

Child Protective Services: Investigation

2104.40 Family Moves During Investigation or Ongoing Services

Requirement

Make an immediate referral to the county or state of a family's new address when a family with an active CPS case moves, either during an investigation or the ongoing case plan process. Send a statewide and/or out of state CPS alert when the new address is unknown.

Procedures/Practice Issues

Within 24 hours of learning of a family's new out-of-county address, notify by fax the new county or state of the family's presence there. Include a description of the department's involvement, a copy of the most recent safety or case plan and any court documents. Mail a **copy** of the complete record (CPS and/or foster care) within seven calendar days.

When aware in advance of a family's impending move, tell the family a referral will be made and to expect contact by someone who will assess the need for continuing services at the new location. When a family moves without notifying the department of its whereabouts, and it appears the family has left the county, a statewide CPS Alert is activated. An out of state CPS Alert is completed if you have reason to believe the family has left the state and **are aware** of a state in which they have moved. The alert is sent in conjunction with completing other policy requirements to locate a family (See [2104.41](#)).

Alerts are activated when a client or family disappears while requiring or receiving CPS services. The alert is deactivated when the originating county has located the client or the family; or when the originating county has been notified by another county that the client or family has been located. Only the originating county can deactivate the alert. (See Chapter 60 Appendix B).

Statewide alerts are activated in the Case Details screen from Master Index (See Chapter 60 Appendix B). Out-of-state alerts are distributed using information sent to:

ICPC Specialist
2 Peachtree Street, Room 18.214
Atlanta, Georgia 30303

Be concise (See [Section X](#) for an out of state CPS Alert Form); and include:

- Names, birth dates, social security numbers and physical descriptions of all family members;
- A brief summary of the investigation with an explanation of why follow-up with the family is needed;
- Legal custody status; and,
- Name and number of a contact person, if the family is located.

Inform the ICPC office of the particular destination for the family. When the county or state where the family has moved is known, the county may send the alert directly to that state with a copy to ICPC.