

## ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

This document contains examples of the most common sequence of legal entries in ACTIVITIES broken down by category of child receiving services and type of legal event. It also contains notes that provide information regarding Permanency Hearing and Title IV-E eligibility legal requirements. These examples are intended to assist the worker in making accurate and timely entries of legal events in ACTIVITIES and should be used in conjunction with the Legal Activity Codes found in pages 6-8 of the ACTIVITIES Coding Guide. Timely and accurate entry of legal activity codes are needed in order to receive the maximum Federal and State reimbursement. The ACTIVITIES Coding Guide can be found on the OCFS website at:

<http://ocfs.state.nyenet/it/GeneralResources/GeneralResourcesDefault.asp>

Legal activities are reported at each stage of the court process, from Petition Filed (Activity Code L100) through the Court Hearing (L300). Legal Activity codes also capture Agreements Signed (L600), Removals (L700), and TPR Petition Not Required (L800). Modifier fields are used to provide additional information regarding the Legal Activity. For example, the code entered in the Modifier A field describes the type of legal event, i.e. Care and Custody to LDSS, Foster Care Placement to Continue. More than one Modifier may be entered for a single Legal Activity.

**\*Bolded and underlined Modifiers meet system requirements for Title IV-E eligibility.\***

**\*\* For reporting codes and definitions, visit <http://ocfs.state.nyenet/it/GeneralResources/CCRSDefault.asp> \*\***

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

## ABUSE/NEGLECT ARTICLE 10 (CHILD IN CARE)

### *ARTICLE 10 (Child in Care): Removal to Initial Disposition*

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>Emergency Removal</b>  <i>Mod A = 25 or 26 does not give legal authority (Allows non IV-E reimbursement for the activity date + 3 days)</i>	L700	___/___/___ (Date of Placement)	<b><u>27 OR 28</u></b>				<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>
<b>Remand</b>	L300	___/___/___ (Date of Hearing)	<b><u>04</u></b>	<b><u>64</u></b>			<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>
<b>Petition Filed</b> <i>(Allows non IV-E reimbursement for the activity date + 3 days)</i>	L100	___/___/___ (Date Petition Filed)	<b>04</b>	<b>(County Code) F</b>			

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<b>Hearing</b> <i>(Adjudication Made)</i>	<b>L300</b>	<u>  /  /  </u> (Date of Hearing)	<u><b>04</b></u>	<b>32=Neglect or 31=Abuse</b>	<u><b>43</b></u>		<p>Use 2 entries (Mod B and C) if an Adjudication of Abuse and Neglect is made if this is a 1052 fact finding that results in removal/placement. Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>
<b>Hearing</b> <i>(Disposition/Initial Permanency Hearing)</i>	<b>L300</b>	<u>  /  /  </u> (Date of Hearing)	<u><b>04</b></u>	<u><b>43</b></u>		<u>  /  /  </u> <b>(To)</b>	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>If disposition only, the initial permanency hearing is due 60 days plus 6 months* from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p> <p>*If a sibling or a half sibling has previously been removed and has a permanency hearing within the next 8 months, PH for each child subsequently removed shall be scheduled on the same date certain as the first child removed, unless such sibling or half sibling has been removed pursuant to Art 3 or 7.</p>

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

## ARTICLE 10 (Child in Care): 1089 Permanency Hearing

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>1089 Subsequent Permanency Hearing</b>	<b>L300</b>	___/___/___ (Date of Hearing)	<b><u>21</u></b>	<b><u>44</u> OR 82</b>		___/___/___ (To)	<p>"To" date for the subsequent hearing must not be more than 6 months after the completion of the preceding Permanency Hearing. Section 1089 mandates a permanency hearing every 6 months from the date of the completion of the previous permanency hearing*. Permanency hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to return the child safely to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that reasonable efforts were not made to finalize permanency or return the child home safely.</p>

## MODIFICATION/VIOLATION OF COURT ORDER: ARTICLE 10 (Child in Care)

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>Petition Filed</b>	<b>L100</b>	___/___/___ (Date Petition Filed)	<b>12</b>	<b>(County Code) F</b>			
<b>Hearing (Disposition/ Initial Permanency Hearing)</b>  <i>*Although this satisfies IV-E requirements, BICS requires entry of L300/04/43 - see below.</i>	<b>L300</b>	___/___/___ (Date of Hearing)	<b><u>12</u></b>	<b><u>43</u></b>		___/___/___ (To)	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Disposition/ Initial Permanency Hearing)</b>	L300	_/_/_/ (Date of Hearing)	<u>04</u>	<u>43</u>		_/_/_/ (To)	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>
<b>Memo Entry</b>	MEMO	_/_/_/ (Date)	Chd plcd	vltm			This entry provides justification for the two L300 entries above.

