

LCCS POLICY 130
Identification & Location of Required Case Record Information
That is not Maintained in the Case File

Original Issue Date:	11/28/1988
Revision Dates:	5/10/1989, 8/5/1991, 7/26/1993, 9/13/1993, 11/9/1998, 12/13/99, 7/29/2019
Revision Number:	6
Current Effective Date:	12/13/1999, 7/29/2019
Obsolete/Combined Date:	
Reason for Obsoleting/Combining:	
See new Policy #:	

Scope:	Entitlement, Data Management, Health Services Staff
Responsibility:	Director of Administrative Services and Director of Support Services
Purpose:	To provide the location of required case information that is not maintained in the case file.
Legal Cite:	OAC 5101:2-33-23

POLICY STATEMENT

Lucas County Children Services will identify the location and how to access all required case information that is not maintained/kept in the case record.

PROCEDURE

Materials necessary for all **Title Reimbursements, Adoption Assistance, Adoption Subsidy** are maintained by the Entitlement Programs Unit. This includes birth certificates, death certificates, social security cards and any other materials necessary for eligibility determination.

Medical Records for all children currently in the custody of Lucas County Children Services are maintained by and located in the Health Services Department.

To access any of the above materials, contact the above designated Department or Unit.

CASE PRACTICE GUIDES

RELATED POLICIES and FORMS