



Series: 100

Policy Name: Identification of Children

Policy Number: 142

Origination Date: 11/1/2013 **Revision Date:** 04/23/2024

Regulation: 65C-30.004; DCF Memo 02/28/2022 Fingerprint Kits for Children Out of Home

Procedure: This operating procedure describes the procedure for photographing, fingerprinting and obtaining birth verification for children under supervision. The purpose of obtaining these documents (photographs, fingerprints and birth verification) is to serve as a means of child identification. Release of photographs shall be confined only to the purpose of identification of missing children. Any exceptions to this usage will require the authority of the parents and/or courts.

1. Photographing

- a. The process of obtaining photographs may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.
- b. All children under protective supervision in-home shall be photographed within 15 days after the case has been staffed and transferred.
- c. All children entering out-of-home care will be photographed within 72 hours of removal. The photograph will be updated minimally in FSFN every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.
- d. Upon return, any child who was previously reported as missing and returns will have his/her photograph taken immediately.
- e. The primary worker for any child under protective supervision must ensure the photograph is taken, uploaded into Florida Safe Families Network and properly filed.
- f. If the parent or caregiver refuses to allow the case manager access to the child for the purpose of obtaining photographs:
 - (1) The case manager will document diligent efforts to obtain the photograph in the Florida Safe Families Network chronological notes.
 - (2) For judicial cases, the case manager, in conjunction with Children's Legal Services (CLS), will request an order from the court for authorization to obtain the initial photograph, within 15 days of the order being signed, and to update the photograph per the schedule of once every 6 months for ages zero to sixty months and once per year for ages sixty months until the child reaches the age of 18.



- g. For children placed out of state, the case manager is required to:
 - (1) Ensure that all children that are to be placed out of state will have photographs taken prior to leaving Florida for placement out of state.
 - (2) Ensure the caregiver is asked to follow up with photographs every 6 months for children ages zero to sixty months and yearly for every child aged sixty months until the child reaches the age of 18. The caregiver will be asked to send a photo to the case manager for filing in the child's case record in FSFN
 - (3) Ensure diligent efforts to document his/her efforts to inform the caregiver of the need for photographs should the caregiver not have access to a camera. These efforts must be clearly documented in the case file.
 - (4) As soon as the out of state placement or courtesy supervision request is approved by the receiving state or circuit/region, the case manager will ensure that a recent photograph is provided to the receiving state or circuit/region.
- h. For children sent to Florida from another state or when a child is sent from one circuit/region of the state to Circuit 19 for courtesy supervision, it will be the responsibility of the Communities Connected for Kids case manager supervising the child to maintain a current photograph of the child in his/her case record in FSFN and be updated accordingly.
- i. Documentation of Photographs:
 - (1) The child must be positioned for a full facial color photograph, from the shoulders to the top of the head.
 - (2) The case manager will utilize a digital camera to take the photographs. These photographs must be uploaded into FSFN within 72 hours of taking the photograph. This must be updated with each subsequent photograph.
- j. All children and sibling groups available for adoption who are required to be registered on the Adoption Exchange System will be photographed.

2. Fingerprinting

- a. The process of obtaining fingerprints may be uncomfortable and frightening to some children. During this process the child's feelings and concerns must be considered.
- b. Fingerprinting of children is required only for children that have been identified as missing. The child will be fingerprinted once upon initial recovery and the completed fingerprint kits maintained in Communities Connected for Kids Data offices in each county.



3. Birth Verification

- a. Verification of the child's birth may be obtained by photocopying the child's birth certificate, contacting the in-state or out-of-state Office of Vital Statistics that verifies the birth information or by accessing the vital statistics information and obtaining a certified copy of the child's birth certificate.
- b. All children transferring to case management must have documentation of verification of the child's birth at the time of case transfer. Birth verification should be linked to the child in FSFN.
- c. For all children placed in out of home care, certified copies of birth certificates shall be requested by the secondary case manager within 15 days of removal. This includes children born out of the county and/or out of state.
- d. Birth verification records will be maintained in the Communities Connected for Kids Data offices.

4. Documentation Requirements

- a. All case work activity pertaining to compliance and attempted compliance with the requirements of this operating procedure will be entered into the child's Florida Safe Families Network case record.
- b. All hard copy documents (fingerprint cards and certified birth certificate documents) will be maintained in the Communities Connected for Kids Data offices.

Approved:  _____
Carol Deloach, CEO