

Closing Summary

The Child Protection Worker will close a file after 90 days when a child is no longer receiving services under the *Child and Family Services Act*.

REFERENCE

Department of Health and Social Services Policy

PURPOSE

- To document when a child is no longer in need of child protection services or voluntary support services.

PROCEDURE

1. Determine when case closure will occur in collaboration with the family and children who have attained 12 of age. Families receiving services through a Voluntary Service Agreement will have their file closed when there has been no contact for three (3) months.
2. Discuss potential case closures with the Supervisor.
3. Complete a *Closing Summary form* for review and approval by the Supervisor and include a signed copy on the file.

FORMS

- Closing Summary

TOOLS

- Case Closure Guidelines

Effective Date:
April 1, 2015

Director of Child and Family Services

