



Mitchell E. Daniels, Jr., Governor  
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**Indiana Department of Child Services**  
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[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757**  
**Child Abuse and Neglect Hotline: 800-800-5556**

Procedure for Completing Delinquency Case Plan for Use When Child Placed Outside of the Home  
in a Department of Child Services Paid Placement for all Delinquent Youth  
Placed On or After July 1, 2008

- 1) Probation Officer meets with at least one parent and one foster parent or caretaker to review/develop the Case Plan (The Case Plan can be downloaded from the DCS website, [www.in.gov/dcs](http://www.in.gov/dcs), Programs and Services Tab on Left, Permanency)
- 2) At this meeting, the Case Plan is developed with all requested information provided.
- 3) The Probation Officer then obtains all required signatures on the written Case Plan.
- 4) The Probation Officer delivers or mails a copy of the signed Case Plan within 10 days of completion to:

Probation Services Coordinator  
Indiana Department of Child Services  
302 W. Washington Street, E306 M47  
Indianapolis, IN 46204

Or emails a copy of the Case Plan to:

Paula Buchanan: [paula.buchanan@dcs.in.gov](mailto:paula.buchanan@dcs.in.gov)

- 5) The Probation Officer retains the original copy of the Case Plan if submitted electronically or a copy of the Case Plan if the original is mailed/delivered.
- 6) The Case Plan is reviewed and updated every 180 days and a copy provided to DCS following the procedure outlined above.



*Protecting our children, families and future*