

Chapter 6 – Entering the Child Welfare System/Shelter Care Hearing

6.1 Overview

The child welfare system is a large, complex system with many stakeholders that work to improve the lives of children and families. The focus of the county child welfare agency is to protect children and strengthen families. Numerous families receive voluntary services from the agency and as a result the large majority of cases served by the agency will never be seen by the court system. Only a small percentage of cases require court oversight and supervision. This court oversight and supervision may apply to children within their homes or children who have been removed from their home.

The removal of a child from a home may be accomplished on a voluntary, cooperative basis or may be met with great resistance by the family. Although ideally a contested removal should occur after a court hearing as to the need for such action, the circumstances usually require immediate action by the agency, before a preliminary protective hearing can be arranged. As such, there are several ways in which children may enter care. The primary means of entry pursuant to Pa.R.J.C.P. 1200 include:

- 1) the filing of a dependency petition;
- 2) the submission of an emergency custody application;
- 3) the taking of the child into protective custody pursuant to a court order or statutory authority;
- 4) the court accepting jurisdiction of a resident child from another state;
- 5) the court accepting supervision of a child pursuant to another state's order or;
- 6) the filing of a motion for resumption of jurisdiction pursuant to Pa.R.J.C.P. 1634.

A Standard Dependency Petition is typically filed by the agency, but may be filed by others through application (Pa.R.J.C.P. 1320). A Standard Dependency Petition is typically handled on a non-emergency basis and will proceed directly to adjudication and disposition.

A case may come into the system through an application for a court order of protective custody. Typically, this happens in emergency situations via an oral request of the agency, in which the child is taken into protective custody when the court determines that removal is necessary for the welfare and best interests of the child. The order may be oral, but must be reduced to writing within 24 hours or the next court business day (Pa.R.J.C.P. 1210).

While Pa.R.J.C.P. 1201 and 1202 allows specified medical professionals, police, juvenile probation officers and the agency to take a child into temporary protective custody, the agency must assert that protective custody is needed and the child must remain in the custody of the agency. The agency must ensure the necessity of the child remaining in care through a shelter care application. This application may be oral, but must be reduced to writing within 24 hours and submitted to the court, with an emergency shelter care hearing to follow within 72 hours (Pa.R.J.C.P. 1240).

A case may come into the system as a result of the court accepting jurisdiction of a resident child from another state; or accepting supervision of a child pursuant to another state's order (Chapter 4: Jurisdiction, Section 4.4.2: Interstate Transfers.) Lastly, a child who has been adjudicated prior to turning eighteen years of age, has had dependency jurisdiction terminated and is under the age of twenty-one may request the court to resume jurisdiction. (See Pa.R.J.C.P 1634 and Chapter 16: Resumption of Jurisdiction.)

Best Practice — Pre-Trial Voluntary Services

Entry into the court system may be avoided, especially in situations involving truancy or medical issues, through the practice of “front-loading” of pre-trial services. Early intervention and the provision of services can be of great benefit in assuring children's welfare while avoiding needless court involvement. Services in such situations are voluntary, and parents are free to refuse to participate until the court has taken jurisdiction of the matter. But family cooperation and identification of needed services may be accomplished through Alternative Dispute Resolution (ADR), including mediation, facilitation, as well as various types of family conferencing (*The Mission and Guiding Principles for Pennsylvania's Dependency System*, 2009, p. 13).

Family Group Decision-Making (FGDM), the preferred practice in Pennsylvania, allows the family to participate in the decision-making process along with the child welfare agency, service providers and other interested persons. Involving the family in decision-making helps to build communication, cooperation and collaboration between the family and child welfare professionals (NCJFC, 2016, p.70). Of course, these practices can also be used after the filing of a petition and at all stages of the case. A more detailed discussion of the use of FGDM and similar innovative practices may be found in Chapter 20: General Issues, Section 20.4: FGDM.

The use of emergency meetings that occur before a shelter hearing is a valuable tool in attempting to keep children safely in their own homes, or if placement is necessary, increasing the possibility of kinship placement significantly. The meeting should involve as many family members and other support persons as possible taking into consideration safety and other factors. The use of these meetings along with appropriate implementation of any plan developed and follow-up has significantly decreased placements, increased kinship placements, reduced trauma and reduced or eliminated agency and/or court involvement.

