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CLOSING A CASE TO FOSTER CARE

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18.1 When to close a case

18.1.1 Terminating court commitments

Court commitments are terminated through court order when:

- Parents/prior custodians, relatives, or the local department of social services (LDSS) petition the court requesting termination and the court transfers custody.
- The court terminates custody at the time of a dispositional or other hearing ([§ 16.1-282](#)).

18.1.2 Terminating non-custodial foster care agreements

- Non-custodial foster care agreements are terminated at the request of the parent/prior custodian or guardian.
- If the court previously approved the non-custodial foster care agreement, termination of the agreement is not effective until the judge agrees to and documents the termination of the agreement.
- The LDSS may petition the court for custody should the agency disagree with the request for return of the child.

18.2 Discharging child from care and closing in OASIS

The foster care case shall be closed in OASIS **within five (5) business days** after the child leaves the care of the LDSS. Failure to enter this date **within five (5) business days** will lead to an AFCARS error. If the family is still receiving services from the LDSS, the worker will need to change the AFCARS case type from foster care to the appropriate case type.

18.3 Eligibility referral at closure

The service worker shall notify the eligibility worker immediately in writing that the child is no longer in the care of the LDSS and the date of discharge.

18.4 Maintenance/service/other resource payments at closure

All maintenance payments shall be terminated by the service worker once the child leaves care. Service payments for services that will not continue after the child returns home shall be terminated. If the child is receiving Social Security, SSI, or other benefits, the worker shall inform the source of the benefits about the change in placement and provide the new address of the child.

18.5 Special welfare accounts for children

When a child leaves foster care, all funds in the special welfare account received from SSA shall be returned to the Social Security Administration, including SSA/SSI savings, other investments, and interest earned on the funds.

If the child in foster care has remaining unspent funds other than saved SSA/SSI benefits upon leaving custody of the LDSS, they shall be paid to the child or the parent or guardian, in accordance with [§ 63.2-314](#) Code of Virginia.

18.6 Supplemental Security Income (SSI) funds for children

As representative payee, when a child leaves foster care, the LDSS shall inform the local Social Security Administration (SSA) office immediately of the change. It shall return any accumulated SSI funds and interests earned on the funds to SSA. SSA will disperse the accumulated SSI funds to the next payee for the child. All accumulated funds belong to the child.

18.7 Emancipation before age 18

Youth who are at least age 16 may be legally emancipated prior to age 18 through a court hearing which finds that the youth is married, on active duty in the military, or is capable of self-support and has the parent or guardian's consent ([§ 16.1-331](#)).

18.8 Services post foster care

Services should be provided to the child and family to prevent the need for the child to return to foster care. For a youth who needs continuing services after emancipation, the service worker should consider services through independent living and/or refer the youth to the appropriate adult services provider.

18.9 Record retention at closure

18.9.1 Record contents

When the foster care paper case record is closed for services, the record shall contain all court orders, assessments, service plans, administrative panel reviews, and a brief closure statement identifying when the case was closed, placement of the child, and child and family adjustment. Pertinent documents including, but not limited to, eligibility determinations, medicals, and educational and social history shall also be retained. Personal items belonging to the child, such as report cards, drawings, and pictures should be given to the child.

When closing a case in OASIS, the final case contact should reflect the case disposition at case closure, a summary of services in place at termination, child and family adjustment, overall case progress, and a summary of the final court hearing.

Workers should follow the OASIS procedures for discharging a child from care and, when applicable, case closure. Closed cases in OASIS remain available as read-only documents and foster care reports may be printed if necessary. It is not necessary to print and store OASIS screens as paper documents in the case record.

18.9.2 Length of time service records shall be retained after closure

The following social service records for city and county governments shall be retained as described in the chart below. The [retention schedule](#) is available online from the Library of Virginia.

Service Records	Time Retained
Services to children in foster care who were never adopted nor reunited with their families (§§ 63.2-904 and 63.2-908)	<ul style="list-style-type: none"> Retained permanently in the locality. Records can be transferred to microfilm (17 VAC 15-20-10, et. seq.). See Standards for Microfilming Public Records at the Library of Virginia's website.
Children in foster care who were reunited with their biological families before reaching majority (§ 63.2-904) including children who have custody transferred to relatives	<ul style="list-style-type: none"> Retained for one year after the children's 21st birthday, then destroyed (see Section 18.9.3)

Service Records	Time Retained
Services to children through Comprehensive Services Act , including payment for foster care (§§ 2.2-5206 and 2.2- 5208).	Retained for 3 years after last review, and then destroyed (see Section 18.9.3).
Service case records on children served through family preservation, foster care prevention, and Promoting Safe and Stable Families	Retained for 3 years after the last action, then destroyed (see Section 18.9.3)

18.9.3 Destruction of service records

Records shall be destroyed only when there are no litigations, audits, or investigation of Freedom of Information Act requests.

Destruction of service records shall be done by shredding, pulping, or burning. “Deletion” of confidential or privacy protected information in computer files or other electronic storage media is not acceptable. Electronic records shall be overwritten, “wiped” clean, or the storage media physically destroyed.

Records shall be destroyed in a timely manner, defined as no later than the end of the fiscal year in which the retention period expired. Any records containing Social Security numbers shall be destroyed within six months of the expiration of the records retention period. A certificate of records destruction shall be completed and approved by the LDSS’ designated records officer. After a record is destroyed, the LDSS shall forward the original certificate of records destruction to the Library of Virginia ([§ 42.1 -86.1](#)).

18.9.4 Resources for maintaining and destroying records

Information on the maintenance and destruction of local social service records is found in the Library of Virginia’s Archival and Records Management Services Division, [Records Retention and Disposition Schedule](#), General Schedule No. 15 County and Municipal Governments Social Services Records.

The [manual, retention schedules, forms and additional information on records management](#) is available at the Library of Virginia’s website.

For a child who was adopted, see Chapter F. Adoption, [Section 3.5.2](#).

18.9.5 Access to records after closure

When an agency receives a request for the release of a foster care record, consult with legal counsel to assure the response is correct and timely. While foster care records may be exempt under FOIA, the response informing an individual of that

determination should be timely. In addition, the agency may need assistance in determining if the individual requesting is an individual with a legitimate interest and what records may be released to them.

Any foster care youth who has reached age 18, has not been adopted, and has not had parental rights terminated shall have the right to request and receive information from his or her record, including information about parent(s) or relatives.

If a youth has reached age 18, has not been adopted, and has had parental rights terminated, he shall have access to his records, but not to identifying information pertaining to his biological family, except by order of circuit court (§§ [63.2-104](#) and [63.1-209](#)).