

Title: Child Welfare Manual
Section 1: Roles and Responsibilities of Team Members
Chapter 3: Roles and Responsibilities of Placement Resources
Effective Date: August 28, 2007
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Section 1 Overview

The role of the Children's Division (CD) is to assure the protection of children by assisting their caregivers in providing a safe and nurturing environment in which children can develop. To accomplish this task, CD partners with families and the community to assure child safety and well-being. This section will explore the role and responsibilities of CD staff, families, and community partners as we work together to protect children from abuse and/or neglect, promote child well being, and achieve permanency.

Chapter 3 Overview:

This chapter will discuss the rights and responsibilities of the Placement Resources.

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Attachment A: Foster Parent Bill of Rights and Responsibilities

Memoranda History: (prior to 1/31/07)

[CD06-16](#), [CD06-58](#), [CD06-69](#)

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3.1 Introduction of the Rights and Responsibilities of the Placement Resource

As temporary substitute parents, placement providers are closest to the child on a day-to-day basis and are, therefore, a vital member of the Family Support Team. Placement providers are not clients but rather are colleagues in the child welfare team and shall be treated in a manner consistent with the National Association of Social Worker's ethical standards of conduct as described in its Social Worker's Ethical Responsibilities to Colleagues.

Placement providers are in an excellent position to evaluate the child's current needs and ensure they are being met in the foster family or through resources in the community. As team members with a unique perspective of the child, placement providers can contribute a special knowledge to the other team members. Placement providers shall share information they may learn about the child and child's family, concerns that arise in the care of the child with the case worker and other members of the child welfare team. This includes, but is not limited to, information about the child's behavior, relationship with playmates and other members of the resource provider family, and adjustment to school and to the neighborhood.

By their observations of the child's relationship with his/her birth parent(s) and the child's reactions to visitation, placement providers can enhance work with the birth parent(s). In some instances, placement providers may also serve as actual role models for the birth parent(s).

Related Subject: Section 1 Chapter 3 Attachment A: Foster Parent Bill of Rights and Responsibilities
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Chapter Memoranda History: (prior to 01-31-07)

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3.2 Rights of the Placement Resource

Placement Resources Have the Right:

- To be treated as colleagues in the child welfare team and in a manner consistent with the National Association of Social Workers' ethical standards of conduct as described in its Social Worker's Ethical Responsibilities to Colleagues.
- To receive written notification of the *Foster Parent Bill of Rights* at the time of initial licensure and at the time of each licensure renewal following the initial period.
- To have regularly scheduled opportunities for pre-service training and regularly scheduled opportunities for pertinent in-service training, as determined by the Missouri State Foster Care and Adoption Advisory Board.
- To be provided training that specifically addresses the cultural needs of children; including but not limited to, information on skin and hair care, specific religious or cultural practices of the child's biological family, and referrals to community resources for ongoing education and support.
- To be provided prior to placement, all pertinent information, including but not limited to full disclosure of all medical, psychological, and psychiatric conditions of the child, as well as information from previous placements that would indicate the child(ren) may have a propensity to cause violence to any member of the foster family home.
- To be provided with any information regarding the child or the child's family, including but not limited to the case plan, any history of mental or physical illness, sexual abuse of the child or sexual abuse perpetrated by the child, criminal background of the child or child's family, fire setting or other destructive behavior by the child, substance abuse by the child or child's family, or any other information which is pertinent to the care and needs of the child and to protect the foster or adoptive family.
- To have arranged pre-placement visits, except in emergencies.
- To ask questions about the child's case plan, encourage or refuse a placement without reprisal from the caseworker or agency, and to be updated with new information about the child as it is gathered.
- To be informed in a timely manner about all team meetings and staffings concerning their licensure status or children placed in their home and shall be allowed to participate, consistent with RSMo 210.761;
- To have access to respite care for children in foster care for short periods of time, jointly determined by the foster parent and the child's case worker.