6.1.1 Reasonable Efforts Determination

However a child enters out-of-home placement, the judge is required to make findings regarding the reasonable efforts made by the child welfare agency to prevent placement. This determination is directly linked to the safety threat which led to the child's placement and should be based upon the unique circumstance of each child and family. The court has several options when making this initial reasonable efforts finding including:

- The agency provided reasonable efforts to prevent placement;
- The agency did not provide reasonable efforts to prevent placement; or
- Due to the emergency nature, it was not possible for the agency to provide reasonable efforts.

This initial reasonable efforts determination is distinct from future findings related to the parents' compliance and progress. The parents' efforts are not included in this initial finding. In addition, each finding carries specific meaning and consequences as described below:

The agency provided reasonable efforts to prevent placement. This finding indicates that the evidence and testimony provided to the court supports a conclusion that what reasonably could have been done by the agency to allow a child not to enter care was done. Examples might include family finding, respite services, the provision of tangible needs and in-home services, to mention a few. Important in this determination is the assurance that what was done by the agency matched the child and families' needs.

The agency did not provide reasonable efforts to prevent placement. This finding indicates that the evidence and testimony provided to the court supports a conclusion that there were things the agency could have reasonably done to prevent placement; however, for whatever reason those things were not done.

Due to the emergency nature, it was not possible for the agency to provide reasonable efforts to prevent removal. This finding indicates that the evidence and testimony provided to the court supports a conclusion that preventative services could not have been provided given the specific emergency that brought the child into care. In these instances it is likely that the family was unknown to the agency and the safety threat was significant.

A judicial finding that the agency provided reasonable efforts to prevent placement is needed to claim Federal IV-E child welfare funding to support the cost of placement services. Congress attached this requirement to federal funding in an effort to discourage unnecessary placements and encourage the provision of reasonable services that allow children to safely remain in their own homes.

If the court's initial finding is no reasonable efforts or no reasonable efforts due to the emergency nature of the situation, an opportunity to remedy the situation remains. If possible, the agency can bring forth additional testimony to explain what was done to

prevent this initial placement and make a subsequent request for a reasonable efforts finding. The agency has 60 days from the date of initial removal from the home to obtain a reasonable efforts finding. If a reasonable efforts finding does not occur within 60 days of initial removal, federal funds cannot be claimed for the duration of the child's placement and funding of such becomes solely a county responsibility.

*** Best Practice Box — Reasonable Efforts ***

In instances where the court is unable to find reasonable efforts to prevent placement, courts should clearly identify which reasonable efforts were not completed by the agency and allow the agency access to a hearing date before the 60 day deadline. This clear identification helps the agency know what additional information is needed. It also provides an opportunity to present information which may result in a reasonable efforts finding.

6.2 Commencement of Proceedings

As delineated above, Pa.R.J.C.P. 1200 sets forth the different ways a case can arise on the judicial docket. These include the filing of a dependency petition, the submission of an application for emergency custody, the actual taking of the child into protective custody pursuant to a court order or statutory authority, the acceptance of jurisdiction or supervision over a case originating in another state or resumption of jurisdiction at the child's request.

6.2.1 Voluntary Placement with the Agency

Dependency cases may also begin with the child being placed in agency custody under a time-limited voluntary agreement. As the comment to Rule 1200 explains, if custody of a child with the agency is by virtue of a voluntary placement agreement and custody will exceed thirty days, dependency proceedings must be initiated through a petition filed by the thirtieth day. If a guardian requests return of the child and the agency refuses, then a dependency petition must be immediately filed at the time of such refusal.

While the actual agreements in a voluntary placement scenario are rarely the subject of review by the court, the required provisions to be included in such agreements are set forth in 55 Pa. Code § 3130.65.

6.2.2 Order for Protective Custody

Pa.R.J.C.P. 1210 outlines requirements for emergency protective custody orders. Both the application for the order and the order itself may be verbal. However, the request for an order must be reduced to writing within 24 hours. Likewise, the court's oral order

must be reduced to writing within 24 hours or by the next court business day. The court's order must specify, among other things, (1) the reasons for taking the child into protective custody, (2) whether reasonable efforts were made to prevent placement, (3) whether remaining in the home is contrary to the welfare and best interests of the child, (4) whether the placement is the least restrictive placement that meets the child's needs and there is no less restrictive alternative available and (5) findings and orders related to the requirements of Pa.R.J.C.P. 1149 regarding family finding.

Although the rule authorizing an order for immediate removal does not reference its *ex parte* nature, it is clear that the court is required to act promptly on an agency request, whether orally or by written application, to decide whether to authorize protective custody of the child.

