

Procedure for Relative Affidavit:

- a. When a case is opened, the intake worker will include the Relative Affidavit when providing parents with the placing paperwork.
- b. The Relative Affidavit will be included in the JCDCYF Kinship placement packet.
- c. When the caseworker receives the Relative Affidavit back from the parents, it will be given to the ACA. The ACA will take the original relative affidavit, make and scan a copy to the caseworker and the original will be returned to the court file. The D&N docketing clerk will make copies and distribute to the attorneys on the case.
- d. When there is an initial TDM with the family, the caseworker will complete the document and retain a copy to enter in Trails. (A Genogram is completed at this TDM). The Relative Affidavit can be updated at any future TDMs or anytime while the case is open.
- e. At each Permanency Review Hearing, the court will inquire as to whether the Relative Affidavit is current.
- f. Whenever the document is filed with the court, the D&N docketing clerk will make copies and distribute to the attorneys on the case.