
EFFECTIVE

Effective immediately.

Subjects

1. Incarcerated Parents.
2. Documenting Incarcerated Parents' Information.
3. Notification of Permanency Planning Conferences (PPCs) to Incarcerated Parents.
4. Court Participation of Incarcerated Parents.

1) INCARCERATED PARENTS**PSM 713-8**

If a legal parent is incarcerated, the CPS worker must confirm:

- The parent's prison or jail number.
- The prison or jail facility.
- The charge or conviction offense.
- The parole or release eligibility date.

When the worker is aware that a parent associated with the complaint is incarcerated, the following resources may be used to locate them at a jail or prison:

- For parents under the jurisdiction of the Michigan Department of Corrections, <http://www.michigan.gov/corrections>.
- For parents with prison/parole/probation records; see PSM 713-2, Law-Enforcement Information Network (LEIN).
- For parents in federal prisons, <http://www.bop.gov/>.
- For parents in out-of-state facilities, <http://www.vinelink.com> or by contacting the facility.
- For parents in county jails, contact the county facilities directly.

Reason: Children's Protective Services Program Office recommendation and court ruling.

2) DOCUMENTING INCARCERATED PARENTS' INFORMATION

PSM 713-10

The CPS worker **must** make reasonable efforts to identify and locate an incarcerated parent. If a legal parent is incarcerated, the CPS worker must confirm:

- The parent's prison or jail number.
- The prison or jail facility.
- The charge or conviction offense.
- The parole or release eligibility date.

This information must be documented in the DHS-154, Investigation Report, social work contacts, and in any petition filed with the court.

Reason: Children's Protective Services Program Office recommendation and court ruling.

3) NOTIFICATION OF PPCS TO INCARCERATED PARENTS

PSM 715-2

CPS workers are required to provide prior notice of a scheduled PPC to an incarcerated parent only in the case of a considered removal.

The CPS worker must provide notice to the incarcerated parent by mail or telephone. The worker must contact the DHS contact person at the facility and ask that the parent be allowed to participate in the PPC by phone. If time allows, the worker must send a copy of the DHS-968, Permanency Planning Conference Attendance Report, and ask the parent to sign and return it. The worker must also notify the parent's attorney of the PPC and the attorney must be allowed to attend the PPC.

The CPS worker must also ensure that the incarcerated parent receives copies of the DHS-969, Permanency Planning Conference Facilitator Report, the DHS-971, Permanency Planning Conference

Activity Report, and the DHS-968, Permanency Planning Conference Attendance Report, after all PPCs.

Reason: Children's Protective Services Program Office recommendation and court ruling.

4) COURT PARTICIPATION OF INCARCERATED PARENTS

PSM 715-2

If a legal parent is incarcerated by the Michigan Department of Corrections (MDOC), the court must allow the parent to participate in all court hearings via telephone. The original or an amended petition filed by the CPS worker or the department's legal representative notifies the court that a parent is under MDOC jurisdiction and the court is responsible for arranging the parent's telephonic participation in the hearings.

Note: When a CPS worker or the department's legal representative files a petition in a case involving a parent incarcerated by the MDOC, the petition must include a clause stating "A telephonic hearing is required pursuant to MCR 2.004." The clause must also contain the parent's prisoner number and location. If a parent is incarcerated in a county jail or a prison or jail in another state, the court may determine how the parent will participate in the hearing, but the supervising agency is not required to raise the issue in the petition.

Reason: Children's Protective Services Program Office recommendation and court ruling.

**MANUAL
MAINTENANCE
INSTRUCTIONS**