

DATES OF TRAVEL TO
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### REQUEST FOR TRAVEL FOR WOR

*Travel requests must be made at least one week prior to the beginning of travel.*

CHILDS NAME	CHILDS DOB	CASE NUMBER	FOSTER CARE CASEWORKER
MOTHERS NAME	FATHERS NAME	CUSTODY STATUS	WOR CASEWORKER

NAME & TYPE OF PLACEMENT:
DESTINATION OF TRAVEL (INCLUDE DESTINATION ADDRESS):
MODE OF TRANSPORTATION:
CONTACT INFORMATION (INCLUDE NAME, RELATIONSHIP, & PHONE NUMBER OF PEOPLE CHILD IS TRAVELING WITH):
EDUCATIONAL FOLLOW-UP IF THE CHILD IS MISSING SCHOOL:
INTERFERENCE WITH VISITATION BETWEEN CHILD AND PARENT:
PARENTS' APPROVAL FOR CHILDREN IN TEMPORARY CUSTODY (INDICATE WRITTEN OR VERBAL):
FOR PPLA YOUTH ONLY (NOTIFICATION TO BIOLOGICAL PARENTS):
CASA/GAL APPROVAL (INDICATE WRITTEN OR VERBAL):
MEDICAL ISSUES TO BE ADDRESSED:
WATER & FIRE SAFETY DISCUSSED (IF APPLICABLE):
ADDITIONAL INFORMATION:

If the foster parent is requesting travel, the foster care caseworker will initiate the document. The WOR must document approval/email and other information in an activity log.

The manager of the department will make decisions regarding all travel requests for children in all custody types of LCCS. The director of the department will be available to the managers for consultation.

***All requests are to be emailed to the manager and the assistant manager.***

## LCCS POLICY 112

### Travel Authorization for Children in LCCS Custody

<b>Original Issue Date:</b>	8/01/1990
<b>Revision Dates:</b>	2/08/1999, 6/22/09, 8/6/2009, 2/13/19
<b>Revision Number:</b>	5
<b>Current Effective Date:</b>	2/13/19
<b>Obsolete/Combined Date:</b>	N/A
<b>Reason for Obsoleting/Combining:</b>	
<b>See new Policy #:</b>	

<b>Scope:</b>	All LCCS staff who are workers of record, supervisors, managers and all substitute care providers for children in agency custody.
<b>Responsibility:</b>	Managers of Worker of Record Caseworkers
<b>Purpose:</b>	To establish a consistent procedure for authorizing travel of a child in LCCS custody.
<b>Legal Cite:</b>	O.R.C. §§ 5153.10, 5153.16, LCCS Policy 100

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### **POLICY STATEMENT**

All substitute care providers must provide prior notification to LCCS when they are planning travel arrangements, which include children in LCCS' custody, if the child will be away from the home of the substitute care provider for a time period of more than twenty-four (24) hours or the destination/distance is more than a radius of one-hundred (100) miles from downtown Toledo.

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### **PROCEDURE - including required timeframes and documentation**

#### **DEFINITIONS**

- **Substitute Care Provider:** All relative, foster, pre-finalization adoptive, network and group homes, as well as institutions.
- **Travel:** Greater than one (1) day/24-hours in length and/or a destination/distance that is greater/farther than a radius of one-hundred (100) miles from downtown Toledo. (Does not include travel from the substitute care provider's home county to Lucas County.)
- **WOR:** Worker-of-Record

#### **PROCEDURAL REQUIREMENTS/PARAMETERS**

The substitute care provider(s) is required to notify and consult with the Worker-of-Record about any pending travel plans in a timely manner, but at least, one (1) week prior to the beginning of the travel so the WOR has sufficient time to obtain permission from

the child(ren)'s parent(s) or legal guardian(s). If the WOR is not available, the substitute care provider is then to notify the WOR's supervisor or department manager.

The substitute care provider(s) is also required to provide the WOR/supervisor/manager with written notification detailing pending travel plans when the time away will be longer than one (1) day/twenty-four (24) hours or the destination/distance is more than one-hundred (100) miles from downtown Toledo.