6.3 Shelter Care Hearing

Once the child is removed from the home in an emergency situation, a shelter care hearing must be conducted by a judge or a hearing officer within 72 hours of taking custody (42 Pa.C.S. § 6332; 23 Pa.C.S. § 6315(d)). This is a statutory "informal hearing."

Best Practice — Presiding over Shelter Care Hearings

Although judges and hearing officers are both able to hear shelter care hearings, whenever possible the judge should receive preference. The shelter care hearing is the most important hearing in the case. Having the hearing in a formal location in front of a judge can set the tone for the entire case.

Upon application or the filing of a dependency petition, a shelter care hearing must be conducted in those cases where removal of a child is planned but has not yet occurred, or where a voluntary agreement is revoked by the parent and the agency intends to seek to keep the child in care.

Although in some courts the shelter care hearing has been transformed into an adjudicatory hearing, this procedure does not represent best practice. It is contrary to the carefully developed sequence of proceedings that assure adequate representation and time to reflect on the options available to parents. This sequence allows for appropriate safeguards to ensure that the well-being of the child is considered and the due process rights of the parent or guardian, as reflected in the Juvenile Act and the Juvenile Court Procedural Rules, are protected. (See *In re: A.S.*, 594 A.2d 714 (Pa. Super. 1991)).

The primary purpose of the shelter care hearing is to evaluate the agency's contention that allowing the child to remain in the home would be detrimental to the child's welfare and best interests. Under Pennsylvania law, as amended to conform to ASFA (Adoption and Safe Families Act), parental rights are secondary to the basic interests of

the child in these proceedings, and “the health and safety of the child supersede[s] all other considerations” (*In the Interest of C.B.*, 861 A.2d 287, 295 (Pa. Super. 2004)). If it is necessary for a child to be removed from the home, the placement of the child is expected to be the least restrictive environment available to meet the needs of the child.

Best Practice — Least Restrictive Placement Setting

If it is necessary for a child to be removed from the home, the placement of the child is expected to be the least restrictive placement available. The placement should be the most family-like setting available for the child, consistent with the best interests and special needs of each child (55 Pa. Code § 3130.67 (b) (7) (i)).

A primary consideration for placement should be with a fit and willing relative of the child or someone who has a close connection to the child. These kinship caretakers are typically the least restrictive placement options and can preserve the child’s connections to family. In Pennsylvania except where otherwise ordered by the court, kinship caretakers are required to become licensed foster parents and should be encouraged by the judge or hearing officer to fully cooperate with the agency in completing the necessary requirements of foster care licensing. In an emergency situation a child can be placed with a kinship caretaker, but that caretaker must become a fully licensed foster parent at the end of 60 days. In instances where caregivers do not or cannot become licensed foster parents, any payment becomes the sole responsibility of the county as neither federal nor state funds can be claimed.

Other placement considerations should include: geographical proximity to the family and community affiliations, educational stability and cultural relevance of the placement to assure timely permanence and well-being.

Every effort should be made to place siblings together.

In general, the continuum of placement restrictiveness is as follows:



Holding a substantive shelter care hearing is key to the court process and ensuring that all parties are engaged and understand what is required of them. During this initial hearing, the court is becoming familiar with the child's and the family's needs and in so doing must consider a multitude of issues. As such, courts should strive for comprehensive hearings. The *Enhanced Resource Guidelines* recognizes that this may "require a substantial initial investment of time and resources, but this investment can lead to better decisions for children and families while decreasing the substantial court and agency costs accrued during an unnecessary out-of-home placement." (NCJFCJ, 2016, p. 108).

A number of issues should be considered at this first hearing: interim placement options, development of an interim (but specific) visitation schedule, identification of any medical/psychological/educational needs of the child, provision of interim services (for the child and possibly the parents), a determination whether the child should be found to be an "Indian Child" (see Chapter 21: Overview of Federal-State Child Welfare Legislation, Section 21.10: Indian Child Welfare Act) and the determination of additional court orders that may be required (i.e. court-ordered evaluations, paternity determinations, restraining orders, child support, notice to additional parties, etc.). If, given all of the facts of a particular case, it appears to be in the child's best interest to remain in the same school until the adjudication/disposition hearing, then the court should address the logistical

Best Practice — Proximity to School and Community

Because removal from home is traumatic, it is important for the child to have some sense of normalcy and be connected with familiar things. This can be accomplished in several ways, including keeping the children in their home school and community or placing the children with a person known to them. If the child was involved in sports or music prior to entering foster care, then those things should continue. The court and the agency should make every effort to ensure that a child's personal belongings accompany the child into foster care.

challenges of making that happen. With the Every Student Succeeds Act (ESSA)(20 U.S.C. § 6301 *et seq.*) there is a presumption that the child remain in their school of origin unless the court determines otherwise. The McKinney-Vento Act (42 U.S.C. § 11431, *et seq.*) provides for homeless youth including those in temporary foster care placements. The Act makes it possible for continuation in the same school and the provision of transportation to that school. It also expedites the enrollment of students despite missing pieces from the educational record.

