

## Introduction to CFSA Policymaking and Enforcement

As described in the Introduction at the beginning of this Practice Kit, CFSA has adopted an internal framework through which to achieve systemic reform. CFSA's framework is referred to as the Four Pillars. According to the CFSA website, the Four Pillars framework is a "bold offensive to improve outcomes for children, youth, and families at every step in their involvement with District child welfare."<sup>1</sup> CFSA defines the Four Pillars as:

- **Front Door:** Children deserve to grow up with their families and should be removed from their birth homes only as the last resort. Child welfare gets involved only when families cannot or will not take care of children themselves. When we must remove a child for safety, we seek to place with relatives first.
- **Temporary Safe Haven:** Foster care is a good interim place for children to live while we work to get them back to a permanent home as quickly as possible. Planning for a safe exit begins as soon as a child enters the system.
- **Well Being:** Every child has a right to a nurturing environment that supports healthy growth and development, good physical and mental health, and academic achievement. Institutions don't make good parents. But when we must bring children into care for their safety, we give them excellent support.
- **Exit to Permanence:** Every child and youth exits foster care as quickly as possible for a safe, well-supported family environment or life-long connection. Older youth have the skills they need to succeed as adults.<sup>2</sup>

As the *LaShawn A.* litigation progresses toward closure, CFSA is shifting to using the Four Pillars as its primary internal check on outcomes. Fortunately, in the same way practitioners can use *LaShawn A.*, practitioners can also use the Four Pillars as an advocacy tool to achieve outcomes in individual cases. This section of the Practice Kit is designed to give practitioners the

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<sup>1</sup> <http://cfsa.dc.gov/page/four-pillars>

<sup>2</sup> *Id.*

necessary information to not only understand the framework of the Four Pillars and CFSA's internal policies, but to use them to advocate on behalf of their clients.

To effectively use the Four Pillars, practitioners should first have a basic understanding of the framework. Accordingly, this Practice Kit includes hyperlinks to a number of "framework documents" – all produced by CFSA – that provide explanations of CFSA's internal structure, strategies, and service plans for the coming years. It also includes a hyperlink to CFSA's most recent "Four Pillars Scorecard," which shows CFSA's own record of compliance for the first three quarters of 2017.

Other than the framework documents, the bulk of this section is comprised of hyperlinks to selected CFSA policies broken down into categories based on the Four Pillars.<sup>3</sup> There is some variety in the types of CFSA policies. The policies included in this Practice Kit are a combination of Administrative Issuances (AI), Program Policies (Program), Procedural Operations Manuals (POM), and Quick Reference Guides (QRG). Practitioners should note that the hyperlinks to the policies included in the Practice Kit are by no means a complete collection. The policies that were included were selected because they discuss issues around which there is frequently a need for advocacy. A complete collection of CFSA policies is posted on the CFSA website and can be found at:

External Reports, Plans, Practice Guides, POMs, Studies, and Reports:

<http://cfsa.dc.gov/page/cfsa-publications>

Program Policies, General Administrative Policies, Administrative Issuances:

<http://cfsa.dc.gov/page/cfsa-online-policy-manual>

These CFSA policies and procedures lay out specific requirements with which CFSA is responsible for complying. For example, the CFSA Program Policy on the Temporary Licensing of Foster Homes for Kin provides that, if a temporary kinship license is denied, "the social worker shall offer within 48 hours of the denial to provide and assist the applicant with completion of a *Request for Waiver of Licensing Requirements for Temporary Licenses in DC* form." The question for practitioners becomes what to do when CFSA's policy is in your client's best interest, but CFSA

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<sup>3</sup> Each of the policies was created internally by CFSA and is available to the public through the CFSA website. However, the categorization into sections based on the Four Pillars was done by Children's Law Center.

is not complying. For example, if the social worker is refusing to provide or assist the kinship applicant with a waiver of licensing requirements form.

In these cases, the first step is typically just knowing and having a copy of the relevant policy. Oftentimes, approaching the social worker, social worker's supervisor, and/or Assistant Attorney General with the policy and noting the lack of compliance will have the desired effect. If the primary CFSA team members are not responsive to such a request, it may be necessary to take the request up the chain to higher-level supervisors at CFSA.

