

Transferring a Case to PPAU

(Revised 04/13/18)

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Forms

The following forms are referenced in this file:

- 04-77 Transfer Summary/Case Notes
 - 04-119 Transfer Checklist (*CWS/CMS Template*)
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Policy

When the allotted reunification time frame is over and the parents have been unable to correct the problems that brought the family to the attention of the court, CWS must recommend a Selection and Implementation Hearing per WIC 366.26. Prior to making that recommendation, the SW must send a Referrals for a PP Assessment to the Permanency Planning Assessment Unit (PPAU). PPAU's recommendation for a Permanent Plan will then be referenced in the Status Review Report, but the 04-90A should not be attached.

Once a 366.26 hearing date has been set (Types of Hearings - WIC 366.26 (".26")), the case is to be sent to PPAU within 5 working days, which provides PPAU sufficient time to accomplish notice and conduct any parent searches that may be required. All required information must be recorded in the CWS/CMS notebooks and pages prior to transferring the case.

NOTE: Monthly compliance visits will be made by the transferring SW until/unless the case is transferred to an Adoption SW. PPAU SWs do not make compliance visits.

**PPAU
responsibilities**

PPAU is responsible for any notice for a 366.26 Hearing that was not completed when the 366.26 Hearing was set. PPAU performs the following tasks related to .26 Notice:

- Confirm names of the child and parents from the child's birth certificate, petition and other case information. All known AKAs must be listed.
 - Order paternity declarations from CDSS.
 - Complete the ".26 Noticing Log."
 - Review the case for any additional parent search information and the identification of possible fathers.
 - Review the case for ICWA findings and any defective notice issues.
 - Ensure the parent search for Due Diligence is current within the last three months.
 - Begin/continue parent searches.
 - Prepare notices.
 - Personally serve the notices or arrange for service.
 - Complete and submit Orders to Produce for parents in State Prisons and Camps.
 - Arrange with the assistance of County Counsel to notice parents who reside out-of-county.
 - Complete any needed Court Report Addendum for the 366.26 Hearings to report on noticing problems. If the parent is located, the PPAU SW will notice the parent and forward the documents to the assigned SW.
 - If the parents still cannot be located after a thorough search has been completed, PPAU will:
 - complete a Declaration of Due Diligence and attach a request for an Order to Publish. An order to serve the party's attorney of record can also be submitted if the parent has counsel.
 - send a copy of the Declaration with the Order to Publish request to County Counsel at least 100 days prior to the .26 Hearing. CC will then arrange for publication.
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Procedure for transferring cases to PPAU

Follow the steps below to transfer a case to PPAU.

Step	Who	Action
1	Assigned SW	<ul style="list-style-type: none"> • Complete 04-77 Transfer Summary in Case Notes to include: <ul style="list-style-type: none"> ○ Brief summary of the case- initial removal reason, reunification efforts, current situation ○ Date, time and court department of the 366.26 Hearing ○ Date Assessment Report is due to court ○ Information about whether any of the parents were noticed for the 366.26 Hearing ○ ICWA status- did any parent claim possible Indian heritage? If so is notice done? Pending? ○ Information about any absent parent and results of recent search efforts ○ Child’s placement information ○ Is child’s current caregiver willing to adopt or take guardianship? Is the RFA completed or in process? ○ Visitation schedule with the parents, siblings or any other relatives ○ Last contact with child ○ Last contact with parents • Complete 04-119 Transfer Checklist • Send hard case file to PSS. <p>NOTE: The monthly compliance visits must be made by the transferring SW until the case is transferred to an Adoption SW. PPAU SWs do not make compliance visits.</p>
2	PSS	<ul style="list-style-type: none"> • Review CWS/CMS and hard file. • Sign off 04-119. • Send to Regional Transfer Desk for transfer to PPAU.
3	Adoption Transfer Clerk	Assign case to a PPAU supervisor.

Procedure for transferring cases to PPAU (cont.)

Step	Who	Action
4	PPAU PSS and SW	<ul style="list-style-type: none"> • Review case file. • Determine who requires notice and prepare and serve notices. • Review ICWA finding and previous notice. • Request a parent search if there is an absent parent. • Make copies of documents needed and create PPAU file. • Complete any Due Diligence Reports needed. • Enter all contacts in CWS/CMS.
5	PPAU PSS	<p>If plan is adoption send case to Adoptions Transfer clerk for assignment to an Adoption Children’s SW, go to Step 6.</p> <p>If plan is Guardianship send file to Guardianship PSS, go to Step 7.</p>
6	Adoption SW	<ul style="list-style-type: none"> • Conduct Assessment. • Prepare 366.26 Report and provide case management.
7	Guardian-ship PSS and SW	<ul style="list-style-type: none"> • Review case and make copies of any needed documents. • Enter all contacts in CWS/CMS. • In CWS/CMS, assign self as secondary and send case back to CS SW for case management. • Prepare 366.26 Report.

Alignment with SET

This policy supports the following SET Values:

- [Value 3](#): **Helping Children and Youth Achieve Their Full Potential and Develop Lifelong Relationships**, by prioritizing children’s safety, well-being, and permanency.
- [Value 5](#): **A Strong Working Relationship with the Legal System**, by collaborating with legal partners to focus on the child’s best interests and legal right to permanency.