- To have a clear understanding of their role as well as the role of other team members in achieving case goals;
- To be provided appropriate reimbursement or other financial benefits for services provided foster youth in their care;
- To share information necessary for the medical or psychiatric care of the child to the appropriate practitioners, and to school personnel in order to secure a safe and appropriate education for the child.
- To continue the practice of their own family values, routines and family privacy while respecting the child's cultural heritage.
- To have visitations scheduled at a time that meets the needs of the child, the biological family and the foster family whenever possible.
- To request the removal of a foster child from their home, with two weeks notice, except in emergency situations.
- To be given first consideration as a former foster parent for placement of a child when the child reenters the foster care system and is not placed in a relative home, or, if the child becomes free for adoption, be given preferential consideration as adoptive parents.
- To be promptly informed by the Division of any complaint against their home or of any condition or problem in their home which adversely affects their "approved" status as placement providers and to receive guidance and support from the Division toward resolution of the condition or problem;
- To have access to a fair and impartial grievance process to address licensure, case management decisions and delivery of service issues. Foster parents shall have access to the child placement agency's appeals process, and shall be free from acts of retaliation when exercising the right to appeal.
- To receive training and to be kept informed by the Division and its contractors on policies and procedures governing the licensure of foster homes, the provisions of foster care, and the adoption process.
- To be notified by the court no later than two weeks prior to all court hearings. This notification may include, but is not limited to, notice of the day and time of the court hearing, the name of the judge hearing the case, the location of the hearing, and the court docket number. Foster parents shall be permitted to attend and be heard at such hearings.
- To receive, upon request, information regarding a child's progress after the child leaves foster care.

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Related Subject: Section 1 Chapter 3 Attachment A: Foster Parent Bill of Rights and Responsibilities; Code of State Regulations: 13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s); And 13 CSR 35-60.050 Care of Children.

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3.3 Responsibilities of the Resource Provider

Resource Provider Responsibilities Include:

- To comply with the policies of the child placement agency.
- To treat children in their care, the child's birth family and members of the child welfare team in a manner consistent with their ethical responsibilities as professional team members.
- To participate in out-of-home care provider pre-service training and pertinent in-service training as determined by the Missouri State Foster Care and Adoption Advisory Board.
- To participate in Division and community resources, as well as court activities as a team member and colleague who has pertinent information based on day-to-day knowledge of the youth in foster care in their care;
- To assist the youth in foster care and the Division in planning and effecting the child's case plan objective for permanency;
- To attend, and be heard, at court hearings regarding the youth placed in his/her home.
- To provide a nurturing family life experience to the youth, including guidance, stimulation, and affection.
- To teach and direct the behavior of the youth in foster care by administering discipline in a humane and sensitive manner that is consistent with state laws and regulations and Children's Division policy and shall not include any form of corporal punishment.
- To provide food, clothing (appropriate for the season, youth's age and current styles), shelter, and personal care.
- To provide care that is respectful of the youth's cultural identity and needs.
- To share necessary information with school personnel in order to secure a safe and appropriate education for the youth in foster care, and to encourage the expression of the youth's strengths and special talents.
- To "act as the parent" in public school planning and placement if the student has disabilities. Part of that responsibility is to give consent and written permission at the time of initial evaluation and/or placement for special education and related services and at the time of reevaluation when additional assessments are

required. (This applies only to resource providers. The Department of Elementary and Secondary Education will assign a “surrogate parent” for youth in residential facilities.)

- The resource family, the Guardian ad Litem, or the volunteer advocate whenever possible, may request that the youth be permitted to continue to attend the same school that the child was enrolled in and attending at the time the child was taken into custody by the Division, per Section 211.032.7(2), RSMo, and 167.022.

Related Subject: Section 4 Chapter 7.2 Family Support Team Meeting ; Section 4, Chapter 7.2.3 Meeting Agenda
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- To provide the following educational assistance, which includes, but is not limited to the following:
 - Assist with homework as needed;
 - Attend parent/teacher conferences;
 - Pick up report cards;
 - Encourage participation in extra curricular activities; and
 - Inform the Family Support Team (FST)/Permanency Planning Review Team (PPRT) members of the youth’s educational performance.
- To share information necessary for the medical, psychiatric, or educational needs of the youth with appropriate practitioners, the Children’s Service Worker, and other members of the child welfare team.
- To cooperate with the Division in arranging for routine medical, vision, dental, and mental healthcare as well as ensuring that the youth receives appropriate care during any illness;
- To use medical service providers enrolled with MO HealthNet or a Mo HealthNet Managed Care plan.
- To maintain a record of the youth’s immunization records, physical, developmental, and mental health care;
- To request a Medical Services Authorization Information letter, CD-27, when it is necessary to travel out-of-state with foster youth
- To submit immediately to the foster youth’s case manager any invoice or out-of-pocket paid receipt received for medical services provided to a foster youth
- To understand resource providers **do not have** the authority to sign or enter into contracts/agreements on behalf of the [State of Missouri, the Department of Social Services or the Children’s Division](#). Resource Providers who do sign