If informal advocacy does not produce compliance, it may be necessary to engage in formal advocacy with the Court. While CFSA policies are not binding on the Court, practitioners have a much more compelling argument for a Court order if they can show that they are only asking CFSA to comply with its own policies. Such requests can be made to the Court orally or in writing. Included in the Practice Kit are redacted portions of three pleadings that each rely, in part, on arguments that CFSA should be ordered to comply with its own policies.

June 2018

# Lashawn A.

## CFSA Policies and Procedures

### CFSA Framework Documents

- ◆ [CFSA Title IV-B Child and Family Services Plan 2015-2019](#)
- ◆ [CFSA Initial Design and Implementation Report, 2014](#)
- ◆ [CFSA's Four Pillars Agenda](#)
- ◆ [CFSA Four Pillars Scorecard \(FY17, Q3\)](#)
- ◆ [Lashawn IEP Infographic, December 2017](#)

### Front Door Policies

- ◆ [AI – Community Papering](#)
- ◆ [Program – Diligent Search](#)
- ◆ [Program – Family Team Meetings](#)
- ◆ [Program – Hotline](#)
- ◆ [Program – In-Home Services](#)
- ◆ [Program – Investigations](#)
- ◆ [POM – Hotline Procedural Operations Manual](#)
- ◆ [POM – Investigations Manual](#)
- ◆ [POM – In-Home and Out-of-Home Procedural Operations Manual](#)
- ◆ [ORG – Family Team Meetings](#)
- ◆ [ORG – Removal Notification to Relatives](#)

### Temporary Safe Haven

- ◆ [AI – Children's Self-Care and Care for Others](#)
- ◆ [AI – Congregate Care Program Monitoring](#)
- ◆ [AI – Emergency Kinship Placements in Maryland](#)
- ◆ [AI – Emergency Protocol for Resource Parents](#)
- ◆ [AI – Overnight Stays](#)
- ◆ [AI – Travel with Resource Parents](#)
- ◆ [Program – Engaging Incarcerated Parents](#)
- ◆ [Program – Interstate Compact on the Placement of Children \(ICPC\)](#)
- ◆ [Program – Placement and Matching](#)
- ◆ [Program – Temporary Licensing of Foster Homes for Kin](#)
- ◆ [Program – Visitation](#)
- ◆ [ORG – Family Partnerships](#)
- ◆ [ORG – Temporary Licensing of Kinship Homes](#)
- ◆ [ORG – Visitation](#)

## Well-being

- ◆ [AI – Bill of Rights for Youth in Care](#)
- ◆ [AI – Demand Payments](#)
- ◆ [AI – Driver’s Licenses for Youth in Care](#)
- ◆ [AI – Early Education and Child Care](#)
- ◆ [AI – Education and Vocational Assessments](#)
- ◆ [AI – Gift Cards and Vouchers](#)
- ◆ [AI – Graduation Expenses](#)
- ◆ [AI – Job Readiness Services](#)
- ◆ [AI – Sibling Connections](#)
- ◆ [AI – Substance Abuse Treatment](#)
- ◆ [AI – Summer Camp Subsidy](#)
- ◆ [AI – Transfer Staffings](#)
- ◆ [Program – Educational Services](#)
- ◆ [Program – Healthcare Coordination](#)
- ◆ [Program – Healthy Horizons Assessment Center and Nurse Care Managers](#)
- ◆ [Program – HIV and AIDS](#)
- ◆ [Program – HIV, Sexual, and Reproductive Health Services](#)
- ◆ [Program – Initial Evaluation of Children’s Health](#)
- ◆ [Program – Medical Consents](#)
- ◆ [Program – Medical Records Maintenance](#)
- ◆ [Program – Missing or Absconded Children](#)
- ◆ [Program – Older Youth Services](#)
- ◆ [Program – Preventative and Ongoing Healthcare](#)
- ◆ [Program – Youth Bullying Prevention](#)
- ◆ [Program – Youth Clothing Allowance](#)
- ◆ [Program – Youth Personal Allowance](#)
- ◆ [Program – Supervision and Self-Care of Children in Foster Care](#)
- ◆ [ORG – Medicaid Cards](#)
- ◆ [ORG – Sibling Connections](#)

## Exit to Permanency

- ◆ [AI – Case Planning for Guardianship](#)
- ◆ [AI – Transition of Youth to DDA](#)
- ◆ [Program – Adoption Subsidy](#)
- ◆ [Program – Establishing a Goal of APPLA](#)
- ◆ [Program – Permanency Planning](#)
- ◆ [Program – Permanent Guardianship Subsidy](#)
- ◆ [ORG - APPLA](#)

