

**Number**  
#26-68-04

**Date**  
February 24, 2026

**Of interest to**  
County Directors  
County Social Services  
Supervisors

County Child Protection, Child  
Welfare, Disability Services and  
Children's Mental Health Staff

County attorneys  
Tribal Directors  
Tribal Social Services  
Supervisors and Staff  
Tribal attorneys

**Action/due date**  
Please read information and  
prepare for implementation

**Expiration date**  
February 24, 2028

## Clarification on foster care records provided to children and youth

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### Topic

Clarification of the foster care records that must be provided to children and youth who have experienced foster care, under Minnesota Statutes, Chapters 260C and 260D.

### Purpose

Identifies the information provided to a child or youth in foster care during their placement, when they exit care or request their foster care records. Announces that the proof of foster care is part of the child's Social and Medical History for youth who have experienced foster care, under Minnesota Statutes, Chapters 260C and 260D.

### Contact

Family Support and Placement Services: [dcyf.csp.fostercare@state.mn](mailto:dcyf.csp.fostercare@state.mn)

Foster Youth Transition Services:  
[dcyf.csp.foster.youth.transitions@state.mn.us](mailto:dcyf.csp.foster.youth.transitions@state.mn.us)

### Signed



REBECCA ST. GEORGE  
Assistant Commissioner  
Child Safety and Permanency Administration

### Terminology notice

The terminology used to describe people we serve has changed over time. The Department of Children, Youth, and Families (DCYF) supports the use of "People First" language.

# I. Background

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This bulletin clarifies the documents county social service agencies provide a child or youth during their foster care placement, at the time they exit foster care, and documents provided if the former foster youth request their records following their foster care experience. This bulletin applies only to children and youth in foster care under Minnesota Statutes, Chapters 260C and 260D. This bulletin is in response to the [Minnesota Promise Report](#).

This bulletin also announces that the [Proof of Foster Care Placement Form](#) (DHS-8241) has been updated and is part of the Social and Medical History provided to a **child or youth** when they exit foster care at age 13 or older.

This bulletin identifies the documents that are considered the foster care record. The responsible social service agency may have additional records about child protection or other services provided before or during a foster care placement. This bulletin clarifies the information provided about foster care and does not address child protection or other services.

This bulletin does not address the information provided to:

- Parents or relative custodians
- Person adopted from the foster care
- Adoptive parents prior to an adoption from foster care, or
- Prospective relative custodians prior to a transfer of permanent legal and physical custody.

# II. Documents provided to a child or youth during foster care placement

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When a county social service agency has placement responsibility for a child in foster care, the agency must provide the following to the child or youth:

- A copy of the Sibling Bill of Rights, when the child or youth enters foster care and has a sibling, including adult siblings, siblings who are in child foster care or siblings who are not in foster care and remain living with a parent or relative. The agency must provide annually a telephone number, address, and email address for all siblings in foster care. The child or youth must receive updated photographs of siblings regularly via regular mail or email. ([Minnesota Statutes, section 260C.008.](#))
- An Out-of-home Placement Plan, including a signed acknowledgement of their rights regarding education, health care, visitation, safety, protection from exploitation, and court participation, at age 13. The signed acknowledgement is included in the Out-of-home Placement Plan template in the Social Service Information System (SSIS). ([Minnesota Statutes, section 260C.212, subdivision 1.](#))
- An Independent Living Plan for youth, at age 14
- A [Community Support Plan or Coordinated Services and Support Plan](#), when the child or youth is in foster care and receiving Home and Community-based Services, including when a child is placed in a foster residence setting

- A credit report to youth in foster care over age 14, consistent with [Bulletin 24.68.01](#)
- A notice of foster care benefits past age 18 at age 17.5
- A [180-day Transition Plan for Youth Leaving Foster Care at Age 18 or After](#) within 180 days before discharge at age 18 or older
- A notice of termination of foster care within 30 days of exiting care at age 18 or older.

When the Out-of-home Placement Plan, Independent Living Plan, Home and Community-based Services Plan and 180-day Transition Plan are updated, an updated copy is provided to the child or youth in foster care.

The department recommends that social service agencies consult with their county attorneys regarding children's signatures on these documents and provide copies to the child's attorney.

When a Tribal social service agency has placement responsibility for a child, the documents provided are consistent with Tribal code or policy.

### III. Documents provided to a child or youth when exiting foster care

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#### A. Social and medical history

Upon the child's discharge from foster care, the county social services agency must provide the child's parent, adoptive parent, or permanent legal and physical custodian, and the child (if age 13 or older), with a current copy of the child's health, social, and educational records, and proof of foster care.

