

Title: Child Welfare Manual  
Section 6: Resource Development  
Chapter 4: Emergency Foster Homes  
Effective Date:  
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## **Section 6 Overview**

This section is developed to guide Children's Service 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 4 Overview**

This chapter will describe the process for developing emergency foster/group homes.

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4.1 Emergency Foster/Group Homes

## **Memoranda History:**

#### **4.1 Emergency Foster/Group Homes:**

1. The Circuit Manager, or designee, will develop foster homes to provide emergency placement services only to children placed in the custody of the Division (includes subsidized foster homes).

Related Subject: Chapter 3, of this section, Resource Family Assessment and Licensing Process
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2. Develop private agency facility (group or residential) to provide emergency services under contract to Children's Division (CD).
3. Arrange for court facility to accept emergency placement of children in custody of CD.
4. Develop and complete agreement on procedure for referrals.
5. Complete Vendor Resource Form, SS-60.
6. Obtain signed "Contract for the Purchase of Foster Care Services" annually.
7. Complete Form DBF-14 for monthly subsidy or contractual payment above and beyond child-specific board payment.
8. The Children Service Worker will maintain schedule and availability of slots in emergency homes as well as a log of children placed with emergency foster home using the Placement Report for Resource Home Record form, CD-104. Record use of home in case record every three months.

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

**Memoranda History:**  
CD08-109