

**PLACER COUNTY HEALTH AND HUMAN SERVICES
CHILDREN'S SYSTEM OF CARE**

CSOC and Mexican Consulate Communication

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PURPOSE:

Children's System of Care (CSOC) mission includes the pursuit of safety and well being of children and families by identifying, responding to, assessing risk for, and treating child abuse and neglect, and to advocate for resources to prevent child abuse. The Mexican Consulate's duty is to assist Mexican citizens and to protect their interests abroad. Both parties will work together in the best interest of the children and families in Placer County who may be involved with CSOC and who are eligible for services from the Mexican Consulate.

POLICY:

The Consulate will be notified of a Child Welfare case if either parent is a Mexican National and court ordered or voluntary services are to be provided to the family, regardless of the citizenship of the child(ren). CSOC will utilize Spanish speaking staff or partner agency staff when necessary.

CONFIDENTIALITY/COURT

- 1) Release of confidential information by CSOC to the Consulate is prohibited by state and federal law except for certain circumstances requiring the release of information in order to serve the best interest of the child(ren).
- 2) The Rule of the Superior Court authorizes the sharing of information when complying with notice requirements, or requesting assistance and services.
- 3) Consulate representatives may attend dependency court hearings.

RESPONSIBILITIES OF CSOC

- 1) The Emergency Response or the ongoing Social Worker will notify the Consulate when a CWS child, either voluntary or court involved is opened and:
 - a. A child is known to be a citizen of Mexico
 - b. Either parent of the child is a citizen of Mexico and the parent requests that the Consulate be notified.
- 2) In order to ensure consideration be given to available relatives desiring placement in Mexico when out-of-home placement is needed:

- a. The Case Carrying Worker will make a home evaluation referral to the Consulate in order for the Desarrollo de La Familiar (DIF) to conduct the relative home evaluation.
- b. The Consulate will observe Federal, State, and local laws, rules and regulations, and procedures concerning confidentiality requirements.
- c. The Consulate will facilitate the process of returning children to Mexico when determined appropriate by the Case Carrying Worker.
- d. The Consulate will respond to any inquiries from CSOC in matter pertaining to the protection of children that are residents of Placer County and may be eligible for assistance from the Consulate.
- e. The Case Carrying Worker can request the Consulate to obtain documents from Mexican authorities, birth certificates, etc.
- f. The Case Carrying Worker can request the Consulate to obtain a criminal background of relatives through the Mexican Attorney General and other governmental agencies.

3)CSOC staff will, whenever possible, seek authorization from the parent/legal guardian, in order to make a referral to Placer's Latino Leadership Counsel, for necessary culturally appropriate community supports and services.

PROCEDURE:

STAFF RESPONSIBILITIES

- 1) The on going worker will provide the Consulate in Sacramento with immediate notice and access when a Mexican national is involved in legal proceedings, both criminal and civil;
- 2) The Consulate will have access to case records when allowed by law.
- 3) The case carrying social worker will complete and forward requests to the Consulate for the following items:
 - a. Home Study(Placer County packet)
 - b. Parent Search (CARE015)
 - c. Notification to Consulate (CARE015)
 - d. Matricula (Mexican Consular Identification Card)
 - e. Criminal Records, CLETS
 - f. Birth Certificate/Dual Citizenship(complete appropriate form)

DOCUMENTS

The case carrying worker will complete and send the following in order to request specific documents from the Consulate:

- 1) Request for Matriculas ID cards and Criminal Records
 - a. Matricula for child(ren) to be placed in Mexico;
 - b. Child identification card, passport, or school identification card;
 - c. Letter on departmental letter head stating that the case carrying worker is requesting the Matricula with attached photo of the child(ren), and
 - d. Money order for the application
- 2) Request for Visa, Birth Certificate and Registering a Foreign Born Child
 - a. Birth Certificate
 - i. The name of the child as it appears on the birth certificate,
 - ii. Date and place of the child's birth in Mexico,
 - iii. Name of child's parents, and
 - iv. Money order to cover the request expense, when applicable (some areas in Mexico do not charge for birth certificates).
 - b. Registering a Foreign Born Child

- i. An original certified copy of the birth certificate of the applicant child, issued by the Recorder of Vital Statistics, duly certified by the Secretary of State, bearing the original seal of the state of California “Apostille”.
- ii. Identification cards of the parents, and
- iii. Money order for appropriate fee if requesting a certified copy of a Mexican birth certificate.

