

**Children Out of the Parental Home (COPH) – REFUSE TO CONSENT**  
**SAMPLE LETTER - Deny New and Inform Discontinue Existing COPH**  
*Administering Authority Letter Head*

Date

COPH Relative's Name  
Street Address  
CITY PROVINCE POSTAL CODE

Dear [Relative]:

RE: [COPH Child Applicant]

The administering authority appreciates your effort to provide a safe and caring home for [name of child] when (his or her) parents are unable to do so. This letter is to confirm that we have reviewed [name of child]'s application for Children Out of the Parental Home (COPH) assistance and have determined that (he or she) is not eligible for COPH assistance.

COPH assistance may only be provided when all eligibility criteria under subsection "Eligibility" in Chapter 6.1 of the *Social Development Policy and Procedures Manual, BC Region* are met. The eligibility criteria are:

As of January 1, 2010, all COPH placements must be screened by MCFD as a condition of eligibility for COPH assistance to determine if there is evidence of risk to the child in that placement.

- (1) A child may be eligible for COPH assistance only if **all** of the following criteria are met:
  - (a) the child resides with his or her relative,
  - (b) the child's parent placed the child with the relative,
  - (c) the child's parent does not reside with the relative, and
  - (d) MCFD determines there is no evidence of a level of risk to the child in the home that compromises the home as an appropriate place for the child.
- (2) A child is **not** eligible for COPH assistance if:
  - (a) the child ceases to meet all the eligibility criteria conditions set out in (1) above,
  - (b) the relative with whom the child resides has entered into an agreement under section 8 of the *Child, Family and Community Service Act* in relation to the child,
  - (c) the relative with whom the child resides or the parent of the child fails
    - i. to provide accurate and complete information to the administering authority,
    - ii. to provide all of the authorizations requested by the administering authority,

- iii. to attend in person at the office of the administering authority to complete a review when required to do, or
- iv. to submit the forms required by the administering authority during an eligibility review.

The administering authority has determined that [name of child] is not eligible for COPH assistance because a person (persons) age 18 or older living in the household has (have) refused to provide a written consent (consents) for Ministry of Children and Family Development (MCFD) to conduct a BC Corrections Network System (CORNET) criminal record check and a Prior Contact Check (PCC) on the person(s).

(IF APPLICABLE)

Based on the above reason, the administering authority has also determined that all other children in your home currently receiving COPH assistance will no longer be eligible for the assistance. As a result, you will not receive any further COPH assistance payments. Since each COPH child receives a separate cheque, a letter for each COPH child whose assistance has been discontinued has been enclosed.

Also enclosed are information sheets that explain the policy on the COPH assistance screening checks requirement and how MCFD determines if there is evidence of risk to the child in the home.

Please note that the decision to deny or discontinue COPH assistance because a person (persons) age 18 or older living in the household has (have) refused to provide a written consent (consents) for Ministry of Children and Family Development (MCFD) to conduct screening checks cannot be appealed to an Appeals Hearing Committee. If you have questions or concerns about MCFD screening checks, you may wish to contact the [provide name and phone number of the First Nations Child and Family Services agency or local MCFD office to discuss alternative voluntary support services for the child (children).

Yours truly,

(Worker's Name)  
(Administering authority)  
(Street Address)  
CITY BC (Postal Code)

Enclosures