

Tip Sheet for Annual Permanency Hearing

1. The SSW completes the AOC-DNA 13 form to request a permanency hearing at least sixty (60) calendar days prior to the required calendar due date of the hearing.
2. The AOC-DNA 13 form lists all the concerned parties who may be involved in the case. The court is required to notify all parties listed on the form by the SSW (if addresses are known and provided).
3. The SSW maintains a copy of the AOC-DNA 13 form in the case record.
4. Once a hearing date has been scheduled, the SSW or designated regional staff also notifies and invites the:
 - Child's mother;
 - Child's father;
 - Child's caregivers (relative, fictive kin, foster parent); and
 - Private child-placing (PCP) case manager.
5. The SSW may notify the above parties during home visits, phone conversations, case planning conferences, letters, or through other contact. This should also be documented in service recordings.
6. The court may request the above concerned parties provide testimony relevant to the permanency goal. Concerned parties should be prepared to provide factual information if requested.
7. SSW prepares for the annual permanency hearing by submitting a written report to the appropriate court.
8. If the permanency goal is changed to adoption, a pre-permanency conference must be scheduled and held with the regional attorney prior to the annual permanency hearing.
9. The written report (sample outline report) should be filed with the court. It is recommended that the report be sent to the court at least three (3) working days prior to the review. This will give the court opportunity to review the information.
10. The report needs to clearly document all information related to the child and family's progress, including documentation from collaterals and justification of the permanency goal selection.
11. After the permanency hearing, the SSW obtains the AOC-DNA-6 signed by the judge.
12. A copy of the signed AOC-DNA-6 is sent immediately to the children's benefits worker (CBW).

13. A family team meeting (FTM) is conducted when a child's permanency goal is changed by the court during the permanency hearing if the hearing does not coincide with the timeframe for the periodic case planning conference. The case plan reflects the permanency goal decreed by the court.
14. If there are concerns with the court's findings regarding the child's permanency goal, the SSW, upon consultation with the FSOS, immediately contacts the regional attorney and follows SOP 4.18 Ongoing Case Planning.

Please Note: Case plans should be filed with the Administrative Office of the Courts (AOC) as well as the relevant court. AOC will be tracking all the children in out-of-home care (OOHC).