

**South Carolina Department of Social Services
Human Services Policy and Procedure Manual**

560. Termination of Foster Care Services

CHAPTER 5, Foster Care & Permanency Planning

Revision Number: 16-01

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PURPOSE STATEMENT:

The agency is committed to providing children with information, communication and collaboration with providers, and limited continued supervision to meet their needs after they leave foster care. Accordingly, this section lays out the policies and procedures to be followed when a child is discharged from foster care.

POLICY:

1. A child is considered to have been discharged from foster care, and foster care services should be terminated, whenever one of the following events occur:
 - a. voluntary Placement Agreement is terminated and the child is returned home;
 - b. the Family Court relieves DSS of legal custody with the child being placed with the parent(s)/guardian(s), relative, or other individual;
 - c. the child is placed in an adoptive home and the adoption has been finalized by the Family Court;
 - d. a child under 18 is emancipated by the court;
 - e. a youth aged 18 or older decides to no longer remain in foster placement.
2. If a youth aged 18 or older and any youth that was in foster care for six months or longer prior to exiting foster care, the agency will provide the youth with the following documents:
 - a. an official or certified copy of his or her birth certificate;
 - b. an official social security card;
 - c. health insurance information;
 - d. a copy of the child's Education and Health Passport; and
 - e. a driver's license or state issued identification card.

If a youth aged 18 or older has been in foster care for less than six months prior to exiting foster care, the agency will make reasonable efforts to provide the above listed documents. When releasing the above documents, the agency shall comply with the confidentiality provisions of S.C. Code Ann. § 63-7-1990.

PROCEDURES:

1. For procedures related to transition planning and exit interviews for children exiting foster care, refer to [Section 510.4: Case Planning & Management](#).
2. Important Documents at Termination of Foster Care

If a youth aged 18 or older has been in foster care for six months or longer prior to exiting foster care, the Foster Care/IFCCS Worker shall confirm that the youth physically possesses the following documents:

 - a. an original copy of his or her official or certified birth certificate;
 - b. an original copy of his or her official social security card;
 - c. health insurance information (including an original Medicaid card);
 - d. a copy of the child's [DSS Form 30245: Education and Health Passport](#); and
 - e. a driver's license or state issued identification card.

The worker shall complete [DSS Form 1598: Independent Living Resource Checklist](#) with the child and shall upload it to CAPSS. The worker shall confirm that DSS retains copies and/or scanned copies of each document provided to the youth.

3. Updates to CAPSS

- a. The Foster Care/IFCCS Worker shall update the necessary data fields in CAPSS to confirm that (1) placement authority in the Legal tab is not coded as EPC or ex parte and (2) any missing person information such as date of birth, social security number, race, education, medical, etc. has been entered on the Person screen.
- b. Within two working days of the child leaving foster care or prior to the third working day of the next month (whichever is earliest), the Foster Care/IFCCS Worker shall end the foster care placement to ensure that any board payments are ended.
- c. The foster care services line in CAPSS shall not be kept open for the sole purpose of posting dictation. Dictation can be posted after disclosure, and failure to update CAPSS in this manner may result in financial penalties per federal AFCARS regulations.

4. The Foster Care/IFCCS Worker shall notify:

- a. Medicaid staff of the changes in the child's status;
- b. Child Support Services through the completion of Section V of the Child Support Referral ([DSS Form 2738](#));
- c. the State IV-E Coordinator via email;
- d. appropriate service providers via email;
- e. Foster Care Review Board in writing (refer to [section 540.1](#)).

5. If legal custody of the child is returning to the parent/guardian or if legal custody is being transferred to a relative or other individual,

the Foster Care/IFCCS Worker shall provide the caregiver with any bench order as proof of custody at the time of discharge, as well as any final court order once it has been obtained by the court.

6. The worker shall work with the child (and any individuals responsible for caring for the child after termination of foster care services) to confirm that the child has a **safety network of two or more individuals** who are committed to making sure that the child remains safe. This safety network will be arranged regardless of whether a child is leaving foster care due to positive permanency or emancipation.

7. Post-Discharge Supervision

- a. The Foster Care/IFCCS Worker shall follow the terms of any court order related to the provision of services after termination of foster care services.
- b. The Foster Care/IFCCS Worker shall:
 - i. if monitoring will continue, open a Program Service of "Other Child Welfare Services" on the child;
 - ii. if services or monitoring will continue by IFCCS staff, open a Program Service of "Supervision Only IFCCS" on the child; or
 - iii. If the child is returned to the parent/guardian and the parent/guardian is court-ordered to participate in treatment services, open a CPS Treatment Services line.

Special Considerations:

1. Vulnerable and/or special needs child leaving foster care

- a. For transition planning for vulnerable and/or special needs children, refer to [Section 510.4: Case Planning & Management](#), Special Consideration 3.
- b. The Foster Care/IFCCS Worker shall coordinate with the child's family and fictive kin, DDSN, the child's school, and other relevant providers to plan the child's transition from foster care and shall confirm that steps are taken to prevent a lapse in services during the transition.

2. Termination of voluntary placements

- a. The Foster Care/IFCCS Worker shall:
 - i. facilitate a Team Decision Making meeting to review the child's case for placement at least 15 days prior to termination of the agreement;
 - ii. if doing so would not create a substantial and imminent risk of harm, make a plan to return the child to the parent(s)/guardian(s) and determine if any post-placement services will be necessary;
 - iii. if there is no substantial and imminent risk of harm but the parent requests an extension, determine whether to grant one extension for an additional 90 days or less and arrange for parent(s)/guardian(s) to sign the extension request;
 - iv. Provide written notice to the foster caregiver of the removal at least ten days prior to the planned removal date. Notice should indicate that the child was voluntarily placed and is being removed to be reunited with his or her family;
 - v. once the child is returned home, continue with any previously requested or recommended post- placement services;

- vi. coordinate with the DSS attorney to file a petition for removal if:
 1. the child has been in care for more than 90 days and does not appear likely to return home prior to being in care six months; and/or
 2. The agency has determined that the child cannot be safely returned to the home.

If, after a removal hearing, the court upholds the agency's petition for removal, the Foster Care/IFCCS Worker shall follow the procedures in this chapter as in all other foster care cases.

DOCUMENTATION:

- Copy of transition plan
- Contacts with child
- Copies of discharge documents
- Contacts with professionals and agency staff

COLLABORATION:

- Foster Care/IFCCS Worker
- Foster Care/IFCCS Supervisor
- Guardian ad Litem
- Medicaid Staff
- Child Support Enforcement
- Department of Disabilities and Special Needs (DDSN)
- Department of Juvenile Justice (DJJ)
- State IV-E Coordinator
- Other Relevant Service Providers
- Foster Care Review Board
- DSS Attorney
- Family Court

REFERENCES:

Legal Citations:

42 U.S.C.A. § 675(5) (I): emancipation documents

Tools:

Forms:

[DHEC Form 0640: Vital Records Birth/Death Certificate Application](#)

[DSS Form 2738: Child Support Referral](#)

[DSS Form 30245: Education and Health Passport](#)

[DSS Form 1598: Independent Living Resource Checklist](#)

Practice Guidance:

REVISION COMMENTS: