



Policy: Release of Child Case Record to Child, Child's Guardian Ad Litem, Child's Attorney, Child's Caregiver

ChildNet Number: CN 001.003

Original Approved Date: June 2, 2003

Policy Revised Date(s): September 19, 2007; December 2, 2009; June 16, 2010, April 8, 2026

Policy Sunset Date:

COA Standard(s): RPM 8.01, 8.02

Statement of Policy:

Pursuant to Florida Statute, all records in a child's case record must be made available to the child, the child's attorney, the child's guardian ad litem, and the child's caregiver, if requested for inspection. This policy sets forth provisions regarding the release of the child's case record to these specified individuals only.

Board Chair's Signature:

Josefa Bengia

Date:

4/24/26



Procedure: Release of Child Case Record to Child, Child's Guardian Ad Litem, Child's Attorney, Child's Caregiver

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Procedure Sunset Date:

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Definitions (If any):

Child Case Record: The complete and accurate file ChildNet creates and maintains while providing protective supervision and carrying out case management responsibilities for a child. This record may include but is not limited to documents filed in the official court file (e.g., orders and petitions), judicial review social study reports, mental health evaluations, and documentation (including psychological and psychiatric evaluations and reports), Child Protection Team reports, medical reports, and related records and documentation.

Caregiver: For purposes of this policy, caregiver is defined as parents, legal custodians, permanent guardians, or foster parents; employees of a residential home, institution, facility, or agency at which the child resides; and other individuals legally responsible for a child's welfare in a residential setting.

Statement of Procedure:

- A. Upon receipt of a request for records from the child, the child's attorney, the child's guardian ad litem or the child's caregiver, the person receiving the request is to obtain the requestor's name, relationship to the child, contact information, and nature of the request. The ChildNet employee receiving the request shall submit a record's request ticket through the ChildNet Legal Department assistance system. The Legal Department shall review and take necessary steps to process the request. The process includes but is not limited to reviewing the documents to ensure compliance with applicable, confidentiality laws, HIPAA requirements, and any required written authorizations for release prior to providing the requested records. Additionally, information which is private and confidential, as established by federal and state laws, will be redacted from the records.
- B. The ChildNet personnel processing responsible for the request shall contact the requestor directly within 7-10 business days to confirm receipt of the request and inform the requestor of when the documents will be available. Documents will be produced electronically unless otherwise arranged.



- C. The requestor is to receive the first copy of the child case record to which the child is legally entitled access free of charge. A charge will be imposed for any additional copies. *See also Policy and Procedure CN 001.007.*
- D. Within 90 days after termination of protective supervision, ChildNet shall provide written notice to the child's legal custodian or to the young adult previously in the department's custody as to how the records may be obtained.
- E. A child who leaves the custody of the Department of Children and Families by virtue of adoption remains entitled to the child case record. However, this access may not occur until after the child reaches the age of majority (eighteen years of age), unless the disability of non-age has been removed and a certified copy of the related order has been provided or the legal parent of the child submits a written, notarized request for the release of these records. These records must be reviewed and redacted to maintain the confidentiality of information as required by law.
- F. Care, concern, and sensitivity should guide the sharing of records with children. Staff must be aware that some records could be disturbing to the child and be prepared to appropriately respond to the child's reaction. With consideration of a child's maturity and chronological age, it is recommended that record sharing takes place during a face-to-face meeting with the child and with an adult the child knows and trusts. In no case should a record simply be handed over to the child without the above efforts being made. ChildNet's Legal Department must be consulted before releasing records to any child.
- G. References and related policies and procedures
 - a. CN 001.007

President's Signature:  Date: 4/24/26