

Department of Children's Services
INSTRUCTIONS FOR USE OF FORM
CS-1013 Kinship Exception Request

This form is intentionally designed to be user friendly to the worker who may be completing the Kinship Exception Request via computer or by hand in the field.

Part One: Family Information

Date	Date initial custodial placement in a foster care setting is required
Electronic Record System Family Case Name	Official name of the family case file in Electronic Record System
Child/Children's Names	Enter the full name for each child who requires an initial custodial foster care placement in this family
Date of Birth	Enter the date of birth for each child
Race	Enter the race for each child
Sex	Enter the sex for each child
Special Needs	Enter any special needs that may exist for each child

For sibling groups in which all children have the same parentage (i.e. same mother and father), one genogram may be completed. For sibling groups in which children/youth have different parentage (i.e. same mother but different father or vice versa), a separate genogram must be completed.

Part Two: Parties Responsible for completing Kinship Exception Request

Requesting DCS Staff:	Name of FSW or CPS worker of the case at time of entry into custody and prior to identification of an initial foster home placement. This is the case worker who is requesting the Kinship Exception Request.
Region:	Region child is in jurisdiction of
County:	County child is in jurisdiction of
Reviewing TL/TC:	Name of the team leader or team coordinator assisting with relative search and reviewing the

	Kinship Exception Request prior to requesting placement in a non-kinship foster home
Date Reviewed:	Date TL/TC reviewed the Kinship Exception Request.

Approval Information: When Kinship Exception Request approval is requested, there are two potential outcomes:

1. Kinship Exception Request Approved: Check box if Kinship Exception Request approved
2. Kinship Exception Request Denied: Check box if Kinship Exception Request is denied

Date consult note entered into Electronic Record System: this is the date the Kinship Exception Request reviewer enters a collateral contact note and/or scans the Kinship Exception Request Approval Form into the Electronic Record System family case file as a document.

Signature of Kinship Exception Request approver: Signature of approver who gave disposition for the requested Kinship Exception Request.

Date: Date the approver gave disposition of the requested KINSHIP EXCEPTION REQUEST.

Other Information: Please use this text box to provide any additional information you believe is relevant or necessary for inclusion.

The Genogram and Ecomap will need to be attached to this form.