



PROTOCOL: Placement Change and Noticing Requirements

OVERVIEW

On January 1, 2019, Assembly Bill 2247 (AB 2247) went into effect and was added to Section 16010.7 of the Welfare and Institutions Code (WIC). The intent of AB 2247 is to preserve and strengthen placements of children and youth in out-of-home care in consultation with the Child and Family Team (CFT) in order to avoid abrupt placement changes.

This protocol provides guidance on noticing requirements and exceptions when a placement change is determined to be necessary. For assistance in adhering to placement preservation mandates, refer to [Placement Preservation Strategy \(PPS\) Best Practices \(PPS 01\)](#) for guidance on implementing a PPS in consultation with the dependent child/youth's CFT. **PPS only applies to a child/youth who has been adjudged a dependent of the juvenile court.**

INCREASE IN NOTICING REQUIREMENT

The 7-Day Notice of Intent to Terminate Placement has changed to a **14-Day Advanced Notice of Placement Change**.

EXCEPTIONS TO PLACEMENT CHANGE REQUIREMENTS

14-Day Noticing is not required if one or more of the following apply:

1. The current placement poses an imminent risk to the health and safety of the dependent foster youth or other children in the resource home/facility.
2. There is a unanimous agreement among the child's CFT (including the youth if age 10 or older, or their attorney) that placement change requirements can be waived.
3. The youth is a Nonminor Dependent (NMD) residing in a Transitional Housing Program (THP+NMD) or Supervised Independent Living Placement (SILP).

PLACEMENT CHANGE NOTIFICATION

If the CFS Social Worker determines a placement change is necessary and in the best interest of the dependent child/youth after PPS has been implemented, and an exception does not apply, written notice must be provided **at least 14 days** prior to the placement change. The Placement Change Notification (CWS 30) form, available in CWS/CMS, must be completed as soon as it is known the child's placement will be changed, and sent to the following parties:

1. The dependent child's parent(s) or guardian(s);
 - If the prospective placement is located out of county, the attorney(s) for the parent(s) or guardian(s) must also receive written notice.
2. The dependent child's current caregiver(s);
3. The dependent child's attorney and County Counsel; and
4. The dependent child, if he or she is 10 years of age or older.

Please refer to the [Placement Change Notification Desk Guide \(CWS 30\)](#) for assistance with issuing the written notice. Social Workers may also refer to the [Placement Change Hotline Process Desk Guide \(FC PCH 1\)](#) for additional responsibilities for reporting placement changes.

HOURS FOR PLACEMENT CHANGE

Placement changes are prohibited between the hours of 9 p.m. and 7 a.m. unless the current placement poses an imminent risk to the child/youth, or a mutual agreement has been established between the following parties:

1. The dependent child if he or she is 10 years of age or older, or his/her attorney if the child is under 10 years of age;
2. The dependent child's current caregiver(s);
3. The dependent child's prospective caregiver(s); and
4. The CFS Social Worker.

EXCEPTIONS FOR NOTIFYING RESOURCE CAREGIVERS

It is best practice to provide all caregivers with as much notice as possible both verbally and in writing prior to a placement change; however, advanced noticing is **not** required for resource caregivers in the following situations:

1. The child is in immediate danger.
2. The Court has ordered the child's removal from the placement.
3. A signed Waiver of Notice (CA 7) has been obtained from the caregiver(s).
4. Adverse licensing or approval actions have occurred that prohibit the resource caregiver(s) from continuing to provide care to the child.
5. Removal of a voluntarily placed child is made or requested by the child's parent(s)/guardian(s).
6. The child is in an emergency placement.

RESOURCES

[Desk Guide: Placement Change Notification](#)
[Desk Guide Placement Change Hotline Process](#)
[Practice Guide: Placement Preservation Strategy Best Practices](#)
[Placement Change Notification \(CWS 30\)](#)
[Waiver of Notice Agency – Resource Parent Agreement \(CA 7\)](#)

REFERENCES

[Assembly Bill No. 2247](#)
[ACL 19-26 Placement Change Requirements](#)
[Department Manual 31-200 Child Family Team Meetings](#)
[Department Manual 31-474.1 Placement Change Hotline Process](#)
[Manual of Policies and Procedures: Division 31-440 Foster Parent\(s\) Notification Requirements](#)
[Welfare and Institutions Code 16000 – 16014](#)