Whenever the placement of a child changes, the judge is required to consider whether or not the child would have to change schools. If at all possible, transfers should be avoided. This is especially important for children in their senior year of high school. Pa.R.J.C.P. 1142 requires the judge or hearing officer to place on the

record and in the judicial order where a child's education will occur. The standard for this determination is best interest of the child. The preferred order of educational placements is: the child's home school, a public school or another option.

In addition to ensuring that the child's basic needs are being met, the judge or hearing officer should make sure that the child has opportunities to develop pro-social skills, self-esteem and have fun. Therefore, it is certainly appropriate for the judge or hearing officer to engage the child in conversation regarding the child's interests and to make orders providing for opportunities to engage in extra-curricular activities.

A substantive shelter care hearing requires a significant initial investment of time and resources. This investment, often referred to as "front-loading" the court process, is viewed as key to establishing the basis for expedited case processing, ensuring that the family remains involved and minimizing the time that the child remains in care. Important components of front-loading the court process include:

- timely appointment of counsel for the child and parents/guardians;
- establishment of the schedule/terms of visitation where appropriate;
- examination of options for placement with relatives;

Best Practice — Finding and Engaging Absent and Putative Fathers

The child welfare system has long been criticized for being maternally focused and for failing to involve fathers (particularly absent fathers) and their relatives. Every effort should be made as early in the process as possible to identify and engage the biological father of the child. Fathers and paternal relatives may prove invaluable to dependent children, as placement resources, additional supports, sources of health history information and permanent connections. Additionally, early engagement of fathers and their relatives allows the agency to work with the family as a whole at the front-end of the process, which can save valuable time later on, thus expediting services to families and timely permanency for children. Cases may occur where no father has ever been conclusively identified and multiple potential fathers exist. In such circumstances, the court may proceed with the current father of record, but if any doubt exists as to paternity, the court should make every effort to determine paternity.

Too often the mother is relied on as the sole source of information regarding the father. Unfortunately, especially if the father has not been involved in the child's care and support, the mother may not always provide complete and accurate information. This should not be taken to mean that no father exists or that the father or paternal family members are not interested in or capable of helping the child. Accordingly, other sources of information on the father and his whereabouts, including members of the mother's family, should be called upon as well.

- identification of any domestic violence issues and, if appropriate, issuance of protective orders;
- assessment of the need for expert examinations or evaluations of the child or parent's physical and/or mental health and issuance of the appropriate orders;
- early inquiry into paternity issues and location of, notice to and engagement of absent parents; and
- review of family finding efforts.

Since the hearing must take place on short notice to everyone involved (even the judge or hearing officer has little time to prepare as it is often an add-on to the schedule), witnesses and evidence may be unavailable. However, only a preliminary determination is expected until the more comprehensive adjudication hearing can occur within 10 days.

Best Practice — Obtaining Parents' Medical History

The court should require the agency to collect the medical/psychological history of both the biological parents and the child as early in the process as possible. This information can be helpful in a variety of ways including: assisting the court in decision making, assuring appropriate services are identified and creating a documented history for the child. This information may be beneficial to all parties in the short term, but may also prove beneficial in the long term if the case advances to termination of parental rights and adoption.

6.4 Counsel and Guardian *Ad Litem* (GAL) Appointments

6.4.1 Parent Counsel

Although the timeframe is short, legal counsel for the parent or guardian should be assigned after the child's removal from the home and prior to the shelter care hearing (*The Mission and Guiding Principles for Pennsylvania's Dependency System*, 2009, p. 14). This assignment will facilitate the orderly conduct of the shelter care hearing.

If the parent or guardian appears at the hearing unrepresented, the judge or hearing officer should take a direct approach at the outset of the hearing in advising them of the availability of court-appointed counsel, their right to counsel and the benefit of legal representation. The parent or guardian is under stress and great anxiety, and is in obvious need of impartial advice and advocacy. If the parent waives counsel, the judge or hearing officer must be satisfied, after a thorough colloquy, that a waiver of counsel is knowingly, intelligently and voluntarily made (Pa.R.J.C.P.1152(B); see Chapter 5: Right to Legal Representation, section 5.5 for suggested waiver colloquy).