**ARTICLE 10 (Freed Child): COMPLETELY FREED CHILDREN WILL HAVE PERMANENCY HEARINGS PURSUANT TO FCA SECTION 1089**

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>1089 Subsequent Permanency Hearing</b>	L300	_/_/_/ (Date of Hearing)	<u>21</u>	<u>44</u> OR 82		_/_/_/ (To)	<p>"To" date for the subsequent permanency hearing must not be more than 6 months after the completion of the preceding Permanency Hearing. Section 1089 mandates a permanency hearing every 6 months from the date of the completion of the previous permanency hearing. Permanency hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to safely return to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency.</p> <p>Code 82 indicates that reasonable efforts were not made to finalize permanency or return the child home safely.</p>

**ARTICLE 10-C (DESTITUTE CHILD)**

**ARTICLE 10-C: Placement to Initial Disposition**

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>Petition Filed</b>	L100	_/_/_/ (Date Petition Filed)	27	(County Code) F			

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<b>Hearing (Adjudication Made)</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<u>27</u>	<b>90</b>	<u>43</u>		<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing is due 60 days plus 6 months from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p>
<b>Hearing (Initial Disposition)</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<u>27</u>	<b>43</b>		<u>   </u> / <u>   </u> / <u>   </u> (To)	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p>

## ARTICLE 10-C (Destitute Child in Care): Permanency Hearing

EVENT	CODE	DATE	A	B	C	D	NOTES
<b>Initial Permanency Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<u>21</u>	<u>44</u>		<u>   </u> / <u>   </u> / <u>   </u> (To)	<p>The initial permanency hearing is due 60 days plus 6 months* from the M910 date (or removal from the home - example - child went from home to hospital and then to placement) or earlier if so ordered by the court and that date must be entered in Mod D.</p> <p>*If a sibling or a half sibling has previously been removed and has a permanency hearing within the next 8 months, the PH for each child subsequently removed shall be scheduled on the same date certain as the first child removed, unless such sibling or half sibling has been removed pursuant to Art 3 or 7.</p>

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<b>1089 Subsequent Permanency Hearing</b>	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	<b>21</b>	<b>44 OR 82</b>		<u>  </u> / <u>  </u> / <u>  </u> (To)	<p>"To" date for the subsequent permanency hearing must not be more than 6 months after the completion of the preceding Permanency Hearing. Section 1089 mandates a permanency hearing every 6 months from the date of the completion of the previous permanency hearing*. Permanency hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to return the child safely to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency.          Code 82 indicates that reasonable efforts were not made to finalize permanency or return the child home safely.</p> <p>*May also be used to reflect an initial/subsequent PH with no prior Dispositional Hearing.</p>
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## 1017/1055 PLACEMENT with Other (Non-Foster Care)

### *1017/1055 Placement with Other (Non-Foster Care)*

EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	<u>  </u> / <u>  </u> / <u>  </u> (Date Petition Filed)	04	(County Code) F			
Hearing (Adjudication Made)	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	04	32=Neglect or 31=Abuse			Use 2 entries (Mod B and Mod C) if an Adjudication of Abuse <b>and</b> Neglect is made.
Hearing (Initial Disposition)	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	04	88 or 89		<u>  </u> / <u>  </u> / <u>  </u> (To)	"To" date cannot be more than 60 days plus 6 months before the initial permanency hearing is due.
Hearing (Initial Disposition)	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	04	55		<u>  </u> / <u>  </u> / <u>  </u> (To)	"To" date cannot be more than 60 days plus 6 months before the initial permanency hearing is due.
1089 Permanency Hearing	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	21	88 or 89		<u>  </u> / <u>  </u> / <u>  </u> (To)	If there is a direct custody placement, the placement is subject to 1089 permanency hearing requirements.

