

Reintegration/Foster Care
Change of Venue Procedures

When notified by the court that an Out of Home Placement case will change venue to an area or county outside of the contract region, the sending CWCMP will:

Contact the sending DCF Regional Office Support Services Administrator or designee and insure they are aware of the change of venue.

Provide the following information to the sending DCF Regional Office:

- The child's name, county that will receive venue
- The original contractor's name, worker assigned, and phone number
- Case plan dates, current placement information

The sending Support Services Administrator or designee will:

- Communicate to Support Services Administrator or designee in the receiving region that a change in venue is expected
- Contact the sending court to request information about when the request for change of venue is sent to the receiving court
- Inform the Contractor of where the case file should be sent in the receiving region once the court in the receiving area has jurisdiction and DCF has accepted the case
- Be sure that DCF FACTS data entry staff and the Foster Care Liaison have necessary information.

The receiving Support Services Administrator or designee will:

- Contact the receiving court and ask to be notified when that court establishes jurisdiction of the case
- Notify the sending Provider and DCF Region Support Services Administrator or designee when the receiving court has jurisdiction and DCF has accepted the case.
- Assure that the Providers for the sending and receiving regions have a PPS-5110 referral and case information for the change of venue case.
- Assure that DCF FACTS data entry staff and the Foster Care Liaison have necessary information.

Documentation from the court may be in the form of a journal entry, a bench note, or a verbal confirmation, etc.

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