

**Cuyahoga County Division of Children and Family Services  
(CCDCFS)  
Policy Statement**

**Policy Chapter:** Case Requirements  
**Policy Number:** 5.01.06  
**Policy Name:** Child Identification Kit Completion

**Original Effective Date:** 04/01/2017  
**Revision Date(s):** 10/01/2021  
**Current Revision Date:** 10/01/2021  
**Approved By:** Cynthia G. Weiskittel

**PURPOSE:** To establish procedural guidelines in gathering proper identification for a child in the custody of CCDCFS for the safety and well-being of those in care. Should a child's whereabouts become unknown, it may be helpful to provide other agencies with the information contained within the Child Identification Kit.

**SCOPE:** This policy applies to all CCDCFS employees recognized as Worker of Record (WOR) and responsible for children in custody, their manager, as well as those who administer the completion of a Child Identification Kit and Record Room employees.

**POLICY**

All children in the custody of CCDCFS shall have a Child ID Kit completed within the first thirty (30) days of custody. The documents will be maintained by the record room and readily available to management as needed.

A Child ID Kit is not obtained for evidence due to any type of illegal incident or perception of criminality. Items maintained in the Child ID Kit will only be disseminated by CCDCFS, pursuant to Ohio Administrative Code (OAC) 5101:2-33-21. The Child ID Kit will be stored with care for its safe keeping until no longer necessary to maintain.

**PROCEDURES**

- I. The Child ID Consent Form is signed within seven (7) days of initial custody. At the All About Me / Family Team Meeting (or before), the WOR explains the purpose and need for a Child ID Kit and requests the parent to sign the Child ID Consent Form.

- A. If the parent chooses not to sign, the phrase “Refused Signature” is written with the date of refusal on the signature line. The Child ID Kit will not be completed without a signed consent. WOR shall note in SACWIS the attempts made to obtain parent’s signature. Note: If a parent chooses not to sign the Child ID Consent Form, CCDCFS may take a picture of the child and save it via DCFS shared drive folder, “Child ID Packets.”
  - B. For children with a legal status of Permanent Custody, “PC” is indicated on the form and the supervisor and senior supervisor’s signatures are entered on the signature line.
  - C. The consent form is provided to the child care staff in advance of appointment confirmation.
- II. The Child ID Kit is completed within thirty (30) days of custody. The WOR contacts the Child Care Office (150E) at (216) 881-4022 to schedule an appointment. If the child is not placed in the county or a contiguous county, the Child ID Kit is completed prior to the first case review.
- III. Child care staff collects, prepares and completes the Child ID Kit, verifying the following information on the Child ID Card. It is imperative that procedures are followed with care and records are stored in a secure manner that allows for easy, quick access.
- A. Child’s full name, date of birth, date of completion, photograph of the child’s three profile views (right/middle/left profiles), Buccal Mouth Swab, and fingerprints for children over age six and footprints for children under age six are all obtained.
  - B. One copy of the photos is affixed to the Child ID Kit and the other provided to the WOR to place in the Child’s Lifebook Record; *photographs must be updated as the child’s face changes with maturity.*
  - C. The Buccal Mouth Swab is administered by trained personnel for proper handling of the medical equipment.
  - D. Child care staff saves photos by last name/first name via DCFS Shared Drive/Child ID Packets and clears the memory of the camera after each use.
  - E. All items listed are placed inside the “Operation Child Protect” envelope, sealed, and alphabetically stored in the Child ID Kit box until full.
  - F. Once a box reaches full capacity, a CD disc is created to store all photos saved on the shared drive and placed within the box in case the printed photos deteriorate. A file list of all names accompanies the records contained within each box for inventory reference.
- IV. Completed Child ID Kits are transferred from the child care office to the record room for secure storage and retrieval.
- A. For security purposes, access to the Child ID Kit is limited to a senior supervisor or above by request through the service center.

V. Request for release of Child Identification Kit

- A. A Child ID Kit may be released to the custodian or emancipated youth upon termination of agency custody. The Worker of Record provides a Child ID Kit Release Form to the custodian or emancipated youth within seven days of termination of agency custody. Custodian or emancipated youth must indicate on the Release Form that he/she would like to receive the items contained within the Child ID Kit in order for DCFS to provide the items to the custodian or emancipated youth. A copy of the completed Release Form is saved with the child's case record. If the custodian or emancipated youth declines the release of the items contained within the Child ID Kit, DCFS shall destroy the items in accordance with Section VI and the CCDCFS Records Retention Schedule.
- B. If CCDCFS receives a request for items contained in the Child ID Kit prior to termination of custody, CCDCFS shall contact the Legal Department for CCDCFS for approval prior to dissemination.

VI. Disposal of Child Identification Kit

- A. Except for the photos saved to the Shared Drive/Child ID Packets (which shall be retained in accordance with section VI.B), Child ID Kits are destroyed one year after a child is discharged from custody of the Agency.
  - 1. Record room staff verifies discharge of custody in SACWIS and by viewing the scanned journal entry.
  - 2. All paper contents of the Child ID Kit are shredded, including the photo of the child, after verification that all paper documents have been scanned into the reading file. The original digital photo is maintained on CD, while a paper copy is kept within the child's Lifebook.
  - 3. The Buccal Mouth Swab is opened and discarded in regular waste.
  - 4. The CD contained in each box is maintained and cataloged for historical record keeping.
- B. The photos saved to the Shared Drive/Child ID Packets are retained for 10 years.

**SEE ALSO:**

**Ohio Administrative Code**

Section 5101:2-33-21

Confidentiality and Dissemination of Child Welfare Information

**Cuyahoga County Division of Children and Family Services Policies and Procedures Manual**

Policy 14.00.00 – Records Retention, Storage, Maintenance, and Access

**FORMS**

Consent for Child Identification

Request for Release: Child Identification Information