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|  | 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 | 6-714 Photographing the Foster Child |
| | Effective Date | July 15, 2022 |

I. STATEMENT OF POLICY

Photographs can be very helpful in various ways, such as being attached to court reports when the child will not be present in court, shared with biological family, included in lifebooks, or used to help locate a child who runs away or is abducted. A photograph of each child in foster care shall be available in the child's case record. File photographs should be clear, close-up, head and shoulder shots.

II. PROCEDURES


A. WHEN TO OBTAIN FILE PHOTOGRAPHS

When a child enters foster care, the case worker shall obtain a photograph of the child * within ninety (90) days after placement of the child in the custody of the Department of Children and Family Services (DCFS) in accordance with Act 120 of the 2022 Regular Session of the Louisiana Legislature. ** The date the photograph was taken and the child's name shall be written on or otherwise applied to the photograph. It would be ideal if a photograph is taken on the day the child enters foster care. The initial family visit may be a good time to photograph the child and parents. If a photograph has not been obtained by the time of the initial case plan review, the case worker shall photograph the child at that time. An updated photograph labeled with the child's name and date the photograph was taken must be obtained *** every six months, and placed in the child's record. Refer to policy [6-900](#), Services to the Child after Placement.

* For youth age fourteen (14) and older, a special identification card shall be obtained through the Department of Motor Vehicles within 90 days of placement in DCFS custody. A copy of this identification card and the photograph shall be placed in the child's record. If the worker is unable to comply due to the child's incarceration, elopement, physical or mental disability, specialized placement where the child cannot be transported, or upon approval of the court, the department shall obtain the special identification card no later than ninety days from the date the condition preventing compliance ceases to exist. Refer to policy [6-1312](#), Driving and Photo Identification. **

B. HOW TO OBTAIN PHOTOGRAPHS

The foster care case worker may use cameras, film, digital software and hardware, and printers available in the parish or regional office to obtain a photograph of the child. When using digital photographs, the case worker is strongly encouraged to use the JPEG file format and to maintain the file on a labeled computer disk in the child's record per [6-715](#), Family History and Child's Lifebook, in addition to maintaining a printed photograph in the record. The most recent photograph of the child should be attached to the CW [Form 8](#), Foster Child Identification Page, and placed in the child's case record. Solid backgrounds are helpful when the photograph must be used to identify or locate a missing child.

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When digital photographs are printed in the office, matte finish photo-quality paper should be used to provide clear pictures at budget conscious costs.

The case worker or caregiver may purchase annual school photographs per [6-1020](#), Expenses Allowed for Education, and use one for the file photograph. The case worker may purchase a portrait package from a retail store that offers photograph packages in lieu of school pictures. Photography packages, including school pictures, should be purchased at a reasonable rate, not to exceed \$30.00 per state fiscal year. Photographs may be shared with the child's parents, foster parents/caregiver, the case worker for the child and/or parents, and the child's lifebook. At least one photograph should be reserved for the child's case record. TIPS code 800-830 shall be used for photograph packages purchased from a photography studio for the child who is placed in a foster home setting. When a child is placed in a restrictive setting, TIPS code 800-840 shall be used. Refer to [6-1020](#), Expenses Allowed for Education, for the TIPS code for school pictures.

C. MAINTAINING FILE PHOTOGRAPHS

An original photograph shall be maintained with the child's original documents. A copy of the photograph shall be scanned into the child's online record in OnBase. Older photographs should not be removed from the child's record when new photographs are obtained, but shall remain with the child's original documents. Duplicates of the file photographs obtained for the record may also be used in the child's lifebook.

III. FORMS AND INSTRUCTIONS

CW [Form 8](#) Foster Child Identification Page

IV. REFERENCES

* [ACT 120](#) of the 2022 Regular Louisiana Legislative Session **
CW Policy [6-1635, Incidental Expenditures](#)