

**PROBATION DEPARTMENT  
JUVENILE MANUAL**

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<b>Issue Date:</b> 03/01/83	
<b>Revised:</b> 10/30/19	

**NOTIFICATION TO RELATIVES**

**Notes and  
References**

I. Introduction

- A. Existing law requires that a youth’s relatives and non-relative extended family members be considered as caregivers whenever a youth is at risk of entering foster care. This policy addresses the requirement for notification to relatives of that risk in certain cases in support of relative placement.
- B. In cases where a youth is detained and is at risk of entering foster care, the assigned Deputy Probation Officer (DPO) has 30 days from the date of detention or removal to identify and locate all grandparents, adult siblings, and other relatives of the youth.
  - 1. “At risk of entering foster care” means conditions within a youth’s family may necessitate his or her entry into foster care unless those conditions are resolved.
  - 2. No notification is required if the youth is detained but not at risk of entering foster care.
  - 3. The DPO is not required to notify any relative with a history of family or domestic violence.

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II. Notification

- A. The DPO shall provide all adult relatives who are located with written notification, and when appropriate, provide oral notification in person or by telephone, of the following information:
  - 1. The youth has been removed from the custody of his/her parent or guardian, and is at risk of entering foster care
  - 2. An explanation of the various options to participate in the care and placement of the youth and support for the youth’s family, including any options that may be lost by failing to respond.
- B. In any case where notifications were not made (e.g., removal to placement was not recommended, but was ordered by the Court), they are to be made within 30 days of a placement order.

§727.4  
(d)(1)  
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§727.4  
(d)(2)  
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**NOTIFICATION TO RELATIVES (continued)**

**Notes and  
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III. Circumstances in which a youth is at risk for entering foster care include:

- A. A formal disposition recommendation to the Juvenile Court that a youth be removed and placed.
- B. A Child and Family Team (CFT) meeting has been conducted with a recommendation including placement.
- C. A youth has been certified as meeting medical necessity for placement in a Short Term Residential Therapeutic Program (STRTP).
- D. During the course of a detention investigation it is apparent to the DPO that the circumstances of the youth's case are such that out-of-home removal is likely or possible.
- E. Any other time during the course of a case where a youth is detained, a hearing is pending, and the potential for entering foster care is present.
- F. In all cases, facts and circumstances of the case should be reviewed with a supervisor prior to making a determination for removal from the home.

IV. Inquiries

- A. When a youth is detained and at risk for removal, the DPO is to make an inquiry with the parent(s) or legal guardian of a youth in order to identify and locate grandparents, adult siblings, and any other relatives, including step-parents, step-siblings, and any relative whose status is preceded by the words "great," "great-great," or "grand."
- B. The DPO is to make the same inquiry to the youth. (This can be determined by a local Probation records check and inquiry with the family.)
- C. Submit a Home Connection Finders Request to Child Welfare Services when local inquiries are unsuccessful.

§319(f)(2)  
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**NOTIFICATION TO RELATIVES (continued)**

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V. Notification to relatives

- A. In any case where verbal notification is made to a relative and that relative declines to participate in any treatment, visitation, or other activities it will not be necessary to make the written notification. The DPO shall document the communication as an Events entry in IMPACT.
- B. The written notification to all identified relatives of the youth is to include the following:
  - 1. The youth has been removed from the physical custody of his or her parent(s),
  - 2. An explanation of the options to participate in the care and placement of the youth and support for the family,
  - 3. Information about providing care for the youth and how to become a Resource (foster) Family Caregiver,
  - 4. Additional services and support that are available in placements,
  - 5. Information regarding the Kinship Guardianship Assistance Payment (Kin-GAP) program,
  - 6. The California Work Opportunity and Responsibility to Kids (CalWORKs) program,
  - 7. The Adoption Assistance Program, and other options for contact with the youth, including visitation.

VII. Documentation

- A. All notification/ inquiries and efforts are to be documented in events in IMPACT.
- B. Written notifications are to include two documents: (1) the notification cover letter and (2) an attachment titled "Important Information for Relatives."

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