

Section 6 Overview

This section is developed to guide Resource Development Workers in decision making, the provision and documentation of services to children and their families, development of community resources, and their subsequent assessment and utilization. These resources are designed to enhance and augment services to children and their families in need of preventive, protective, and out-of-home care services.

Procedures contained in this chapter incorporate assessment standards (largely based on licensing rules) which reflect the concern of the agency for those children who must live apart from their families during some part of their minority. The purpose of these standards is to protect those children from abuse, neglect, injury, and exploitation, and to assist in treatment and improved social functioning.

It is recognized that such direction cannot be all inclusive; therefore, staff will still need to exercise judgment in individual case situations. In those situations in which staff do not follow the procedures, they will be expected to document the justification for their actions in the individual case record.

With each procedure, and each step within a procedure, it may be necessary for the worker to secure supervisory assistance in order to make a decision. The procedures do not contain a reference to worker-supervisor conferences, but this joint decision-making activity is understood to be an integral part of service delivery to community resource providers.

Chapter 3 Overview

This chapter describes procedures for conducting resource provider family assessments.

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Attachments:

Attachment A: Guide for Conducting Resource Provider Family Assessments

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Attachment B: Foster Family Home Licensing Rules
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3.1 Resource Provider Family Assessment

This procedure will be followed for resource provider home assessments.

The Children's Division is the licensing entity for Missouri resource provider homes. The Children's Division may contract with private agencies to develop resource homes. The private agency developing and/or maintaining a resource home follows Children's Division policy. When developing or re assessing a resource provider home, the contractor makes one of the following recommendations to the Children's Division:

1. License or approve a home;
2. Deny issuance of a license or approval of a home they are developing;
3. Revoke a current open license or approval of a resource home they are maintaining.

The Children's Division makes the determination of the recommendation.

A Foster Family Home Applicant is one (1) or two (2) primary adult individuals(s) who live in the same household and complete and submit a prescribed application to provide foster care services as parent substitute(s) to foster youth placed in the home.

When two (2) individuals are applying;

1. Both individuals must be assessed separately as if they were applying as a single individual,
2. If either applicant cannot be approved, the application shall be denied; and
3. If both applicants are approved, a single license certificate shall be granted listing the names of both applicants.

The applicant(s) for a license or renewal of a license shall provide any and all documentation and shall execute such authorizations to release information that the Children's' Division may determine to be necessary or convenient to obtain information about the applicant(s) and members of the applicant's household.

If the applicant or any member of the applicant's household, fails without good cause to provide the information or fails to execute an authorization to release the information, the division may deny the license.

Step 1

When an application for resource provider is received or an inquiry is made about becoming a resource provider, the individual shall be referred to the [Missouri Respite Training: An introduction to Foster Care](#). Information about the required training is located in Section 4 chapter 17, [Respite Care](#) of the Child Welfare Manual. The inquirer should complete the training prior to referral to STARS pre-service training.

Once the resource development worker receives the completed Foster/Adopt Home Assessment Application, CS-42, and the Foster Family Profile, CD-56, the worker should open an application in FACES. The worker will verify if there is a Departmental Vendor Number, DVN, in FACES. If there is not, the worker will assign a DVN to the applicant. The worker's recommendation of the application shall not be entered until:

1. The certainty of approving the application, or
2. Receipt of written request by the applicant to withdraw the application, or
3. All due process is complete if denying the application.

Step 2

Initiate action within thirty (30) days of receipt of the application by:

- a. Beginning pre-service training;
- b. Face-to-face contact; or
- c. Group informational/orientation meeting.

Step 3

Make referral to the [Missouri Respite Care Provider Training: An Introduction to Foster Care Training.](#)

Step 4

Make referral for fingerprinting and registration with the Family Care Safety Registry.

Step 5

If background checks are clear, make referral to STARS training.

Step 6

Begin mutual selection process by personal interview.

Step 7

Complete resource home assessment using Attachment A, Guide for Conducting Resource Provider Family Assessments and Attachment C, Resource Provider Family Assessment Recording Outline for resource provider families including relative and kinship families and adoptive resources,

Explain the requirement of compliance with licensing rules:

13 CSR 35-60 for foster/kinship families.

[Foster Family Home Licensing Rules](#)

A child may be placed in a relative or kinship home prior to licensure, but only after a safety inspection of the home, Child Abuse/Neglect screening, and Purpose Code X criminal checks are completed. See Section 4.12, [Relative or Kinship Care](#) for background screening procedures for family and agency arranged kinship care, and Attachment A, [Guide for Conducting Resource Provider Family Assessments](#) of this section for detailed fingerprinting procedure. The relative or kinship family will be paid a maintenance payment equal to the traditional foster care payment rate from the date of placement while pursuing completion of the licensing requirements. **This shall be no longer than Ninety (90) days.** Until the home is **fully licensed, the maintenance payment is made with state-only funds; IV-E reimbursement cannot be made.** The Relative or Kinship provider is not eligible for the professional parent incentive payment, PPMN, until they are fully licensed. Relative and kinship providers are required to complete STARS or STARS “For The Caregiver Who Knows the Child” training as a condition of licensure. Relative and kinship parents who become licensed are eligible for professional parent incentive payments, PPMN.

Complete the assessment and make a recommendation within 120 days of receipt of application.

Related Subject: Section 6 Chapter 3 Attachment C Resource Provider Assessment Recording Outline
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The Home Assessment is a matter of public record, and thus, open for viewing if a Sunshine Law request, per 610 RSMo, is made. However, certain sections contain sensitive information that is protected from routine public viewing without a court order or written consent by the foster parents. (See sections 610.010(6), 610.021, 610.032.1, 211.321.1, 610.120, 191.656.1, 630.140, 192.067, 192.667.3, 192.739, 620.010.14(7), RSMo).

Step 8

Obtain applicant’s signature on the home assessment indicating agreement; applicant retains one copy. The home assessment is not completed until the applicant/provider, worker, and worker’s supervisor have signed and dated the home assessment.

Step 9

Update the vendor screens in FACES.

Step 10

Provide a Foster Parent Identification Card. Have the resource provider complete the DSS ID Card Application located at <http://dssweb/dpl/adman/POLICIES/MO886-3709.pdf> . Local staff may take a picture of the resource parent with a digital camera or have the licensed resource parent provide an electronic picture in a jpeg file. Local staff submits the application and jpeg file to assigned Central Office clerical who uploads the information. The card is printed by HRC and returned to the clerical who sends the card to the local office.

Step 11

Provide and obtain signed Cooperative Agreement for the Purchase of Professional Foster Care Services, CM-14.

License Issuance

Recommend issuance of license to resource providers for a two-year period.

The license is not transferable and applies only to the foster family home to whom it is issued. Upon approval, a single license certificate listing the individual(s) is issued. Only one license may be issued per household.

The license is the property of the division, not the licensee, and is subject to revocation upon failure of the individual(s) to comply with licensing regulations

The license certificate shall be kept on the premises of the home. The license is a public record and shall, upon request, be made available for inspection.

License Denial

Recommend denial using the Resource Home Adverse Action Report, CS-20, through supervisory lines to the Regional Director:

- a. Include a summary of the licensing rules on which the decision is based.
- b. When an adverse action is CA/N related, submit to the Regional Director/designee a copy of the Child Abuse/Neglect Investigation/Family Assessment Summary (CPS-1), and Safety Assessment (CD-17).
- c. When recommended adverse action is denial, submit a copy of the home assessment to the Regional Director/designee.
- d. Receive confirmation from the Regional Director/designee of denial decision.

- e. Notify applicant, by personal contact, of recommended adverse action.
- f. Notify applicant by registered mail with the Notification of Resource Home Adverse Action letter, CS-20a, of adverse action taken and of procedure for fair hearing.
- g. If no response within thirty (30) calendar days of written notice or after agency decision is upheld in fair hearing process, close the license in FACES with a close reason of denial. Do not enter the denial of the application until the applicant has completed all the due process time frames.

Related Subject: Section 3 Chapter 7 [Children's Division Appeal Process](#)

License Maintenance and Renewal

The resource development worker should encourage the resource provider to set up a bookkeeping system whereby detailed records are kept of expenditures for tax purposes.

The assessment should be updated any time there is a significant change in the family situation within two (2) weeks of the resource development worker being notified of the change. A significant change would be a change in household composition, move from one residence to another, major physical changes in the home, death of family member, debilitating illness of a household member, etc. If the update is due to a physical move or physical change in residence, reference must be made to licensing regulation compliance. If the household contains weapons, the worker must personally observe that the storage of the weapons complies with Division policy and foster home licensing rules.

A new Foster Family Profile, CD-56, is to be completed at the time of license renewal, unless there is already a current up-to-date profile in the file. The CD-56 is to be updated when there are changes in the household composition that impact the information gathered on the form.

In order to comply with Council on Accreditation (COA) regarding emergency preparedness, the resource development worker must document that the resource provider has read and understands the Children's Division's policy regarding Prevention and Control of Contagious and Infectious Diseases as found in the [Missouri](#) Resource Parent Handbook.

Related Subject: Department of Social Services, Human Resource Center, Emergency Management and Safety, [Family Disaster Plan](#).

Update the appropriate screens in FACES.

Evaluate a resource provider's continued eligibility at a minimum on a quarterly basis within required license renewal time period.

A resource provider moving to another county/circuit should be placed on Administrative Hold and not receive any additional placements pending the completion of the license transfer process.

Related Subject: Section 6 Chapter 3.1.1 [Administrative Hold](#)

The county/circuit from which the provider has moved should notify the receiving county/circuit of the provider's change in address, and provide necessary information on current placements. Notification and the transfer of records should occur within one (1) week of the move. The sending county must also notify the receiving county of any weapons kept in the household.

The receiving county/circuit should schedule a home visit within two (2) weeks of notification. A new Resource Home and Safety Checklist, CS-45, and updated home assessment must be completed by the receiving county. After the provider's new home has been inspected and approved, re-licensure should be granted. The Administrative Hold should be removed from the Vendor Licensure/Approval and Renewal screen, and provider records updated to reflect the changes.

If the resource family asks to change the age, sex or race of children to be considered for placement, update the appropriate screens in FACES, and request the issuance of a new license/approval certificate.

Related Subject: Section 6 Chapter 3 Attachment D [Guide for Conducting Renewal Assessment](#)

Foster Family Home licenses are for a two year period. A licensee does not have a right to renewal of his or her license.

Record the reassessment and recommendation information by using Attachment D, [Resource Provider Family Renewal Assessment Recording Outline](#).

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision. If a family has not had an alternative care placement for the last twelve (12) months or longer, the worker should discuss the reason why the family has not had a placement during this time period and the types of children in CD custody needing placement. A plan should be made to address the concerns of the foster parent(s) and/or the Division. The foster parent(s) may attend additional training or may be utilized for respite care to address placement concerns. The Professional Family Development Plan (PFDP), CD-100, may be utilized for this process.

Related Subject: Section 6 Chapter 2.5.1 [Professional Family Development Plan \(PFDP\)](#)

The worker should begin the process for closing the license only after working with the foster parent(s) to reach an agreement on placing children in the home and discussion with the worker's supervisor. The worker should complete the form Resource Home Adverse Action Report, CS-20. This will be considered a voluntary relinquishment of the license, unless licensing violations are present and impact the decision to close the license, and staff should mark other in the reason for the license relinquishment. Staff should explain that the foster home has not had placements for the last twelve (12) months or longer and that an agreement could not be reached for the placement of children in the home. If the foster family does not agree with closing the license, it should be placed on Administrative Hold until such time as the family will accept children or licensing closing or revocation can be completed. Once the Resource Home Adverse Action Report, CS-20, is completed and approved, the license is closed. The close reason used should be "04 - Vendor Resource Discontinued Service".

For relative and kinship care providers, the license may be closed once the foster youth begins a trial home visit. If the worker and supervisor feel the family is appropriate for consideration, they may also discuss with the provider the needs of the circuit for alternative care providers to determine if the provider is interested in becoming a licensed foster home. Section 4 Chapter 12 Subsection 5.1, [Relative or Kinship Provider Choose to Become a Foster Home](#), provides instruction regarding a licensed relative or kinship home becoming a licensed foster home. The license should be closed if neither of these criteria is met.

Obtain signature on Renewal Assessment indicating agreement; family retains one copy.

Update the license status in FACES, and:

- a. Recommend issuance of license to resource providers for a two-year period, or
- b. Recommend issuance of license to relative or kinship family for a two-year period, or
- c. If not renewed, see license denial.

Evaluate resource provider's expressed interest of becoming resource providers in the Youth with Elevated Needs-Level A program by examining necessary qualifications, and characteristics as listed in Section 4 Chapter 14, [Foster Care for Youth with Elevated Needs](#):

- a. Enroll prospective Level A resource providers in specialized Level A training.

- b. Assess prospective Level A resource provider's performance during specialized Level A training to determine if approval is indicated.
- c. Obtain and submit to DFAS Purchasing, the Level A resource provider's signature on the Amendment to Provide Level A Foster Care, CM-3.

Resource Home Licensure Supervision Transfer between Agencies

Instruction regarding the process for a resource home license to be transferred between agencies is located in Section 5 Chapter 3 Subsection 10, [Resource Home Licensure Supervision Transfer between Agencies](#).

Resource File Recording and Composition

Instruction regarding the composition of the resource file is located in Section 5 Chapter 1 Subsection 6, [Recording Guidelines and Record Composition – Resource Provider Records](#).

3.1.1 Administrative Hold

Administrative Hold is used in responding to certain licensing situations which will more effectively serve resource parents, the Children's Division and most importantly, the safety of children. All suspensions entered on the Vendor Licensure/Approval and Renewal FACES page, require notification of an adverse action which is open to appeal. The Administrative Hold status reflects a less punitive and negative connotation and is not open to appeal. The Administrative Hold status does not prevent the license or approval from expiring.

Depending on the nature of the allegation and the risk assessment, the provider may be placed on Administrative Hold with a corrective action/support plan implemented with no other children placed in the home until the issue is resolved and the Hold status is removed. If no immediate safety risk factors exist to the children during the investigation/assessment (I/A), the children currently in the home should not be removed. If, at the time of the investigation/assessment, it is determined the child will be removed, either at the request of the resource provider or by the investigator, the child's case manager should be notified in order to schedule a Family Support Team meeting.

The resource development worker should be having and documenting their regular, ongoing discussions with the resource provider regarding any licensing concerns prior to a change in their licensing status. For an Administrative Hold, the resource development worker should notify the provider via a phone call as soon as possible. A follow-up letter should then be sent explaining why the Hold is in effect and how it can be removed/resolved. If the Hold was requested by

the provider, the resource development worker should follow up with a letter verifying their request.

Administrative Hold is required in the following circumstances:

1. An Out-of-Home Investigation (OHI) is under way involving Legal Status 1 children in the resource provider's home. The Administrative Hold should remain in effect until the investigation is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
2. A CA/N investigation/assessment is under way involving non-Legal Status 1 children in the resource provider's household. The Administrative Hold should remain in effect until the I/A is concluded and all corrective actions/support plans, if any, are successfully completed and documented in the record.
3. Licensing concerns have been noted and a staffing is under way. The Administrative Hold should remain in effect until all corrective actions/support plans, if any, are successfully completed and documented in the record. A status of Administrative Hold does not prevent the license from expiring. If licensing concerns are not resolved before the license expires, the home is closed.

All licenses and approvals must be renewed prior to the expiration date. If a resource home does not complete all the requirements at least ninety (90) days prior to the expiration, the License/Approval Renewal Letter, CD-102, is sent to the resource family reporting the requirements necessary for the home to be renewed.

If the home continues to not meet renewal requirements, the CD-102 letter should be sent again sixty (60) days prior to the expiration date.

If the home continues to not meet renewal requirements thirty (30) days prior to the expiration date, the CD-102 should be sent again and the home placed on Administrative Hold.

Level A, Level B, Medical, Large Family Resource Home, Respite, and Level B Respite, are vendor types not licenses. The decisions to deny or revoke are not open for appeal as these are contractual services decisions and not licensure decisions.

Administrative Hold status does not prevent the license or approval from expiring. It does, however, allow for data entry in the comment section on

the Licensure and Approval and Renewal Screen in FACES regarding the facts of why the home is being placed on Administrative Hold.

If there are placements in the home, plans should be initiated for the children to be moved. Foster youth may not be in an unlicensed foster home without a court order. (The only exception is a relative or kinship applicant who is pursuing licensure. Foster youth may remain in the unlicensed relative or kinship home for up to ninety (90) days while the applicants are pursuing licensure.)

NOTE: For information regarding the renewal licensing criteria, refer to Section 6 Chapter 3 Subsection 5, [Guide for Conducting Renewal Assessment](#)

4. A resource provider moving to another county/circuit should be placed on Administrative Hold.
5. The resource provider has experienced a significant change in household composition, health, employment, etc. The Administrative Hold should remain in effect until the provider's situation has been reassessed and the home assessment has been updated. Every effort should be made to complete these actions within two (2) weeks, per the Council on Accreditation (COA). The worker should document all attempts to meet this timeframe, including the provider's specific actions of non-compliance within that time.

The Administrative Hold is available, but optional in a variety of circumstances, such as, but not limited to:

1. The resource provider has had a new birth and needs time to adjust.
2. The resource provider feels they need "a break".
3. The Family Support Team has recommended that the resource provider cease new placements during the period of adjustment for an adopted child.
4. The resource provider has a biological/adopted child placed in residential care. Per memo CD05-22, no additional children will be placed in the home without the approval of the Circuit Manager (CM) or designee. The guidelines stated in Section 4 Chapter 5 Attachment C, [Guidelines for the Placement of Additional Children in Resource Homes where a Child has been Placed in Residential Care](#) should be reviewed and assessed as the provider may need time to work with the child placed in residential care.

If there are questions whether an Administrative Hold or suspend should be implemented, staff should consult with first or second level supervisors for guidance.

The Administrative Hold is selected as the suspend reason on the Vendor Licensure/Approval and Renewal screen in FACES. The Administrative Hold status does not prevent the license or approval from expiring.

3.1.2 Revocation

The division may deny a license to an applicant, or may revoke the license of a licensee, if the applicant or anyone in the applicant's household—

- (A) Fails consistently to comply with the applicable provisions of sections 208.400 to 208.535, RSMo, and the rules of the Children's Division promulgated thereunder;
- (B) Violates any of the provisions of its license;
- (C) Violates state laws and/or rules relating to the protection of children;
- (D) Furnishes or makes any misleading or false statements or reports to the division;
- (E) Refuses to submit to the division any reports or refuses to make available to the division any records required by the division in conducting an investigation;
- (F) Fails or refuses to admit authorized representatives of the division into his/her home at any reasonable time for the purpose of investigation;
- (G) Fails or refuses to submit to an investigation by the division;
- (H) Fails to provide, maintain, equip, and keep in safe and sanitary condition the premises established or used for the care of children being served, as required by law, rule, or ordinance applicable to the location of the foster home;
- (I) Fails to provide financial resources adequate for the satisfactory care of and service to children being served and the upkeep of the premises; or
- (J) Abuses or neglects children, or is the subject of reports of child abuse or neglect which upon investigation result in a court adjudicated, probable cause and/or preponderance of evidence finding, or is found guilty, pleads guilty to, or pleads *nolo contendere* to felony crimes against a person to include, but not limited to, felony possession, distribution, or manufacturing of controlled substance crimes as specified in Chapters 195, 565, 566, 567, 568, and 573, RSMo, or a substantially similar offense if committed in another state or country. The division may also deny or revoke a license to any person(s) who are on the respective Department

of Health and Senior Services and/or the Department of Mental Health lists that exclude child or adult care employment and/or licensure.

Administrative Hold is used during the period of evaluation and consideration of amelioration.

Recommend revocation of license status using the Resource Home Adverse Action Report, CS-20, through supervisory lines to the Regional Director's office:

- a. Identify and document the areas of non-compliance;
- b. In the summary, cite licensing rule(s) on which the decision is based. The summary must contain clear and cogent facts to support staff's recommendations for revocation of license.
- c. When adverse action is CA/N related, submit a copy of Child Abuse/Neglect Investigation/Family Assessment Summary, CPS-1.

If it is decided the resource parents should no longer provide out-of-home care, immediately start the revocation procedure. Do not allow license simply to expire.

Receive confirmation from Regional Director of agreement with revocation recommendation.

- Notify resource family by personal contact of recommended adverse action.
- Notify resource family by registered mail with the Notification of Resource Home Adverse Action letter, CS-20a, of revocation, citing licensing rule(s).
- Notify foster/relative/kinship parents of their right to the fair hearing process.
- If no resource parent response within thirty (30) calendar days of notice, or after agency decision is upheld in fair hearing process, close the vendor with the close reason of revocation. Do not enter a revocation in FACES until the time frames have been met for due process.
- Retrieve all foster parent identification cards and approval certificates issued to the resource providers.
- Record revocation activities.
- Close record.

If the Regional Director/designee does not uphold revocation recommendation, continue licensure status.

