

# OOHC Transition of Community Services Carers and Case Management Transfer of children and young people

*For non-government organisations (NGO)*

## **Background:**

The prescribed phases, outlined below, represent an agreed framework for transition of case management for existing Community Services (CS) carers and children and young people (CYP) in out-of-home care (OOHC) to NGOs. To ensure transitions across NSW occur consistently and efficiently, CS and NGOs will need to adhere to these five phases as the minimum requirements.

These procedures are underpinned by the Guiding Principles detailed in the NSW OOHC Transition Plan. The following procedures and underlying principles will enhance the process of transitioning CS carers to NGOs.

The Transition Program Office (TPO) endorsed these procedures following extensive consultation with CS and NGOs. The timeframe for completion of these procedures is four weeks to commence at the time that CS receives the *Consent for Release of Information form* (see Phase 3) through to the time when Case Management Transfer (CMT) occurs (Phase 5).

## **Phase 1: Carer Engagement**

The initial phase relates to the engagement and connection of carers to the transition process.

### **Process**

There are many ways in which carers will find out about the OOHC services and supports that an NGO provides. This may include through the representation of NGOs at carer conferences and forums to promote the range of services the NGO has to offer or carers may contact the NGO direct for information, including any pamphlets the NGO has available.

The information that an NGO provides to carers should be concise, transparent and address general questions about what carers and CYP should expect during the process of transition and from the NGO during this time.

### **Tools**

Two brochures were developed by the TPO to guide discussions with carers about transition:

- *Moving to a new agency* brochure
- *Moving to a new Aboriginal agency* brochure

These brochures can be located on the ACWA website (Association of Children's Welfare Agencies)

<http://www.acwa.asn.au/kts/mag.html>

In addition, any information the NGO has developed in the way of carer information packs could be used as a resource for discussions with prospective carers.

*Remember that carers will be selecting an NGO to transition to based on the information provided by the NGO and the NGOs engagement in this process of information share.*

## **Phase 2: Carers making a decision about which NGO to transfer to**

The second phase involves carers gathering information and making a decision about which NGO to transfer to with the support of NGOs and CS.

### **Process**

Carers will consider information about the available NGOs in their region, engage in conversation with CS and / or the NGO and determine which NGO they would prefer to transfer to. A carer could gather information about the NGO utilising one or all of the below options:

- Website information

- Printed material
- Carer Information Sessions
- Agency specific carer information sessions
- Carer Expo
- Carer Support Groups

### Tools

Each NGO will have a *Registration of Interest* form available for prospective carers to complete. This will enable the carer's details to be recorded on a *Carer Register* held by the NGO and to enable further contact to be made with the carer by an NGO representative. The *Carer Register* will be useful to facilitate contact with the relevant C&FRU and / or CSC about numbers and details of carers expressing an interest in transitioning.

The relevant C&FRU and / or CSC will maintain a *Carer Transition Register* with a record of all carers that have been identified as willing to transition. This will be monitored and where appropriate, discussed with NGOs to assist with enhancing capacity to meet contracted numbers in accordance with the Regional Implementation Plans.

Carers can be directed to the following websites for further information:

Fostering NSW

<http://www.fosteringnsw.com.au/>

Transition Program Office

[www.tponsw.com.au](http://www.tponsw.com.au)

You can also direct carers to Connecting Carers NSW on 1300 794 653 or Aboriginal Statewide Carer Support on 1800 888 698 for support.

## Phase 3: Exchange of Information and initiating transfer

An exchange of information between the NGO and CS will enable the carer transition to progress.

### Process

NGOs and the relevant C&FRU and / or CSC will have regular conversations about the carers that have expressed an interest in transitioning to ensure that the process of transition is progressing. It is during these conversations between NGOs and the relevant C&FRU and / or CSC that any emerging issues or challenges relating to the transition of a carer should be discussed and addressed.

Once a carer chooses the NGO they wish to transfer to, the carer will need to sign a *Consent for Release of Information* form provided to the carer by the NGO (Please refer to Appendix 'A'). The NGO will speak with the carer about the purpose of this form and that it relates to the NGO gaining access to the carer's records. Once this form is signed by the carer, the NGO will provide the form to relevant C&FRU and/or CSC. From this time, it will take 4 weeks for the transfer of a carer and transition of CYP from CS to the NGO. CS will arrange for the following documents listed on the *File Transfer List* to be provided to the NGO. This information will assist with re-authorising the carer:

- Carer Assessment and associated documentation
- Carer case transfer form
- Home Safety Assessment
- Medical checks
- Personal reference checks conducted by CS
- Initial training record
- Authorisation Letter
- Signed Code of Conduct
- Confirmation of placement letter for each child / young person in the placement

Please refer to Appendix 'B' for the *File Transfer List*. There are additional items on the *File Transfer List* that will be provided to the NGO by the relevant C&FRU and / or CS if available.