## KINSHIP GUARDIANSHIP ASSISTANCE

### *Kinship Guardianship Assistance*

EVENT	CODE	DATE	A	B	C	D	NOTES
KinGAP Application Received	K100	<u>  </u> / <u>  </u> / <u>  </u> (Date App Received)					
KinGAP Application Denied	K200	<u>  </u> / <u>  </u> / <u>  </u> (Date App Denied)					

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<b>KinGAP Application Approved</b>	<b>K210</b>	___/___/___ (Date App Approved)					The date of the K210 must be earlier than or equal to the date of the L600.
<b>Agreement Signed</b>	<b>L600</b>	___/___/___ (Date Agreement Signed)	<b>25</b>				K300 - Kinship Guardianship Agreement Approved - will be system generated with the report of L600/25. Must be preceded by K100 activity.
<b>Hearing (Disposition)</b>	<b>L300</b>	___/___/___ (Date of Hearing)	<b>26</b>	<b>87</b>			Must be preceded by L600/25 activity.

## **VOLUNTARILY PLACED CHILD**

### ***Voluntarily Placed Child: Signing Voluntary Placement Agreement to Approve a Foster Care Order (358-a Petition):***

<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>
<b>Voluntary Placement Agreement Signed</b>	<b>L600</b>	___/___/___ (Date Agreement Signed)	<u><b>01</b></u>				The 358-a hearing to approve the voluntary placement agreement, with the court making a best interest determination, must be completed within 180 days of placement in order to maintain continued Title IV-E eligibility (if the child was initially determined to be Title IV-E). Need a best interest/contrary to the welfare finding within 180 days of placement. VPA must be signed by a parent or guardian to be Title IV-E eligible.
<b>Petition Filed</b>	<b>L100</b>	___/___/___ (Date Petition Signed)	<b>02</b>	<b>(County Code) F</b>			
<b>Hearing (Disposition/Initial Permanency Hearing)</b>	<b>L300</b>	___/___/___ (Date of Hearing)	<u><b>02</b></u>	<u><b>43</b></u>		___/___/___ <b>(To)</b>	If disposition only, "To" date for the initial permanency hearing cannot be more than 60 days plus 6 months* from the M910 (date of removal from the home).  *If a sibling or a half sibling has previously been removed and has a permanency hearing within the next 8 months, the PH for each child subsequently removed shall be scheduled on the same date certain as the first child removed, unless such sibling or half sibling has been removed pursuant to Article 3 or 7.



# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b><i>Voluntarily Placed Child: Continuation of Placement</i></b>							
EVENT	CODE	DATE	A	B	C	D	NOTES
Hearing (Subsequent Permanency Hearing)	L300	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<u>21</u>	<u>44</u> OR 82		<u>   </u> / <u>   </u> / <u>   </u> (To)	"To" date for the subsequent permanency hearing must not be more than 6 months after the completion of the preceding Permanency Hearing. Section 1089 mandates a permanency hearing every 6 months from the date of the completion of the previous permanency hearing. Permanency hearing order must find that reasonable efforts were made to finalize the child's permanency plan. Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that reasonable efforts were not made to finalize permanency or to return the child home safely.
<b>ARTICLE 7 - PERSON IN NEED OF SUPERVISION (PINS)</b>							
<b><i>PINS: Article 7 Pre-Dispositional Placement</i></b>							
EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	06	(County Code) F			

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Hearing (Pre-Dispositional Placement)	L300	<div style="text-align: center;"> <u>    </u> / <u>    </u> / <u>    </u>                      (Date of Hearing)                 </div>	06	97		<p><b><u>No State funding available for these placements and not eligible for EAF or IV-E funding, as the youth is not in the custody of the LDSS Commissioner.</u></b></p> <p>Court must make findings: there is substantial probability the youth will not appear in court on the return date and all available alternatives to such placement have been exhausted; reasonable efforts were made prior to directing the pre-dispositional placement; no substantial likelihood that the youth will continue to benefit from diversion efforts, including respite services; is in the best interest of the youth; and contrary to the youth's welfare to remain in their own home.</p> <p>Satisfies initial IV-E legal requirements if the court orders subsequent <b>post-dispositional</b> placement granting custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p>

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<b>Extension (Pre-Dispositional Placement)</b>	L300	____/____/____ (Date of Hearing)	06	98			<p><b><u>No State funding available for these placements and not eligible for EAF or IV-E funding, as the youth is not in the custody of the LDSS Commissioner.</u></b></p> <p>Court must make findings: there is substantial probability the youth will not appear in court on the return date and all available alternatives to such placement have been exhausted; reasonable efforts were made prior to directing the pre-dispositional placement; no substantial likelihood that the youth will continue to benefit from diversion efforts, including respite services; is in the best interest of the youth; and contrary to the youth's welfare to remain in their own home.</p> <p>Satisfies initial IV-E legal requirements if the court orders subsequent post-dispositional placement granting custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p>
<b><i>PINS: Article 7 Disposition/(754 / 756 Petition)</i></b>							
EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	____/____/____ (Date Petition Filed)	06	(County Code) F			
Hearing (Adjudication Made)	L300	____/____/____ (Date of Hearing)	06	33			Signifies PINS adjudication.

