


**Department of Human Resources
Social Services Administration
311 West Saratoga Street
Baltimore, Maryland 21201**

DATE: September 2, 2009

POLICY #: SSA # 10-09

TO: Local Department of Social Services Directors,
Assistant Directors

FROM: Carnitra D. White, 
Executive Director
Social Services Administration

RE: **Child Removal Petition and Order
Requirements**

PROGRAM AFFECTED: Child Protective Services Intake, In Home Family
Services and Out of Home Placement Services

ORGINATION OFFICE: Social Services Administration
Child Welfare Practice and Policy

ACTION REQUIRED OF: All Child Welfare Services Staff

REQUIRED ACTION: Inclusion of required information on child removal
petitions to ensure that required information is
included in Court Orders

ACTION DUE DATE: September 2, 2009

CONTACT PERSON: **Deborah Ramelmeier, Director**
Office of Child Welfare Practice and Policy
Social Services Administration
(410) 767-7506

Emmanuel Okororie, IV-E Manager
Cost Allocation and Revenue Management Division
Budget and Finance
(410) 767-7480

PURPOSE:

This Policy Directive sets forth requirements for the inclusion of specific information in removal petitions and orders. It requires the local department to ensure that required information is included on every petition, whether prepared by local department staff or legal representatives. This information is necessary for accurate IV-E eligibility determinations and court statistical data collection. All removal orders shall include this information.

Instructions:

Local departments shall ensure that all removal petitions clearly indicate the removal date, child's CHESSIE ID and the identity of the person or persons from whom a child is removed, both physically and legally. The following information shall be included on removal petitions:

1. Identity of individual(s) with Physical Custody at time of removal
 - a. Name of person who the child was **physically residing** with at the time of removal;
 - b. His/her relationship to the child; and
 - c. The date the child began living with that person.
2. Identity of individual(s) with Legal Custody at time of removal
 - a. Name of person who had legal custody at the time of child's removal;
 - b. His/her relationship to the child; and
 - c. The date the child last lived with that person.
3. Removal Date
 - a. Date that local department took physical custody of child.
4. MD CHESSIE ID of child (shall appear on all court correspondence in addition to the Court docket number)