At this phase, the relevant C&FRU and/or CSC will also provide the NGO with information about the outcome of the *Child Assessment Tool* (CAT) for each CYP placed with the carer.

The NGO may arrange for an initial home visit to commence planning for the carer authorisation process and transition. NGOs should speak with the relevant C&FRU and / or CSC if the NGO would like to conduct a joint home visit (optional) with CS to address any concerns or to assist with preparing for the transition.

### **Tools**

The only form required to be utilised by the NGO at this stage of the transition is the *Consent for Release of Information form* (Please refer to Appendix 'A'). The C&FRU and/or CSC will provide the NGO with the associated documents listed above, on the *File Transfer List* in relation to the carers and CYP.

## **Phase 4: Transfer progression and carer authorisation**

Once the transfer has been initiated, the relevant C&FRU and/or CSC will commence preparing documentation to be provided during the Case Management Transfer (CMT) of the CYP currently placed with the carer. This is the stage where the NGO will complete the formal authorisation of a carer.

### **Process**

The NGO will complete the carer authorisation process. The details of this process will vary slightly for each NGO, refer to your agencies' guidelines and procedures to undertake this process. Please keep in mind that the timeframe for the completion of transition is four weeks and that carers need to be authorised prior to CMT.

The requirements for authorisation of carers are set out in the *Children and Young Persons (Care and Protection) Regulation 2012*, (the Regulations). The Regulations require NGOs as designated agencies to assess the suitability of an individual to be a carer, and sets out minimum screening requirements for this purpose.

The Regulations state that a designated agency must not authorise a carer unless:

- The individual has furnished to the agency such information as the agency may reasonably require in order to assess the individual's suitability to be an authorised carer, and
- The individual has successfully completed any pre-authorisation training reasonably required by the agency to ensure the individual is capable of being an authorised carer, and
- The agency has complied with Part 7 of the Commission for Children and Young People Act 1998 and has done anything else it is required to do under that Act including carrying out Working With Children Checks on the individual and his/her adult household members, and
- Having regard to the legislative requirements of an authorised carer, the agency has undertaken a risk estimate, that is, an estimate of:
  - risk to any child or young person in authorising the individual, including any risk arising from the place at which the authorised carer will be providing care, and
  - any risk that the individual may be unable to properly perform the functions of an authorised carer.

In addition, the Regulations allow designated agencies to exercise discretion as to any additional screening that the agency considers appropriate including, making such inquiries as to the individual, and as to each individual who is aged 14 years or above in the household of the individual, as the agency considers appropriate, including:

- (a) a criminal record check subject to the Criminal Records Act 1991 of an individual (whether or not within New South Wales)
- (b) any other relevant probity check relating to the previous employment or other activities of the individual.

Although the NGO, as a designated agency, may refer to previous assessments conducted by CS as part of conducting its own assessment to authorise a carer, the NGO is responsible for conducting its own assessment

and reaching its own conclusion regarding whether or not an applicant should be an authorised carer and any terms and conditions which should attach to the authorisation. Even though a CS assessment has been conducted recently, there may have been significant changes that affect a person's application to become an authorised carer. The NGO is required to abide by the Regulations to authorise a carer and satisfy itself that an applicant has met all the requirements before authorising a carer.

There are a number of outcomes as a result of the carer authorisation process including:

1. If the decision of the NGO is to not proceed with the authorisation of a carer, the NGO will be required to provide that information to the carer and CS with an explanation.
2. The carer may decide to withdraw from the authorisation process, if this occurs, the NGO should have a conversation with the carer about their reasons for withdrawing and feedback any transition concerns or issues to the TPO and/or relevant C&FRU and/or CSC.
3. If outstanding competencies are identified that require development, the NGO is responsible for developing a support plan for the carer and provide this feedback to the carer and CS – the carer will have the option as to whether they agree to proceed or withdraw at this point.
4. If both the NGO and carer agree to continue, an agreement will be made to proceed with authorisation. The NGO will request that the carer complete any other relevant paperwork such as signing the Carer Code of Conduct and banking details. Once the authorisation is finalised and approved by the NGO, an authorisation letter will be sent to the carer by the NGO.