When a child or youth has been in foster care for less than six months, the health and education section of the Out-of-home Placement Plan and the Proof of Foster Care Form must be provided ([Minnesota Statutes, section 260C.212, subdivision 1\(15\)](#)).

The county social services agency must provide a completed Social and Medical History for a child when they have been in foster care for six months or more. It must be completed on a form developed by the commissioner and include:

- Background information and health history specific to the child, the child's birth parents, and the child's other birth relatives, including general background information, education, employment history, and physical and mental health history
- Child's current health condition, behavior, and demeanor; placement history; education history; sibling information; birth, medical, dental, and immunization information
- Child's placement history and reason for the child placement, including the proof of foster care for children in foster care over age 13
- Redacted copies of pertinent records, assessments, and evaluations, which must be attached to the child's Social and Medical History.

The Proof of Foster Care Placement Form has been updated to include information on services and supports available to youth aged 13 and older who have experienced foster care under the placement authority of a county or Tribal social service agency. Proof of foster care is provided to any youth age 13 and older who has experienced foster care.

[Instructions for completing the Social and Medical History](#) are in the following forms approved by the commissioner:

- [Social and Medical History](#) (DHS-6754A)
- [Proof of Foster Care Placement Form](#) (DHS-8241), for children aged 13 and older exiting foster care.

(Minnesota Statutes, section 260C.212, subdivision 15; Minnesota Statutes, section 260C.609.)

## B. Youth aging out of foster care

When a youth is exiting foster care after age 18, the county social service agency and Tribes participating in the American Indian Child Welfare Initiative must develop an individualized transition plan. This plan is directed by youth during the 180-day period immediately before the expected exit date (when a county has placement responsibility) or 90 days before the expected exit date (when an Initiative Tribe has placement responsibility). ([Social Security Act, section 475 5 \(H\)](#) and [Minnesota Statutes, section 260C.452.](#))

A county social service agency with placement responsibilities must provide the following documents to youth aged 18 to 21 before exiting foster care:

- Social Security Card
- Birth certificate
- State identification card or driver's license
- Tribal enrollment identification card
- Contact information for the youth's siblings, if they are in foster care
- Contact list of the youth's medical, dental, and mental health providers
- [Social and Medical History](#)
- Medical records, which may include access to a health care patient portal
- Medical Assistance card
- Dental records
- Permanent Resident Card, school visa, or other immigration documentation, if applicable
- School records and education report, which may include a list of schools attended during foster care placement, and how to access school records
- Selective Service registration (if male)
- Credit report, as requested by the youth, and
- [Proof of Foster Care Placement Form](#).

Tribes participating in the American Indian Child Welfare Initiative must provide official documentation of foster care to any youth aged 18 to 21 aging out of foster care. ([Social Security Act, section 475 \(5\)\(I\).](#))

When a Tribal social service agency has placement responsibility, and the county has financial responsibility for a child, the county agency provides the required document to the child in consultation with the Tribal social service agency.

### III. Updated Proof of Foster Care Placement Form

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The updated [Proof of Foster Care Placement Form](#) (DHS-8241) is available on [eDocs](#). It includes information about the programs and supports available to youth aged 13 and older who have experienced foster care. It informs the youth about these programs and their eligibility.

### IV. Available foster care records and how a person who experienced foster care can request them

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#### A. Retention schedule

Based on the department's record retention schedule, child foster care social services records are retained for 10 years after the case is closed. If the child is under the guardianship of the commissioner, foster care social service records are permanently retained. ([Bulletin 24-85-01](#), [Minnesota Statutes, section 138.17](#).)

#### B. How to request records

Current or former fosters looking for their records may contact the responsible county social service agency or the department to request their records.

- [Directory of county and Tribal social services agencies](#)
- [Data request for the Department of Children, Youth, and Families](#)

#### C. Records provided

Consult with your county attorney about redacting private data on these documents about other individuals, and other information determined by the county attorney to not be accessible to the person who experienced foster care requesting the data.

When a person 18 years or older requests their own child foster care records, the following is provided to them:

- Continuous placement history, including the dates, placement(s), and location(s)
- All finalized Out-of-home Placement Plans, including Independent Living Plans and transition plans
- All finalized service or support plans, including the Individual Family Community Support plan (IFCSP) and Community Support Plan (CSP)
- All responsible social service agencies report to court
- Relative search documents
- Notice of foster care benefits past age 18, when the youth was in foster care at age 17.5
- [Social and Medical History](#)

- [Proof of Foster Care Placement Form](#), for children aged 13 and older exiting foster care
- Case notes from the Social Service Information System (SSIS) from all workgroups opened for the child and youth
- Information about how to access their court records.

## **Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling 651-539-7700. For other information on disability rights and protections, contact the agency's ADA coordinator.