



Michigan Supreme Court

State Court Administrative Office

Child Welfare Services

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-8036

Kelly Howard
Director

MEMORANDUM

DATE: February 18, 2010

TO: Chief Circuit Judges

cc: Presiding Family Division Judges
Circuit Court Administrators
Family Court Administrators

FROM: Kelly Howard

RE: Procedures for Tracking Foster Youth Who Are Absent Without Legal Permission (AWOLP)

Administrative Order No. 2002-4 requires each circuit court to submit to the State Court Administrative Office (SCAO) a local plan that outlines that court's arrangements for reviewing the cases of children who are absent from court-ordered placements without permission. The administrative order also requires courts to coordinate with the Department of Human Services (DHS) their efforts to locate and provide services to these children, and to report on each missing child. To accommodate the reporting requirement, SCAO created an AWOLP web application in 2009 that courts and local DHS staff may use to jointly track AWOLP youth.

SCAO sends a list of the missing youth to courts several times each month. Court staff can then collaborate with local DHS staff to track and report on these missing youth using the AWOLP web application. Some courts also have created specialized dockets for AWOLP youth.

In order to optimize the web application, courts should:

1. Ensure that the name and e-mail address of your court's AWOLP contact person are up to date and reported to SCAO. Without this correct information being provided to SCAO, your court will not receive the e-mail updates identifying AWOLP youth.
2. Identify the appropriate local DHS staff and ensure that they can access the AWOLP web application.

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3. Contact SCAO and provide information about an AWOLP child if you become aware of a child whose name does not appear in your latest e-mail update or in the AWOLP web application. SCAO will then assist with getting the youth properly identified as missing.

To update or provide any information requested in this memorandum, or if there are questions, please contact Deb Marks (marksd@courts.mi.gov) or Angel Sorrells (sorrellsa@courts.mi.gov) or call (517) 373-7496.