

Big Bend Community Based Care Policy & Procedure

Series:	900: Data Collection, Records and Reporting	
Policy Name:	Identification of Children	
Policy Number:	901	
Origination Date:	3/9/2009	Revision Date: 10/04/16
Regulation:	39.304, F.S. 65C-30.004, F.A.C.	

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to maintain a systematic process to photograph, obtain Birth Verification/Certificates and fingerprint children as a means to identify children involved in the Dependency System. It is required that photographs, Birth Verification/Certificates and fingerprints be completed for children currently in foster or shelter care. It is required that photographs and Birth Verification/Certificates be completed for children in in-home services as well as voluntary protective services.

Procedure

A. Photographing Children.

1. Each DCM/DCM Supervisor will maintain digital cameras for use by the DCMs.
2. Children entering out-of-home care will be photographed within seventy-two (72) hours of removal by the Child Protective Investigator (CPI) and this photograph will provided to the CMO before case transfer.
3. Photographs for children placed under in-home supervision and voluntary protective supervision are also required.
4. If a child's photograph has been given to law enforcement to assist in locating the child, upon the child's return another photograph will be taken immediately.
5. Copies of photographs will be filed electronically in the DCF databases and be distributed to the physical case.

B. Birth Certificates.

1. The CPI or DCM will complete a Request for Certified Copy of Birth Certificate/Birth Verification Form.

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2. A copy of a birth certificate or birth verification shall be obtained for each child under court ordered in-home supervision within fifteen (15) days after the case transfer staffing.
3. A copy of a birth certificate or birth verification shall be obtained for each child entering out-of-home care within fifteen (15) days of initial placement.
4. The CPI or DCM will place a copy in the case file and document this in FSFN.
5. For children born out-of-state or out-of-country, verification of the child's birth shall be requested within fifteen (15) days from initial placement and documented in the case file. Refer to subsection 65C-30.007(12), F.A.C., regarding the necessary actions when it is determined that a child was born in another country and has not established legal alien status.

C. Fingerprints.

1. Fingerprints will be taken for all children entering out-of-home care.
2. The CPI will be responsible for providing fingerprints to the CMO before case transfer.
3. Young adults, 18 years of age and older, who are receiving services through BBCBC (Independent Living Program) are not subject to this policy.
4. Fingerprints, original and/or copies, will be kept in a sealed envelope marked "confidential" in the case record.
5. Fingerprints are to be used only for the purpose of identifying missing children.