

## 28. Travel

Any child in DHS custody and his or her caregivers will have many opportunities to travel during the stay in substitute care. Rules governing the certification standards for foster parents and relative caregivers require all drivers who transport children in the department's custody to:

- Have a valid driver license.
- Have proof of insurance for all family-owned motorized vehicles used to transport the child and
- Ensure seat belts and age- and size-appropriate safety seats are always used.

### A. In-state travel

#### Procedure

- The substitute caregiver can transport the child anywhere within Oregon for short-term travel. The child also can travel with school personnel for in-state cultural, sport or other academic activities. If the child will be traveling during a period where visits or other appointments are usually scheduled, the child's caseworker needs to be informed of the travel plans and give approval to miss any scheduled or expected visits.
- The child can travel with the caseworker or with other persons authorized to provide supervision for the child in the routines of day-to-day life.

### B. Out-of-state travel

#### Procedures

#### **Out-of-state travel when no reimbursement costs are involved**

- If the child and substitute caregiver or the child and the caseworker plan to travel out of state, the caseworker or substitute caregiver completes the Consent to Travel form (SCF 0002) and submits the form to a supervisor for preliminary approval. After the supervisor approves, the Consent to Travel form is sent to the district manager or designee for final approval.
- The Consent to Travel is time-limited, indicating the purpose of the travel and dates of departure and return. The Consent to Travel must remain with whoever is authorized to transport the child while in another state.

- A Consent to Travel form can specify a date range of approval for specific activities but cannot give approval for a period beyond the end date of the current certification period. For example, this may be appropriate when substitute caregivers live in areas bordering other states where shopping, medical providers, or recreational activities are in a different state only minutes away.
- The Consent to Travel identifies the person authorized to consent to emergency medical care, if needed, and payment procedures for emergency care, if provided.

### **Out-of-state travel when reimbursement costs are involved**

- Out-of-state travel is often associated with a child's placement under ICPC. For travel cost authorization related to ICPC cases, see detailed instructions also are provided in the ICPC placement procedures.
- There may be other occasions where a child is selected for a particular event or activity that requires out-of-state travel. Out-of-state travel should always align with the child's case plan.
  1. In some instances, a child may travel without an escort.
  2. Complete the Out of State Travel Authorization form (DHS 1293). This form is first approved by the supervisor, then the child welfare branch manager and the assistant director of CAF.
  3. Complete the Out of State Travel Authorization for a child, (CF 0002 and CF 002a).
  4. Fax the travel authorizations to Field Operations in Salem.
  5. Once the approved travel authorization is received contact the approved travel agency and arrange flights and, if necessary, car rental. Lodging also can be arranged through the approved travel agency or separately. Travel arrangements must stay within the agency's expenditure limits.
  6. After travel is completed, document all employee incurred travel expenses using the automated Travel Reimbursement Information Processing System (TRIPS).
    - a. Meals for child welfare staff are reimbursed at the published per-diem amount for the area of the country where travel occurred.
    - b. Meals for any non-employee, including the child, are reimbursed according to the actual cost of the meal, not to exceed the published per-diem rate. The person who will be reimbursed must sign the DHS 1297.
    - c. If there is more than one department employee traveling, a separate TRIPS claim must be completed for each employee. The child's meal expenses may be documented on one employee's TRIPS claim. The expense claim will be processed and a reimbursement check issued to the claimant.

7. Travel expenses incurred by a foster parent is documented and submitted for reimbursement on a Travel Expense Claim for (DHS 1297).
8. All travel expenses must comply with the DHS out-of-state travel policy, which can be found at <http://www.dhs.state.or.us/admin/travel/os.htm>.
9. Take into consideration the additional time to obtain authorization to travel and approval for travel costs when planning out-of-state travel.
10. Special considerations apply when a child is in the department's care through a Voluntary Placement Agreement or a child or a young adult is in the department's care through a Voluntary Custody Agreement. In those situations the caseworker must inform the parent or legal guardian of out-of-state travel and obtain the parent's approval prior to the scheduled travel event.

