

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>REVISION/REVIEW: 10/20/08; 12/14/12; 08/07/15; 10/06/2023</p> <p>NEXT REVIEW: 10/06/2028</p> <p>RELATED FORM(S): Travel Authorization AW-175</p> <p>RELATED PROCEDURE/POLICY(IES): N/A</p>
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|---|---|
| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input type="checkbox"/> Social Services - Foster & Adoption |
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All Staff Bargaining Unit Non-Bargaining Management

POLICY:

Summit County Children Services (SCCS) authorizes children in agency custody to travel with their caregivers when in the child’s best interests and notifies the parents whenever possible.

PROCEDURE:

With a minimum of two weeks advance notice, caregivers must seek SCCS authorization for children in the custody of the agency for travel under the following circumstances:

1. Any travel that will interfere with scheduled visitation;
2. Any travel that interferes with school attendance;
3. Out of county travel that includes more than 3 days;
4. Out of state travel;
5. Out of country travel.

In cases of emergency, caregivers must seek SCCS authorization as soon as possible.

Upon notification from the caregiver, the caseworker notifies the parents of the child’s anticipated travel. The caseworker discusses with the parent the purpose of travel and how the child might be negatively impacted if not able to participate. The caseworker discusses any concerns the parents have and documents the parents’ response as an activity log. Caseworkers complete the Travel Authorization AW-175 form and obtain the necessary approvals as outlined on the form.

If the parent(s) disagrees with the travel plans, and no alternative arrangements in the child's best interest can be made, the caseworker consults with their supervisor and the CASA/GAL. Travel with which a parent disapproves is requested with the Travel Authorization form, and a memo providing the rationale for the request to be approved by the Deputy Director of Social Services or designee.

Travel outside of the country requires approval from the Executive Director, or designee. If other circumstances present, the caseworker consults with their supervisor and department director as appropriate.

The original copy of the Travel Authorization form is provided to the caregiver and should be maintained by the caregiver when traveling. Copies of the form are maintained in Traverse.