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Post Dispositional Placement)</b>	<b>L300</b>	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	<b><u>06</u></b>		<b><u>43</u></b>	<u>  </u> / <u>  </u> / <u>  </u> (From)	<u>  </u> / <u>  </u> / <u>  </u> (To)	Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).  Initial post-dispositional placement may be ordered for a period of <b>up to 60 days</b> .  *For IV-E purposes, if the youth is in pre-dispositional placement for more than 60 days, the date the youth placed in LDSS custody is day one.
<b><i>PINS (Placed Child): Extension of Placement/Permanency Hearing on PINS Child (756-a Petition) (Non-Completely Freed PINS)</i></b>								
<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>	
Petition Filed	L100	<u>  </u> / <u>  </u> / <u>  </u> (Date Petition Filed)	<b>08</b>	<b>(County Code) F</b>			Petition must be filed 15 days prior to the end of the initial placement (by day 45).	
Hearing (Initial (First) Extension/ Permanency Hearing)	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	<b><u>08</u></b>	<b><u>44</u> OR 82</b>	<u>  </u> / <u>  </u> / <u>  </u> (From)	<u>  </u> / <u>  </u> / <u>  </u> (To)	"To" date must <b>not be more than 6 months</b> (180 days) after the completion of the Permanency Hearing for the first extension of placement. For Tile IV-E eligibility purposes, the Permanency Hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to safely return to his or her home).  Code 44 indicates that there were reasonable efforts made to finalize permanency.  This can only be entered if L300 with 06 43 exists on the child's track.  Code 82 indicates that reasonable efforts were not made to finalize permanency or to return the child home safely.	
Petition Filed (756-a (Second) Extension)	L100	<u>  </u> / <u>  </u> / <u>  </u> (Date Petition Filed)	<b>29</b>	<b>(County Code) F</b>			Petition must be filed 30 days prior to the end of the first extension.	
<i>* The petition filed date must be equal to or greater than 01/01/2020</i>								

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Hearing (756-a Second Extension)	L300	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<u>29</u> OR <u>30</u>	<u>44</u>	<u>    </u> / <u>    </u> / <u>    </u> (From)	<u>    </u> / <u>    </u> / <u>    </u> (To)	<p>These can only be entered if L300 with 06 43 and L300 with 08 44 exists on the child's track.</p> <p>The <b>(29)</b> 2nd extension of placement order can only be for a <b>period of up to 4 months</b> (120 days) after a permanency hearing.</p> <p>The <b>(30)</b> 2nd extension placement order, can only be for the period of time <b>determined by the order</b> and can <b>ONLY</b> occur if:</p> <ul style="list-style-type: none"> <li>- The attorney for the child, at the request of the respondent youth, requests an extension and the court determines that it is in the youth's best interest; or</li> <li>- The court finds that extenuating circumstances exist, which necessitate the child be placed out of the home.</li> </ul> <p>For Title IV-E eligibility purposes, the Permanency Hearing order (<b>annually</b>) must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to safely return to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency.</p> <p><b>No additional extensions of placement are allowed.</b></p>

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Annual Permanency Hearing (756-a Second Extension)</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b><u>30</u></b>	<b><u>44</u></b>	<u>   </u> / <u>   </u> / <u>   </u> (From)	<u>   </u> / <u>   </u> / <u>   </u> (To)	<p>If the second extension placement order (<b>30</b>) was greater than 12 months, the court could choose to continue the placement order until the expiration date of the second extension placement order with at least annual permanency hearings. The original expiration date of the placement order cannot be extended.</p> <p>For Title IV-E eligibility purposes, the Permanency Hearing order (annually) must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to safely return to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency.</p>
<b><i>PINS (Article 7): Modification/Violation of Disposition</i></b>							
<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>
Petition Filed	L100	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	12	(County Code) F			
<b>Hearing (Disposition)</b>  <i>*Although this satisfies IV-E requirements, BICS requires entry of L300/06/43 - see below</i>	L300	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b><u>12</u></b>	<b><u>43</u></b>	<u>   </u> / <u>   </u> / <u>   </u> (From)	<u>   </u> / <u>   </u> / <u>   </u> (To)	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>Initial post-dispositional placement may be ordered for a period of up to 60 days.</p> <p>*For IV-E purposes, if the youth is in pre-dispositional placement for more than 60 days, the date the youth placed in LDSS custody is day one.</p>