### **C. International travel**

International travel requires several levels of authorization. Additional information is required including any travel alerts regarding the desired destination country. It is important to remember travel alerts can change frequently. Final international travel authorization is communicated through the Diversity and International Affairs Unit in central office.

#### **Procedure**

- A child may travel outside the United States for reasons other than reunification with a parent living in another country or for the purpose of adoption of the child. Examples may include educational opportunities, vacations, or religious activities.
  1. For additional procedures about traveling for international education, refer to Section 28 in this chapter.
  2. For additional procedures regarding a child traveling to a foreign country to return to a parent, refer to Section 14, in Chapter 3.
  3. For additional procedures concerning a child traveling to a foreign country for an adoptive placement, refer to Chapter 3, Appendix 3.9, International Travel Procedures for Children in Substitute Care for the purpose of Adoption..
- In other circumstances when a child in the department's custody plans to travel outside the United States, submit a request for approval (this can be in a memo or e-mail format), to the child welfare program manager, then the district manager, and finally the Diversity and International Affairs Unit in Salem. The request must contain the following information:
  1. A description of the reason for international travel.
  2. Type of travel and destination.
  3. Funding resources and plan for payment of travel and living expenses.

4. The plan for the child's supervision while in the foreign country.
  5. Verification from the United States Department of State that the country is safe for international travel ([http://travel.state.gov/travel/cis\\_pa\\_tw\\_1168.html](http://travel.state.gov/travel/cis_pa_tw_1168.html)).
  6. A description of how the travel relates to the child's permanency plan in the case plan.
  7. A completed copy of the FC 0002 and 0002a (child's Consent to Travel form) and
  8. A completed copy of the CF 1293 (if staff are traveling with the child or there is a cost to the agency for the child's travel).
- Verify with the travel agency or on [http://travel.state.gov.travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov.travel/cis_pa_tw/cis/cis_1765.html) if any immunization or medical interventions are required or recommended.
  - After receiving approval from DHS-CAF administration obtain a court order that approves the plan for the child or young adult to travel internationally.
  - The caseworker seeks assistance from an assistant attorney general with the Oregon Department of Justice in obtaining this court order. The court order must be translated into the language of the country where the child is traveling. Both copies of the Order (English and foreign language) must be presented to the court along with an official certificate of translation (in both English and the foreign language). See ORS 1.150(2) (pleading may be submitted in English and accompanied by a translation into a foreign language that is certified by the translator to be a true and accurate translation). The caseworker must always use DHS approved translators to translate the Court Orders. Complete a CF 0010 A to request translation and refer to the Child Welfare AR 06 002 dated 6/30/06 located at [http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw\\_ar\\_06\\_002.pdf](http://www.dhs.state.or.us/policy/childwelfare/ar/2006/cw_ar_06_002.pdf)
  - After obtaining all required approvals, document all approvals in the child's case file.
  - Coordinate the international travel arrangements with the child's substitute caregiver, including securing the child's passport.
  - Make flight and land travel arrangements only after obtaining all department approvals.
  - Develop a plan for regular contact with the child while in the foreign country. The plan requires approval from the supervisor for exception to 30-day face-to-face contact.

## Forms and references



### Forms

- CF 0002  
<http://dhsforms.hr.state.or.us/forms/databases/FMPRO>
- DHS 1293  
<http://dhsforms.hr.state.or.us/Forms/Served/DE1293.pdf>
- DHS 1297  
<http://dhsforms.hr.state.or.us/Forms/Served/DE1297.pdf>



### Legal references

#### ORS/OAR

- I-B.1.4 Guardian and Legal Custody Consents  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b14.htm](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b14.htm)
- I-B.1.3 Voluntary Custody Agreement  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b13.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b13.pdf)
- I-B.1.3.1 Voluntary Placement Agreement  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b13.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b13.pdf)
- I-B.3.4.2 Interstate Compact on the Placement of Children  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_1/i-b342.htm](http://www.dhs.state.or.us/policy/childwelfare/manual_1/i-b342.htm)
- AS-040-009 Administrative Services Travel Policy  
[http://www.dhs.state.or.us/policy/admin/fs/040\\_009.htm](http://www.dhs.state.or.us/policy/admin/fs/040_009.htm)