



Replacement Checklist

- DHS- 30 Notification to all involved parties.
- DHS- 221 Medical Passport to Caregiver(s).
- DHS- 3762 Medical Authorization to Caregiver(s).
- SWSS Case Maintenance & BRIDGES Transmit**
 - ✓ SWSS- 90 Placement Outline to Caregiver(s).
 - ✓ SWSS- Bridges address Update.
 - ✓ SWSS- 69 Action Summary.
 - ✓ SWSS- 3205 FC/DEL. Ward Benefit Eligibility Record.
 - ✓ SWSS- 626 (Payments).
 - ✓ SWSS- 634 (Non-Scheduled Payments)
 - ✓ SWSS Funding Re-determination (if necessary).
 - ✓ SWSS generated letters to school(s) (if necessary).
 - ✓ Permanency Planning Conference (PPC)
- DOC (DHS- 470, 470A, 1945) If Family Foster Care.
- SDM (on SWSS for DHS) Contacts/interactions in preparation for ISP/USP.
- DHS- 3600 Individual Service Agreement (if Purchased Care).
- DHS- 31 Placement Decision Notice (if anticipated to be permanent or placement which supports permanency plan.
- Pub. 457 (if relative placement) “Relative Caregiver Resources and Responsibilities”
- DHS 990 Relative Notification Letter
- DHS 989 Relative response
- DHS 988 Relative search
- Continue relative search via DHS 987