In all cases of pending travel, the substitute care provider's notification is to include the destination, date(s), mode of travel and contact telephone numbers.

If the child(ren) is in an agency foster home, the foster parent is required to contact their Foster Care worker or Supervisor to request travel approval. The Foster Care worker will start the LCCS form #8667 and complete all sections, with the exception of Parent and CASA/GAL approval. The Foster Care worker will forward the form to the Worker of Record at least one week prior to the travel date.

When LCCS has Temporary, Interim Temporary or a less restrictive custody, the WOR must obtain verbal approval from the CASA/GAL and verbal or written permission from the child(ren)'s parent(s) before the travel can begin. The WOR must, not only, obtain approval/authorization for the travel from the parent(s)/legal guardian(s), but also from his/her supervisor or manager. The WOR must contact all parties involved including, but not limited to, parents, substitute care provider(s), and/or service providers to reschedule any visits or appointments missed because of the child(ren)'s travel. **Any travel by plane or out of state longer than a weekend must have parental written permission.**

If one of the parents agrees to the travel, but the other does not because the travel would interfere with scheduled visitation and/or other scheduled activities/arrangements, then the child(ren) will not be permitted to travel. If, however, the parent who opposes the travel is not actively/routinely participating in case plan visitation/services, is not otherwise involved with the child(ren), or if there are extraordinary circumstances, the manager will make the decision on whether or not the travel should be approved. The Director should receive notification and can be consulted in extraordinary circumstances.

When LCCS has Temporary or Interim Temporary Custody and one (1) or both parents will not give permission to allow the child(ren) to travel, the LCCS Executive Director can give permission. Through the WOR's chain-of-command, a detailed rationale is to be provided to the Executive Director, via the Director, when making such a request, including the written travel itinerary submitted by the substitute care provider.

When LCCS has Permanent Custody or Planned Permanent Living Arrangement (PPLA), the WOR, through her/his chain-of-command, must obtain written permission for the travel from the manager of the relevant department. A written and detailed rationale, including the travel itinerary submitted by the substitute care provider(s), is to be provided. In PPLA situations, the WOR must notify the child(ren)'s biological/adoptive

parent(s), if their whereabouts is known, verbally or in writing, of the pending travel plans and must document same in the case record.

If the substitute care provider(s) has routine and regularly scheduled travel plans (e.g., summer weekends), the WOR can obtain permission from and establish a standard, written agreement with the parent(s)/guardian(s) that covers a defined extended period of time.

Obtaining permission for the child(ren)'s travel from the parent(s), Manager(s), Director(s) or Executive Director is always the responsibility of the WOR.

The Executive Director must be notified whenever any child(ren) is planning/going to travel outside of the continental United States. Effective June 1, 2009, Passports are required for all travel to other countries, including Canada. When LCCS has temporary custody, only the Executive Director can sign a child(ren)'s Passport application if the parent(s) is unwilling to do so. Because of the length of time normally required to obtain a Passport, the application process should begin, at least, six (6) months prior to any planned travel dates outside of the continental United States.

The substitute care provider(s) must carry a signed Medical Authorization form (LCCS #7009) with them at all times during travel periods.

All activities related to obtaining authorization for travel and notices to involved parties, must be documented in the case record. This includes, but is not limited to, notification received from the substitute care provider(s), written approvals from the parents/supervisor/manager/Director/Executive Director, notification provided to all parties by the WOR, rescheduling of visits/appointments and Passport applications. It also includes verbal notification to parents for shorter travels or travels not otherwise covered by this policy.

LCCS reserves the right to not approve a travel destination.

This policy does not apply for travels that exceed the one (1) day/twenty-four (24) hour or one-hundred (100) mile limits when the travel is for the purpose of transporting the child(ren) to scheduled treatment services (e.g., medical, psychological/psychiatric evaluation/treatment services).

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## **CASE PRACTICE GUIDES**

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## **RELATED POLICIES and FORMS**

LCCS Form # 7009 (Medical Authorization)

LCCS Form # 8667 (Request for Travel)