

	<b>INDIANA DEPARTMENT OF CHILD SERVICES</b> <b>CHILD WELFARE POLICY</b>	
	<b>Chapter 5:</b> General Case Management <b>Section 12:</b> Closing a Child in Need of Services (CHINS) Case	
	<b>Effective Date:</b> January 1, 2026	<b>Version:</b> 9

**POLICY OVERVIEW**

When a child is ready to leave the care of the Indiana Department of Child Services (DCS), it is important to have a plan to make sure they are safe and supported.

**POLICY STATEMENT**

DCS will give the permanent caregiver (if the child is under age 18) the following documents, including, but not limited to:

1. A copy of the child’s Medical Passport and/or medical records,
2. A copy of the child’s birth certificate (if available),
3. Child’s social security card,
4. Child’s insurance records, and
5. Child’s driver’s license or state identification card, if applicable.

**Note:** A youth 16 years of age and older at the time of case closure must be provided certain documentation.

**LEGAL REFERENCES**

- [IC 31-28-2-4: Copies to foster parents and certain foster care recipients](#)
- [IC 31-28-3-3: Maintenance of records](#)
- [IC 31-34-21-7.6: Documents provided to individual leaving foster care](#)
- [IC 31-34-21-11: Discharge of child](#)
- [42 USC 675 \(5\)\(D\) Definitions](#)
- [42 USC 675 \(5\)\(I\) Definitions](#)