

**Select originating cluster**

Dave Lyda, Program Manager  

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**Authorized Signature**

**Number:** SS-IM-08-006  
**Issue Date:** 01/29/08

**Topic:** Other

**Subject:** Child Welfare involvement in the TANF Re-engagement process.

**Applies to (check all that apply):**

- |   |   |
|---|---|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:**

Recently passed HB 2469 requires that a child safety review be conducted prior to any reduction of TANF benefits due to disqualification. CAF management has committed to having Child Welfare (CW) staff who are the subject matter experts on child safety available to consult on these cases. This consultation may be completed prior to the Re-engagement staffing. When appropriate it may also be completed during a SS Re-engagement staffing attended by Child Welfare. Previous SS policy required child safety reviews only at the full family sanction level of disqualification.

This increased obligation requires ongoing collaboration between Self Sufficiency and Child Welfare. We have set out temporary policy that delineates the minimum responsibilities of both SS and CW at the points where the two programs interface. We will be reviewing this policy in six months and will be requesting feedback from the field on the process.

SS staff are mandatory reporters of child abuse. Any time abuse or neglect is suspected, a child abuse report must be made as required by Oregon law. For all other cases, these reviews are not to be considered a report of child abuse and do not go through the Child Protective Services screening process.

<b>Self Sufficiency (SS)</b>	<b>Child Welfare (CW)</b>
<b>Prior to Re-Engagement Staffing</b>	
SS reviews case with Intensive Case Consultant for clinical supervision, coaching, mentoring, etc. Consider: screenings completed, additional services to offer, plan changes, etc.	

<p>SS checks to see if there is an open CW case and, if so, contacts CW for consultation and collaboration.</p> <p style="text-align: center;">→ → →</p>	<p>CW worker responds, consults and collaborates with SS.</p> <p style="text-align: center;">← ← ←</p>
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***Re-Engagement Staffing for New Instance of Non-Cooperation***

<p>SS notifies team members, including CW of the date, time &amp; place of client's Re-Engagement Staffing.</p> <p>SS &amp; CW collaboratively conduct the Child Safety Consultation (CSS) either prior to or during the Re-engagement Staffing using the Child Safety Consultation Worksheet. This may occur verbally or in writing.</p> <p style="text-align: center;">→ → →</p>	<p>CW determines if there is an open CW case &amp; reviews CW case history.</p> <p>A decision is made about CW attendance at the Re-Engagement Staffing.* CW attendance is <b><u>not</u></b> required.</p> <p>CW &amp; SS collaboratively conduct the Child Safety Consultation (CSS) either prior to or during the Re-engagement Staffing using the Child Safety Consultation Worksheet. This may occur verbally or in writing.</p> <p style="text-align: center;">← ← ←</p>
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<p>The Re-Engagement Staffing with team members is held and includes a discussion of the CSS Worksheet.</p> <p>The CSS Worksheet elements must be documented on the TRACS Re-Engagement Page.</p>	
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***Prior to Rolling DQ's***

<p>Formal Re-Engagement Staffing is <b>not</b> required. SS checks in with all team members, including CW, and updated information is shared.</p> <p style="text-align: center;">→ → →</p> <ul style="list-style-type: none"> <li>• Communication may occur in a group, by phone, email or individually.</li> <li>• SS documents contact with all team members, including CW and the child safety consultation findings.</li> </ul>	<p>CW provides SS with any new feedback since the last review. Child Safety Consultation info is discussed.</p> <p style="text-align: center;">← ← ←</p>
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***Re-Engagement Staffing – Prior to DQ 4 (Cash Assistance Ends)***

<p>Re-Engagement Staffing with team members, is held.</p>	<p>A decision is made about CW attendance at the Re-Engagement Staffing. CW attendance is <b><u>not</u></b> required.</p>
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<p>SS &amp; CW are required to collaboratively conduct the Child Safety Consultation (CSS) either prior to or during the Re-engagement Staffing using the Child Safety Consultation Worksheet. This may occur verbally or in writing.</p> <p style="text-align: center;">→ → →</p>	<p>CW &amp; SS are required to collaboratively conduct the Child Safety Consultation (CSS) either prior to or during the Re-engagement Staffing using the Child Safety Consultation Worksheet. This may occur verbally or in writing.</p> <p style="text-align: center;">← ← ←</p>
<p>The Re-Engagement Staffing with team members is held, and includes a discussion of the CSS Worksheet. The CSS Worksheet elements must be documented on the TRACS Re-Engagement Page.</p>	

*\* When considering whether or not CW attends a Re-Engagement Staffing, SS and CW will determine whether the client may find CW presence threatening. The goal is to help the client re-engage.*

<p><i>Additional Information</i></p> <p><i>Designate one CW Supervisor and one SS Supervisor to act as the ongoing SS/CW liaisons.</i></p> <p><i>It is recommended that the Re-Engagement Staffing be modeled after the CW Family Decision Meetings.</i></p> <p><i>The Child Safety Consultation is <b>not</b> considered a report of child abuse and will not go through CPS screening. When child abuse or neglect is suspected, a formal report must be made to Child Protective Services.</i></p>
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## **Child Safety Consultation Worksheet**

Information on this worksheet is to be discussed during the child safety consultation prior to the Re-engagement Staffing or at the Re-engagement Staffing.

Overview of household:

- Who is in the household?
- The number and age of the children?

Brief summary of case history, including:

- Participation/nonparticipation, screening results and attempts at re-engagement.
- Extenuating circumstances.
- Observations from any home or office visits.

Behaviors, conditions or circumstances of the adults in the home.

- Child Welfare involvement?
- History of A&D or MH issues\*?
- Criminal background?
- Physical/cognitive functioning issues?
- Domestic violence?
- Factors that may be influencing the adults behavior?
- What behaviors or decisions has the adult made that have lead to this potential disqualification?

Vulnerability of the child(ren):

- Special or developmental needs?
- Medical issues?
- MH issues\*?
- Behavior issues?
- School issues/problems?
- Isolated?
- Pre-school age?
- Known or suspected risks to children?

Information about support the family has:

- Alternative sources of income in household/extended family?
- Client's plan to support themselves and their children if their grant is reduced or closed?
- Does the family/child have a support system in the area that will provide help?
- Is the family working with other community agencies, churches, etc.?

Questions:

- If cash is reduced or ended will it affect child safety?
- Will not having the grant destabilize the family? (Cause homelessness or inability to support the child.)

\* Alcohol and drug (A&D) or mental health information from treatment records or health information may not be disclosed without a release of information.

*If you have any questions about this information, contact:*

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