*\*The following is an excerpt from a Motion to conduct needed vocational assessments, in which the guardian ad litem argues that the Agency is defying its own policies by not assessing and providing services to a young adult ward.*

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

_____	)	
<b>In the Matter of</b>	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
_____	)	

**MOTION FOR VOCATIONAL ASSESSMENT AND SERVICES**

[GAL NAME], Guardian *ad Litem* (GAL) for the Respondent, [CHILD], respectfully requests that this Court order the Child and Family Services Agency (CFSA) to provide [CHILD] with a vocational assessment and such services as are recommended there-in. The Government opposes this motion. Counsel for [CHILD]’s mother and father were contacted for their position on this motion, but no response was received prior to filing. A Memorandum of Points and Authorities and a proposed order in support of this request are attached.

Respectfully submitted,

\_\_\_\_\_  
[GAL NAME]

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

In the Matter of	)	
	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
	)	

**MEMORANDUM OF POINTS AND AUTHORITIES**

[GAL NAME], Guardian *ad Litem* (GAL) for the Respondent, [CHILD], respectfully requests that this Court order the Child and Family Services Agency (CFSA) provide [CHILD] with a vocational assessment and such services as are recommended there-in. In support of her request, undersigned counsel states as follows:

1. [FACTUAL BACKGROUND REDACTED]

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8. [CHILD] turned eighteen on [DATE]; more than forty-five days ago. The Agency has not completed a Vocational Assessment form at this point.

9. Despite completing high school last May, [CHILD] has firmly expressed a desire to avoid college education. However, he has expressed an interest in learning a trade, specifically, carpentry.

10. CFSA’s own policy requires that every youth aged 18-21 must have an Educational/Vocational assessment. Administrative Issuance CFSA-10-10 (Attached as Appendix A.)

11. CFSA must follow its own policy as set forth in its issuance. By publicly promulgating the issuance they have created an obligation to meet those standards.
12. While not directly applicable, the DC Administrative Procedures Act, D.C. Code 2-501 *et seq.* provides analogous analysis. Under the Act, a rule is broadly defined as “means the whole or any part of any Mayor's or agency's statement of general or particular applicability and future effect designed to implement, interpret, or prescribe law or policy or to describe the organization, procedure, or practice requirements of the Mayor or of any agency.” D.C. Code 2-502(6)(A) (2001).
13. The Court of Appeals has previously held that such “a validly promulgated administrative rule or regulation ‘has the force and effect of law, much like a statute.’” J.C. & Assoc. v. Board of Appeals and Review, 778 A.2d 296, 303 DC (2001) (citing Hutchinson v. District of Columbia, 710 A.2d 227, 234 (D.C.1998).)
14. While the Administrative Issuance was not properly promulgated under the DC APA, the request here is similar. CFSA has held out as its policy that it will meet certain benchmarks of performance as regards the wards committed to its care. The relief sought today is simply to hold CFSA to those self-imposed benchmarks. It is appropriate for this Court to order CFSA to comply with their own policies and procedures.
15. It is in [CHILD]’s best interest to receive a vocational assessment. [CHILD] is committed to learning a trade that would provide him with a marketable skill, and a vocational assessment is a critical step toward that goal.

WHEREFORE the guardian *ad litem* respectfully requests that this Court order the Child and Family Services Agency to provide [CHILD] with a vocational assessment and such services as are recommended there-in.



Respectfully submitted,

---

[GAL NAME], Esq.  
D.C. Bar No. [#####]  
[FIRM NAME]  
[ADDRESS]  
[CITY, STATE ZIP]  
Ph.: (202) ###-#### ext. ###  
Fax: (202) ###-####

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

_____	)	
<b>In the Matter of</b>	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
_____	)	

**ORDER**

UPON CONSIDERATION of the; the points and authorities submitted in support thereof; any opposition hereto; and the evidence of record;

**IT IS HEREBY THIS** \_\_\_\_\_ DAY OF \_\_\_\_\_ [YEAR], THAT:

**ORDERED** the Child and Family Services Agency shall immediately provide [CHILD] with a vocational assessment and such services as are recommended there-in.

