

**NORTH DAKOTA DEPARTMENT OF HUMAN SERVICES
BISMARCK, NORTH DAKOTA
January 25, 2011**

PI- 11-02

TO: Regional Supervisors, CSSB
Division of Juvenile Services
Directors, County Social Services
Tribal Social Services

FROM: Dean Sturn, Foster Care Administrator

SUBJECT: Case Plan Requirements

PROGRAMS: Permanency Planning Manual Chapter 624-05-15-50, Case Plan

RETENTION: Until Manualized

Each child in foster care is required by federal law to have a case plan which must be a written document and made a discrete part of the case record. All case plans must take into account the youth's safety, permanence and well-being. The plan must include all requirements outlined in Title IV-E of the Social Security Act, Section 475, which is part of current foster care policy.

For youth in foster care on a short-term basis (less than 30 days), an abbreviated care plan is allowable. In order for FRAME to identify the short-term placement, a placement start date and end date must be entered FRAME prior to completing the abbreviated care plan. Completion of the full family assessment instrument in FRAME is not required. However, a minimum of one factor, with goals and tasks, must be completed.

An approved care plan must be in FRAME before the foster care case can be closed.

If you have questions, please feel free to contact me or the CCWIPS/FRAME Help Desk at 1-800-429-8829.