
**INTER-COUNTY
COURTESY
SERVICES**

Inter-County Courtesy Services are referrals between counties within the state for the investigation and/or provision of service to a specific child or his parent(s).

If it becomes necessary to place a child in foster care in a neighboring county, or the child's parent(s) is located in another county, the two local offices are to reach a mutual agreement on the assignment of case responsibilities. The written agreement is to be filed in the child's record in each county before the placement county assumes responsibility.

If difficulties arise in reaching an agreement, the county of court jurisdiction is to initiate, through supervisory channels, a resolution of the problem. Updating of SWSS FAJ is the responsibility of the county of court jurisdiction. The foster care worker in the supervising county must be added onto SWSS FAJ as a secondary worker. This will allow the secondary worker to view (display-only) information on SWSS FAJ; see the SWSS FAJ **How Do I** automated help option.

**Initial Service Plan
(ISP)**

If a child or his parent(s) is located in another county at the time of acceptance, the ISP is to be made cooperatively by both local offices. The local office in the county of court jurisdiction is responsible for compiling the information and recommendations into a single study, developing a plan, and providing services.

**Updated Services
Plan (USP)**

If more than one local office is involved in the provision of services, the assigned FC worker in each local office is to complete the report section appropriate to his assigned function or responsibility as agreed upon in writing. Original copies of reports are to be placed in the Department case record and copies are to be forwarded to each local office for review and filing.

Note: If the child is not placed within close proximity to his family, both the ISP and the USP should contain the reasons why it is in the child's best interest to be placed elsewhere; see FOM 722-03, Placement/Replacement.

**Out-of-County
Private Child-Care
Institution**

When a child is placed in an out-of-county private child-caring institution, ISP and USP are to be completed by both the institution and the local office of origin. If services are being requested from the local office in the county where the child is placed, a written agreement DHS-3600, (RFF 3600), between local offices is to be arranged detailing assignment of responsibilities. The assigned FC worker in each local office is to complete the report section appropriate to their assigned function or responsibility and original copies of reports are to be placed in the DHS case record. Copies are to be forwarded to the local office providing continuing family services, the local office participating in long-range planning, and the county of jurisdiction's local office, if different than the local office maintaining the case record.

**Apprehension of a
Child on Runaway
Status**

It may be necessary to aid another county in securing the apprehension of a child who is on runaway status from the other county. When the child is located, the county with responsibility for the child must be prepared to return him to the county as soon as possible; see FOM 722-03, AWOL-Away Without Leave for procedures.

**OUT OF TOWN
INQUIRY (OTI)**

Out of Town Inquiries are referrals to the Department by another state or country for the investigation and/or supervision of a specific child.

Information on Out of Town Inquiries is contained in FOM 930, **INTERSTATE SERVICES.**

**SUPERVISION OF
STATE WARDS**

A child committed to the state under Public Act 220 of 1935 or Act 296 of 1974 may become the responsibility of any local county office through the relocation of his residence, regardless of his county of commitment. Complete responsibility for the supervision and case planning for any MCI ward should be transferred to the

county of residence of the child whenever the placement is expected to be long term. This includes situations in which there are no plans or intentions for the child to return to the county of commitment, or in which placement of the child is expected to be long term and the distance between the counties of commitment and placement is too great to economically allow for regular casework contact with the child as required. Any disagreements between counties on whether to transfer responsibility for a child are to be escalated for resolution by the county with current responsibility for the child to one of the following:

- Regional service delivery center.
- Outstate operations for urban counties.
- Wayne County Children and Family Services Administration for Wayne County.