

**Child and Family Services Policy Manual: Substitute Care for Children
Foster Care: Personal Information Packet**

**Personal
Information Packet**

The Department should ensure children and youth leaving foster care after a prolonged period of time receives a personal information packet or Life Story Book.

Youth exiting care because they reach the age of 18 will receive original documents (photocopies when originals are not available) at no cost to the youth as part of their transitional living plan prior to exiting care.

If the following information is available, the personal information packet should contain:

1. Certified birth certificate.
2. Placement history: names, addresses and dates of each out-of-home placement to give a complete and continuous record of where the youth has lived.
3. A brief summary of how, when and why the youth first came into foster care, and why he or she is there now.
4. A relevant court order that distinguishes DPHHS had custody of youth through his/her 18th birthday or a court document indicating an adoption or guardianship was established after age 16.
5. School history: names, addresses and dates of attendance at all schools, report cards, awards, class pictures, and any other school information or mementos.
6. Current and relevant medical information: names of most recent physicians and dentists, physical health history requested from physicians and dentists (immunization records, illnesses, chronic medical or dental problems, accidents or injuries, and surgeries).
7. Relevant family health history: information regarding biological parents and siblings, and significant genetically transmitted tendencies for illness, birth defects, etc.
8. Social Security and other benefits: Social Security card, information on benefits available through parent(s)' accounts, veterans' benefit status, insurance benefits from

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parent(s) (life, health, etc.), tribal benefits for Indian youth, or other special resources.

9. Personal mementos: pictures, letters, baptismal certificate, awards and other mementos from case files or foster parents, including family members' names and whereabouts.

10. Work history: resume or jobs held and vocational training received.

11. Change of address card

12. The Title IV-E agency must provide a youth in foster care for more than 6 months any official documentation necessary to prove the child was previously in foster care before aging out of foster care.

In many instances, the foster parent will take the lead in putting together the personal information packet.

PERSONAL INFORMATION PACKET

- Certified birth certificate
- Placement history
- Summary of how, when and why the youth first came into foster care
- Identification cards
- Copy of court order
- School history
- Medical records
- Family health history
- Social Security
- Personal mementos
- Work history
- Change of address card
- Other (Please specify)

Received by _____
(Youth or designated representative)

_____ Date

DPHHS _____

A copy of the packet and signed receipt are retained in the case record.

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Rev. 10/07
Rev. 8/18