



**STEPS TO DETERMINE NEED FOR SURROGATE PARENT
FOR CHILDREN IN FOSTER CARE**

Child's Name: _____ EI # _____
(Last) (First)

Instructions: The Initial or Ongoing Service Coordinator (SC) must complete this form and save it as part of the child's case file for program monitoring and audit purposes.

<p>1. a. Upon receipt of the referral of a child in Foster Care, or when a child enters Foster Care while receiving EI services, the SC must send the Education Liaison/Foster Care Case Planner the Early Intervention Foster Care Packet, which consists of:</p> <ul style="list-style-type: none">• Request for Foster Care Surrogacy Determination Letter• Foster Care Surrogacy Recommendation and EIOD Assignment form• Parent Designation of Person Acting in Place of Parent form• Parental Consent to Use E-mail to Exchange Personally Identifiable Information form• Reassignment or Termination of Surrogacy form <p>Date sent: _____ Comments: _____</p>
<p>2. The SC calls the Education Liaison/Foster Care Case Planner, using the Early Childhood Education Foster Care Contacts List, to discuss if a surrogate parent needs to be appointed and, if so, who it should be. Date(s) of phone call(s) to Education Liaison/Foster Care Case Planner: _____, _____, _____ If unable to reach Education Liaison, date contact was made with ACS Education Office: _____ Result of discussion: _____</p>
<p>3. a. Once the Foster Care Surrogacy Recommendation and EIOD Assignment form is received from the Foster Care Case Planner and indicates that a surrogate parent needs to be assigned, or the Parent Designation of Person Acting in Place of Parent form is completed, ensures that the individual to be assigned as the surrogate is added as a "family member" in the "Family Info" tab in the EI-Hub, that this individual is selected as "surrogate" under "family member type," and is selected as the "primary contact" under "contact type".</p> <p>b. The SC sends the Early Intervention Foster Care Packet which, at minimum, must include the Request for Foster Care Surrogacy Determination Letter (completed by the SC) and the Foster Care Surrogacy Recommendation and EIOD Assignment form to the NYC Regional Office HCS account in the child's borough of residence, indicating in the body of the HCS message that "Parent rights determination attached. EIOD approval needed/not needed for Child ID: XXXXX". Date forms submitted to RO: _____ Comments: _____</p>
<p>4. The Regional Office Assistant Director reviews the information submitted and signs the Foster Care Surrogacy Recommendation and EIOD Assignment form, completes the "Surrogate Parent Appointment Panel" in the EI-Hub, attaches the assignment form in the surrogacy panel, and notifies the SC. Date(s) SC reached out to parent or assigned Surrogate: _____, _____, _____ If unable to reach the parent or assigned Surrogate, date(s) SC reached out to the Education Liaison: _____, _____, _____ Comments: _____</p>



INSTRUCTIONS FOR COMPLETION

STEPS TO DETERMINE NEED FOR SURROGATE PARENT FOR CHILDREN IN FOSTER CARE

The **Service Coordinator (SC)** must use this form to document the steps taken to assess the need for a surrogate parent for a child in foster care. When completed, a copy should be kept in the service coordinator's case record. Refer to the Determining the Need for and Assigning a Surrogate Parent Policy for guidance in following the steps outlined on this form.

NOTE: If, due to a change in life circumstances, a child currently participating in the Early Intervention Program needs to have a surrogate parent assigned for the first time, all the steps noted in this form must be completed by the Ongoing Service Coordinator.