Best Practice — Assignment of Counsel

Both children and parents should have legal representation available to them upon entering the shelter care hearing. At the time of the shelter care hearing the parents have the right to enter their own counsel, accept the counsel provided or waive rights to any counsel.

The emergency nature of these hearings may preclude the provision of counsel for parents at the shelter care hearing. However, if counsel cannot be provided, the parent should be provided counsel before the filing of the first petition and the newly assigned attorney for the parent be notified of their appointment and advised to reach out to their client.

Ideally, all counsel — including the child’s GAL and/or legal counsel, the parent attorney and the agency solicitor — should remain with the case throughout its life span with the court. Counsel can thus work collaboratively, while still allowing each to provide vigorous representation. In combination with a “One-Judge, One-Family” model, this approach can provide for more collaboration in the courtroom, a less adversarial tone in hearings and better outcomes for children and families.

6.4.2 Assignment of Guardian *Ad Litem* (GAL) and Child Counsel

The court must assign a Guardian *ad Litem* for the child, and the child may not waive such appointment (Pa.R.J.C.P. 1151(A) and 1152(A)). In certain situations, legal counsel for the child must be appointed as well (Pa.R.J.C.P. 1151(B); 42 Pa.C.S. § 6302; see Chapter 5: Right to Legal Representation, for further details.)

6.5 Conducting the Hearing

The judge or hearing officer should assure that all persons present are identified for the record. If parents or guardians are not in attendance, the agency representative must indicate the steps taken to provide each person with notice of the proceeding. The hearing may go forward if a parent or guardian is not present. If there has not been notice, and a parent or guardian later submits an affidavit to that effect, a rehearing must be held within 72 hours (Pa.R.J.C.P. 1241 (comment) & 1243).

In addition to advising the parties of their right to counsel, the judge or hearing officer is to ensure that each party has a copy of the shelter care application (Pa.R.J.C.P. 1242 (A)). If the matter is being heard before a hearing officer, the right to have the matter heard by a judge shall also be explained (Pa.R.J.C.P. 1187(B)).

The hearing may be preceded by an informal conference to narrow or discuss issues, especially where all parties have counsel present. In addition, related issues, not necessarily part of the hearing itself, can be addressed. For example, the parties may discuss whether a caretaker should file a Protection from Abuse action, seeking an immediate temporary order that requires an abusive person to leave the house so the child can remain. Informal meetings at this stage may also be used to lay the groundwork for a FGDM conference or for the utilization of family finding to provide support to the child and family or to locate a kinship caregiver.

Although the hearing is designated “informal,” it should be formal enough to convey the authority of the law. Security personnel should be present. If possible, a court reporter should make the record. If not recorded, full minutes of the hearing must be kept (Pa.R.J.C.P. 1242(B)). All witnesses, including agency caseworkers, shall be sworn and subject to cross-examination.

The parents or guardians are to be provided a full opportunity to present their testimony (including calling witnesses), so they may convey their version of events. If the child’s non-custodial parent is ready, willing and able to provide adequate care for the child, the child cannot be determined to be dependent. However, the court has the authority to transfer custody to the non-custodial parent if evidence for dependency would have existed, but for the existence of the non-custodial parent (Pa.R.J.C.P. 1409 comments).

Written reports must be made available for examination by all counsel, and the parent or guardian if unrepresented. Any reports may be controverted by the other party (Pa.R.J.C.P. 1242(B)). All parties shall be treated with proper respect and fairness.

6.5.1 Evidentiary Standard

All evidence helpful in determining the issues raised, including oral or written reports, may be received and relied upon to the extent of its probative value thus hearsay may be admissible (Pa.R.J.C.P. 1242(B)(3)).

6.6 Findings and Orders

The judge or hearing officer is required to set forth his/her findings as to the following (Pa.R.J.C.P. 1242(C) (E)); (*Enhanced Resource Guidelines*, NCJFCJ, 2016, p. 142):

1. Were there sufficient facts to support the shelter care application?
2. Is custody with the agency warranted? Where will the child be placed (kinship care, foster care, group home, etc.)?
3. Would remaining in the home be contrary to the welfare and best interests of the child? If the court can answer yes to this question the final order should include the statement, “It is contrary to the welfare of the child to remain in the home. It is in the best interests of the child to

be placed.” This language must be included in the initial order removing the child from the home (shelter order or the emergency protective order) in order for the agency to claim federal reimbursement of placement expenses for the child for the duration of this placement episode.

