

Checklist for Entering into an Agreement for Temporary Custody

Prior to entering into an Agreement for Temporary Custody (ATC), the caseworker must complete this form. This form must then be attached to the ATC (agency copy) and sent to the Associate Director for review and signature.

	Yes	No
1. Have you evaluated the reason for transfer of Temporary Custody? Briefly describe: _____ _____	_____	_____
2. Have family-based services to prevent placement been exhausted or determined inappropriate?	_____	_____
3. Have you explored placement with relatives and determined availability and appropriateness? Explain: _____ _____	_____	_____
4. Have you reviewed the ATC (ODHS 1645) with the parents?	_____	_____
5. Is there reason to believe that the child would be in immediate danger if the agreement is unilaterally terminated?	_____	_____
6. Are the parents demonstrating cooperation by:		
➤ providing information needed to complete an assessment, family history, risk assessment, and any other information needed to provide services?	_____	_____
➤ providing information regarding any special medical needs of the child?		
➤ developing a preliminary case plan with the caseworker?		
➤ expressing a willingness to sign and actively participate in the initial and final versions of the case plan (e.g., making appointments, providing own transportation, attending counseling and parenting classes, working with the family advocate)?	_____	_____
➤ expressing an interest in visiting the child?	_____	_____
➤ providing financial information for the agency to determine the amount of child support due to the agency, or to determine the child's eligibility for other financial resources?	_____	_____
➤ expressing a willingness to pay child support?	_____	_____

	Yes	No
7. If mother and father have equal rights to the child, whether they are living together or separated, are both agreeable to the ATC?	_____	_____
<p>(Both parents must be consulted and both parents must sign the ATC, if they are in the Toledo area. If one parent is out of the county or state, he/she must be consulted prior to entering into an ATC. If the ATC is entered into, a letter of explanation must be sent to the absent parent.) Discuss: _____</p> <p>_____</p>		
8. Do the parents recognize the child's needs are not being adequately met by them because ATC is needed?	_____	_____
9. Do the parents have the capacity to understand and meet the terms of the ATC?	_____	_____
10. If the family is previously known to the agency:		
➤ did they demonstrate cooperation?	_____	_____
➤ is this a recurring incident?	_____	_____
11. Have parents been advised of their right to consult with an attorney through the use of the following statement: "If you have any questions about signing this agreement or about the results of signing it, you should speak with your attorney."	_____	_____

The associate director shall sign the ATC. In his/her absence, the ATC shall be signed by his/her designee or by one of the following:

Manager of Assessments
 Manager of Family Services
 Manager of Community Development
 Manager of Placement Services

 Caseworker Signature

 Date

 Supervisor Signature

 Date