

Kids Central, Inc. System of Care Procedure

Series: Kinship Program

Procedure Name: Distribution and Review of Rights and Responsibilities

Policy Number: 1305

Origination Date: 08/30/10

Revision Date: 04/04/13

Attachments: Statement of Child and Family Handbook
Rights and Responsibilities Handbook

Procedure:

It is the policy of Kids Central to provide information to families about: their rights; the services they will receive; how they can reach the Kinship Program; and how they can have their complaints, issues, and concerns heard and resolved. Kids Central has developed a *Kinship Rights and Responsibilities Handbook* that will be distributed to families to provide them with this information. The procedure below explains how this handbook will be distributed and explained to families receiving services.

1. Kids Central Kinship Program will distribute the *Kinship Rights and Responsibilities Handbook* to all clients via the kinship staff assigned to the family.
2. The Kinship staff will give copies of the *Kinship Rights and Responsibilities Handbook* to the child and to the kinship families at time of initial face to face contact with client.
3. The Kinship staff will review the contents of the handbook with the family, discussing each section in detail and assuring the understanding of each child and family member. The Kinship staff will answer any questions regarding the handbook and its contents.
4. The Kinship Staff will have each child, if age appropriate and family member sign a statement of receipt of the *Kinship Rights and Responsibilities Handbook*, for the case file. By signing this page, the child(ren) and guardian(s) acknowledge that they have received the publication, have had an opportunity to review and discuss it with the Kinship staff member, and that they understand their rights and responsibilities within the Kids Central System of Care. The signed statement of receipt will be placed in the case file.
5. Kids Central will update the *Kinship Rights and Responsibilities Handbook* as needed, and will communicate interim updated information to the Kinship Staff or Kinship Supervisor via email.
6. The *Kinship Rights and Responsibilities Handbook* will also be available electronically, from the Kids Central website under the Kinship tab.

Kids Central, Inc. System of Care Procedure

7. The *Kinship Rights and Responsibilities Handbook* addresses that no person shall be discriminated against on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, or any other characteristic protected by federal, state or local law.
8. The *Kinship Rights and Responsibilities Handbook* provides single point of contact information at Kids for clients who are disabled needing special accommodations for meetings or events pursuant to Florida Statute 286.26. In addition, information is provided on accommodations for clients who are hearing and speech impaired.

Approved By:

John Cooper, Chief Executive Officer

Date