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# CASE PLAN CHECKLIST

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## Face-To- Face Meeting

- Participants
  - Department
  - Child's parent
  - Guardian ad Litem
  - Attorney ad Litem, if appointed
  - Child, if appropriate
  - Child's temporary custodian

## Each Case Plan Must Contain

Parent's behavior or acts, resulting in risk to child, to be addressed – the behavior /act must match service. § 39.6011(2)(a).

- Description of each of the parent's tasks and services. § 39.6012(1)(b).
  - type of services or treatment
  - date the department will provide each service or referral
  - date by which the parent must complete each task
  - frequency of services or treatment provided
  - location of the delivery of the services
  - accountable staff or service provider
  - measurable objectives, timeframes
- Description of the child's identified needs while in care. § 39.6012(2)(a).
  - plan for ensuring that the child receives safe and proper care
  - the following records of the child must be attached to the case plan and updated throughout the judicial review process: § 39.6012(2)(b)
    - the names and addresses of the child's health, mental health, and educational providers
    - the child's grade level performance
    - the child's school record
    - assurances that the child's placement takes into account proximity to the school in which the child is enrolled at the time of placement
    - a record of the child's immunizations
    - the child's known medical history, including any known problems
    - the child's medications, if any, and
    - any other relevant health, mental health, and education information concerning the child

§ 39.6012(2)(b).

- If the child is in an out-of-home placement the case plan must contain the following:
  - description of the type of placement
  - parent's visitation rights and obligations
  - sibling visitation

- if 13 or older must meet Independent Living requirements of §409.1451
- A discussion of the safety and the appropriateness of the child's placement

§ 39.6012.

- Permanency Goal /Case Plan Goal §§ 39.6011(2)(b), 39.01(51).
  - Permanency Goal- § 39.621
    - Reunification
    - Adoption when a petition for termination of parental rights has been or will be filed
    - Permanent guardianship
    - Permanent placement with a fit and willing relative, or
    - Placement in another planned permanent living arrangement
  - If concurrent planning, then a description of the goal of reunification in addition to a description of one of the remaining permanency goals. § 39.6011(2)(c).
- Date the compliance period expires: no later than 12 months after the child initially removed, or date the court accepted the case plan (whichever sooner). § 39.6011(2)(d).

**Additional Requirements- § 39.6011.**

Notice must be given that:

- Failure to substantially comply with case plan may result in TPR
- Material breach of case plan may result in filing for TPR sooner than stated compliance period
- Description of role of foster parents
- Minimum number of face-to-face meetings to be held each month
- Parent's financial responsibilities
  - Must list cost associated with services of parent and child, which are the financial responsibility of parent(s).
- If the goal is adoption, then case plan must document steps the department is taking to find adoptive or permanent placement
- Case Plan must be explained to parties including child, if appropriate
- Case Plan must immediately be given to all parties, including the child, if appropriate
- Signed by all parties(signature of a child may be waived if the child is not of an age or capacity to participate in the case-planning process)

If parent(s) unwilling or unable to participate must have documentation