4. Were reasonable efforts made by the agency to prevent the child’s placement?
5. If services were not offered in the case of an emergency placement, was the lack of efforts reasonable?
6. Is the placement proposed by the agency the least restrictive placement to meet the needs of the child? If not, is the placement supported by reasons why there are no less restrictive alternatives available?
7. If a shelter care application was submitted by a person other than the agency, is that person a party to the proceedings?
8. Are additional orders needed to address the immediate needs of the child, such as immediate medical treatment; health care or disability; or evaluation to identify or monitor such?
9. Are any additional orders needed concerning the conduct of the parents or agency efforts to provide services?
10. Are there additional orders needed concerning visitation?
11. Is the child’s parent or guardian adequately addressing the child’s education? If not, should an educational decision maker be appointed?
12. Are there additional orders needed to address the educational needs of the child?
13. Has the agency reasonably engaged in family finding?
14. Is the child an Indian Child as defined by the Indian Child Welfare Act? (25 U.S.C. § 1901 *et seq.* and the Bureau of Indian Affairs regulations, 25 C.F.R. § 23.2).

Best Practice — Reasonable Efforts

The determination of “reasonable efforts” must not only be made at the shelter care hearing stage, but must be revisited at each subsequent hearing. (CPCMS forms for these hearings require the judicial officer to address the reasonable efforts determination.) The requirement ensures that every reasonable opportunity is provided to the family and child to prevent unnecessary separation. In addition, the “reasonable efforts” finding is federally mandated to ensure only those children who cannot safely be cared for in their own home come into care and that once in care, children proceed to permanency in a timely manner. This finding also affects the agency’s ability to qualify for federal funding for the placement of the child and services to the family.

In addition, the judge or hearing officer may place in the order any conditions imposed upon any party; a determination of placement or temporary care of the child; transfer of custody to the non-custodial parent; and any orders for visitation (Pa.R.J.C.P. 1242(E)). Although a judge cannot require services at this stage, the court can ask the agency to offer services pending the adjudicatory hearing. Early intervention through agency services or family examinations/assessments (i.e. medical, psychological, drug/alcohol, etc.) may aid in expediting permanency.

A copy of the order should be distributed immediately to all parties in order to facilitate understanding and compliance.

6.7 Motions and Answers

A motion, orally on the record or in writing, may be made at any stage of the proceeding. The judge should review the motion to ascertain whether a directed response would be beneficial to the court or the parties. In no event is a failure to answer deemed an admission of the well-pleaded facts of any motion (Pa.R.J.C.P. 1344).

SHELTER CARE HEARING CHECKLIST

1. TIMELY HEARING:

___ **Date** child removed: _____
___ **Date** of shelter care hearing: _____

(Note: The shelter care hearing must be held within 72 hours of child’s removal.)

2. NOTICE OF HEARING:

___ Determine if written notice of time, place and purpose of the shelter care was issued to:
___ Child’s mother and attorney
___ Child’s father and attorney
___ Child’s guardians/custodians and attorney
___ Child and GAL and/or attorney
___ Tribe (if ICWA applies)
___ Ask county attorney and agency to detail efforts made to notify/locate absent parents.
___ If inadequate notice given, reset hearing. **Date** of rescheduled hearing: ___
___ Order county attorney and/or agency to locate and notify absent parents of next hearing.

3. WHO SHOULD ALWAYS BE PRESENT:

WHO MAY BE NEEDED:

___ Judge
___ Mother
___ Father
___ Guardians/Custodians
___ Child(ren)
___ Spouse of Child, if any
___ Parents’ Attorneys
___ Guardian *ad Litem*
___ Child’s Attorney
___ Agency Solicitor
___ Caseworker
___ CASA
___ Court Reporter
___ Security Personnel

___ Extended Family Members
___ Friends of the Family
___ Foster/Preadoptive Parents
___ Other Witnesses
___ Service Providers
___ Law Enforcement
___ Probation Officer

4. PROCEDURE:

- _____ Explain the purpose of the proceeding and give advisements of rights.
- _____ Receive all relevant and material evidence to determine need for shelter care.
- _____ Receive all relevant and material evidence helpful to determine questions of placement, reasonable efforts, visitation and education.
- _____ Allow parties/counsel to examine and contest written reports received as evidence and cross-examine persons making the reports.
- _____ Make contrary to the welfare and reasonable efforts findings.
- _____ Make findings as to whether shelter care was necessary or still is necessary to keep the child safe.
- _____ If the father is unknown, begin process of establishing paternity.
- _____ Make findings as to whether the agency has reasonably engaged in family finding.
- _____ Make findings regarding the determination whether the child is an Indian Child as defined by the Indian Child Welfare Act (25 U.S.C. § 1901 *et seq.*) and the Bureau of Indian Affairs regulations (25 C.F.R. § 23.2).