## Tools

Working with Children's Check

<https://check.kids.nsw.gov.au/>

*Remember to be clear with carers about timeframes of authorisation and what they should expect during this process. Ensure that carers are actively engaged in the transition process. It's important for the NGO to have a conversation with each CYP placed with the carers to advise them of the changes occurring and address any questions or anxieties about the transition process.*

*Some carers may require more reassurance than others, it's a great opportunity to establish effective communication and feedback strategies with the carer at this stage to build their confidence in the transition and what support they will be provided by your agency.*

## Phase 5: CMT of children and young people placed with transitioning carers

Upon agreement between the NGO, the relevant C&FRU and/or CSC, the CYP and carer, CMT will proceed.

### Process

The NGO and the relevant C&FRU and/or CSC will arrange for a Case Meeting between all stakeholders to determine the future Case Plan for each CYP placed with the carer. CMT of a CYP in the placement should occur concurrently with the transition of the carer.

During the CMT meeting, the relevant C&FRU and/or CSC will provide the following documents to the NGO for the CYP:

- Case management Transfer Form
- A copy of the most recent Children's Court Order of Parental Responsibility
- A copy of the Child's care plan
- A copy of the most recent Case Plan for each Child/young person in the placement
- Birth certificate
- Genogram

Please refer to Appendix 'B' for the *File Transfer List*.

**Please note: The documents listed as required in the *File Transfer List* will need to be provided to the NGO to facilitate transfer. The additional items will be provided if they are held on the CS file. Delays in obtaining additional items should not hold up the transfer process; additional details are to be recorded on the *Transfer***

***of OOHC case management for a child or young person from CS to NGO form and the Transfer of authorised carer (foster/relative/kinship) from CS to NGO form, both of which are attached to the File Transfer List. If a Client Information Form (CIF) is available and on file for the CYP, this may be provided instead of the Transfer of OOHC case management for a child or young person from CS to NGO.***

The CMT meeting should be minuted and a copy of these minutes made accessible to both the NGO and CS to keep on file. The agency responsible for recording and distributing this information should be negotiated during the CMT meeting. A date will also be negotiated and set for within two weeks of the CMT for the finalisation of transition in line with the financial transfer for the carer and CYP. It should be noted that there are no forms required to be completed by the NGO or carer to facilitate the transfer of financials. CS is responsible for managing the financial transfer and updating KiDS with the relevant details.

**Please note: An agreed date is to be set at this meeting about the formal transfer of financial management and case management responsibility. These dates are to align as closely as possible to allow a smooth transition and will be within two weeks of the CMT meeting.**

### **Tools**

Please refer to Appendix 'B' for the *File Transfer List* and associated attachments, the Transfer of OOHC case management for a child or young person from CS to NGO form and the Transfer of authorised carer (foster/relative/kinship) from CS to NGO form.

***\*\* It should be noted that the timeframe guidelines for transition is four weeks which commences at the time that CS receives the Consent for Release of Information form (Phase 3) through to the time when CMT occurs (Phase 5).***

## Appendix A

### Consent to Release Personal Information

I/We \_\_\_\_\_ (Print full names)  
give permission to the Department of Family and Community Services, Community Services, to release any personal information held by the Department of Family and Community Services, Community Services about me/us, including but not limited to:

- Carer Case Transfer Form
- Foster carer assessment
- Home safety assessment
- Medical checks
- Reference checks
- Initial training record
- Authorisation letter
- Signed Code of Conduct
- Confirmation of placement letter for each child/young person in placement

to \_\_\_\_\_ (Insert name of Non Government Organisation) of (insert address of Non Government Organisation) for the purpose of, including but not limited to, conducting an assessment in relation to authorising me/us as authorised carer/s, placing children and/or young persons in my/our care or facilitating any other function associated with the care of children and/or young persons placed in my/our care.

I/We acknowledge that consenting to the release of my/our personal information to (insert name of Non Government Organisation) is done voluntarily.

