	Division/Section	Child Welfare
	Chapter No./Name	6 – Foster Care (FC)
	Part No./Name	7. Services Prior to and Immediately After Placement
	Section No./Name	Services Prior to and Immediately After Placement
	Document No./Name	6-715 Family History and Child's Lifebook
	Effective Date	April 1, 2015

I. STATEMENT OF POLICY

* A lifebook documents a child's time in foster care. It ** is started *** at the time of foster care entry ** and should be continually updated throughout the child's * time in Department custody. Memorable ** events and activities for the child * are included, as well as information ** about himself and his family, past and present. * The case manager can also use the child's lifebook as a therapeutic tool to help the child process events occurring in their life. **

II. PROCEDURES

The * case manager ** should request *** the child's family participate in the lifebook process and share family history for the child's benefit. Foster parents/* caretakers ** should also be advised of the need for their help in recording information and preserving pictures and mementos for inclusion in the lifebook during the time the child is with them. ***


Foster Care * case managers ** are to * scan ** a copy of each child's lifebook * into the case record. ** The case record copy of the lifebook is to be updated as information is added to the child's lifebook. ***

If the foster parent/* caretaker ** is helping the child complete the lifebook, then the foster parent/* caretaker ** should be instructed to maintain the lifebook in a secure place. In the case of an older child who requests to keep his own lifebook, the foster parent / * caretaker ** is to help the child locate a place for safekeeping. The foster parent/* caretaker ** and/or the older child are to be instructed to bring the lifebook to the * case plan review ** so *** updated information may be copied to add to the case record copy. The * case manager ** is to explain to the child and the foster parent that * if ** the lifebook * is ** lost or destroyed, * it can ** be reconstructed *** from the case record copy.

*** The case record copy of the lifebook should be updated prior to the transfer of the case record and the updated copy transferred with the case record. The lifebook is to be reviewed with the child prior to the child's change in placements or exit from foster care and the case record copy updated. The child's lifebook is to be given to the child or the child's * parent/ caretaker ** in the case of a young child, when the child exits foster care or moves to another foster care placement. The case record copy of the lifebook will be used for case review purposes or to begin a new lifebook in case the child re-enters foster care.

Expenditures for lifebooks should not exceed a total of \$100.00 per state fiscal year, including the maximum of \$30.00 per year which may be spent on purchased photographs, school pictures & processing.

* The child's lifebook may be used as a tool to explain the termination process, prepare for an adoption placement or an alternative placement, or exiting from foster care. **

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III. FORMS AND INSTRUCTIONS

* There are no forms associated with this policy.

IV. REFERENCES

DCFS CW Policy [6-714, Photographing the Foster Child](#)

DCFS CW Policy [6-900, Services to the Child After Placement](#)

DCFS CW Policy [8-205, Staff Planning Responsibilities for Foster Children with a Case Plan Goal of Adoption](#)

DCFS CW Policy [8-220, Assessment and Preparation of Children Available for Adoption](#)

DCFS CW Policy [8-430, Placement of the Child](#) **