

**FILING ORDER:  
CHILD PROTECTIVE SERVICES AND JUVENILE SERVICES**

**Section 1:** Contact Sheets (DCF-240A or B)/Case notes (if printed)

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**Section 2:** Keep grouped in order of incident, with the most recent on top.

Staff Safety	
DCF-110	Staff Safety Incident Form
Intake and Investigation Forms (The documentation for each investigation should be together, the latest "packet" on top. This includes unsubstantiated investigations.)	
DCF-609	Face Sheet
DCF-241/SDM	Intake Form/SDM intake form (if printed)
SDM	Safety Assessment (if printed)
DCF-590	Child Abuse/Neglect Form
DCF-585	Incident Form
DCF-242E (old)	Investigation Summary (This should include transfer of case summary)
(SDM)_	Case Determination Form (if printed)
DCF-242	Investigation Summary
(SDM)	Case Disposition (if printed)
DCF-242A (old)	Initial Investigation: Incident of Child Abuse
DCF-242B (old)	Initial Investigation Series: Social Series
DCF-242D (old)	Suspected Abuse Injury Note sheet
SDM	Family Risk Assessment (if printed)
DCF-259	Letter to Reporter
DCF-305	Report of Suspected Child Abuse or Neglect
DCF-306	Determination Letter
DCF-306B	Unfounded Letter: Out of Home Perpetrator
DCF-306C	Founded Letter: Out of Home Perpetrator
	Police Reports (intake related)
Other	
	Truancy Referrals
	G. B. C. on runaway youth

### Section 3: Legal Forms and Court Letters

There are so many court documents, and they vary from case to case. The general principle here is the court orders in effect **currently** should be on top, together with most recent disposition report. Underneath that, documents for each custody episode should be filed in reverse chronological order. For children with multiple custody episodes, all documents concerning each custody episode should be filed together. It may be helpful to use a colored sheet of paper to separate episodes.

Current Custody Orders/Probation Certificate	
	Disposition Order
	Detention Order (copy should be in child's IV-E file)
	Findings and Order
	Emergency Detention Order (copy should be in child's IV-E file)
	Pick up order and/or any other order transferring custody to DCF (copy should be in child's IV-E file)
	Statement of Custody and Release of a Child
	Juvenile Probation Certificate
DCF-310A	Agreement for Voluntary Care/Approval of Voluntary Care (stapled to DCF-310A)
DCF-310B	Voluntary Care Stipulation
TPR-related orders	
DCF-657	Agreement to Termination of Parental Rights
DCF-658	Affidavit in Support of Agreement as to Termination of Parental Rights
DCF-A-411	Surrender of Child for Adoption Termination of Parental Rights
Court Reports	
	Disposition Reports, including modified and supplemental (most recent on top)
	Investigative Report (most recent)
Permanency Planning Documents – latest packet on top	
DCF-311	Permanency Report
DCF-303	Notice of Permanency Hearing
DCF-602B	Reasonable Efforts Affidavit: Permanency Review (copy should be in child's IV-E file)
Affidavits	
DCF-602A	Reasonable Efforts Affidavit: Initial Custody (copy should be in child's IV-E file)
	DCF Affidavit
	Police Affidavit
Child Support /Parent Location and Identification	
	Order for Support
DCF-701	Attachment to Disposition Report: Child Support
DCF-702	Affidavit and Assignment of Rights
DCF-705	Federal Parent Locator
Other	
DCF-316	Detention of Juvenile Probationer

	Summons and Petition
	Conditions of Release (JS)
	Notice of Hearing
	Victim Impact Statement (more recent)
	Deposition
DCF-255	Waiver of Hearing
Form 62	Probation Violation Complaint
DCF-312	Petition to Vacate
	Support Motion to Vacate
DCF-314	Petition to Family Court
	Consent for Voluntary Return of Runaway, Escapee or Absconder
	Notice of Assigned Counsel
	Appointment of Guardian Ad Litem
	Conditions of Release (JS)
	Motion to Dismiss (JS)
	Motion to Withdraw
	Motion to Join Party
	Protective Order
	Restraining Order
	Modified Visitation Order
	Motion to Modify Visitation
	Motion for Emergency Relief
	Acceptance of Service of Subpoena
	Subpoena
	Memorandum of Opposition re: Foster Parent Request for Standing
	Request for Standing
	Stipulation and Motion of Venue (with matching review notice date)
	Opinion and Order
	Shorten Time for Discovery
	Information by State's Attorney

**Section 4:** Placement, Eligibility, Finance and Referrals

Placement-related	
DCF-580	Placement/Adoption form (most recent on top with subsequent forms in reverse chronological order)
	Placement History (most recent -- destroy all previous histories)
DCF-106	Release of Information
DCF-209	Teamwork Agreement
DCF-210	Placement Checklist
DCF-326	Checklist for Care of Children in Custody
DCF-252 &	Letter Regarding Placement Change
DCF-254	Transfer Out of State
DCF-603	Foster Parent Change of Placement Notification
DCF-655	Foster Care Assessment
IV-E and Medicaid and Other Financial (District should also have a free-standing IV-E file. Filing copies of the IV-E documents in the child's case file is optional.)	
DCF-201 FC/M	IV-E Application for Federal Funds
DCF-201M	IV-E/Medicaid Change of Status Notice
DCF-201R	IV-E Review
DCF-203	IV-E Financial Worksheet
DSW-210C	Medicaid Review Notice
	Vendors
	Referral Documents
DCF-508	Vermont Interagency Referral Checklist
Referrals	
CC-3	Protective Services Child Care Authorization and Referral Form
DCF-691	Referral for Health Department (EPSDT) Services
DCF-201	Central Review Committee Summary of Findings and Recommendations (Central Office use only)
ICPC-100A	Interstate Compact Request (and incoming materials)
ICPC-100B	Interstate Compact Request (and incoming materials)

**Section 5: Case Planning**

All case planning documents should be kept in reverse chronological order.

DCF-247TPR	Permanent Plan and Review
DCF-247CC	Plan Review and Action Plan and Invitation List (stapled together)
DCF-248 C	Over 18 - Agreement to Continue Support to Student Formerly in DCF Custody
DCF-256	Notification of Review
DCF-605	Tracking Form (attached to above)
DCF-245	Case Plan, Signature Page and Invitation List (stapled together)
DCF-250	Statement of Confidentiality

**Section 6: Treatment Information**

Keep in 8 ½ X 11 sheet protector on top of section.	Birth Certificate
	Pictures
	Social Security Card
	Treatment Team Meeting Documentation
DCF-690	Vermont Health Record
	Immunization History
	Psychological Evaluations, etc.
	Medical Correspondence containing medical information

**Section 7: Education and Visitation**

	Educational and Applications for Scholarships
	Individual Educational Plans (IEP)
	Placement Reports
	Educational and Applications for Scholarships
DCF-251	Notification of Change of Visitation (Parents)
	Visitation Contract
	Visit Supervision Notes (from contractors)

**Section 8: Correspondence/Miscellaneous** (file in reverse chronological order)

- Letters
- Department Memos
- Contracts
- Restitution
- Transport Orders