5. ADVISEMENT OF RIGHTS AND PURPOSE OF PROCEEDINGS:

- _____ Advise of contents of petition and nature of allegations.
- _____ Right to legal counsel.
- _____ Right to confront and cross-examine witnesses.
- _____ Right to present witnesses and introduce evidence.
- _____ Right to issue subpoenas by the court.
- _____ Receive factual basis under oath and on the record.

6. PLACEMENT OPTIONS:

- _____ Ask county agency to provide details of child's proposed placement.
- _____ Determine whether the placement proposed by county agency is the least disruptive and least restrictive and most family-like setting that meets the needs of the child.
- _____ Specify the child's placement in the least restrictive setting.
- _____ Return child to the home.
- _____ Leave child in the home without county agency supervision and without services.
- _____ Leave child in the home with county agency supervision and services.
- _____ Remove/continue removal of the child and place/continue to place with someone other than county agency.
- _____ Remove/continue removal of the child and place/continue to place child with county agency.

7. VISITATION:

- _____ Ask county agency to provide details regarding visitation between child and
_____ Mother
_____ Father
_____ Sibling(s)

(*Note:* Visitation should be frequent and meaningful so as to reduce the trauma of placement. See Chapter 8: Visitation for more information.)

8. EDUCATIONAL NEEDS:

- _____ Did the county agency consider proximity to the child's current school when placing the child?
_____ Will the child remain in the same school?
_____ Does the child have any educational needs that should be addressed at this time?
_____ If the child is being moved into a new school, is there a plan to immediately move the school records and get the child enrolled?
_____ What is the plan?

9. SCHEDULE NEXT HEARING:

_____ Adjudication Hearing, **Date:** _____

(*Note:* The Adjudicatory Hearing must be held within 10 days of the filing of the petition if the child is in custody and 45 days if a child is not in custody.)

A court should distribute the orders at the conclusion of the hearing, and explain the significance to the parties, if necessary.



SHELTER CARE HEARING BENCHCARD

Relevant Statutes	42 Pa.C.S. §§ 6325, 6332, 6334 Pa.R.J.C.P. 1240, 1242 (B) (3), 1243
Purpose of Hearing	An informal hearing to determine (a) whether shelter care is necessary; (b) whether allowing the child to remain in the home would be contrary to the welfare of the child; (c) whether reasonable efforts were made to prevent such placement; or (d) if, in case of emergency where services were not offered, whether lack of efforts were reasonable. Shelter care hearing is not a substitute for the adjudicatory hearing.
Time Frame	<p>Hearing within 72 hours of removal (42 Pa.C.S. § 6332).</p> <p>If the child is not released and a parent or guardian or other custodian has not been notified of the hearing, did not appear or waive appearance at the hearing, and files his affidavit showing these facts, the court shall rehear the matter without unnecessary delay and order release of the child, unless it appears from the hearing that shelter care is required under 42 Pa.C.S. § 6325.</p> <p>Upon application or the filing of a dependency petition, a shelter care hearing will also be conducted in those cases where removal of a child has not yet occurred, but is planned or a voluntary agreement is revoked by the parent and the agency intends to keep the child in care.</p>
Rules of Evidence	All evidence helpful in determining the questions presented, including oral or written reports, may be relied upon to the extent of its probative value. Thus hearsay may be admissible.
Next Hearing	<p>Child in Custody: Adjudicatory hearing within 10 days of the filing of the petition.</p> <p>Child Not in Custody: Adjudicatory hearing as soon as practical but within 45 days of the filing of the petition.</p>