The worker must obtain the applicant's signature on the home assessment indicating agreement. The applicant's signature is also needed if the worker has decided to deny licensure. The signature indicates that the applicant has reviewed the assessment.

When recommending revocation, cite action taken by the agency to help the family resolve the situation causing the problem(s). Describe what services have been offered to the family and the results.

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3.2 Adoptive Family Assessment

The Children Services Worker will receive completed application, CS-42.

- a. Complete Vendor Licensure/ Approval and Renewal screen in FACES.
- b. Applicants shall be at least 21 years of age.

Initiate action within 30 days of receipt of application by face-to-face contact or group informational meeting.

Begin assessment process by personal interview.

Discuss with applicants any questions about the release of identifying and non-identifying information about biological parents/siblings and the Adoption Information Registry.

Related Subject: Section 5, Chapter 2 Record Access

Complete assessment of family's readiness for adoption within six (6) months from date application received, using Attachment H for guide.

Concentrate on Readiness for Adoptive Parenthood portion of Assessment Guide for already licensed foster parents/kinship parents.

Record and recommend, within six (6) months of receipt of application, one of the following:

Related Subject: Section 6, Chapter 3, Attachment C, Foster/Kinship Family Assessment Recording Outline

- a. Suspension;
- b. Approval;
- c. Denial; or
- d. Withdrawal.

Obtain applicant's signature on Family Assessment indicating agreement; applicant retains one copy.

Approve, update, process Vendor Licensure/Approval and Renewal Screen in FACES, and obtain CW-109 and AEM-2A.

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Assist family in registering with other adoption exchanges if appropriate.

Notify of fair hearing process if rejected.

Record all transactions of children presented for placement with a family and family's acceptance or rejection of children including family's reasons for decision.

Update adoptive family assessment at least once every two years (biannually), if no children placed, or if family is interested in additional placements.

Related Subject: Section 6, Chapter 3, Attachment C, Resource Provider Family Assessment Recording Outline
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Update, Vendor Licensure/Approval and Renewal screen in FACES.

Accept approved family assessment of an adoptive home from a private agency or another state (public or private agency) at point of application only if they have utilized our same guidelines for completion of Adoptive Family Assessments.

Contact personally and update assessment if needed.

State applicants must work with just one agency; the applicant must make the decision.

NOTE: Send written notification to family at any time family assessment is removed from active status; inform them of fair hearing process. This should be accompanied by personal contact.

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3.3 Foster/Adoptive Assessments/Licensing

NOTE: A child in Children's Division (CD) custody can reach the goal of adoption permanency in one of two ways: adoption by the current foster/kinship family or placement with a new family.

A foster/kinship family must be assessed for adoption if they want to adopt a child in their care. An approved adoptive family must be licensed for foster/adoptive care (FA) if that family requires temporary financial assistance to meet the needs of the child. A foster/adoptive care (FA) license does not apply to foster/kinship families already licensed unless maintenance and special services payment is denied because the child is not eligible for Homeless, Dependent, and Neglected (HDN). Kinship families, not eligible for maintenance and special expense payments, may become eligible for the foster/adoptive care (FA) license by becoming approved as an adoptive family.

Out-of-Home Care payments may be continued until custody is transferred, the adoption subsidy agreement is approved for an eligible child or the child is removed from the home, whichever occurs first. If the child is eligible for adoption subsidy, the transfer of custody or the final adoption must be coordinated with the approval of the agreement for subsidy. This will prevent a break in payment.

NOTE: "FA" refers to the vendor type code is used to identify that an approved adoptive family has been licensed to provide foster/adoptive care (FA). This code, in combination with the placement type code, "FAH", differentiates this type of placement plan for a child from adoption by foster parents (foster/adoptive family) who have had that child in their care. The "FA" and "FAH" codes must be reported when the foster/adoptive care (FA) license is approved. A foster or kinship family vendor type would be reported as an "AD" vendor type in the ACTS vendor subsystem when the adoption of the child is approved. In ACTS, the child's placement type would be reported as "ADF" or "ADR," whichever is appropriate. A vendor may provide more than one type of care. Special action is required in the ACTS vendor subsystem when this occurs.

The foster/adoptive care (FA) license is generated when the "FA" code is reported in the vendor subsystem. The license is sent to the County Office for transmittal to the family.

The Children Services Worker will pursue licensure of an already approved adoptive family for foster/adoptive care (FA) when the family has been selected for and has accepted a child, if temporary financial assistance is needed.

NOTE: CD approved adoptive families may be licensed to provide foster/adoptive care (FA) for children in the custody of Class I juvenile courts and authorized to receive out-of-home care payments and Medicaid. However, financial assistance shall end when

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custody is transferred or the child is removed, whichever occurs first. Children in the custody of Class I juvenile courts are not eligible for adoption subsidy.

Complete an adoptive assessment for a foster/kinship family who wants to adopt a child in their care.

Determine that an approved adoptive family meets foster/adoptive care (FA) licensing requirements by receiving a copy of the adoption petition for a specific child, and discussing and obtaining the necessary signatures for the CM-6, Cooperative Agreement for the Purchase of Foster/Adoptive Care (FA) Services.

NOTE: A petition for adoption may be filed before the child is physically placed with the family.

Record all information appropriate to the assessment or licensing requirements.

Make a recommendation for licensure of an approved adoptive family for foster/adoptive care (FA).

Submit completed CM-6 to Contract Management Unit.

Receive notice of approved CM-6 from Contract Management Unit.

Extend a foster/adoptive care (FA) license for subsequent periods of up to nine months until custody is transferred, the Adoption Subsidy Agreement is approved for an eligible child, or the child is removed, whichever occurs first.

NOTE: It is not necessary that placement of the child actually occur for the contract to be signed. But, placement should occur within a reasonable time after licensure. Also, while the license may be extended to accommodate movement in the adoption proceedings, the case plan should include, if needed, actions that will complete the adoption without unreasonable delays.

Make a recommendation for approval of a licensed foster/kinship family to adopt the child in their care.

Maintain accurate Vendor Licensure/Approval and Renewal screen in FACES.

Open vendor for foster/adoptive care (FA) for up to nine months, if needed.

NOTE: This includes kinship families who are not eligible to receive payment because the child is HDN eligible only. The kinship parent(s) must be approved as an adoptive family before licensed as a foster/adoptive (FA) family.

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Open the licensed foster/kinship family as an adoptive family (AD) when the adoption case plan for a specific child in their care is approved.

NOTE: Kinship adoptions include only licensed kinship families caring for a IV-E eligible child.

Transmit license to foster/adoptive care (FA) family; or

Notify foster/kinship family of approval as an adoptive home.

Allow foster/adoptive care (FA) license to expire for the following reasons:

- a. Family receives custody of the child;
- b. Child is removed from the home;
- c. Family requests termination of the foster/adoptive care (FA) license;
- d. Adoption Subsidy Agreement (CS-SA-2) is approved; or
- e. Adoption is granted if no prior transfer of custody.

When the license expires, close the FA vendor type in FACES.

Follow revocation of license steps in 3.1 of this chapter, if child is removed because a CA/N investigation has found "Preponderance of Evidence" and child is not safe by remaining with the family.

Record all activities, as necessary, and depending on the category of the family adopting the child.

Chapter Memoranda History: (prior to 01-31-07)

[CS03-05](#), [CS03-51](#), [CD04-05](#), [CD04-79](#), [CD05-80](#), [CD06-29](#), [CD06-46](#), [CD06-60](#), CD12-84

Memoranda History:

3.4 Child Care Homes as Foster Homes

When a resource home applicant has a valid child care license with the Department of Health and Senior Services (DHSS), Section for Child Care Regulation (SCCR), and/or provides child care on the behalf of the Children Division as a registered or contracted provider, considerations must be made regarding conflicts with foster home licensing rule and policy.

Discuss the [Foster Family Home Licensing Rules 13 CSR 35-60](#) with the resource home applicant.

For children receiving child care through the Child Care Assistance program, resource parents are considered to be a mandatory member of the child's household unit. Resource parents are standing *in loco parentis* and are not allowed to provide registered or licensed child care to their own children including any foster child(ren) placed in their home. The resource parent must select another child care provider for the foster child(ren) placed in their home. Refer to the [Child Care Assistance Manual for Child Care Assistance](#) program requirements.

Inform the foster home applicant of the regulation capacity and age limitations including but not limited to:

- No foster child under the age of seven (7) may be placed in a combined resource home/licensed child care provider family home with the exception of those in a sibling group.
- Registered, licensed, contracted child care providers (owners) cannot be paid for providing child care for their own children. Their own children impact total capacity of children in the home. Foster children are considered their own children.
- For combined resource home/registered family home provider, there may only be a maximum of four (4) non related children in the home.
- The number of foster children shall not cause the resource home/licensed child care family home to exceed the child care provider's licensed capacity.
- The maximum number of children in a resource home shall not exceed five (5) including any of the foster parents' own children.
- Resource parent(s) shall not provide care for more than two (2) children under age two (2) and no more than four (4) children under the age of five (5) unless necessary to accommodate a sibling group on a temporary basis.

If licensed with the DHSS/SCCR, discuss the [Licensing Rules for Family Day Care Homes, 19 CSR 30-61](#) with the resource home applicant.

Discuss with the resource home applicant the impact of providing care to both foster care children and child care children. Ensure that holding a resource home license while

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providing licensed or registered child care in the home will not adversely affect children receiving these services.
Refer to Section 6 Chapter 3 Attachment A for licensing guidelines

Chapter Memoranda History: (prior to 01-31-07)

[CS03-05](#), [CS03-51](#), [CD04-05](#), [CD04-79](#), [CD05-80](#), [CD06-29](#), [CD06-46](#), [CD06-60](#)

Memoranda History:

[CD12-84](#), CD14-13

3.5 Conducting Resource Home Renewal

All licenses and approvals must be renewed prior to the expiration date. If a resource home does not complete all the requirements at least 90 days prior to the expiration, the License/Approval Renewal Letter, CD-102, is sent to the resource family reporting the requirements necessary for the home to be renewed.

If the home continues to not meet renewal requirements, the CD-102 letter should be sent again 60 days prior to the expiration date.

If the home continues to not meet renewal requirements 30 days prior to the expiration date, the CD-102 should be and the home placed on Administrative Hold.

Administrative Hold status does not prevent the license or approval from expiring. It does, however, allow for data entry in the comment section on the Licensure and Approval and Renewal Screen in FACES regarding the facts of why the home is being placed on Administrative Hold.

If there are placements in the home, plans should be initiated for the children to be moved. Foster youth may not be in an unlicensed foster home without a court order. (The only exception is a relative or kinship applicant who is pursuing licensure. Foster youth may remain in the unlicensed relative or kinship home for up to 90 days while the applicants are pursuing licensure.)

The license or approval renewal administrative process begins a minimum of 90 days prior to expiration. If license or approval renewal requirements including but not limited to in-service training hours, physical with doctor's statement, and fingerprints are not complete 90 days prior to expiration, the License/Approval Renewal Letter, CD-102, is sent to the resource family reporting the requirements necessary for the home to be renewed before it is closed due to not meeting license renewal requirements.

If the home continues to not meet renewal requirements, the CD-102 letter should be sent again 60 days prior to the expiration date.

If the home continues to not meet renewal requirements 30 days prior to the expiration date, the CD-102 should be sent again and the home placed on Administrative Hold.

If there are placements in the home, plans should be reviewed and discussed 90 days prior to the expiration date for where the children will be moved. Foster youth may not be in an unlicensed expired foster home without a court order.

The resource development worker should take the following steps to renew the resource provider's license prior to the end date of the resource parent's licensure period. Renewal process should begin at minimum 90 days prior to expiration of the license:

- Consult with current and past case workers for each child currently in the home and who has been in the home in the previous two years to evaluate the ability of the resource parents to deal with foster/kinship youth, the agency, and the biological parents.
- In compliance with [13 CSR 35-60.030 \(3\)](#), re-evaluate the performance based competencies taught in the pre-service training:
 1. Protecting and nurturing;
 2. Meeting developmental needs and addressing developmental delays;
 3. Supporting relationships between children and families;
 4. Connecting children to lifetime relationships; and
 5. Working as a member of a professional team.

Document the resource provider's demonstration of acquisition of these skills and any concerns regarding delinquency or weakness so they can be addressed on the Professional Family Development Plan, CD-100. The CD-100 must be reviewed and renewed before re-licensure.

Document specific examples of how the resource parent(s) demonstrated application of all the elements of Reasonable and Prudent Parenting Standard.

- Interview all members of the resource family's household individually, including biological, adopted, foster, relative/kinship children.
- Compare physical conditions of the home to the requirements noted in the licensing rules. Complete the Resource Home and Safety Checklist, CS-45.
- Provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
- Provide the Resource Parent Acknowledgment of Home Assessment & Case File Information Access, CD-128, and obtain signature(s).
- Provide the Safe Sleep Practices Form CD-117, and obtain signature(s) indicating agreement.
- Provide the Resource Parent Discipline Agreement, CD-119, and obtain signature(s) indicating agreement.
- Provide a School Reference Request, CS-101e, to the teacher of each child living in the home. No foster youth specific information is to be placed in the resource file. CS-101e forms received regarding foster youth may be placed in the foster youth's file.

- Provide Employee Reference form, CS-101c only if employment has changed since the last assessment, or if there are concerns about employment.
- If any concerns are identified during quarterly home visits or the interview process for the home assessment amended for license renewal, the Personal Reference Request, CS-101f and/or the Employer Reference Request CS-101c may be utilized. These forms are designed for initial licensure.
- Provide a copy of the HIPAA Information for Resource Parents, CD-194, and obtain signature(s).
- If any household member smokes, discuss the locations and frequency that foster youth will be exposed to secondhand smoke. Refer the family to the required pre-service [video](#). Each resource parent completes the training and receives a one hour in-service training credit using code V113, Secondhand Smoke Exposure. Discuss the resource parent(s)' plan to talk to foster youth about smoking and modeling healthy choices. Complete the Notification of Hazards, CS-101.

Staff must personally view any weapons and their storage to assure compliance with the licensing rules. Ammunition must be stored separate from the weapons.

Medications and the storage of the medications must also be reviewed. Medications should be stored so as to be inaccessible to foster youth, taking into consideration the age and mental capacities of the youth. If the medications are accessible to foster youth, staff must document either a plan for making the medications inaccessible or an explanation of why the medications are allowed to be accessible by foster youth (i.e. a child is moving toward independent living and is learning self-sufficiency skills).

- The Foster/Adoptive Medical Report, CW-215, is to be completed for each resource parent and biological or adopted child in the home by the physician for license renewal, but not including any current foster youth placements.
- Ascertain the resource provider has completed the recommended number of in-service resource parent training hours prior to recommendation for relicensure.

STARS Pre-Service training hours may not be counted toward the 30 hours of In-Service training required for license renewal.

Related Subject: [Section 6 Chapter 3.1.2 Suspend/Revocation](#)

Establish continued compliance with licensing rules.

Review of Children's Division and Family Support Division (FSD) screens. FSD screens are in the process of being converted to FAMIS and the current screens may become obsolete in the future (IPAR). Staff should verify all information through staff with FSD. The county should begin the review by using the following screens:

- a. SCLR - Department of Social Services (DSS) database (access with name, sex, and date of birth);
- b. IPAR - Family Support Division (FSD) information (accessed by DCN);
- c. FM0D - FSD participation screen (accessed by DCN or SSN);
- d. OVCI - Claims and Restitution (CARS) information (accessed by DCN); and
- e. Call/Case Prior History Search on FACES (access by DCN or SSN).

When information is found regarding an applicant, the system inquiry should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process.

The applicant is to complete a new Foster Family Profile, CD-56, if not already completed. The CD-56 should be completed as changes occur in the household. The new CD-56 and family photograph should be placed under separate cover sheet (to be developed locally) and placed in the front of the Resource Provider file. The obsolete CD-56 should be placed in the Family Assessment Section of the Resource Provider file with a notation on the front page of the profile identifying it as obsolete. A current CD-56 is required to be in the file for license renewal.

There is to be no printed document (CA/N, FACES Call/Case History page, etc.) placed in the file. Document in the home assessment that the CA/N check was completed and the results of the check. Staff should not list specifics in the narrative section of the file when documenting criminal history. The narrative should simply reflect one of the following:

- Fingerprint based criminal background check results meet eligibility requirements;
- Fingerprint based criminal background check results do not meet eligibility requirements; or
- Fingerprint based criminal background check results require further review to determine if applicant is precluded from licensure.

Specific criminal history information may be included in the Resource Home Adverse Action Report, CS-20, when it is the basis for denial or revocation.

If during the re-licensure process it is determined that the award of a foster care license is to be denied or revoked, **all supporting documentation for the adverse action shall be retained for utilization during the fair hearing process** as outlined in previous paragraph. This documentation shall be placed in the Administrative section of the resource provider case record. The decision to deny or revoke a foster care license must be based on non-compliance and or incompetencies with statute and licensing rules.

Request a report on each adult household member from the Family Care Safety Registry (FCSR). The worker can do one of the following:

1. Access the FCSR on-line with their assigned ID and password (preferred), or
 2. Call the FCSR at 1-866-422-6872.
- The resource development worker obtains on-line access by doing the following:
 1. Go to the FCSR home page, www.dhss.mo.gov/fcsr;
 2. Click on the [Forms](#) link;
 3. Click on the [How to Become a FCSR Internet User](#) link;
 4. Click on the [Internet Background Screening Access/Security Request](#).
 5. Return the completed document by Fax to 573-522-6981, or by mail to:

In response the FCSR will assign a USER ID number to the resource development worker to be used exclusively for access to the FCSR. The USER ID and instructions on how to do the password and how to run a background screening will be faxed to the worker. This ID and instructions on how to do the password are autonomous from the worker's current ID and passwords used for logging on to the state computer system, FACES and PROD. The password is on a 30-day expiration cycle and the worker will have to update it every 30 days, just as with the PROD password.

Families who do not have Social Security numbers due to their religious practices (i.e. Amish) are not required to register with the FCSR and note of this should be documented in their record and study.

- The address of residence of the resource home will be entered at the Missouri State Highway Patrol's sexual offender list located on the web at: <http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>. The address search will determine if a sexual offender is registered as residing at the address of the resource home. A copy of the resulting web page must be placed in the background section of the case file.
- Examine Case.net, the Missouri State Courts Automated Case Management System for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Case.net is not yet statewide, so will not include all county circuit courts. Also, at this time, public view does not include identifiers such as social security numbers and birth dates; so it is difficult to determine whether the individual for whom you are searching is the same as the one found on Case.net.

In locations where Case.net is not yet available, check with the circuit court for any pertinent information, including a record of Orders of Protection filed, both for a child or an adult.

- For criminal record checks, resource providers must have fingerprint background checks completed using the process outlined in Section 6 Chapter 3 Attachment A.

This same process shall be used for Transitional Living Advocates (TLA), and foster or adoptive parents being assessed for the Division through a contracted agency.

Except for the specific felony convictions listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude licensure. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home study. The supervisor's review and decision to approve/disapprove must be documented.

Felony Convictions

Staff may not approve the application of any person in which a record check reveals that a felony conviction for child abuse or neglect, spousal abuse, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault or battery was determined by a court of competent jurisdiction.

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Staff may also not approve the application of any person who has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

For the purpose of this policy, a "felony conviction by a court of competent jurisdiction" is defined as a criminal court conviction for a felony offense as defined by law in the jurisdiction that the offense took place.

Household members age 17 and older shall disclose criminal history. Consideration shall be made of felony cases where the individual pled guilty, is found guilty and /or convicted of a criminal offence or pled guilty but received and suspended imposition of sentence (SIS).

In the unlikely event that it is determined that the best interest of a child would be served by placement in this setting, written approval must be obtained through supervisory lines to the Regional Office. The Regional Office must review the request and, if in agreement, forward with their recommendation to Central Office for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest for an exception to be granted. If approved by Central Office, IV-E funding may not be used and the worker will be responsible for notifying the Eligibility Specialist who will ensure that state-only funds are used.

If a resource parent commits a felony act as listed previously in this section which results in a conviction or the resource parent admits to committing the act and receives an suspended imposition of sentence (SIS) federal funds may not be used for foster care maintenance or adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the worker notifies the Eligibility Specialist who will enter the correct fund code for state only funding.

Chapter Memoranda History: (prior to 01-31-07)

[CD04-05](#), [CD04-79](#), [CD04-96](#), [CD05-76](#), [CD06-37](#)

Memoranda History:

[CD07-36](#), [CD07-54](#), [CD08-55](#), [CD08-56](#) , [CD09-55](#), [CD09-87](#), [CD09-88](#), [CD10-116](#), [CD11-22](#), [CD12-85](#), [CD14-09](#), [CD14-40](#), [CD14-64](#), [CD15-75](#), [CD16-18](#), CD16-65

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3.6 Reopening a Closed Resource Provider

If a previously licensed resource provider requests that their license be reopened in order to be eligible to accept placements, staff must do the following:

1. Have applicant(s) complete the Foster/Adopt Home Assessment Application, CS-42.
2. Check the licensing and the contract screens to determine what previous licenses and contracts were in place and to determine the documented reason for closure.
 - If the previous license was revoked or denied, the applicant may not reapply for licensure within one (1) year from the date of denial or revocation.
 - The applicant shall fully disclose the reasons for denial or revocation and produce evidence that the reason for the license denial or revocation have been cured or no longer exist.
 - If the applicant has a revocation or denied status in FACES, written approval must be obtained through supervisory lines to the Regional Director or Designee for the resource development worker to reassess the applicant for consideration of reopening the license or approval. There must be supporting documentation that the issue(s) which were the reason for the revocation or denial have been rectified and no longer exist.
 - If the Regional Director or Designee is in agreement to reopen the previously revoked or denied resource home, the written recommendation with supporting documentation must be forwarded to the Deputy Director for final consideration and approval to begin a reassessment of the applicant for licensure or approval.
 - Inform the applicant if they are approved to have their license or approval reopened, they will not be eligible to receive maintenance payments using state or federal funds per Section 210.025 RSMo.
3. Consult with any previous staff who have knowledge of the applicant(s) during the time they were previously licensed or contracted with the Division or its contractor.
4. Discuss with the applicant(s) their perceived reasons for closing their license/contract and their motivation for reopening.
5. Conduct all required background checks.

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6. Conduct a safety inspection of the residence using the Resource Home and Safety Checklist, CS-45.
7. Provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
8. Present the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, and obtain signatures of agreement.
9. Present the Safe Sleep Practices Form, CD-117, and obtain signatures of agreement.
10. Present the Resource Provider Discipline Agreement, CD-119, and obtain signatures of agreement.
11. Present a copy of the HIPAA Information for Resource Parents, CD-194, and obtain signatures.
12. Complete the Professional Family Development Plan, CD-100. Any training that is needed in order to insure that the resource provider is capable of parenting foster youth and returning to the treatment team as a productive member must be completed before a placement is made in the home. This includes, but is not limited to all legislative and policy changes such as the Reasonable and Prudent Parenting Standard.
13. Complete a new home assessment.
14. If recommendation is to re-open the resource license, update the appropriate FACES screens, and provide the Cooperative Agreement for the Purchase of Professional Parenting Services, CM-14, for signature.
15. If recommendation is to deny re-licensure, the resource development worker is responsible to provide documentation of facts that the applicant(s) is not in compliance with Statute, Rule, and Policy should the applicant request a fair hearing to pursue a grievance of the decision.

Chapter Memoranda History: (prior to 01-31-07)

Memoranda History:

[CD14-40](#), [CD14-64](#), [CD16-18](#), CD16-65, CD16-86

Attachment A: Guide for Conducting Resource Provider Family Assessments

Beginning the Assessment

The agency has a responsibility:

- a. To provide enough information so applicants can make a knowledgeable decision about becoming resource parents.
- b. To interpret the assessment process as one in which together the resource development worker and the prospective resource providers can determine potential for successful foster or adoptive parenting.
- c. To convey information to the applicants so they may learn about children they can best serve.
- d. To share information regarding the selection process and selection philosophy that the agency is seeking a resource family who can best meet the child/ren's needs and serve the best interests of the child/ren.

Important information to be shared with resource applicants who desire to adopt includes:

- Referral of their written assessment to the local Children's Division office and agencies when such organizations recruit families for the type of child they can accept.
 - A brief outline of the agency's selection process including informing them they may be asked to participate in an interview with the selection committee and they may refuse this interview without the decision influencing the staffing committee's consideration of them as a resource for the child.
 - A description of the committee and its team effort.
- e. To convey information and promote discussion between the resource worker and the applicants so that a determination may be made as to the applicant(s)' ability to parent children who have different cultural needs than the applicant(s).
 - f. To exchange information in such a way the agency and applicants can mutually determine whether or not it is desirable the home assessment be continued.
 - g. To convey to applicants a portion of the licensing record is a matter of public record and therefore open to review. Information protected by law is not necessarily available and may otherwise require a court order or may otherwise require written consent of the applicants/resource parents or other individuals before disclosure may be made. Such information includes: social security

- number; juvenile records and arrest records; personally identifiable information regarding mental illness and other medical conditions and treatment. Included in this would be substance abuse, HIV and AIDS, and other information on personal health.
- h. To share the importance of training for the effective role of a resource parent.
 - i. To assure compliance with licensing regulations, beginning with sharing a copy with applicants. 13 CSR35-60
 - j. To provide a copy of the Foster Parent Bill of Rights and Responsibilities, RSMo 210.566.
 - k. To review the Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128, and obtain signature(s).
 - l. To review the Safe Sleep Practices Form, CD-117. Explain to applicant they must agree to the practices and sign the form.
 - m. To review the Resource Provider Discipline Agreement, CD-119. Explain to the applicant they must agree to the practices and sign the form.
 - n. To provide a copy of the HIPAA Information for Resource Parents, CD-194, and obtain signature(s).
 - o. To review the Notice of Hazards, CD-101 and obtain signatures

The home assessment must be completed within 120 days of receipt of the application and shall consist of:

- a. Joint and separate interviews with the applicants, children, and all others in the home. There shall be a minimum of four separate in-home consultations during the pre-service training. The total number of hours spent conducting visits shall consist of at least ten hours.
- b. Completion of all required pre-service training:
 - 1. Missouri Respite Care Provider Training: An Introduction to Foster Care training, two (2) hours
 - 2. STARS Pre-service training, 27 hours
- c. Compliance with the physical aspects of licensing regulations must be determined.
- d. A minimum of three references, returned.
- e. A completed Foster Family Profile, CD-56.

- f. Review of Family Support Division (FSD) screens. The county should begin the review by using the following screens:
 1. SCLR - Department of Social Services (DSS) data base (access with name, sex, and date of birth),
 2. IPAR - FSD information (accessed by DCN),
 3. FM0D– FSD participation screen (accessed by DCN or SSN),
 4. OVCI - Claims and Restitution (CARS) information (accessed by DCN),

When information is found regarding an applicant, the system inquirer should continue using other pertinent screens to gather as much data as possible to assist in the decision-making process. This information is confidential pursuant to Section 208.120 RSMo, therefore do not print the screens or place printed screens in the case file.

- f. Review FACES screens regarding history with the Division. Begin with Call/Case Prior History Search.
- g. Review appropriate screens to verify prior history of licensure and/or contracting as a resource provider.

Steps to be Followed for Resource Provider Licensure and Adoptive Resource Home Approval

The following steps shall be completed for every applicant and adult household member (age 17 and older). **Supporting documentation of each step is to be filed in the licensing record. The same steps are to be followed in the completion of any ICPC assessment as are followed for licensure as referenced in Memorandums CD04-63 and CD07-44.**

1. The resource worker will conduct child abuse and neglect background checks in every state where each household member 17 years of age and older has resided for the past five (5) years, per Adam Walsh Protection and Safety Act. The search can be conducted by going to the web site, http://cclcd.ca.gov/adamwalshi_2609.htm . This web site is maintained by the California Department of Social Services and lists the contacts for every state to request Child Abuse and Neglect background checks. The list includes contact names, addresses, phone numbers, and email addresses. It also includes specific forms if required and if the state requires a fee. Information regarding states that charge a fee is located in memo [CD08-102](#). Department Vendor Numbers for those states that charge a fee are listed on the Other State Child Abuse Registry list located in the [Resource Development](#) section of the Children's Division Intranet home page.

2. Each household member 17 years of age and older must register with the Family Care Safety Registry (FCSR). The registry is maintained by the Department of Health and Senior Services (DHSS). It will search the following systems:
 - a. CAN records (findings of "Preponderance of Evidence" court adjudicated", or prior to August 28, 2004, "Probable Cause" findings),
 - b. Employee Disqualification List, maintained by the Department of Health and Senior Services (DHSS),
 - c. Child-care facility licensing records maintained by DHSS,
 - d. Residential living facility and nursing home records, maintained by DHSS,
 - e. Employee Disqualification Registry maintained by Department of Mental Health;
 - f. Foster parent licensing records, maintained by the Children's Division (CD); and
 - g. Sex Offender Registry information maintained by the Missouri State Highway Patrol (MSHP).
- The resource development worker will provide the applicant with instructions regarding the process for each adult in the household to register with the FCSR on the Internet.
- Instruct the applicant to register as quickly as possible. The worker may assist the applicant with the on-line registration.
- If no social security card is available, the only acceptable substitute is a driver's license (if the SSN is used as the ID number); a military ID; a MO HealthNet card; or the Social Security Administration (SSA) statement provided when application is made for a replacement card (as long as it has the SSN identified, the name appears on the statement and it is initialed or signed by a SSA representative).
- An exception can be made for families who do not have Social Security numbers due to their religious practices (i.e. Amish). They are not required to register with the FCSR. However, a note regarding this should be documented in their record and home assessment.

- Registrants (and all their adult household members) who are resource parents, respite providers, or are applying to provide those services must check the foster parent box in Section A to avoid having to pay the registration fee.
- The resource development worker may telephone the FCSR at 1-866-422-6872 to make a background screening request. Generally, information will be available within two weeks. An oral report will be given at the time of the call and will be followed with a written report to both the requestor and the registrant within 48 hours.
- **Registration with the FCSR is only required once.**
- When completing a background screening for re-licensure, the resource development worker can do one of the following:
 1. Access the FCSR on-line with the assigned ID and password (preferred), or
 2. Call the FCSR at 1-866-422-6872

The resource development worker obtains on-line access to the FCSR by doing the following:

1. Go to the FCSR home page, www.dhss.mo.gov/fcsr;
2. Click on the [Forms](#) link;
3. Click on the [How to Become a FCSR Internet User](#) link;
4. Click on the [Internet Background Screening Access/Security Request](#).
5. Return the completed document by Fax to 573-522-6981, or by mail to:

DHSS/Family Care Safety Registry
PO Box 570
Jefferson City, MO 65102

In response the FCSR will assign a USER ID number to the resource development worker to be used exclusively for access to the FCSR. The USER ID and instructions on how to do the password and how to run a background screening will be faxed to the worker. This ID and password are autonomous from the worker's current ID and passwords used for logging on to the state computer system, FACES and PROD. The password is on a 30-day expiration cycle and the worker will have to update it every thirty (30) days

3. State and national criminal record checks will be completed for each household member age 17 or older, or any person under the age of 17 who has been certified as an adult. These checks are completed by the submission of fingerprints by the applicants and required household members. The Missouri State Highway Patrol, MSHP, will complete a state criminal record check and then electronically send the fingerprint images to the FBI for a national search of criminal records. The MSHP collects the fingerprints using a contracted electronic fingerprint vendor.

Applicants must register with MSHP Missouri Automated Criminal History Site, MACHS in order to schedule their fingerprinting appointment. The resource development worker provides the appropriate authorization letter to the applicant which indicates whether the applicant is being fingerprinted for foster, relative and kinship services, CD26-a, for adoption services only, CD26-d, or respite or transitional living advocate only applicants, CD26-e. It is the responsibility of the resource development worker to explain the registration process. The worker may assist the applicant with registration process.

The electronic scan method is the preferred method of obtaining criminal background checks. However, the card and ink method will still be available in special circumstances. Staff should be aware that this method will result in delays in receiving the criminal history. No one may be licensed or have their license renewed until criminal background results have been received. The Missouri State Highway Patrol public window is not an option for having fingerprints completed. Staff should not refer applicants or providers to the Highway Patrol to have prints completed.

The Division cannot pay for criminal background checks completed on biological parents or for court ordered studies on private adoptions and guardianships. The resource development worker will provide authorization letter CD26-b to those individuals that must pay for their fingerprinting.

The completed reports are posted on the MSHP's Missouri Automated Criminal history System (MACHS) Internet page. Results for private contractors are sent to the Children's Division Background Screening and Investigation Unit, BSIU, and then forwarded to Central Office. Private contractors will receive a letter from Children's Division stating whether or not the results indicate the applicant meets eligibility requirements. The correct local office or private agency is determined by the Registration Number. The MSHP response is received first. After the FBI has completed its search, any results will be forwarded to the MSHP, who will posts the results on their MACHS page.

The criminal record check may reveal open and closed record information on individuals consisting of arrests, prosecutor and court actions, correctional supervision, and release. All felony and serious misdemeanor arrests including

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sexual offender registration information as defined under 589.400, RSMo. All alcohol and drug related traffic offenses are considered reportable criminal offenses.

BSIU will maintain a log of all criminal background checks completed on alternative care providers and applicants.

The local office will track all fingerprint results using the Purpose Code X and Fingerprint Result Tracking Log, CD-153.

4. The address of residence of the resource home will be entered at the Missouri State Highway Patrol's sexual offender list located on the web at: <http://www.mshp.dps.missouri.gov/MSHPWeb/Root/index.html>. The search will determine if a sexual offender is registered as residing at the address of the resource home.

Per FBI guidelines, FBI reports can be released to local county offices and made available in court. FBI reports cannot be released to contractors or to private entities. If a contractor has requested the information to complete an assessment, they are not allowed access to the report. The Children's Division will convey to the contractor one of the following:

1. The report is clear; proceed with the assessment, or
2. The report revealed something that must be explored. The contractor will then be requested to refer the family to the local office before continuing the assessment. Local office staff will then meet with the applicant and determine whether the applicant will be allowed to proceed with the application. If the applicant is selected out, the local office staff must inform the family in writing and notify the contractor:
 - A. There is a delayed fingerprinting process that will be followed in the cases of the emergency placement or exigent circumstances involving a child. If there is a need to complete a Purpose Code "X" screening for emergency placement or exigent circumstances, staff should adhere to the following process:
 1. The Children's Division worker or juvenile officer must request local law enforcement to search the Missouri Uniform Law Enforcement System (MULES) for anyone 17 years old or older residing in the household. MULES is an electronic communication system strictly used for law enforcement purposes, but permission has been granted to allow the Division access to the information in cases of emergency protective custody, where children are placed in the care and custody of CD. **In accordance with Section 210.482.2 RSMo, a child should be immediately removed from the home in which he/she has been**

placed if anyone 17 years old or older refuses to provide fingerprints.

2. The FBI has approved law enforcement to conduct Purpose Code “X” background screenings with a time-limited delay in fingerprinting due to placing a child as a result of an emergency situation. However, fingerprints **must** be submitted to the FBI within 15 days of the MULES check. To meet that deadline, the agency worker must provide the placement provider with information to schedule their screening with the contracted electronic fingerprint vendor. The fingerprint authorization letter, CD26-f, shall be provided with the correct registration number for the circuit entered in the place indicated on the letter. When a court or Children’s Division approaches a law enforcement agency about providing this type of check, the law enforcement agency is not responsible for ensuring the legitimacy of the request. Law enforcement is required to ensure the requestor is an authorized representative, and upon verification, the inquiry should be performed. Local offices should work with their multidisciplinary teams to establish protocols to fulfill the required verification process.
3. Local offices shall document and maintain the Purpose Code X Request log, CD-153. If the Children’s Division fails to keep an accurate and up to date log to account for subsequent delayed fingerprinting, or a reason that fingerprints will not be submitted (e.g., due to a disqualifying criminal history), the Division could lose the right to delay fingerprinting in the future.
 - B. Examine Case.net, the Missouri State Courts Automated Case Management System, for any reference to Orders of Protection filed, either for a child or adult. There are limits to the use of Case.net. Also, at this time public view does not include identifiers such as social security and birth dates which makes it difficult to determine whether the individual you are searching is the same as one found in Case.net.
 - C. Additional circuit courts may need to be contacted if there is reason for concern. Any fee charged by the circuit court will be paid by the applicant.

Except for the specific felony history listed below, a criminal history, child abuse/neglect history, or other review information does not automatically preclude licensure. Staff should determine the relevance of all such findings to child caring responsibilities, and should seek guidance from supervisors. A supervisor must review and evaluate the background information if there is a record of conviction (other than those listed below) and/or child abuse and if the decision is to approve the home assessment. The supervisor’s review and decision to approve/disapprove must be documented.

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Felony Convictions:

Staff may not approve the application of any person in which a record check reveals that the individual pled guilty or was found guilty of a felony for child abuse or neglect, spousal abuse, domestic violence, a crime against children (including child pornography), or a crime involving violence, including rape, sexual assault, homicide or other physical assault or battery was determined by a court of competent jurisdiction.

Staff may also not approve the application of any person who has had a court of competent jurisdiction determine a felony conviction for physical assault, battery, or a drug-related offense.

Household members age 17 and older shall disclose criminal history. Consideration shall be made of felony cases where the individual pled guilty, is found guilty and /or convicted of a criminal offense or pled guilty but received and suspended imposition of sentence (SIS).

In the unlikely event it is determined the best interest of a child would be served by placement in an unlicensed home, and a court of law has ordered the child placed in the unlicensed home, written approval must be obtained through supervisory lines to the Regional Director. The Regional Director must review the request and, if in agreement, forward with their recommendation to the Deputy Director for Children's Division for final consideration. Written requests should include a thorough description of the applicant's situation and why it would be in the child's best interest to be placed in an unlicensed home. If approved by the Deputy Director, IV-E funding may not be used and the worker will be responsible for notifying the Eligibility Specialist who will ensure that state only funds are used.

If a resource parent commits a felony act as listed previously in this section which results in a conviction or the resource parent admits to committing the act and receives an suspended imposition of sentence (SIS) federal funds may not be used for foster care maintenance or adoption assistance payments if any of the aforementioned conditions exist. It is imperative that in those circumstances the worker notifies the Eligibility Specialist who will enter the correct fund code for state only funding.

The Assessment Process Includes:

Orientation to agency and foster care program, as contained in Specialized Training Assessment Resources and Support (STARS) Pre-Service Training and given through individual interviews. Completion of 27 hours of STARS Pre-Service Training is required of each adult desiring licensure prior to issuance of a license. All adults in the household who will have child care responsibility will be required to attend state approved resource parent training.

Obtain a photograph from family of the household members, including pets, if applicable, in front of their home. As this will be used in helping prepare a child for placement,

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include as much detail as possible. This photograph is to be placed with the Foster Family Profile, CD-56, under separate cover sheet and placed in the front of the Resource Provider record. The family's photograph and the Foster Family Profile, CD-56, will serve as the Foster Family Profile.

The following forms are to be reviewed with the applicant(s), agreed to by the applicant(s), signed by the applicant(s), placed in the forms section of the resource provider case record, and presented at each re-licensure to be signed and agreed to again.

- Resource Parent Acknowledgement of Home Assessment & Case File Information Access, CD-128
- Safe Sleep Practices Form, CD-117
- Resource Parent Discipline Agreement, CD-119
- HIPAA Information for Resource Parents, CD-194

A copy of The Foster Parent Bill of Rights and Responsibilities, RSMo 210.566 is also to be provided to the applicant.

An exchange of information should occur between the resource development worker and applicant that will promote discussion to determine if the applicant is able to parent children who have different cultural needs than the applicant. This is to be done with all applicants and should not be used to discourage an applicant from parenting trans-culturally. Record all information in the assessment.

Determination of Capacity for Foster and Adoptive Parenting

Assessment of Motivation and Attitudes, Including:

- a. How and why the applicants became interested in becoming foster and or adoptive parents and why they are applying now;
- b. What are applicants' experiences with children;
- c. Reactions of applicants to abusing or neglecting parents;
- d. Do they understand the significance of the biological parents to the children? Are they willing to work with the child's biological parents and siblings;
- e. Are applicants comfortable in accepting both their own and the children's positive and negative feelings;

- f. Are children allowed to participate in problem solving in matters concerning their own behavior;
- g. The reason they are interested in parenting culturally diverse children and the impact of their decision on their family, extended family, friends, and neighbors;
- h. Assess applicant's life style, the ability to teach a child coping skills for their cultural heritage and give a child sense of cultural knowledge, pride, and identity;
- i. Is the applicant family financially stable?
- j. Applicant has a complete understanding of and examples are documented regarding how they will implement the Reasonable and Prudent Parenting Standard.

Physical and Personality Description, Observations of Applicants' Family and Individual Functioning

Life History, Including:

- a. Past relationships with parents, siblings, extended family;
- b. Significant events, both positive and negative, as described by applicant;
- c. Prior marital relationships, if applicable. When completing ICPC assessments/home studies and the applicant is a birth parent, determine if an ex parte order or dissolution of marriage order exists which limits or denies custody or visitation rights. If such an order exists, it must be followed by the agency in planning for the child. Determine if the parent or relative/kin has had a criminal conviction of a felony violation of Chapter 566 (Sexual Offenses) or Chapter 568 (Offenses Against the Family) when that child was the victim (courts may not award custody or visitation to a parent who has such a conviction in a proceeding for marriage dissolution, legal separation, or child support).
- d. Their own nationality and sense of cultural identity, knowledge of other identities, cultures, and the significance of these inter-relationships.

Current Relationships:

- a. What are the applicant's life style and practices, including culture, and leisure activities (13 CSR 35-60.030 6 (D));
- b. Discuss family interaction, respective roles, openness of communication, decision –making, rules, discipline, stability of marriage including husband and wife, children, and extended family; stability of marriage;

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- c. Discuss family interaction with the community, including school, neighborhood, and larger community;
- d. What support systems are available to applicants;
- e. Foster, relative or kinship provider ability to protect the child from the parent, and ability to maintain contact with the parent and practice co-parenting decision making, where appropriate.
- f. Discuss family pets and the importance of pets to the child.

Discuss Family Interaction with the Community, Including School, Neighborhood, and Larger Community:

- a. What support systems are available to the applicants?
- b. Evaluate the cultural composition of the neighborhoods, including schools, churches, child care centers, and other organizations with which the child would interact. Evaluate with the applicants how these resources can be used to benefit the child's diverse cultural needs.

The Foster Youth as a Family Member:

- a. What is of most importance to the applicants in the maintenance of their household routines?
- b. What behavior in a child is intolerable to them?
- c. Can applicants set limits but at the same time remain flexible? (Some children respond best to highly structured environments and others need more freedom.)
- d. What are the applicants' expectations of a child? (Include personality, achievement, and affect-based response.)
- e. For how many children do the applicants want to provide care? More if siblings? (Keep in mind the five children limit for resource homes includes all children living in the home, e.g. their own children; six - ten children for large family resource homes.)
- f. If there are birth or adopted children, how do they feel about their parents providing care to foster youth, and has this been discussed thoroughly with them? (At least one interview with children already living in the home is required.)
- g. How do grandparents view the addition of foster youth?

- h. Determine applicant's understanding and knowledge of the development and behavior of children through a discussion of the following general parenting skills:
- Parent structures environment so that it is safe and healthy for the child;
 - Parent expresses positive feelings toward the child verbally and physically;
 - Parent recognizes and responds appropriately to the child's verbal and physical expressions of needs and wants;
 - Parent consistently uses basic behavior management techniques in dealing with the child;
 - Parent consistently uses appropriate techniques to discipline the child and refrains from corporal punishment;
 - Parent guides child toward increasing independence;
 - Parent behaves in a way that recognizes the immaturity of the child; and
 - Parent uses Reasonable and Prudent Parenting Standard for making decision about the foster youth's participation in activities.

Adoptive Child as Family Member:

- a. Discuss the type of child desired, and expectations of an adopted child.
- b. Are all the family members (including extended family) accepting of the plan to adopt?
- c. How will their routine be affected by an additional child?
- d. Discuss their acceptance of a child not shaped by them, biologically or socially.
- e. The willingness and commitment of the family to discuss adoption with the child, and the same with extended family, and community, as appropriate.
- f. How will they deal with negative community attitudes?
- g. Determine the applicants' understanding and knowledge of the development and behavior of children.

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h. Will the family accept the child's previous family - visits, phone calls, etc.?

Number of Children Placed in the Home:

Resource homes shall not exceed the number of children in the home as outlined in the licensing rules however there may be times when placement may be necessary to meet the needs of the child. Homes exceeding the licensing rules may be granted a temporary exception for the following reasons:

- To accommodate a sibling group
- To accommodate a minor parent and child family group
- To accommodate a temporary placement
- To ensure continuity of care if the child(ren) was previously placed with the resource provider

To request an exception, staff should complete the placement exception form, CD-201. Additional foster youth shall not be placed in these homes until such time the home is in compliance with licensing rules.

Discipline:

- a. How were applicants disciplined as children and by whom? Have the applicants recall some of their feelings about these methods of discipline.
- b. Is the discipline they now use the same as they themselves received? Have they changed their methods, and if so, how and why?
- c. Do the applicants understand corporal punishment is not allowed?

Money Management:

- a. How do the applicants manage their money?
- b. What are the family members' roles in management?
- c. Do they have income sufficient to support all members of the family?

Health:

- a. What are the applicants' attitudes toward medical care and good health practices?
- b. If any household member smokes, discuss the locations and frequency that foster youth will be exposed to secondhand smoke. Refer the family to the required pre-service [video](#). Each resource parent completes the training and receives a one hour in-service training credit using code V113, Secondhand

Smoke Exposure. Discuss the resource parent(s)' plan to talk to foster youth about smoking and modeling healthy choices. Complete the Notification of Hazards, CD-101.

- c. If there are health problems, how do the family members cope with them? If there is a disability, how do other family members compensate?
- d. Secure from their physician a health statement for each member of the family on the prescribed form.
- e. History of hospitalization for either physical or emotional problems.
- f. History of treatment for any psychiatric problem.
- g. History of treatment for any form of substance abuse.

Pursuant to section [210.496 RSMo](#), disability or disease of an individual cannot be the basis for a determination that an applicant is unfit or not suitable to be a resource parent without a specific showing that the disability or disease causes a substantial and significant risk of harm to a child or an inability to be a resource parent.

g. For an adoptive resource applicant the preferred age differential between the children placed for adoption and the adoptive parent(s) is such that the adoptive parent(s) can be expected to rear the child to adulthood.

h. When the above standard cannot be met by an adoptive resource applicant, inquiry must be made about the family's willingness to obtain commitment from other immediate or extended family members to rear the adopted child to adulthood.

Employment:

- a. Discuss employment history with applicants.
- b. If both are employed, what are the child care plans for foster youth and natural children?
- c. Secure from employer a statement verifying employment and job performance, using the Employee Reference Questionnaire, CS-101c.
- d. Inform that care of foster youth shall not be combined with regular, part, or full-time care of other children or with other service or business conducted in the home without written approval of the division.

Religion:

- a. What are the applicants' religious preferences, practices and attitudes?

- b. Would children placed in the home be allowed to pursue their own religious beliefs?

Children in the Home:

- a. What is the applicant's educational preference (i.e. public school, home-schooling, private schooling)?
- b. What is the school history of each child in the home?
- c. What are the applicant's thoughts on the importance of education on a child's future?
- d. What is the development and adjustment to school of each?

The Home and Community:

- a. Describe the home, adequacy of space, type of furnishings, state of repair, housekeeping conditions, the surroundings and the neighborhood.
- b. Describe the room intended for a foster/adoptive youth and its furnishings and size.
- c. Give a brief description of the community. (Consider economic level, moral influence, housing standards, health conditions, recreation, school, and church.)
- d. Is there access to special resources such as diagnostic clinics, therapists, and special medical facilities?

References:

- a. At least three references unrelated to the applicant must be provided with the Personal Reference Questionnaire, CS-101f. If the family has children, provide a School Reference Request, CS-101e to each child's teacher.
- b. How long have they known the family and in what capacity?
- c. What are the references' opinions of the applicants' relationship with each other and the stability of their marriage?
- d. What is the reference's opinion of the applicants' ability to parent their own children, as well as a foster youth?

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- e. If names for adult children no longer residing in the home were submitted in Section II on the Foster/Adopt Home Assessment Application, CS-42, the worker may mail each one a CS-101f to provide an opportunity for comment.

Evaluation

Using the statements of the applicants, the statements of the references and your own observations, assess and summarize whether these applicants are capable of meeting the needs of and providing opportunities for the healthy growth and development of a child(ren) coming into the custody of the Division. Assess and summarize applicants' strengths and weaknesses such as:

- a. Their capacity to make a child a part of the family;
- b. Their capacity to work with biological parents and make decisions for the foster youth's participation activities by co-parenting with the foster youth's parent(s) or guardian(s);
- c. The capacity to use Reasonable and Prudent Parenting Standards;
- d. Their capacity to understand and handle problems; and
- e. Their warmth, love, understanding and ability to foster a FAMILY, not just a child.

Assess and summarize the family, the physical environment and other issues that assure compliance with foster family home licensing rules.

Recommendation

- A. Selected In as a resource provider for the Children's Division:

Explain to the applicant the recommendation of their home to be a resource home regarding the number, age and sex of child or children the applicants could best serve to prospective resource parent.

- B. Selected Out as a resource provider for the Children's Division:

Explain recommendation if it is to deny an individual or family as applicants, remembering that such a decision should not be a surprise to the applicants. Such a recommendation can be made any time during the home assessment process. Also, remember that the worker should be honest with the applicant regarding the decision, recognizing the applicant's sensitivity and tolerance.

Selection out of resource parenting services requires the resource development worker to be prepared to provide documentation of facts that support the

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applicant(s) is not in compliance with Statute, Rule and Policy if the applicant(s) should request a fair hearing to pursue a grievance of the decision.

Chapter Memoranda History: (prior to 01-31-07)

[CD04-05](#), [CD04-63](#), [CD04-79](#), [CD04-96](#), [CD05-76](#)

Memoranda History:

[CD07-44](#), [CD07-54](#), [CD07-59](#), [CD08-55](#), [CD08-56](#), [CD08-107](#), [CD09-88](#), [CD10-61](#), [CD10-65](#), [CD10-116](#), [CD11-22](#), [CD11-107](#), [CD12-46](#), [CD12-62](#), [CD12-85](#), [CD13-50](#), [CD14-09](#), [CD14-27](#), [CD14-64](#), [CD15-48](#), [CD15-75](#), [CD16-18](#), [CD16-45](#), CD 16-65

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The licensing rules are found on the [Secretary of State website](#).

Chapter Memoranda History: (prior to 01-31-07)

[CD05-04](#)

Memoranda History:

[CD07-36, CD16-18](#)

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Attachment C: Resource Provider Family Assessment Recording

Reason for Study

- a. Type of study
- b. Motivation of applicant

Summary of Contacts: Include dates and places of contact, and with whom contact was made.

Description of Family Members: Include about each household member all applicable information as follows:

- a. Full name, sex and date of birth
- b. Ethnic and racial background (as required by 13 CSR 35-60.030)
- c. Attitude toward children (most important of all) (as required by 13 CSR 35-60.030)
- d. Social history
- e. Marital history
- f. Military history
- g. Education
- h. Health
- i. Employment history (as required by 13 CSR 35-60.030)
- j. Extended family
- k. Household pets

Family Relationships:

- a. Present marriage - roles, responsibilities; stability of relationship if not married

- b. Resource parent life style and practices (as required by 13 CSR 35-60.030) (i.e. may comprise their attitude toward living, work, family, and leisure activities)
- c. Interaction between parents and/or children (as required by 13 CSR 35-60.030)
- d. Group activities and shared interests
- e. Communication system
- f. Religious practices and preferences of each family member (as required by 13 CSR 35-60.030)
- g. Methods of discipline (as required by 13 CSR 35-60.030)
 - 1. Understanding that one child shall not be permitted to discipline another child in the foster home
 - 2. No foster child shall be deprived of mail or family visits as a form of discipline
- h. Educational practices of the resource provider (as required by 13 CSR 35-60.030) (i.e. preference of schooling: public, private, or home schooling; thoughts on the importance of education on a child's future)

Financial Status: 13 CSR 35-60.090

- a. Source and amount of income
- b. Management/indebtedness

Health Status: 13 CSR 35-60.030

- a. Summarize information from medical forms, coupled with information gained from interviews.
- b. If any household member smokes, discuss the locations and frequency that foster youth will be exposed to secondhand smoke. Refer the family to the required pre-service [video](#). Each resource parent completes the training and receives a one hour in-service training credit using code

V113, Secondhand Smoke Exposure. Discuss the resource parent(s)' plan to talk to foster youth about smoking and modeling healthy choices. Complete the Notification of Hazards, CD-101.

- c. For adoptive resource include information about the age differential between applicant and child(ren). If the differential indicates the child could not be reared to adulthood, include a description of the plans the applicants have made with the immediate or extended family members to assume this responsibility.

Home and Environment: 13 CSR 35-60.040

- a. Structure of environment to ensure safety and health of child
- b. Description of home and surroundings
 1. Proper lighting and ventilation
 2. Screen doors and windows
 3. Interior doors designed to permit opening of a locked door from the outside in an emergency
 4. Space for indoor play
 5. Access to outdoor play space
 6. Outdoor play space fenced if, in the judgement of the division, potential hazards suggest the necessity for such protection
 7. Mobile homes shall have an exit at each end of the home, lattice or solid skirting and be securely anchored by cable to the ground
 8. There shall be no surveillance cameras in areas of the home that violate the privacy of the foster youth, e.g. bathrooms and dressing areas
- c. Sleeping Arrangements
 1. Foster children shall not sleep in any building, apartment, or other structure which is separate from the foster family home; nor shall any foster child be permitted to sleep in an unfinished attic, in an unfinished basement, or in a hall or any other room which is normally used for other than sleeping arrangements.
 2. Foster children shall not be permitted to sleep in finished basement bedrooms or in bedrooms above the second floor of a single family dwelling unless suitable provision has been made for heating, ventilation, and humidity control and all exits from these bedrooms have been approved by the division.
 3. At night a responsible adult shall sleep within call of the foster children.

4. Foster children of the opposite sex, who are six (6) years of age or older, shall not sleep in the same room. The best interest of the child in terms of safety and appropriateness must be considered with the age of any child.
 5. Except as provided in subsection (6) below, foster children shall not sleep in the bedroom of an adult age twenty-one (21) years and older.
 6. Foster children two (2) years of age or older shall not sleep in the bedroom of the foster parents except for special temporary care, such as during a child's illness. Foster children should never sleep in a bed with foster parents.
 7. Each bed or crib shall be of a size as to insure comfort of the foster child, shall have a firm mattress or an orthopedic supportive surface, in good, clean condition with waterproof covering, if needed, and suitable covers adequate to the season. (H) Each foster child under age two (2) shall have a separate bed. Each foster child over age two (2) shall have bed space equivalent to one-half (1/2) of a full-size bed. The abuse and neglect history of each child should be taken into consideration before allowing them to share a bed with another child.
 8. Separate and accessible drawer space for personal belongings and closet space for clothing shall be available for each foster child.
- d. Housekeeping standards; free from accumulation of dirt and trash and any evidence of vermin and rodent infestations.
 - e. Special safety considerations and particularly those that relate to foster family home rules.
 - f. Confirmation of safe private water supply
 - g. Working telephone and emergency numbers posted
 - h. Evacuation plan posted
 - i. Every room used for sleeping, living or dining have at least 2 means of exit. At least one shall be a door or stairway providing a means of unobstructed travel to the outside
 - j. No room or space shall be occupied for living or sleeping purposes which is accessible only by a ladder, folding stairs or through a trap door

- k. In an apartment building where the family lives above the second floor there must be an exit stairway
- l. Operating smoke detector installed where sleeping areas can be alerted.
- m. Charged fire extinguisher of at least five pounds near the kitchen area
- n. Heating appliances do not block escape routes
- o. Fireplaces, wood stoves, heaters, radiators, or floor furnaces protected as required by local ordinances
- p. A working carbon monoxide detector in homes with gas appliances

Weapons 13 CSR 35-60.040

Staff must personally view any weapons and their storage to assure compliance with the licensing rules.

- a. Any and all firearms and ammunition shall be stored so as to be inaccessible to children. Ammunition shall be stored separately from any weapons. Firearms and ammunition shall be stored in locked areas or cabinets with keys secured so as to be inaccessible to children.
- b. No firearms shall be kept in any vehicle transporting (unless weapons are inaccessible to the foster child—i.e., in a locked glove box or other locked container or in the trunk of the vehicle) or on any person providing care or supervision to foster children. (An exception will be made for any person transporting a foster child who must carry a weapon as part of their job responsibilities— i.e., law enforcement officers.) No firearms possessed in violation of a state or federal law or a local government ordinance shall be present at any time in the home, on any household member, or in any vehicle in which the children are riding.
- c. Weapons storage shall be made available for external viewing by Children's Division staff in order to assure weapons are inaccessible to children.

Transportation 13 CSR 35-60.050

Document how the resource parents will be compliant with the following regulations:

- a. The foster parent(s) shall provide proper insurance coverage if foster children are transported in a private vehicle. Safety standards for the vehicle shall be within the minimum requirements of the law and the vehicle shall be operated by a person with a valid operating license.
- b. All children shall be secured in the car by car seats or seat belts as required by law.
- c. The foster parent(s) shall cooperate with the agency in providing transportation as indicated by the individual needs of each foster child including, but not limited to, medical and dental appointments, educational or training programs, and counseling.
- d. Reimbursement of mileage allowed per Children's Division policy is not a guaranteed payment and is subject to the same restraints as provided in the *Department of Social Services Administrative Manual* travel policy for state employees.
- q.

Attitudes Toward Foster and Adoptive Services: 13 CSR 35-60.030

- a. Type of child desired
- b. Attitude toward birth parents and siblings and frequent visiting; willingness to work with whole family. Ability to and examples of how applicant will co-parent with the foster youth's parent(s) or guardian(s)
- c. Special considerations, i.e., medically fragile, behaviorally disordered, cultural diversities, sibling groups
- d. Open to agency supervision
- e. Parenting skills (include information from interviews and the Foster Family Profile: expression of positive feelings toward a child both verbally and physically; response to child's verbal and physical expression of needs and wants; discipline techniques used to refrain from using corporal punishment; ability to guide a child toward independence and recognize the immaturity of a child.)
- f. Demonstration of how they will provide care that is respectful and supportive of the youth's cultural identity and needs and individuality
- g. Explanation of how they will provide for the moral training of foster children in care and make available for religious education and attendance of services

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compatible with the child's religious heritage, provided that this training would not be injurious to the foster child's physical, mental, or emotional health

- h. Understanding and examples of how the applicant will provide normalcy for foster youth and support the youth's involvement in his/her case plan
- i. Support by own children and extended family.

Family's Understanding of and Response to Agency Policy Regarding:

- a. Rules and regulations 13 CSR 35-60
- b. Payment system
- c. Agency organization
- d. No corporal punishment
- e. Role as team member
- f. Reasonable and Prudent Parenting implementation

Additional information to include for Adoptive Resources:

- a. Discussing with the child issues surround the adoption
- b. Pre-placement planning and visits
- c. Adoption subsidy payment system
- d. Maintaining, over the child's growth years, relationships with siblings when they are separated, and significant others
- e. The sharing of social, emotional, health information at any time after final decree of adoption is granted
- f. Continued availability of agency services after the final decree is granted
- g. Any special items that must be considered in the placement decision and subsequent planning

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Required Competencies 13 CSR 35-60.030

Detailed descriptions of how the applicant(s) demonstrate:

1. Protecting and nurturing
2. Meeting developmental needs and addressing developmental delays
3. Supporting relationships between children and families
4. Connecting to lifetime relationships
5. Working as a member of a professional team
6. Cooperating with all division inquiries about care of foster children
7. Responsible and mature behavior
8. Exercise sound judgement
9. Display the motivation to foster
10. Reasonable and Prudent Parenting Standard

Summary of References:

- a. Highway Patrol (arrests and convictions; consider relevance to additional child-caring responsibilities)
- b. CA/N Central Registry, Family Support Division (FSD) (consider relevance to additional child-caring responsibilities)
- c. Documentation of CaseNet review
- d. Family Care Safety Registry Report
- e. Personal
- f. Employment
- g. School

Evaluation: (Include compliance with licensing rules.)

Recommendation

Signature of Worker and Date Signed

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Approval of Supervisor Including Signature and Date

Signature of Resource Provider and Date Signed

Chapter Memoranda History: (prior to 01-31-07)

[CS03-05](#), [CD04-05](#), [CD04-79](#)

Memoranda History:

[CD07-54](#), [CD14-64](#), [CD15-75](#), [CD16-18](#), [CD16-45](#), [CD16-65](#)

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Attachment D: Foster/Kinship Family Renewal Assessment Recording Outline

The Children's Division has the option not to renew a foster home license in cases where a licensed foster home has not accepted a placement over a two-(2-) year period.

Summary of Contacts: Include date of contact, and with whom contact was made.

Summary of Placements: Include foster/kinship parent strengths and weaknesses around following issues:

- a. Children's behaviors
- b. Relationship with birth parents
- c. Relationship with agency

Summary of Changes Since Last License Issuance: Include family's coping to particular change:

- a. Health (mental, physical, emotional)
- b. Marital
- c. Financial/employment
- d. Family composition
- e. Own children's behavior
- f. House move

Summary of Foster Parent Training Participation: Include dates, titles, number of hours attended, taught by whom, under whose auspices, location. (Not applicable to all kinship parents.)

Summary of References:

- a. Highway Patrol (arrests and convictions)
- b. CA/N Central Registry
- c. Documentation of Case.net review
- d. Family Care Safety Registry report

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- e. Family Support Division (FSD)
- f. School (of children currently in the home)

Evaluation: (Include compliance with licensing rules and examples of the resource parent's implementation of Reasonable and Prudent Parenting Standard.)

Recommendation

Signature of Worker and Date Signed

Approval of Supervisor Including Signature and Date

Signature of Foster/Kinship Parent and Date Signed

Chapter Memoranda History: (prior to 01-31-07)

[CD04-79](#)

Memoranda History:

[CD14-64](#), [CD16-45](#), CD16-65