

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.14	SUBJECT: TRAVEL AND VACATION PLANS FOR CHILDREN IN CUSTODY AND PROTECTIVE SUPERVISION
OAC:	EFFECTIVE DATE: 9/30/02
PCSAO:	REVISION DATE: 9/26/06, 11/09, 6/15

PURPOSE: : To ensure that caregivers seek advance authorization for children in the custody or protective supervision of Butler County Children Services (BCCS) to travel outside of Butler County.

PROCEDURE:

Advance authorization for travel must be obtained under the following circumstances:

- a.) Out of county travel that will exceed 72 hours
 - b.) Out of state travel
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1. Caregivers need to request travel authorization one week prior to travel. The assigned worker must notify the child's birth family of any authorized travel with the caregiver.
 2. If permission is given, the worker must obtain information on where the family is staying and how they can be reached. The assigned worker shall address any visitation issues with the biological family in advance to make up the visit either before or after the vacation. The assigned worker will complete the BCCS Travel Authorization form.
 3. If the biological parents do not agree, the worker should discuss the issue with the supervisor, administrator, and prosecutor to determine if court action is necessary.
 4. In those cases in which one parent is the temporary custodian or a caregiver is the temporary custodian and BCCS is serving the family under a protective supervision order issued by the Court, BCCS will require the custodial parent or caregiver to notify the assigned worker of the custodian's intent to travel one week prior to travel. The assigned worker must notify the custodial parent of any authorized travel with the temporary custodian. The worker must obtain information on where the family is staying and how they can be reached. The assigned worker shall address any visitation issues with the biological family in advance to make up the visit either before or after the vacation. The assigned worker will complete the BCCS Travel Authorization form.

5. If the biological parents do not agree, the assigned worker or supervisor must notify the prosecutor's office of the custodian's intent to travel and parent's objection and make a determination if it is in the child's best interest. If the agency in conjunction with the prosecutor's office has sufficient basis to believe the travel intended by the custodian is in the best interest of the child, the prosecutor will file the appropriate motion with the Court to allow the custodian's intent to travel.

6-7-15

Approval Date:



William Morrison, Director