PLACEMENT OF A CHILD(REN) IN MEXICO

The CSOC representative responsible for the transport and placement of affected Mexican children are referred to as *Delegates*, and are approved by the Consulate of Mexico in Sacramento to perform the task of transporting and placement of children.

- 1) When transporting and placing children in Mexico, the delegates shall coordinate with the Consulate the DIF (Desarrollo de La Familia) the travel and placement arrangements.
- 2) The delegate will be able to:
 - a. Transport and place dependent children out-of-country;
 - b. Perform their role as social workers, and
 - c. Assess/investigate the placement when needed.
- 3) If it is in the best interest of the child to be placed out-of-country and the Court has ordered such placement, the case carrying worker will arrange for the transport and safe placement of the child with a delegate if the case carrying worker will not be making the placement out-of-country.
- 4) The on going worker will have obtained the following documents prior to placement:
 - a. Certified court order authorizing out-of-country placement;
 - b. Copy of the latest court report;
 - c. Child’s:
 - i. Passport
 - ii. Birth Certificate
 - iii. Social Security Card (for U.S. born)
 - iv. Immunization Records
 - v. School Records
 - d. If the on going worker is not making the placement, they will provide the assigned delegate all the documents.
- 5) When ready to make the placement, the on going worker/or assigned delegate will provide the Consulate notice three weeks prior to traveling, with the following:
 - i. The above listed documents and,
 - ii. The travel itinerary
- 6) The worker will appear at the Consulate with the child three days prior to traveling, to obtain the proper travel documentation.
- 7) The case carrying worker will provide their Program Manager and Supervisor with a copy of their travel itinerary.
- 8) Upon return, the social worker will:
 - a. Provide a copy of the original letter, Acta de Recepcion del Minor/Menores Repatriados, confirming placement to Eligibility.
 - b. Provide a copy of the original letter, Acta de Recepcion del Minor/Menores Repatriados to the Consulate of Mexico in Sacramento.
 - c. Notify the United States Consulate/Embassy in the receiving country of placement when the case involves a U.S. citizen child(ren).

CONSULATE OF MEXICO RESPONSIBILITIES

- 1) The Consulate of Mexico is committed to working with CSOC in providing needed services to ensure the safe placement of Mexican Nationals. In an effort to meet the goal of safe placement, the Consulate of Mexico in Sacramento will:
 - a. Provide the appropriate travel documents needed to transport and place children out-of-country
 - b. Facilitate/coordinate the placement of children with DIF
 - c. Process requests for the following:
 - i. Home study (to be completed in approximately four to six weeks depending on the region where the home is located)
 - ii. Parent search
 - iii. Notification of Consulate of Mexico in California
 - iv. Supervisory report when child(ren) is placed out-of-country
 - v. Birth certification or dual citizenship
 - vi. Visa
 - vii. Matricula (Mexican Consular identification card)
 - viii. Provide legal advice/assistance, when needed, with the U.S. immigration application process

PLACEMENT OF CHILD IN MEXICO

The Consulate's role is to assist CSOC in out-of-country placement. The Consulate will:

- a. Prepare a file on the child and contact the appropriate child protective services agency in the receiving county to arrange for the child's placement
- b. Providing the case carrying worker or delegate with:
 - i. A letter and necessary travel documents
 - ii. Contact numbers for child protective services and other governmental agencies, and
 - iii. Coordinating with the child protective services agency in the receiving county with the arrangements for ground transportation and hotel reservations.