

Children in substitute care are given opportunities to travel with their caregivers whenever possible. However, caregivers must always inform SCCS of travel plans and request authorization for a child to travel in situations outlined in the procedure below. Parental permission is also requested as outlined in the procedure below.

PROCEDURE:

Caregivers must seek advance authorization for children in the custody of SCCS to travel under the following circumstances:

- Any travel that will interfere with scheduled visitation
- Any travel that interferes with school attendance
- Out of county travel that includes more than 3 days
- Out of state travel
- Out of country travel;

Caregivers must contact the child’s caseworker one week in advance to request travel authorization for any of the above travel plans.

The caseworker shall attempt to obtain verbal approval from parents for a child to travel in the situations outlined above. In doing so, the caseworker should discuss with the parent the necessity of the travel plans, and how the child would be negatively impacted if not able to participate. The caseworker should also discuss with the parent any

concerns they have. The caseworker shall document the parents' response as an activity log in SACWIS.

In general, Summit County Children Services respects parents' wishes regarding travel for their children. However, caseworkers can request an exception by writing a memo which lists the reasons the caseworker thinks it is in the child's best interest to participate in the travel plans. The memo shall be submitted to the chain of command, up to the Director of Social Services, for approval.

Caseworkers must complete the "Advance Authorization for Travel" form and obtain approval from their Supervisor and the Department Director for out of state travel. Travel outside of the country requires approval from the Executive Director, or designee. Approval of the Director of Social Services or a designee must be obtained for any travel that is not agreed to by the child's parents.

The original copy of the "Advance Authorization for Travel" form is provided to the caregiver and should be maintained by the caregiver when traveling. Copies of the form are maintained in the child's record and in the Legal Department. The Legal Department files copies of the "Advance Authorization for Travel" form with juvenile court.