



**STEP-BY-STEP GUIDANCE ON DISTRIBUTION  
AND REVIEW OF THE  
BILL OF RIGHTS FOR YOUTH AGE 14 AND OLDER**

<b>1.</b>	The assigned caseworker <b>must</b> provide youth age 14 or older who are in foster care with a copy of the Bill of Rights ( <a href="#">OCFS-2132</a> , also available in <a href="#">Spanish</a> , <a href="#">Haitian Creole</a> , <a href="#">Italian</a> , <a href="#">Korean</a> , <a href="#">Russian</a> , and <a href="#">Traditional Chinese</a> ). This must be provided: <ul style="list-style-type: none"><li>• at a casework contact within the first 30 days of placement when entering foster care; or</li><li>• at the next casework contact if youth is already in foster care; or</li><li>• at the casework contact immediately after the youth turns 14.</li></ul>
<b>2.</b>	During the casework contact, the caseworker <b>must</b> read the Bill of Rights to any youth in foster care who is unable to read it independently. If any of the participants require the Bill of Rights in a different language, the agency <b>must</b> utilize an interpreter to read and discuss the Bill of Rights with them.
<b>3.</b>	During the casework contact, the caseworker <b>must</b> review the Bill of Rights with the youth in a way that is age-appropriate and developmentally appropriate, and must be prepared to answer any questions the youth may have. Caseworkers should also answer any questions that the foster parent(s), pre-adoptive parent(s), or relative caregiver(s), if applicable, may have so that they also have a clear understanding of the youth's rights.
<b>4.</b>	After the document is reviewed, and within 90 days of the review of the document, the youth must write his or her name attesting that he or she received a copy of the Bill of Rights and that he or she discussed it with his or her caseworker, parent(s) or guardian(s), and foster parent(s), if applicable. The youth, caseworker, and supervisor must print, sign, and date the Bill of Rights. If the youth is unable or unwilling to sign the document, a note <b>must</b> be entered on the youth's signature line stating that the youth did not sign and why.
<b>5.</b>	At the initial Service Plan Review (SPR), or at the next SPR for youth in foster care, the Bill of Rights <b>must</b> be distributed and reviewed again, to engage the parent(s)/guardian(s), attorney for the child, and, if applicable, foster parent(s), pre-adoptive parent(s), or relative caregiver(s). If they have not already been encouraged to sign the document, the parent(s)/guardian(s) and foster parent(s) <b>must</b> be encouraged to do so. The caseworker <b>must</b> provide a signed copy of the Bill of Rights to all participants, place a copy in the youth's case file, and record the event in a progress note in CONNECTIONS. The event <b>must</b> also be recorded in the next family assessment and services plan (FASP). If a <i>required</i> participant in the case-planning team is unable to attend the SPR, the caseworker <b>must</b> mail a copy of the signed Bill of Rights to that participant.
<b>6.</b>	If the youth initially refuses to sign the Bill of Rights but decides to do so at a later date, the signed Bill of Rights <b>must</b> be placed with the original unsigned Bill of Rights in the youth's case file. The next FASP <b>must</b> be updated to reflect the signing of the Bill of Rights.
<b>7.</b>	The caseworker should have ongoing conversations with the youth regarding his/her rights while in foster care, and be available to the youth when the youth expresses curiosity and/or concern about his/her rights. The caseworker should periodically meet in private with the youth to give the youth an opportunity to discuss any concerns/problems with his/her rights.
<b>8.</b>	It is highly recommended that the Bill of Rights be discussed with all participants annually at the SPR.