

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



## Tip Sheet for Immigrant Families with Children

When there is a possibility of detention or deportation of a parent or guardian, it is important to have a plan in place for the care of a child who may remain in the United States and be separated from his or her parents. This plan should be made with someone who can take care of and make decisions for the child if a parent or guardian is not available. A key part of the plan is to collect important documents to ensure the child's care and well-being.

Here are some suggested documents that parents or guardians should prepare and keep in a safe place and have accessible for their children's caregivers:

1. A list of family members and close friends – identifying an alternative caregiver in advance may prevent the child from being placed in foster care. Have a list of alternative caregivers with addresses and contact numbers and designate the preferred order for who is to be contacted first.
2. Identification – have the child's documents such as a birth certificate, Social Security card, photo identification card, passport.
3. Health information – such as the child's school health and dental forms; immunization records; health insurance cards; list of allergies, medications, and health conditions; and contact information for the child's primary care provider.
4. Consent to Treat Form – this signed form gives permission for medical providers to treat your child when he or she is in someone else's care.
5. Custodial Power of Attorney letter – this allows you to appoint another adult to act on your behalf should you require someone else to make decisions for your child.
6. School Records – such as school enrollment documents, report cards, and Individualized Education Plan (IEP) or 504 Plan if applicable.
7. Personal information – photo of birth family with child, personal note to child from parent, language of child, types of food the child is used to eating, and list of interests of the child (e.g., sports, clubs, favorite activities).

### LOCAL RESOURCES

<a href="#">American Civil Liberties Union (ACLU)</a>	(202) 457-0800	More information and resources are available at: <ul style="list-style-type: none"><li>• <a href="https://dc.gov/immigration-resources">https://dc.gov/immigration-resources</a></li><li>• <a href="https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=DC">https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=DC</a></li><li>• <a href="https://www.steptoe.com/images/content/3/9/v1/3915/DC_Immigrant_Parents_Rights_Guide.pdf">https://www.steptoe.com/images/content/3/9/v1/3915/DC_Immigrant_Parents_Rights_Guide.pdf</a></li></ul>
<a href="#">Columbia Heights Collaborative</a>	(202) 518-6737	
<a href="#">ICE Parental Interest Directive</a>	(888) 351-4024	
<a href="#">Latin American Youth Center (LAYC)</a>	(202) 319-2225	
<a href="#">Lutheran Social Services</a>	(202) 723-3000	
<a href="#">Mary's Center</a>	(202) 483-8196	