SHELTER CARE HEARING SUMMARY OF KEY QUESTIONS/DETERMINATIONS

- Are there sufficient facts to support the shelter care application?
- Is custody with the agency warranted? Where will the child be placed (kinship care, foster care or other)?
- If a shelter care application was submitted by a person other than the agency, is that person a party to the proceedings?
- Would remaining in the home be contrary to the welfare and best interests of the child?
- Is the placement proposed by the agency the least disruptive and most family-like placement to meet the needs of the child?
- If the father is absent, is the father known? What is his relationship with the child? Can the father safely care for the child?
- Has family finding been done to identify all possible family and caregivers, on both the maternal and paternal side?
- Has the agency reasonably engaged in family finding?
- Has the family been offered a Family Group Decision Making Conference?
- Were reasonable efforts made by the agency to prevent the child's placement?
- Were the services offered by the agency relevant to the family's problems? Were they adequate, accessible and well-coordinated? Were there other cost-effective services that should have been offered?
- If services were not offered in the case of an emergency placement, whether the lack of efforts was reasonable?
- Are any additional orders needed concerning the conduct of the parents, such as restraining orders or orders expelling an allegedly abusive parent from the home?
- Are any additional orders needed concerning the agency's efforts to provide services?
- Are additional orders needed to address the immediate needs of the child, such as immediate medical treatment, evaluation or other examinations?
- What steps have been taken to ensure the educational needs of the child are being met? Does the child have an Individual Education Plan (IEP)?
- Has visitation been provided within 72 hours of the child's removal from their home? What are the terms and conditions for parental visitation or sibling visitation?
- What consideration has been given to financial support of the child?
- Has the court made a determination as to whether the child is an Indian Child as defined by the Indian Child Welfare Act (25 U.S.C. § 1901 *et seq.*) and the Bureau of Indian Affairs regulations (25 C.F.R. § 23.2)?

These questions are adapted from the text of this chapter, the *Mission and Guiding Principles for Pennsylvania's Dependency System* and the Preliminary Protective Hearing Checklist provided in the *Enhanced Resource Guidelines* (NCJFCJ, 2016, pp.161-175)



LOCATING FATHERS & ESTABLISHING PATERNITY BENCH CARD



*Identifying and locating fathers early in dependency matters
helps children establish or maintain important connections.
Doing so also expedites permanency.*

Judges and hearing officers should ask whether the county agency caseworker has:

1. Utilized family finding to locate father and paternal relatives. What specifically was done?
2. Complied with the requirement of the Fostering Connections Act? If so, how?
3. Asked the mother, child or relatives about the father's whereabouts?
4. Utilized the federal, state or other parent locator systems?
5. Sent letters to the last known address of the father?
6. Visited the last known address of the father, talked to neighbors and family members in the community where father previously resided?
7. Checked local jails, prisons, correctional facilities, probation and parole agencies, and immigration authorities?
8. Checked public benefits information (e.g., social security or public assistance)?
9. Checked with the child support enforcement agency?
10. Checked driving and vehicle registration records?
11. Used technology and social media to locate the father?

Judges and hearing officers should also:

1. Ask the mother and other relatives about the father's identity and location at the first and all subsequent hearings, until the issue is resolved.
2. Obtain information under oath or via an affidavit establishing parentage.
3. Ask the child about the father's identity, location and names of paternal kin (if appropriate).
4. Require the agency to promptly obtain information through any action noted above.
5. Order the agency to follow up on information gained from court hearings.
6. At every hearing, require information about progress in identifying and locating the father.
7. Impose deadlines for searches or for filing affidavits detailing search efforts.
8. Ensure court orders and records reflect effort to identify and locate fathers.
9. Consider a finding of "No Reasonable Efforts" if the agency has not made attempts to locate father.



LOCATING FATHERS & ESTABLISHING PATERNITY BENCH CARD



Establishing paternity after a putative father is located is critical. The father can then assert and protect his constitutional rights to the care and custody of his child.

Judges and hearing officers should:

1. Arrange for the paternity case to be expedited so the father can be engaged and supported in the dependency case, if the cases are being handled separately.
2. Question the putative father directly about his:
 - a. Relationship to the mother.
 - b. Desire to be a father.
 - c. Efforts to have or maintain a relationship with his child, such as:
 - How often he sees the child;
 - How often he speaks with the child;
 - Whether he provides formal or informal financial or other support to the child;
 - Whether his name is on the birth certificate;
 - If he has filed a claim or acknowledgement of paternity;
 - If he was living with or married to the mother when she was pregnant or when the child was born; and
 - Whether he has been prevented from contact with the child.
3. Require paternity testing, when appropriate.
4. Request at every hearing information about progress being made to establish paternity.
5. Be clear in the court order once paternity and “legal” fatherhood are established.
6. Inform the father of his right to counsel and availability of court-appointed counsel.
7. Expect the same level of service delivery provided to father as is provided to mother.

These questions are adapted from the text of this chapter, the *Mission and Guiding Principles for Pennsylvania's Dependency System* and the State Roundtable Workgroup on Fatherhood.