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Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

Date: April 9, 2021

To: MaGIK Users and DCS Legal

From: Sarah Sailors, Deputy Director of Field Operations
Rachel Russell, Interim General Counsel, Deputy General Counsel

Subject: Travel Authorization for Children in Out-of-Home Care
DCS-21-07

As a result of a Value Stream Analysis (VSA) event held in February 2021, changes are being made to the process of authorizing travel for a child placed in out-of-home care. The changes stem from the amount of time and resources required from the Family Case Manager (FCM), DCS Staff Attorney, Judicial Officer, and resource family when it is requested a child travel out-of-state.

The Indiana Department of Child Services (DCS) will require notification and/or approval for travel and participation in overnight stays for a child in out-of-home care as follows:

Authorization for In-State and Out-of-State Travel

In-state and out-of-state overnight travel that will exceed 48 hours requires written approval by the Local Office Director (LOD) or designee. Authorization must be requested at least seven (7) business days in advance.

Out-of-state overnight travel that will exceed 48 hours requires court authorization through a court order if the parent, guardian, or custodian of the child objects to the child traveling out-of-state or the local court requires DCS to file for authorization.

Authorization for Out-of-Country Travel

Out-of-country travel requires written notification to the Regional Manager (RM). Once approval has been obtained from the RM, court authorization through a court order is required. Authorization must be requested by the resource parent at least six (6) weeks in advance.

Travel Request by Resource Parent

In-state and out-of-state travel requests must be submitted to the FCM either by phone (voicemail messages are acceptable) or e-mail at least seven (7) days in advance whenever possible. Out-of-country overnight travel must be requested in writing at least six (6) weeks in advance.

Note: Travel requests should be communicated to the child's FCM as early as possible to allow sufficient time to obtain permission and provide notification to all required parties.

In the event of an emergency requiring the resource parent to travel out-of-state for a stay that will exceed 48 hours and/or the DCS local office is closed, the resource parent must call the DCS Child Abuse and Neglect Hotline (Hotline) number (1-800-800-5556) to obtain verbal authorization from the on-call FCM Supervisor, prompting an Information and Referral (I&R) to be generated to the DCS local office.

Questions regarding this new process should be directed to SSAT@dcx.in.gov.

Sincerely,

Sarah Sailors, MSW

Sarah Sailors, MSW
Deputy Director of Field Operations

Rachel D Russell

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