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Disposition)</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b><u>06</u></b>		<b><u>43</u></b>	<u>   </u> / <u>   </u> / <u>   </u> (From)	<u>   </u> / <u>   </u> / <u>   </u> (To)	Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal addresses best interests/contrary to the welfare and the court issues an order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).  Initial post-dispositional placement may be ordered for a <b>period of up to 60 days</b> .  *For IV-E purposes, if the youth is in pre-dispositional placement for more than 60 days, the date the youth placed in LDSS custody is day one.
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## ARTICLE 3 - JUVENILE DELINQUENT (JD)

### JD (Placed Child): Article 3 Disposition/Initial Permanency Hearing

EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	07	(County Code) F			
Hearing (Adjudication Made)	L300	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	07	34			JD/initial placement cannot exceed 12 months.
Hearing (Adjudication Made)	L300	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	07	71			JD/initial placement exceeds 12 months.

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<p><b>Hearing (Disposition/Initial Permanency Hearing)</b></p> <p><i>*MOD B 72 - Care and Custody to OCFS</i></p>	<p><b>L300</b></p>	<p><u>    </u>/<u>    </u>/<u>    </u> (Date of Hearing)</p>	<p><b><u>07</u></b></p>	<p><b><u>43</u></b></p>	<p><u>    </u>/<u>    </u>/<u>    </u> (From)</p>	<p><u>    </u>/<u>    </u>/<u>    </u> (To)</p>	<p>Satisfies initial IV-E legal requirements if the court order grants custody to DSS, the initial court order sanctioning removal (including the detention order resulting in the removal of the child from his or her home) addresses best interests/contrary to the welfare and the court issues and order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable). "To" date should not be more than 60 days plus 12 months from the date of removal, including period of detention.</p> <p>If disposition only, the initial permanency hearing would be due 60 days plus 12 months from the M910 date or earlier if so ordered by the court. If the "to date" is earlier, that date must be entered in Mod D.</p> <p>*For IV-E purposes, if the youth is in detention for more than 60 days, the date the youth was placed in DSS custody is day one.</p>
<p><b>Hearing (Disposition/Initial Permanency Hearing)</b></p>	<p><b>L300</b></p>	<p><u>    </u>/<u>    </u>/<u>    </u> (Date of Hearing)</p>	<p><b><u>07</u></b></p>	<p><b><u>72</u></b></p>	<p><u>    </u>/<u>    </u>/<u>    </u> (From)</p>	<p><u>    </u>/<u>    </u>/<u>    </u> (To)</p>	<p>Satisfies initial IV-E legal requirements if the court order grants custody to OCFS, the initial court order sanctioning removal (including the detention order resulting in the removal of the child from his or her home) addresses best interests/contrary to the welfare and the court issues and order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable). "To" date should not be more than 60 days plus 12 months from the date of removal, including period of detention.</p> <p>If disposition only, the initial permanency hearing would be due 60 days plus 12 months from the M910 date or earlier if so ordered by the court. If the "to date" is earlier, that date must be entered in Mod D.</p> <p>*For IV-E purposes, if the youth is in detention for more than 60 days, the date the youth was placed in OCFS custody is day one.</p>



# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>JD (Placed Child): Extension of Placement on JD Child (355.3 Petition)</b>							
EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	__/__/____ (Date Petition Filed)	15	(County Code) F			
Extension Hearing (Subsequent Permanency Hearing)	L300	__/__/____ (Date of Hearing)	<u>15</u>	<u>44</u> OR 82	__/__/____ (From)	__/__/____ (To)	<p>This is the 12 month initial permanency hearing and may be a separate event from the initial extension of placement hearing "To" date must not be more than 12 months after this Permanency Hearing. "To" date must not be more than 60 days plus 12 months from the date of removal. "To" date must not be more than 12 months after the preceding Permanency Hearing. For Title IV-E eligibility purposes, the Permanency hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or enabled the child to safely return to his or her home).</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that reasonable efforts were not made to finalize permanency or to return the child home safely.</p>
Petition Filed	L100	__/__/____ (Date Petition Filed)	19	(County Code) F			
Hearing (Initial Extension of Placement)  <i>Two entries for Initial Permanency Hearing LDSS - 15/44 + 19/44 OCFS - 15/72 + 19/72</i>	L300	__/__/____ (Date of Hearing)	19	<u>44</u> OR 82	__/__/____ (From)	__/__/____ (To)	<p>This is the initial extension of placement hearing and may be a separate event from the initial permanency hearing "To" date must not be more than 12 months after this Permanency Hearing. "To" date must not be more than 60 days plus 12 months from the date of removal. "To" date must not be more than 12 months after the preceding Permanency Hearing.</p> <p>Code 44 indicates that there were reasonable efforts made to finalize permanency. Coded 82 indicates that reasonable efforts were not made to finalize permanency or to return the child home safely.</p>

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Extension Hearing (Subsequent Permanency Hearing)</b>	<b>L300</b>	_/_/_/____ (Date of Hearing)	<b><u>15</u></b>		<b><u>72</u></b>	_/_/_/____ (From)	_/_/_/____ (To)	This is the 12 month initial permanency hearing and may be a separate event from the initial extension of placement hearing "To" date must not be more than 12 months after this Permanency Hearing. "To" date must not be more than 60 days plus 12 months from the date of removal. "To" date must not be more than 12 months after the preceding Permanency Hearing. For Title IV-E eligibility purposes, the Permanency Hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or enabled the child to safely return to his or her home). Code 72 indicates that there were reasonable efforts made to finalize permanency.
* OCFS Custody								
<b>JD (Placed Child): Modification/Violation of Court Order</b>								
<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>	
Petition Filed	L100	_/_/_/____ (Date Petition Filed)	12	(County Code) F				
Hearing (Disposition)	L300	_/_/_/____ (Date of Hearing)	<b><u>12</u></b>	<b><u>43</u></b>	_/_/_/____ (From)	_/_/_/____ (To)	<p>"To" date must not be more than 60 days plus 12 months from the date of removal, including period of detention. Satisfies initial IV-E legal requirements if the court order grants custody to DSS or OCFS, the initial court order sanctioning removal (including the detention order resulting in the removal of the child from his or her home) addresses best interests/contrary to the welfare and the court issues and order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).</p> <p>The initial permanency hearing would be due 60 days plus 12 months from the M910 date or earlier if so ordered by the court. If the "to date" is earlier, that date must be entered in Mod D.</p> <p>*For IV-E purposes, if the youth is in detention for more than 60 days, the date the youth was placed in DSS custody is day one.</p>	
*Although this satisfies IV-E requirements, BICS requires entry of L300/07/43								

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Disposition)</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b><u>07</u></b>		<b><u>43</u></b>	<u>    </u> / <u>    </u> / <u>    </u> (From)	<u>    </u> / <u>    </u> / <u>    </u> (To)	"To" date must not be more than 60 days plus 12 months from the date of removal, including period of detention. Satisfies initial IV-E legal requirements if the court order grants custody to DSS or OCFS, the initial court order sanctioning removal (including the detention order resulting in the removal of the child from his or her home) addresses best interests/contrary to the welfare and the court issues and order within 60 days of removal* finding that reasonable efforts were made to prevent removal (a finding that no efforts were reasonable is also acceptable).  The initial permanency hearing would be due 60 days plus 12 months from the M910 date or earlier if so ordered by the court. If the "to date" is earlier, that date must be entered in Mod D.  *For IV-E purposes, if the youth is in detention for more than 60 days, the date the youth was placed in DSS custody is day one.
<b><i>JD/Subsequent Permanency/Extension of Placement Hearing (Non-Completely Freed JD)</i></b>								
<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>	
Petition Filed	L100	<u>    </u> / <u>    </u> / <u>    </u> (Date Petition Filed)	<b>20</b>	<b>(County Code) F</b>				
<b>Hearing (Subsequent Permanency and Extension of Placement Hearing)</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b><u>20</u></b>	<b><u>44</u> OR <u>82</u></b>	<u>    </u> / <u>    </u> / <u>    </u> (From)	<u>    </u> / <u>    </u> / <u>    </u> (To)	This is the subsequent permanency/extension of placement hearing "To" date must not be more than 12 months after the completion of the preceding Permanency Hearing. For Title IV-E eligibility purposes, the Permanency Hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to return safely to his or her home).  Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that reasonable efforts were not made to finalize permanency or return the child home safely.	

