

Child Welfare Services Branch	HAWAII DEPARTMENT OF HUMAN SERVICES POLICY ANNOUNCEMENT	
	Policy No: PA 2005-3	Issuance Date:05/03/05 Amended: 05/17/05
	Subject: WRITTEN CORRESPONDENCE ON CHILD WELFARE SERVICES (CWS) CASES ACTIVE WITH FAMILY COURT	

POLICY DIRECTIVE

All written correspondence relating to child safety or risk, including but not limited to Multidisciplinary Team Reports, Ohana Conference Agreements, reports from providers or the child's school, letters from foster parents or concerned individuals, received by CWS staff in every CWS case active with the Family Court must be provided to the Family Court and all parties in the case so that they can make informed decisions for the children and families.

This Policy Directive (PD) is not intended to delay taking any action that CWS staff determines is appropriate. This PD is intended to add the responsibility to provide copies of all written correspondence relating to child safety or risk to the Family Court and all parties if CWS staff has not already done so. CWS staff must provide these copies to the Family Court and all parties as soon as possible but in no event later than two weeks of receipt by CWS staff.