\_\_\_\_\_  
Full name of applicant/s

\_\_\_\_\_  
Signature of applicant/s

\_\_\_\_\_  
Date

## Appendix B

File Transfer List		
Child or Young Person File	Foster Carer File	Relative/Kin Carer File
<b>Required Items</b>		
<ul style="list-style-type: none"> <li>• Child/Young Person Case Transfer Form (see attachment A) to be completed</li> <li>• Child Assessment Tool (CAT) or Report (in the new version)</li> <li>• Care plan</li> <li>• Final or Interim court order (only the most recent)</li> <li>• Original birth certificate</li> <li>• Genogram</li> </ul>	<ul style="list-style-type: none"> <li>• Carer Case Transfer Form (see attachment B) to be completed</li> <li>• Foster carer assessment including confirmation of Aboriginal status if applicable</li> <li>• Home safety assessment</li> <li>• Medical checks</li> <li>• Reference checks</li> <li>• Initial training record</li> <li>• Authorisation letter</li> <li>• Signed Code of Conduct</li> <li>• Confirmation of placement letter for each child/young person in placement</li> </ul>	<ul style="list-style-type: none"> <li>• Carer Case Transfer Form (see attachment B) to be completed</li> <li>• Relative/kin carer assessment</li> <li>• Authorisation letter</li> <li>• Signed Code of Conduct</li> <li>• Confirmation of placement letter for each child/young person in placement</li> </ul>
<b>Additional items that will be provided if available and less than 12 months old</b>		
<ul style="list-style-type: none"> <li>• A case plan/review</li> <li>• Health assessments, specialist reports and/or reviews</li> <li>• Education Assessments/Individual Education plan</li> </ul>		
<b>Additional items that will be provided if available</b>		
<ul style="list-style-type: none"> <li>• Child or young person's Medicare Card</li> <li>• Child or young person's Health Care Concession Card</li> <li>• Immunisation history</li> <li>• Client Information Form (CIF)</li> <li>• Notifications of s149B-K decisions</li> <li>• If applicable, documents re JJ involvement, bail conditions, AVOs</li> <li>• Original letters and photos and available life story work including baptism certificates, school certificates</li> <li>• If applicable, records of relevant consents for the use of psychotropic medication as a restricted practice and reviews</li> <li>• If applicable, Behaviour Management</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People*</li> <li>• Carers' declaration which is part of the WWCC application form</li> <li>• File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC)</li> <li>• Notifications of s149B-K decisions</li> <li>• Letter to carer re any suspensions, de-authorisations and changes in authorisation conditions</li> <li>• Decisions of the Administrative</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People*</li> <li>• Carers' declaration which is part of the WWCC application form</li> <li>• File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC)</li> <li>• Notification of s149B-K decisions</li> <li>• Letter to carer re any suspensions, de-authorisations and</li> </ul>

<p>Plan</p> <ul style="list-style-type: none"> <li>• Any previous history summaries e.g. file review</li> <li>• Most recent school reports</li> <li>• If the child or young person has a <u>current</u> physical, behavioural or mental health condition – provide all related specialist reports and assessments (not Children’s Court Clinic report)</li> <li>• Victims of crime audit or referral request for audit</li> <li>• Original Blue Book</li> <li>• Cultural Plan if applicable</li> <li>• If applicable, Teenage Education Payment application</li> </ul>	<p>Decisions Tribunal</p> <ul style="list-style-type: none"> <li>• Finalisation Letter from Reportable Conduct Unit</li> <li>• Carer development plan</li> <li>• Annual carer reviews</li> </ul>	<p>changes in authorised care conditions</p> <ul style="list-style-type: none"> <li>• Decisions of the Administrative Decisions Tribunal</li> <li>• Finalisation Letter from Reportable Conduct Unit</li> <li>• Home safety assessment</li> <li>• Medical checks</li> <li>• References checks</li> <li>• Initial training record</li> <li>• Carer development plan</li> <li>• Annual carer reviews</li> </ul>
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\* If the WWCC records or a file note of the outcome are not held on file or KIDS, the Commission for Children and Young People’s WWCC team will review the foster carer or relative carer’s records and, if WWCC records are held, will send a copy of the clearance letter to CS for forwarding to the agency. If it is found a WWCC was not completed, WWCCs will be done by the Commission for Children and Young People on a case by case basis.



**Transfer of OOHC case management for a child or young person from CS to NGO**

Date completed			
Completed by			
Transferring CSC			
<b>Details of child/young person</b>			
Name of child or young person			Preferred name
Date of birth			Gender
Aboriginal or Torres Strait Islander	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
S13 Aboriginal Placement Principles applied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Cultural background			
Religion			
<b>Birth family and other people significant to child or young person</b>			
Birth mother's name			
Address & phone number			
Birth father's name			
Address & phone number			
Extended family/significant other			
Address & phone number			
Sibling's name and contact details	Date of birth	Legal status	If in OOHC – location of placement (suburb/town)
<b>Health</b>			
Treating practitioners who see the child or young person regularly are:			
Practitioner	Name	Address	Phone
General practitioner			
Psychiatrist			
Psychologist			

