




Policy and Procedures

<u>DEPARTMENT NAME:</u> Quality Management		
<u>SUBJECT:</u> Funeral Arrangements for Children in Foster Care	<u>POLICY NUMBER:</u> QM-048	
<u>APPROVAL:</u> 	<u>EFFECTIVE DATE:</u> 3/26/2021	<u>REPLACES :</u> QM-048 dated 11/7/2017

- I. **PURPOSE:** To establish guidelines for the provision of funeral arrangements for children who die while in the custody of Children’s Network of Southwest Florida (CNSWFL) or one its contracted Case Management Organizations responsible for delivering direct case management services. This includes young adults who die while in the Extended Foster Care (EFC), Postsecondary Education Services and Support (PESS), or Aftercare programs

- II. **REVIEW HISTORY:** QM 048 approved on 11/7/2017 replaced CFOP 175-70, and replaces CFOP 170-16 dated 12/11/2020.

- III. **CONTACT:** Quality Management Director

- IV. **PERSONS AFFECTED:** Children’s Network of SW Florida and its contracted Case Management Organizations within Circuit 20 who deliver services to children ages 0-17 and young adults in Extended Foster Care who have attained 18 years of age but who have not attained 21 years of age (or 22 if disabled) and/or young adults participating in either the Postsecondary Education Services and Support or Aftercare programs who have attained 18 years of age but have not reached age 23.

- V. **POLICY:** This policy is intended to ensure culturally appropriate funeral arrangements are made and carried out for children under the agency’s supervision, and young adults who die while receiving services through EFC, PESS, or Aftercare services, who do not have family members, a client trust fund, or other resources to pay the cost of funeral or burial arrangements. Children’s Network will collaborate with the Department of Children and Families and the Florida Cemetery, Cremation and Funeral Association (FCCFA) to identify funeral homes that may be able to assist with services for those families who cannot afford a funeral or burial arrangements.

- VI. **CROSS REFERENCES:** CFOP 170-16

VII. PROCEDURES:

- A.** Any time a child or young adult who is in the custody or care of the CNSWFL or its designee dies, or in the case of a child's imminent death, (e.g. lack of any brain activity, life support has been removed, etc.), the Case Manager or Case Manager Supervisor shall immediately notify the biological parent, or in cases where termination of parental rights was achieved, the Case Manager and Supervisor will consult with the Program Director and shall decide on a case by case basis whether to notify the biological parent(s).
- B.** The Case Manager or Case Manager Supervisor will make inquiry of the family's preferred final arrangements for the child/young adult and establish if the family has the resources to pay for the related expenses. In no case will the Case Manager, Supervisor or case management organization staff initiate contact with a funeral home or crematory or make any financial commitments to any person regarding payments for the final arrangements.
- C.** The Case Manager, Case Manager Supervisor, or Program Director will contact the CNSWFL QM Director or designee by telephone to notify of the child/young adult's death or impending death.
- D.** Within 3 hours after verbal notification, the Case Manager, Case Manager Supervisor or designee will complete Exhibit A and submit to CNSWFL's QM Director or designee and will advise whether the family has the resources to pay for the final arrangements
- E.** As soon as it is established that the family does not have the necessary financial resources, CNSWFL will contact the DCF Suncoast Regional Family and Community Services Director or designee who shall call the Florida Cemetery, Cremation and Funeral Association's (FCCFA) office in Tallahassee at (800) 226-3332 during regular working hours which are Monday – Thursday 8:00 a.m. – 5 p.m. and Friday 8:00 a.m. – 3:00 p.m. . On weekends or after hours a message can be left at the main number or an email can be sent to JBrewton@executiveoffice.org.
- F.** FCCFA will send the FCCFA Foster Child Funeral Program form to the Director or designee. Once the form is completed and received by the FCCFA office in Tallahassee, the FCCFA will begin to identify members of FCCFA that are:
 - (1) In close proximity to the deceased foster child or young adult; and,
 - (2) Are able to provide low or no-cost services to the family.
- G.** Once an FCCFA member is identified and is able to provide such services, the FCCFA will provide the contact information of the CNSWFL QM Director or

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designee to the funeral establishment(s) that has offered to assist. From that point forward, the CNSWFL QM Director or designee and the funeral establishment will coordinate the remainder of the process, including but not limited to the release of the body, funeral arrangement and burial / cremation information.

- H.** Family participation in such activities as providing clothing, scheduling of services and provision of clergy will be coordinated with the local funeral director through the CNSWFL QM Director or designee. If the religious affiliation of the biological parents is unknown and cannot be reasonably determined, the religious affiliation of the child / young adult's family members or caregivers may be used in the selection of the clergy.
- I.** If the CNSWFL, its contracted Case Management Organizations family member, or caregivers of the deceased child or young adult has already begun speaking with a funeral establishment about any arrangements for death prior to contacting the FCCFA, the FCCFA has the right to decline all assistance within the scope of this operating procedure.
- J.** CNSWFL will prioritize utilizing a FCCFA member organization that is able to provide low or no-cost services.

VIII. EXHIBITS

Notification to Children's Network of SW Florida

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NOTIFICATION TO CHILDREN'S NETWORK of SOUTHWEST FLORIDA

The following information should be provided to the QM Director of CNSWFL or designee immediately upon awareness of the impending or death of a child in CNSWFL's custody or a young adult in the Extended Foster Care, Postsecondary Education Services and Support, or Aftercare Program.

Case Management Organization: _____

Case Manager: _____

Desk Phone: _____ Cell Phone: _____

Case Management Supervisor: _____

Desk Phone: _____ Cell Phone: _____

Case Name: _____ FSN Case ID # _____

Child's Name: _____

Mother's Name: _____ Has TPR been achieved : Y / N

Mother's Contact Information (Phone / Email / Home Address):

Father's Name: _____ Has TPR been achieved: Y / N

Father's Contact Information (Phone / Email / Home Address):

Caregiver's Name / Role: _____

Caregiver's Contact Information (Phone / Email / Home Address):

Attorney ad Litem: _____

Attorney ad Litem Contact Information (Phone / Email): _____

Has the LEGAL next of kin (parents if parental rights have not been terminated) expressed what final arrangement is preferred; if yes please specify:

