

Department of Human Services Procedures Manual

Part III, Section 4.10.3, p. 4-81—Services to Family/Relative Foster Parents

The Department of Human Services is guided, in part, by a procedures manual developed in 1998 and updated on a periodic basis. Some sections of the manual are of direct interest to foster parents. One such section is printed below, taken directly from Part III, Section 4.10.3 of the DHS Procedures Manual.

It is essential that complete information is provided to foster parents, whether family or non-family, for each child placed in their home, to ensure that the optimal placement for each child is realized.

As the substitute caregiver, the foster parent shall be provided the following for each child placed in the home:

- A. Information regarding the abuse/neglect the child suffered and any special needs of the child that is known to the caseworker at the time of placement.
- B. Information as to the medical coverage and the means to access medical care for each child within 24 hours of placement.
- C. A copy of all medical information regarding the child, in the possession of the department, must be provided to the foster home within 30 days of placement to assure the child is provided adequate medical care.
- D. Foster board payments, (\$529 per child) initiated within 7 days of placement. (Not to be paid to non-custodial parents)
- E. Knowledge of difficulty of care (Special service) cost.
The determination of whether a child is eligible for difficulty of care payments should be a joint decision. The CWS social worker should first discuss any noted behaviors or concerns with the foster parent and determine if the child meets the eligibility criteria. If the child is eligible, the worksheet and directions as to how to complete the worksheet should be explained to the foster parent. (Refer to Part V, Section 4 Foster Care Related and Difficulty of Care Payments.)
- F. The CWS social worker must provide the foster parent a copy of the family's service plan.
- G. The foster parent should be provided ongoing assistance, support and information through face-to-face visits and frequent phone contact with the CWS social worker as well as access to the other essential CWS staff and the CWS unit supervisor.
Contacts with foster parents should occur on a monthly basis and the frequency of face-to-face contacts will be dependent upon the needs of the child and the foster parent.
- H. Foster parents are to be noticed of all review hearings. The CWS social worker is to send a letter to the foster parents indicating the date and time of the court hearing. Attached to the letter is a copy of the family service plan, which also outlines the responsibilities of the caregivers. Foster parents (both relative and non-relative) have the right to attend the court hearings and voice any concerns directly to the court.

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