

FOR YOUR INFORMATION

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Issue 18-33

Date: 08/10/18

PLACEMENT TERMINATIONS

When a child leaves a placement due to any reason, a Placement Termination form must be physically handed to the care provider. Reasons for leaving placement include returning home to parent, termination of jurisdiction, running away from placement, and replacement to another placement home or facility. The Placement Termination form confirms the date that the child is removed/replaced from placement.

This is to remind staff that when ending a placement or replacing a child, to ensure:

- The original [DCFS 489-2](#) is provided to the caregiver from whom the child is being replaced/removed, as this form verifies the date that the child is removed/replaced from the placement. If the child is in a Foster Family Agency home, the form must be given directly to the resource (foster) parent/caregiver.
- The DCFS 489 is included in the new placement packet, however, in situations (e.g. child has run away or reunified; or no immediate placement is located) wherein a packet is not generated, the [DCFS 489-2](#) must be completed and provided to the caregiver from whom the child is being replaced/removed.
- If the DCFS 489-2 cannot be physically handed to the caregiver upon placement termination, the original DCFS 489-2 is immediately mailed to the caregiver.
- The date of removal on the Technical Assistance (TA) Action Request 280 form and the DCFS 489-2 must match the actual date that the child was removed/replaced.
- A copy of the DCFS 489-2 is filed in the Placement Folder.
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See Procedural Guide [0100-510.61](#), Placement Responsibilities, for more information.



If you have any questions regarding this release please e-mail your question to:

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