

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

Policy Chapter: Substitute Care
Policy Number: 6.02.10
Policy Name: Lifebook Policy

Original Effective Date: 01/19/2006
Revision Date(s): 10/01/2021, 10/01/2018, 09/01/2015
Current Revision Date: 10/01/2024
Approved By: Jacqueline M. Fletcher

PURPOSE: To capture and preserve the child’s history while they are in out-of-home care.

SCOPE: The Division of Children and Family Services provides Lifebooks for every child placed in agency custody, pursuant to the Ohio Administrative Code (OAC) 5101:2-42-67. This policy applies to DCFS staff and substitute caregivers.

POLICY

- I. DCFS staff provides its’ Resource Families¹ with a Lifebook and Cover Letter Sheet with instructions regarding the completion of a Lifebook for every child placed in their care.
- II. It is the responsibility of every Resource Family with the help of DCFS to complete a Lifebook for every child placed into their home. It is the responsibility of DCFS to provide the resource family with as much information as possible to assist with completion of the Lifebook.
- III. It is the right of every child taken into the custody of DCFS to be provided a Lifebook. Lifebooks help answer questions, increase self-esteem and provide children with valuable information.

PROCEDURES

- I. **Worker of Record (WOR)** provides a Lifebook (and instruction) to the substitute caregiver as part of the paper work provided upon placement of a child into out-of-home care. The Lifebook is 57 pages, in a binder, with pockets for collecting mementos.

¹ Resource Families referred to as substitute caregivers consist of foster parents, foster-to-adopt families, and kinship caregivers.

- II. It is the responsibility of the substitute caregiver/DCFS WOR to complete the Lifebook with the family of origin as well as obtain information for the Lifebook.
- III. The Lifebook will follow the children wherever they go in order to help track the important events and memories in their life. It is the responsibility of both the Child's WOR and/or Resource Manager to ensure that Lifebooks are being regularly updated via (family visits and other memorable events and activities). It is the responsibility of each Department to request a supply of Lifebooks via the Service Center Request System

SEE ALSO:

Ohio Administrative Code: 5101:2-42-67 Preparation of Lifebook

DCFS Materials: "This is Me" What is a Lifebook? Resource Family Instructions