# OFFICE OF THE CHILD ADVOCATE

### 2012 TRAINING & REFERENCE MANUAL

## **INDEX**

## **CONTACT INFORMATION**

- 1. OFFICE OF THE CHILD ADVOCATE
- 2. DIVISION OF FAMILY SERVICES
- 3. FAMILY COURT
  - a. Family Court
  - b. CASA Program
- 4. DEPARTMENT OF JUSTICE
  - a. DFS Deputies Phone List & Organizational Chart

#### **COURT RULES AND STATUTES**

- 5. FAMILY COURT
  - a. RULES 200-226
  - b. ORGANIZATION, POWERS, JURISDICTION & OPERATION 10 DEL. C., CH. 9
- 6. OFFICE OF THE CHILD ADVOCATE STATUTE 29 DEL. C., CH. 90A
- 7. BEST INTERESTS STATUTE <u>13 DEL. C.</u> § 722
- 8. DSCYF CUSTODY STATUTE <u>13 DEL. C.</u>, CH. 25
- 9. GROUNDS FOR TERMINATION OF PARENTAL RIGHTS <u>13 DEL. C.</u> § 1103
- 10. GUARDIANSHIP/PERMANENT GUARDIANSHIP STATUTE 13 DEL. C., CH. 23
- 11. THIRD PARTY VISITATION STATUTE 13 DEL. C., CH. 24
- 12. INVOLVING CHILDREN IN COURT HEARINGS STATUTE 13 DEL. C. § 724

## REFERENCE MATERIALS

- 13. DFS
  - a. FOSTER CARE LEVELS OF CARE
  - b. FOSTER CARE CONTRACTUAL SERVICE DESCRIPTION
- 14. DPBHS
  - a. MENTAL HEALTH SERVICES PROGRAM DESCRIPTIONS
  - b. MENTAL HEALTH CRITERIA: USING THE CRITERIA

- c. MENTAL HEALTH SERVICES PROVIDER NETWORK
- d. DELAWARE TRAUMA-FOCUSED COGNITIVE BEHAVIORAL THERAPY (TF-CBT) INFO & THERAPISTS
- e. PARENT-CHILD INTERACTION THERAPY (PCIT)

#### 15. YRS

a. COMMUNITY SERVICE RESOURCES

#### 16. EDUCATION

- a. EDUCATIONAL INFORMATION & CHECKLIST
- b. EDUCATIONAL PROGRAMS FOR CHILDREN IN FOSTER CARE
- c. EDUCATIONAL RIGHTS OF STUDENTS IN FOSTER CARE (MCKINNEY-VENTO ACT)
- d. HOMELESS EDUCATION DIRECTORY & RESOURCE GUIDE MCKINNEY-VENTO FAQS, RESOURCES, AND FORMS
- e. EDUCATIONAL SURROGATE PARENT PROGRAM INFORMATION

### PRACTICE GUIDES, TOOLS AND CHECKLISTS

- 17. ATTORNEY GAL CHECKLIST FOR REPRESENTATION
- 18. HINTS FOR TALKING WITH KIDS & INVOLVING KIDS IN COURT
- 19. VISITATION OBSERVATION CHECKLIST
- 20. DFS PERMANENCY COMMITTEE CHECKLIST
- 21. EARLY SCREENING TOOL
- 22. ADOPTION HOME STUDY GUIDE
- 23. INDEPENDENT LIVING CHECKLIST

### SAMPLE COURT DOCUMENTS, LETTERS AND FORMS

- 24. DEPENDENCY/NEGLECT PETITION FOR CUSTODY
  - a. Blank D/N Petition
  - b. Blank Emergency affidavit
- 25. ORDER OF APPOINTMENT OF ATTORNEY GAL IN DFS CASES
- 26. SAMPLE E-MAIL TO ATTORNEY GAL RE: APPOINTMENT
- 27. CASE PLAN/FAMILY SERVICE PLAN
- 28. CHILD IN CARE PLANS
- 29. SAMPLE MOTION FOR A PERMANENCY HEARING/CHANGE OF GOAL

- 30. SAMPLE ANSWER TO MOTION TO CHANGE GOAL
- 31. SAMPLE ANSWER TO TERMINATION OF PARENTAL RIGHTS PETITION
- 32. VOLUNTARY CONSENT TO TERMINATION OF PARENTAL RIGHTS FORM
- 33. SAMPLE ANSWER TO ADOPTION PETITION
- 34. SAMPLE RECORDS REQUEST LETTERS
  - a. SCHOOL
  - b. MEDICAL PROVIDERS
  - c. PREMISE HISTORY
- 35. GENERIC RELEASE FOR DRUG, ALCOHOL AND MENTAL HEALTH RECORDS
- 36. MOTION FOR RELEASE OF DRUG, ALCOHOL AND PSYCHIATRIC RECORDS

## **MISCELLANEOUS**

- 37. CPAC NEAR DEATH REPORT JOHN DAVIS, JR.
- 38. APPLICATION FOR CLE CREDIT FOR PRO BONO SERVICES