**SO ORDERED.**

\_\_\_\_\_  
[JUDGE NAME]

Copies to:

**CERTIFICATE OF SERVICE**

I, [GAL NAME], Guardian *ad Litem*, hereby certify that on this \_\_\_ day of \_\_\_\_\_, a copy of the foregoing was e-mailed and mailed, via first-class mail, postage prepaid, to the following social worker and counsel of record:

[SOCIAL WORKER NAME], Ongoing Social Worker  
Child and Family Services Agency  
200 I Street, S.E.  
Washington, DC 20003

[AAG NAME], Esq.  
Assistant Attorney General  
200 I Street, S.E.  
Washington, DC 20003

[GAL NAME], Esq.  
[ADDRESS]  
[PHONE/FAX]  
[EMAIL]  
Guardian *ad Litem*

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Mother

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Father

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for the Petitioners

\_\_\_\_\_  
[GAL]

*\*The following is an excerpt from a Motion to Resume Unsupervised, Overnight Visitation, in which the guardian ad litem argues that the Agency is defying its own policies by suspending a client's unsupervised visits with her maternal relatives.*

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

_____	)	
<b>In the Matter of</b>	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
_____	)	

**MOTION TO RESUME UNSUPERVISED, OVERNIGHT VISITATION**

[GAL NAME], Guardian *ad Litem* (GAL) for the Respondent, [CHILD], respectfully requests that this Court order the Child and Family Services Agency (CFSA) to resume [CHILD]'s unsupervised, overnight visits with Mr. and Mrs. X, her maternal relatives and potential kinship foster parents. The Government opposes this motion. Counsel for [CHILD]'s mother and father were contacted for their position on this motion, but no response was received prior to filing. A Memorandum of Points and Authorities and a proposed order in support of this request are attached.

Respectfully submitted,

\_\_\_\_\_  
[GAL NAME]

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

In the Matter of	)	
	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
	)	

**MEMORANDUM OF POINTS AND AUTHORITIES**

[GAL NAME], Guardian *ad Litem* (GAL) for the Respondent, [CHILD], respectfully requests that this Court order the Child and Family Services Agency (CFSA) to resume [CHILD]’s unsupervised, overnight visits with Mr. and Mrs. X, her maternal relatives and potential kinship foster parents. In support of her request, undersigned counsel states as follows:

1. [PORTIONS OF FACTUAL BACKGROUND REDACTED]

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8. Mr. and Mrs. X are [CHILD]’s [MATERNAL RELATIVES]. Since the initiation of this case, the X’s have consistently demonstrated their desire to have [CHILD] placed in their home, through both words and action. They have complied with the process to obtain a permanent foster care license and completed all of the required foster parenting classes.

9. The X’s and [CHILD] began weekly supervised visits in [DATE]. In [DATE], after two months of these weekly supervised visits, the prior Social Worker and the X’s agreed that the supervised visits were going extremely well and that unsupervised overnight visits should begin in order to gradually allow [CHILD] to spend increased time with the X’s.

The first overnight visit took place the weekend of [DATE]. Since that time, [CHILD] has spent two days and one night per week at the X's home. Until the weekend of [DATE], there have been no interruptions to this weekly routine.

10. [CHILD] has adjusted extremely well to her increased visitation with the X's. She now recognizes Mrs. X as her [MATERNAL RELATIVE] and tells her, "I love you." When [CHILD] visits the X's home, she runs into her bedroom to play; it is filled with her toys and clothing and she now understands it is *her* bedroom. Each weekend, Mrs. X takes [CHILD] to visit with her [FAMILY MEMBERS]. In this way, she has become increasingly comfortable with her maternal relatives and incorporated into their family structure.

11. The GAL and the Agency have visited the X's [CITY, STATE] home on multiple occasions. It is clean, comfortable, and well-suited for a small child. Mr. X works for [EMPLOYER] and Mrs. X is recently retired, having worked in [FIELD] for [LENGTH OF TIME] at [EMPLOYER] and [LENGTH OF TIME] at [EMPLOYER]. The Agency has not reported any safety concerns in the home and supports the X's as a guardianship option for [CHILD]. Their [STATE] police clearances, which have been returned, show no criminal history. The GAL has personally searched [STATE] criminal records and found no results for either Mr. or Mrs. X.

