

**CLINTON COUNTY JOB AND FAMILY SERVICES
FOSTER CARE PROGRAM
POLICY ON CREATING LIFEBOOKS FOR CHILDREN
IN OUT-OF-HOME PLACEMENTS**

Clinton County Job and Family Services has developed a policy with regards to its use of LIFEBOOKS. LIFEBOOKS are vital to foster and adoptive children. They contain pictures of the child and his or her family. LIFEBOOKS are used to document childhood milestones and tell the child's story. LIFEBOOKS are created for all children entering foster care.

1. Within one (1) week of placement, the caseworker will begin to collect memorabilia for the LIFEBOOK (including pictures of family, house, pets, child and significant others.) Each child entering foster care will have his or her own LIFEBOOK designed.
2. Caseworker will begin putting the LIFEBOOK together within 30 days.
3. At 60 days, caseworkers will turn the LIFEBOOK over to the child's foster family who will maintain and work on the book.
4. Caseworker will schedule a time to work on the LIFEBOOK together with the foster child and foster family once a month in the foster home. This will result in more productive visits to the family foster home by the caseworker.
5. Caseworker, child, and foster family should include the birth family when working on the child's LIFEBOOK as birth parents and extended family have valuable input necessary for completing an accurate and thorough LIFEBOOK. This may be done during regularly scheduled visitation times, for example.
6. Supervisors will monitor progress on LIFEBOOKS during case conference meetings.
7. Copies of the LIFEBOOK will be given to children returning home; the original will be kept at the agency to be used again should the child re-enter care. Children of age and leaving the foster care system permanently and children entering adoptive placement will be given their original books.

LIFEBOOKS and art supplies will be available at the agency for use. Extra supplies may be purchased at most craft stores, general department stores, etc. if so desired. Training on how to prepare and design LIFEBOOKS will be conducted periodically.

Submitted by:

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Approved by:

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