

Purpose of form

This form is used to document the items that a child brings to the emergency foster home and those items that are taken when the child leaves. This form will help the provider keep track of the child's possessions.

Instructions

The form is completed in triplicate by the emergency foster home provider for each child when placed in the home and upon departure. The blanks to the left of each item are completed at admission. The blanks on the right are completed when the child is discharged for another placement. The comments at the end of this form can be used to identify any needs or concerns that the provider has, such as the child's clothing was too small.

Routing

Both the original and one copy are given to the child's CW worker upon discharge. Original is filed in the CW case and a copy accompanies the child to the next placement.

A copy is retained in the contractor's file for the child.