12. Despite this progression, which has been positive by all accounts, on [DATE], the GAL was informed that unsupervised, overnight visits would be immediately suspended. It was reported to the GAL that, while preparing its court report for the upcoming [DATE] hearing, representatives of the Agency realized they did not yet have the results of Mr. and Mrs. X's [STATE] criminal records check in their possession. Additionally, the

Agency is still awaiting a criminal disposition report for Mr. X. According to the Agency, it is their policy to be in receipt of these items *prior* to approving unsupervised visits with a prospective kinship caregiver and the fact that [CHILD]’s visits with the X’s had been authorized before receiving them was “an oversight.” When asked how long it might take for these items to be obtained, the Agency reported it may take a month or perhaps longer, emphasizing that there is no way to guarantee a timeline for receipt.

13. Due to the Agency’s sudden shift on this issue, [CHILD]’s visits with the X’s have been abruptly suspended. Until all paperwork is received, the Agency will only authorize visits for [CHILD] with Ms. X that are supervised by the foster mother. The foster mother is, understandably, only available to supervise visits for a few hours once per week. The foster mother and [CHILD] met Mrs. X at a local mall for a few hours on [DATE], and has invited Mrs. X to attend a family event at her own home for the upcoming [DATE] weekend. While the GAL appreciates [FOSTER MOTHER]’s efforts to accommodate Mrs. X, the location, duration and context of these visits is not an appropriate way to foster a relationship between Mrs. X and will cause [CHILD]’s growing attachment to Mrs. X to regress.

14. The GAL is aware of no statute, regulation, or other basis in law that requires criminal clearances to be received before a child may have overnight visits with family members. Additionally, CFSA’s own internal policy on visitation does not include any requirement or recommendation to obtain these records prior to authorizing unsupervised visits. Further, CFSA policy provides that, “[w]hen the permanency plan is a plan other than reunification, the visitation priority shall be to preserve the child’s attachment to parents or legal guardians and siblings, and to *promote the child’s attachment to the placement*

*resource*” [emphasis added]. Child and Family Services Agency Visitation Policy, pg. 12. These Agency policies are in keeping with national child welfare best practices. Indeed, the ABA Center on Children and the Law recommends that visitation begin with short periods of a few hours and increase in frequency and duration, to include unsupervised overnights, prior to placement. “Visitation with Infants and Toddlers in Foster Care: What Judges and Attorneys Need to Know” ABA Center on Children and the Law, July 2007, pgs. 10-11.

15. It has already taken substantial effort to gradually transition [CHILD] to overnight visits with the X’s and reverting back to merely a few hours of weekly, supervised visitation is contrary to her best interest. After two months of successful weekly overnight visits, it would be appropriate to extend visits to two consecutive nights, rather than drastically decrease them in the way the Agency is currently requiring. The X’s are [CHILD]’s best and only permanency option and all efforts should be made to promote a loving bond and secure attachment between them. Moreover, [CHILD] must spend time with the X’s that is separate and *apart* from her foster mother so that she can begin to recognize them as primary caregivers. The GAL is concerned that the Agency’s current position is primarily driven by concerns about liability, not [CHILD]’s emotional needs, permanency goals and overall best interest.

WHEREFORE the guardian *ad litem* respectfully requests that this Court order the Child and Family Services Agency to resume [CHILD]’s unsupervised, overnight visits with her maternal relatives and potential kinship foster parents, Mr. and Mrs. X.



Respectfully submitted,

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[GAL NAME], Esq.  
D.C. Bar No. [#####]  
[FIRM NAME]  
[ADDRESS]  
[CITY, STATE ZIP]  
Ph.: (202) ###-#### ext. ###  
Fax: (202) ###-####

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT – NEGLECT BRANCH**

_____	)	
<b>In the Matter of</b>	)	Case No. [YEAR] NEG [XXXXXXX]
	)	
[CHILD],	)	Social File No. [YEAR] JSF [XXXXXXX]
DOB: [CHILD DOB]	)	
	)	Next Date: [DATE]
<b>Respondent.</b>	)	
	)	Magistrate Judge [NAME]
_____	)	

**ORDER**

UPON CONSIDERATION of the; the points and authorities submitted in support thereof; any opposition hereto; and the evidence of record;

**IT IS HEREBY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ [YEAR], THAT:**

**ORDERED** the Child and Family Services Agency shall immediately resume unsupervised, overnight visits for [CHILD] with her maternal relatives and potential kinship foster parents, Mr. and Mrs. X.

