

Templates for the Permanency Hearing Reports, the Statement to the Court of Permanency Hearing Reports and Notices Sent, The Notice of Permanency Hearing, “A Guide for Caseworkers: Completion of the Permanency Hearing Report” and Surrender Template Information...

As you are aware, Wednesday, December 21, 2005 was the effective date for much of the Permanency Bill.

Templates for the Permanency Hearing Reports, the Statement to the Court of Permanency Hearing Reports and Notices Sent, The Notice of Permanency Hearing

We are pleased to tell you that we have made a number of improvements to the Permanency Hearing Reports (PH-1, PH-2, and PH-3) and the Statement to the Court of Permanency Hearing Reports and Notices Sent (PH-4a). [The Notice of Permanency Hearing (PH-4 dated 9/2005) remains unchanged.] The improvements include: **spell check** which is enabled on the reports and an **"add a row"** button that has been added on the reports and statement. These templates have been reposted to the OCFS internet website and those that have been changed have a revision date of 12/21/2005. "A Guide for Caseworkers: Completion of the Permanency Hearing Report" has also been revised (revision date 12/2005) to reflect the changes and has also been reposted to the OCFS internet website.

If any users previously downloaded the above-mentioned documents/templates we advise that they do so again in order to have the newest versions. Please note: no content on the reports or statement has been changed.

Surrender Templates

Also posted on the same section of the OCFS internet website are fillable **surrenders** as follows:

- **the Judicial Surrender (LDSS 4315)**
- **Attachment to a Judicial Conditional Surrender**
- **Extra-Judicial Surrender (LDSS 4316)**
- **Attachment to an Extra-Judicial Conditional Surrender**

Please note that the Surrenders are English versions only. These revised documents reflect the Chapter 3 amendments and are required forms. Spanish versions will be available shortly and you will be advised when those are posted. A **Model Voluntary Placement Agreement** reflecting Chapter 3 amendments (English and Spanish) will also be available shortly and you will be advised when those are posted as well.

Emergency Regulation Information

In addition, it is expected that **emergency regulations** will be filed very soon. Emergency regulations go into effect on the filing date. You will immediately be notified when this occurs and will be sent, at that time, the complete package.

Instructions for Accessing the Permanency Templates, Guide and Surrender Templates

The templates, the Guide and the Surrenders can be accessed from the **OCFS internet site**. The address of the site is: www.ocfs.state.ny.us.

Instructions for accessing the Permanency templates and "A Guide for Caseworkers: Completion of the Permanency Hearing Report", or Surrender templates from the OCFS internet site.

- Access the OCFS internet site at www.ocfs.state.ny.us;
- on the left under "Resources & Information" click on "Legislation and Regulatory Agenda";
- from that page, click on "Permanency Bill - Chapter 3 of 2005";
- from that page, on the left click on "Guide for Caseworkers/Templates" **OR** left click on "Surrenders".

Instructions for accessing the Permanency templates and "A Guide for Caseworkers: Completion of the Permanency Hearing Report" or Surrender templates from the OCFS intranet site Home page.

- click on OCFS;
- from that page click on OCFS internet at the top right;
- on the left under "Resources & Information" click on "Legislation and Regulatory Agenda";
- from that page, click on "Permanency Bill - Chapter 3 of 2005";
- from that page, on the left click on "Guide for Caseworkers/Templates" **OR** left click on "Surrenders".

We ask that you download and review the revised Guide first, as it contains complete instructions about downloading, saving and using the templates.

If you have any questions about working with the templates, please call the OFT Enterprise HELP Desk at 1.800.697.1323.