<b>Paediatrician</b>			
<b>Dentist</b>			
<b>Other</b>			
<b>Other</b>			
<b>Child or young person's Medicare card – number</b>			
<b>Child or young person's Health Care Card – number</b>			
<b>Education/Training</b>			
<b>Name of school/TAFE/childcare/preschool</b>			
<b>Address, contact person and phone number</b>			
<b>History of Community Services' involvement</b>			
<b>What date did the child or young person first come into formal OOHC?</b>			
<b>Brief outline of reasons for entry into care</b>			
<b>Provide a brief placement history</b>			
<b>Period</b>	<b>Placement type and location</b>		



## Attachments

The following documents are attached to this referral form

### Required Items

Child Assessment Tool (CAT)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Original Birth Certificate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Care Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Genogram	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Final or Interim Court Order (only the most recent)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					

### The following additional items if available and less than 12 months old

Case plan/review	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Education assessments/Individual Education Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Health assessments, specialist reports and/or reviews	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### Additional items that will be provided if available

Child or young person's Medicare Card	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Child or young person's Health Care Concession Card	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Immunisation history	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Any previous history summaries e.g. file review	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Notifications of s149B-K decisions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Most recent school report	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If applicable, documents re JJ involvement, bail conditions, AVOs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If the child/young person has a <i>current</i> physical, behavioural or mental health condition – provide all related specialist assessments and reports (not Children's Court Clinic report)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If applicable, records of relevant consents for the use of psychotropic medication as a restricted practice, reviews and related Behaviour Management Plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Victims of crime assessment or referral for audit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Original letters and photos and available life story work including baptism certificates, school certificates etc	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Client Information Form (CIF)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Original Blue Book	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Cultural Plan if applicable	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If applicable, Teenage Education Payment application	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					

Approved by Manager Casework

Date

## ATTACHMENT B



### Transfer of authorised carer (foster/relative/kinship) from CS to NGO

<b>Date completed</b>			
<b>Completed by</b>			
<b>Transferring CSC</b>			
<b>Details of carer 1</b>			
<b>Name of carer</b>			<b>Current address</b>
<b>Date of birth</b>			<b>Contact details</b>
<b>Aboriginal or Torres Strait Islander</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Cultural background</b>			
<b>Languages spoken at home</b>			
<b>Religion</b>			
<b>Employed</b>	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	No <input type="checkbox"/>
<b>Details of employer – name and address</b>			
	<b>Date</b>	<b>Describe Outcome</b>	
<b>KiDS Check</b>			
<b>National Criminal History Check</b>			
<b>Working with Children Check</b>			
<b>Details of carer 2 (if applicable)</b>			
<b>Name of carer</b>			<b>Current address</b> As above
<b>Date of birth</b>			<b>Contact details</b>
<b>Aboriginal or Torres Strait Islander</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Cultural background</b>			
<b>Languages spoken at home</b>			
<b>Religion</b>			
<b>Employed</b>	Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	No <input type="checkbox"/>
<b>Details of employer – name and address</b>			
	<b>Date</b>	<b>Describe Outcome</b>	

<b>KiDS Check</b>		
<b>National Criminal History Check</b>		
<b>Working with Children Check</b>		

### Other household members

Name	Relationship to carer	Name	Relationship to carer

### Attachments – Foster Carers

The following documents are attached to this transfer form

#### Required Items

Foster carer assessment including confirmation of Aboriginal status if applicable	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Initial training record	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Home safety assessment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Authorisation letter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Medical checks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Signed Code of Conduct	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
References checks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Confirmation of Placement letter for each child/young person in placement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

#### Additional items that will be provided if available

Notifications of s149B-K decisions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Finalisation Letter from Reportable Conduct Unit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Letter to carer re any suspensions, de-authorisations and changes in authorisation conditions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Carer development plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Decision of the Administrative Decisions Tribunal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Annual carer reviews	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Carers' declaration which is part of the WWCC application form	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					

### Attachments – Kinship/Relative Carers

The following documents are attached to this transfer form

#### Required items

Relative/kin assessment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Signed Code of Conduct	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Authorisation letter	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Confirmation of Placement letter for each child/young person in placement	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Additional items that will be provided if available</b>									
Notifications of s149B-K decisions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Home safety assessment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Letter to carer re any suspensions, de-authorisations and changes in authorisation conditions	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Medical checks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Decision of the Administrative Decisions Tribunal	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	References checks	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Finalisation Letter from Reportable Conduct Unit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Initial training record	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Carer development plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Annual carer reviews	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Working with Children Check (WWCC) clearance letter from the Commission for Children and Young People*	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	File note in KiDS re National Criminal History Check (NCHC) assessment decision (do not provide the NCHC)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Carers' declaration which is part of the WWCC application form	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>					
<b>Approved by Manager Casework</b>					<b>Date</b>				