

# S-218 AUTHORIZATION OF DOCUMENTS



*In this document, the non implicit gender applies to both men and women.*

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(previously SE-20)

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## **Policy**

Most child welfare workers with 12 month's experience in child protection services may authorize certain documents themselves. Their supervisor's signature is not required. Their supervisor must endorse this delegation of authority at the end of the child welfare worker's probation period. Distribution of documents to Administrative Services is thus expedited.

Of course, this delegation of authority is not a right but a privilege granted at the supervisor's discretion. Employees with over 12 month's experience may have to have all their documents authorized and some may have this privilege withdrawn.

## **Procedure**

### **1. Staff members with over 12 month's experience**

Child welfare workers with over 12 month's experience may authorize the following documents themselves:

- Foster parents' expense claim forms, provided they comply with Policy and Procedure F-210 Board Rates and Refund of Expenses to Foster Parents;
- An address or telephone number change or any other change in a child's or a foster parent's personal information which must be reported electronically in Matrix by the child welfare worker;
- The Placement form for all respite periods, which must be completed electronically by the child welfare worker.
- Dental reports with claims not exceeding \$250;
- Documents received by fax and all other correspondence received by the child welfare worker except the documents indicated in section 5.2;
- Pharmacy bills for placed children not exceeding \$250;
- Face sheets for support program, family preservation program and child welfare worker visit program notes.

### **2. Documents that must be initialled by the supervisor**

Whatever a child welfare worker's experience, the following documents must be approved and initialled by his supervisor:

- Expenses exceeding the amount allowed in the foster parent policies and procedures. Once authorized, the supervisor shall forward the form to Administrative Services.
- *Child Data Form*;
- Requests for cheques;

- All **reports**: annual plan of care, move plan of cares, *LAC*, transfer reports, statutory reports and closing reports;
- Social histories;
- 24/7 intervention green sheets;
- All correspondence sent in the Agency's name;
- *Information Change Form* indicating:
  - allocation of a special allowance to foster parents;
  - admission to the independence program;
- School report cards;
- Clinical reports;
- Medical reports.

### 3. Policies and procedures

Child protection services employees in the Living Environments Sector must be familiar with the Policies and Procedure F-210 Board Rates and Refund of Expenses to Foster Parents are particularly good guides to expense authorization.

## Definitions, annexes and references

### Definition

**Parents**: Includes biological parents, adoptive parents, step-mother, step-father or all other persons responsible for the child previous to Valoris' involvement.

### References

- F-210: Board Rates and Refund of Expenses to Foster Parents;
- Guide for the authorization of expenses for children placed in foster families (2004);
- S-211: Health and Medical Care.