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Subsequent Permanency and Extension of Placement Hearing)</b>	<b>L300</b>	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	<b><u>20</u></b>		<b><u>72</u></b>	<u>  </u> / <u>  </u> / <u>  </u> (From)	<u>  </u> / <u>  </u> / <u>  </u> (To)	This is the subsequent permanency/extension of placement hearing "To" date must not be more than 12 months after the completion of the preceding Permanency Hearing. For Title IV-E eligibility purposes, the Permanency Hearing order must find that reasonable efforts were made to finalize the child's permanency plan (or to enable the child to return safely to his or her home).  Code 72 indicates that there were reasonable efforts made to finalize permanency.
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## ARTICLE 10-B RE-ENTRY OF FORMER FOSTER CARE YOUTH 18-21 YEARS OF AGE (Placed Child)

### Article 10-B Re-entry of Former Foster Care Youth 18-21 Years of Age (Placed Child)

EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	<u>  </u> / <u>  </u> / <u>  </u> (Date Petition Filed)	<b>22</b>	(County Code) F			
<b>Hearing (Disposition/Initial Permanency Hearing)</b>  <i>Entry of MOD A=22 requires a previous M990. The L300 date must be &gt; than the activity date of the M990.</i>	L300	<u>  </u> / <u>  </u> / <u>  </u> (Date of Hearing)	<b><u>22</u></b>	<b><u>43</u></b>		<u>  </u> / <u>  </u> / <u>  </u> (To)	Satisfies initial IV-E legal requirements if the court order grants custody, the initial court order sanctioning/directing re-entry addresses best interests or if the child re-enters within 6 months of final discharge there was a Title IV-E acceptable best interest finding in the preceding foster care episode and the court issues an order within 60 days of re-entry addressing reasonable efforts to prevent removal or if the child re-enters within 6 months of final discharge there was a reasonable efforts finding within 60 days from the date of the removal of the child in the preceding foster care episode.  The initial permanency hearing would be due no later than 30 days after the hearing that sanctioned/directed re-entry and that date must be entered in Mod D.

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing (Subsequent Permanency Hearing)</b>  <i>Entry of MOD A=23 Requires a Previous MOD A=22</i>	L300	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<u>23</u>	<u>44</u> OR 82		<u>   </u> / <u>   </u> / <u>   </u> (To)	All placements under Article 10-B are subject to 1089 Permanency Hearing requirements regardless of the type of court action that initiated the prior foster care placement.  "To" date for the subsequent permanency hearing must not be more than 6 months after the completion of the preceding Permanency Hearing. Section 1089 mandates permanency hearing every 6 months from the date of the completion of the previous permanency hearing.  Permanency hearing orders must find that reasonable efforts were made (a finding that no efforts were reasonable is also acceptable) to finalize the child's permanency plan (or to return the child safely to his or her home).
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## SURRENDER/GUARDIANSHIP ACTIVITY

***Please note that any child who was placed as a JD or PINS and was subsequently completely freed for adoption will need to have permanency reviews subject to the 1089 permanency statutory standards. Any child who has been completely freed for adoption or whose goal has been set as adoption should have corresponding adoption activity codes entered in ACTIVITIES.***

### Surrender: As Initial Placement

EVENT	CODE	DATE	A	B	C	D	NOTES
Surrender Signed	L600	<u>   </u> / <u>   </u> / <u>   </u> (Date Surrender Signed)	09				This indicates that there was a surrender of a child not in care. The 358-a hearing to approve the surrender agreement must be completed within 60 days of placement in order to be eligible for Title IV-E eligibility (if the child was initially determined to be IV-E). The 358-a order must address best interest/contrary to the welfare and a finding that reasonable efforts were made to prevent removal.  Provides non-Title IV-E reimbursement for the entire placement episode.  The Federal rules for a Voluntary Placement Agreements do not apply to a surrender.
Petition Filed	L100	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	02	(County Code) F			

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing-Surrender Signed</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>02</b>	<b>42</b>			Custody & Guardianship transferred but, child is not actually free for adoption until the date the last parent signed the surrender.
<b>Hearing-Subsequent to Surrender</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>02</b>	<b>42</b>			Second hearing on surrender would typically occur to address Parent 2's rights. If a surrender is signed, you should also have a 358-a hearing (code 02) which indicates that the court approved the surrender. Assumes 384 surrender.
<b>Permanency Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b><u>21</u></b>	<b><u>44</u> OR <u>82</u></b>		<u>   </u> / <u>   </u> / <u>   </u> (To)	There must be a permanency hearing entry within 30 days of Custody & Guardianship transferred. Placement is now subject to the permanency hearing requirements of Article 10-A of the FCA. Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that reasonable efforts were not made to finalize permanency.
<b>Surrender Order Received</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date Received)	<b>02</b>	<b>51</b>			Date the order is received is the date the child is actually freed.

