

 <p>Michigan Department of Human Services</p> <p>CSA</p> <p>Children's Services Administration Communication Issuance</p>	Type: <input type="checkbox"/> Informational Memorandum (IM) <input checked="" type="checkbox"/> Program Instruction (PI) <input type="checkbox"/> Policy Guide (PG)	
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	Log No.: 12-103	
	Contact: Renee Smith; SmithR25@michigan.gov	
	Originating Office: Permanency Division - Permanency Resource Unit	
	Subject/Title: Foster Care Case Closure without Permanency	
	Distribution: <input checked="" type="checkbox"/> DHS Child Welfare Staff	
	<input checked="" type="checkbox"/> Private Agency Child Welfare Staff	<input type="checkbox"/> BCAL
	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff	<input checked="" type="checkbox"/> CWTI
<input checked="" type="checkbox"/> Native American Tribes	<input checked="" type="checkbox"/> SACWIS	
<input type="checkbox"/> Data Management		
<input checked="" type="checkbox"/> DHS County Directors		
<input type="checkbox"/> Other:		

All children under the supervision of the Department of Human Services must reach one of five Federal goals before the case can be closed. The five Federal goals are: Reunification, Adoption, Guardianship, PWFWR, and APPLA. APPLA-E is a sub-goal of APPLA.

Central Office staff has reviewed cases with a goal of APPLA, APPLA-E and PWFWR that were closed without approval paperwork being submitted to Lansing. In some cases, paperwork was submitted to Lansing, but the case closed before receiving approval from Central Office. On occasion, there are challenges with older youth and in rare circumstances, caseworkers are unable achieve permanency on a case. **Some examples include:**

1. Youth AWOL for more than 6 months who have had no contact with the Department or Private Agency.
2. Youth who refuse to cooperate with the foster care specialist to achieve a permanency goal.
3. Youth who are incarcerated for an extended time period or incapacitated.

In such rare instances, extraordinary efforts to achieve permanency must be documented before a case can be closed. In addition to extraordinary efforts, approval from the second line supervisor or above is necessary in conjunction with a documented discussion with a Permanency Resource Manager (PRM) before closing a case without permanency. When closing cases on SWSS, please assure that the proper closing codes are used.

PRMs are available to review permanency paperwork for accuracy. PRMs can provide consultation and technical assistance on cases to determine the most appropriate permanency goal for a case. PRMs can also provide training on all permanency goals, check on the status of pending approvals and work with caseworkers to ensure that extraordinary efforts were made on a case that is unable to achieve permanency. The Permanency Division secretary can also provide status updates on pending approvals. Please refer to CI-12-035 for additional information about permanency goal approvals and case closure.

As a reminder, the following Permanency Goal Forms were revised in March 2012 and are on the DHS website:

- DHS-341 – Another Planned Permanent Living Arrangement – E Permanency Goal Approval
- DHS-343 - Another Planned Permanent Living Arrangement Permanency Goal Approval
- DHS-344 – Placement With a Fit and Willing Relative Permanency Goal Approval
- DHS-642 – Another Planned Permanent Living Arrangement – E Agreement
- DHS-643 – Permanency Goal Review
- DHS-843 – Another Planned Permanent Living Arrangement Agreement (Temporary Court Wards)
- DHS-844 – Another Planned Permanent Living Arrangement Agreement (PCW or MCI Wards)

- DHS-845 – Permanent Placement with a Fit and Willing Relative Agreement (Permanent Court Wards and MCI Wards)
- DHS-846 – Permanent Placement with a Fit and Willing Relative Agreement (Temporary Court Wards)

Please use the revised forms when submitting approval packets.