

Birth Certificate Requests

Number: 45-009

Date: 12/1/2008

PURPOSE

The purpose of this policy is to provide requirements when requesting a certified birth certificate for a dependent child applying or receiving financial assistance.

APPROVED

This policy was approved by Mike Ryan, Director of CFS, on 1/29/2010. *Signature on file.*

POLICY

A certified birth certificate is required to be obtained for all active eligibility cases for children placed in Foster Care. Any child transferring from Aid to Families with Dependent Children-Foster Care (AFDC-FC) into Kinship Guardianship Assistance Payment (Kin-GAP) or California Work Opportunity and Responsibility to Kids (CalWORKs) will contain a request for or a photocopy of a certified birth certificate.

Eligibility Technicians (ET) will request certified birth certificates from the Social Services Agency (SSA) Financial Resources for purposes of establishing citizenship and age verification for a Foster Care child. Once birth certificate is received the ET will make a photocopy for the Foster Care case record and send certified copy to Senior Social Worker (SSW). The SSW may request additional certified birth certificates as needed.

REQUIRED FORMS HYPERLINKS

Form Name

Form Number

Request for Certified Birth Certificate with Sworn Statement	F063-30-101 (R 3/98)
Orange County Social Services Agency AFDC-FC/CalWORKs Case Notification	F0912-31-18 (R 4/03)

PROCEDURE

REQUIRED ACTION

The following actions must be completed when requesting a certified birth certificate.

Responsibility	Step	Required Action
Foster Care Intake ET	1.	Reviews the CalWIN payment system to determine if the child has an existing cash case.
	1.	If a copy is available, will submit AFDC-FC/CalWORKs Case Notification F0912-31-18 to request a copy of the child's existing birth certificate.
	1.	If no copy is available, will fill out Request for Certified Birth Certificate with Sworn Statement F063-30-101 and submit a copy of their County Identification badge. <ul style="list-style-type: none"> • If the child was born in Orange County, the sworn statement does not need to be notarized but it does need to be completed. • If the child was born in another California county or out-of-state, the sworn statement must be notarized. • For a child placed out-of-state, must go on Internet and search for the state's birth certificate application. • If notary is required the sworn statement will be notarized by an authorized Children and Family Services (CFS) Notary Public. There will be no fee.
	1.	Fills out and prints application. Must include a copy of the court detention hearing minute order stating the three Adoption and Safe Family Act (ASFA) court order findings. Any other information must be marked out.

	1.	Once all forms are filled out and notarized (if applicable) will submit to SSA Financial Resources.
SSA Financial Resources	1.	Reviews all forms for completeness. • If forms are not filled out correctly will return to ET who submitted the request for corrections.
	1.	Once all forms are complete will submit request to County of Orange Vital Records. • For children born out-of-county/state, will submit request to appropriate county/state agency.
	1.	Once certified birth certificate is received will forward to requesting ET.
Foster Care Intake ET	1.	If still assigned to the case, will make a photocopy of certified birth certificate and forward original to the assigned SSW. If no longer assigned to the case will forward original document to the assigned Continuing ET.
Foster Care Continuing ET	1.	Makes a photocopy of certified birth certificate and forwards original to the assigned SSW.
SSW	1.	Files certified birth certificate in Services case file. Will not give certified birth certificate to the child's non-parent caretaker as document is for county use only. • If non-parent caretaker requests a copy, the SSW can only lend the certified birth certificate but it must be returned.