### ***651B Refugee Assistance Program***

<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>
<b>Petition Filed</b>	<b>L100</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	<b>11</b>	<b>(County Code) F</b>			
<b>Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>11</b>	<b>43</b>			
<b>Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>11</b>	<b>44</b>			

### ***SSL-384-b Commitment of Guardianship and Custody (Deceased Parents)***

<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>
<b>Petition Filed</b>	<b>L110</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	<b>31 = Mother 32 = Father 33 = Putative Father</b>	<b>V = Voluntary I = Involuntary</b>			
<b>Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>10</b>	<b>43</b>			
<b>Hearing</b>	<b>L300</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date of Hearing)	<b>10</b>	<b>44</b>			

### ***Termination of Parental Rights***

<b>EVENT</b>	<b>CODE</b>	<b>DATE</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>NOTES</b>
<b>TPR Petition Filed</b>	<b>L110</b>	<u>   </u> / <u>   </u> / <u>   </u> (Date Petition Filed)	<b>31 = Mother 32 = Father 33 = Putative Father</b>	<b>V = Voluntary I = Involuntary</b>			Used for AFCARS reporting.

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

<b>Hearing</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b>10</b>	<b>21</b>			Use for Hearings in which no Finding or Disposition is made.
<b>Hearing (Finding Made)</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b>10</b>	<b>35=Perm Neglect</b>  <b>36=Abandonment</b>  <b>37=Developmentally Disabled Parent</b>  <b>38=Severe/Repeated Abuse</b>  <b>39=Parents Deceased</b>			
<b>Hearing (Disposition TPR)</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b>10</b>	<b>42</b>			Enter only if there was a Dispositional Hearing during which the Judge issued a verbal order terminating parental rights.  The worker can use the court date if: - the LDSS was present when the court affirmatively stated the child is placed in the guardianship and custody of the Commissioner of the LDSS, <b>AND</b> - the court holds the permanency hearing immediately upon completion of the hearing that freed the child, <b>OR</b> - has scheduled the next permanency hearing for this case 30 days from the court date.  Otherwise use the date of the court order.
<b>Permanency Hearing</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date of Hearing)	<b><u>21</u></b>	<b><u>44</u> OR <u>82</u></b>			There must be a permanency hearing entry within 30 days of Custody & Guardianship transferred. Placement is now subject to the permanency hearing requirements of Article 10-A of the FCA. Code 44 indicates that there were reasonable efforts made to finalize permanency. Code 82 indicates that there weren't reasonable efforts made to finalize permanency.
<b>TPR Order Received</b>	<b>L300</b>	<u>    </u> / <u>    </u> / <u>    </u> (Date Received)	<b>10</b>	<b>51</b>			Date the order is received is the date the child is actually freed unless DSS was in court and a verbal order was issued (use date of verbal order).

# ACTIVITIES WORKSHEET FOR LEGAL ENTRIES

## Restoration of Parental Rights

***Please note: Workers need to check ACTIVITIES before entering legal codes related to restoration of parental rights to be sure that it has been 2 or more years since the date of the A499 and that a modifier of 38 (severe and repeated abuse) or a modifier of 39 (parents deceased) has not been entered in the Modifier B field of the 348b (TPR) hearing.***

### Restoration of Parental Rights

EVENT	CODE	DATE	A	B	C	D	NOTES
Petition Filed	L100	__/__/____ (Date Petition Filed)	24	(County Code) F			Restoration modification petition date must be 2 or more years since date of A499.
Hearing (Parental Rights Conditionally Restored)  <i>L300 Date must be greater than A499</i>  <i>Child's age must be between 14 and 21</i>	L300	__/__/____ (Date of Hearing)	24	44	84		
Hearing (Parental Rights Restored)	L300	__/__/____ (Date of Hearing)	24	46	85/86		Code 85 indicates parental rights restored to both parents. Code 86 indicates parental rights restored to one parent. A549 will be system generated when parental rights are restored.