**SO ORDERED.**

\_\_\_\_\_  
[JUDGE NAME]

Copies to:

**CERTIFICATE OF SERVICE**

I, [GAL NAME], Guardian *ad Litem*, hereby certify that on this \_\_\_ day of \_\_\_\_\_, a copy of the foregoing was e-mailed and mailed, via first-class mail, postage prepaid, to the following social worker and counsel of record:

[SOCIAL WORKER NAME], Ongoing Social Worker  
Child and Family Services Agency  
200 I Street, S.E.  
Washington, DC 20003

[AAG NAME], Esq.  
Assistant Attorney General  
200 I Street, S.E.  
Washington, DC 20003

[GAL NAME], Esq.  
[ADDRESS]  
[PHONE/FAX]  
[EMAIL]  
Guardian *ad Litem*

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Mother

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Father

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for the Petitioners

\_\_\_\_\_  
[GAL]

*\*The following is an excerpt from a Guardian ad Litem’s Report, in which the guardian ad litem requested a Court Order for the Agency to follow its own policy regarding driver’s licenses for youth in care.*

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
FAMILY COURT  
JUVENILE AND NEGLECT BRANCH**

**IN THE MATTER OF**

[CHILD],

**Respondent.**

)  
) Case No. XX-XXX-XX

)  
) Social File No. XXXXXX

)  
) Next Date: [DATE]

)  
) Magistrate Judge [NAME]

**GUARDIAN AD LITEM’S REPORT**

[UNRELATED SECTIONS REDACTED]

**IV. SERVICES**

[CHILD]’s most recent Youth Transition Planning (YTP) meeting was held in [MONTH YEAR]. During this meeting, [CHILD] expressed that obtaining his driver’s license was an important goal for him. The team agreed that this would be a positive step towards independence, and the goal was incorporated into his Youth Transition Plan. With significant free time in the late winter and early spring due the postponement of the Excel program, [CHILD] was able to study for his learner’s permit written exam and pass the exam on his second attempt in [MONTH YEAR]. The GAL observed that studying for and passing this exam provided [CHILD] with a well-earned confidence boost, as he temporarily exhibited a level of exuberance that he rarely shows.

In order for [CHILD] to obtain his driver's license, he must next take driver's education classes to learn and master the necessary skills to pass his road test. CFSA's Administrative Issuance regarding Driver's Licenses for Youth in Care states that "[t]he Agency may pay for the cost of a youth's initial driver's education course up to \$800.00."<sup>1</sup> The GAL contacted the Social Worker in [MONTH YEAR] to inform her that [CHILD] had passed the written portion of his driver's test and request her assistance identifying an appropriate driver's education program for him. The GAL followed-up regarding this issue several times in the month of [MONTH] but, at the time of this writing, has received no response. Because the Agency's policies clearly anticipate funding for this type of expense, and because this goal has been expressly incorporated into [CHILD]'s case plan, the GAL recommends that the Agency identify and enroll [CHILD] in an approved driver's education program no later than [DATE].

[UNRELATED SECTIONS REDACTED]

Respectfully submitted,

---

[GAL NAME], Esq.  
D.C. Bar No. [#####]  
[FIRM NAME]  
[ADDRESS]  
[CITY, STATE ZIP]  
Ph.: (202) ###-#### ext. ###  
Fax: (202) ###-####

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<sup>1</sup>[https://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/AI%20-%20Driver%27s%20Licenses%20for%20Youth%20in%20Care%20\(final\)\(H\).pdf](https://cfsa.dc.gov/sites/default/files/dc/sites/cfsa/publication/attachments/AI%20-%20Driver%27s%20Licenses%20for%20Youth%20in%20Care%20(final)(H).pdf)

**CERTIFICATE OF SERVICE**

I, [GAL NAME], Guardian *ad Litem*, hereby certify that on this \_\_\_ day of \_\_\_\_\_, a copy of the foregoing was e-mailed and mailed, via first-class mail, postage prepaid, to the following social worker and counsel of record:

[SOCIAL WORKER NAME], Ongoing Social Worker  
Child and Family Services Agency  
200 I Street, S.E.  
Washington, DC 20003

[AAG NAME], Esq.  
Assistant Attorney General  
200 I Street, S.E.  
Washington, DC 20003

[GAL NAME], Esq.  
[ADDRESS]  
[PHONE/FAX]  
[EMAIL]  
Guardian *ad Litem*

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Mother

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for Father

[ATTY NAME], Esq.  
[ADDRESS]  
Counsel for the Petitioners

\_\_\_\_\_  
[GAL]