contracts/agreements [will be](#) personally responsible for the cost, terms and conditions of the contract

- To keep a life book for the youth to record developmental progress as well as regular and special events in the child's life while placed in their home.
- To maintain absolute confidentiality of private information about the youth in foster care and his birth family;
- To be flexible and cooperative with regard to family visitation, including family contacts and communication through phone calls and letters as appropriate;
- To share information learned about the youth and the youth's family, and concerns that arise in the care of the youth, with the Children's Service Worker and other members involved with the family.
- To give two weeks advance notice to the youth's Children's Service Worker, except for emergencies, when requesting removal of a youth from the home.
- To inform the Children's Service Worker within 60 days of the caseworker's initial query of their desire to adopt a youth when the youth is free for adoption. If choosing not to adopt, the resource provider shall support and encourage the youth's placement in a permanent home by providing history on the youth and accommodating transitional visitation.
- To notify the Division within two weeks of any pertinent conditions, problems or major family changes;
- To provide the youth with opportunity for recreational activities and for participation in family, school, and community activities;
- To provide information to the worker and maintain a record of observed behaviors that will be useful in case planning and to participate in staffings;
- To follow all procedures established by the Children's Division and its contractors for requesting and using respite care.
- To validate the youth's feelings regarding their birth parent;
- To assist in preparing the youth for any move that must be made.

Related Subject: Section 1 Chapter 3 Attachment A: [Foster Parent Bill of Rights and Responsibilities](#); Code of State Regulations: 13 CSR 35-60.030 Minimum Qualifications of Foster Parent(s); And 13 CSR 35-60.050 Care of Children.

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Attachment A: Foster Parent Bill of Rights and Responsibilities

Missouri Revised Statutes

[Chapter 210.566](#)

Child Protection and Reformation

Foster Parent Bill of Rights and Responsibilities

1. (1) The Children's Division and its contractors, recognizing that foster parents are not clients but rather are colleagues in the child welfare team, shall treat foster parents in a manner consistent with the National Association of Social Workers' ethical standards of conduct as described in its Social Workers' Ethical Responsibilities to Colleagues. Foster parents shall treat the children in their care, the child's birth family and members of the child welfare team in a manner consistent with their ethical responsibilities as professional team members.

(2) The Children's Division and its contractors shall provide written notification of the rights enumerated in this section at the time of initial licensure and at the time of each licensure renewal following the initial licensure period.
2. (1) The Children's Division and its contractors shall provide foster parents with regularly scheduled opportunities for pre-service training, and regularly scheduled opportunities for pertinent in-service training, as determined by the Missouri State Foster Care and Adoption Advisory Board. (Section [453.121 RSMo.](#))

(2) The Children's Division and its contractors shall provide to foster parents and potential adoptive parents, prior to placement, all pertinent information, including but not limited to full disclosure of all medical, psychological, and psychiatric conditions of the child, as well as information from previous placements that would indicate that the child(ren) may have a propensity to cause violence to any member of the foster family home. The foster parents shall be provided with any information regarding the child or child's family, including but not limited to the case plan, any family history of mental or physical illness, sexual abuse of the child or sexual abuse perpetrated by the child, criminal background of the child or the child's family, fire-setting or other destructive behavior by the child, substance abuse by the child or child's family, or any other information which is pertinent to the care and needs of the child and to protect the foster or adoptive family. Knowingly providing false or misleading information to foster parents in order to secure placement shall be denoted in the caseworker's personnel file and shall be kept on record by the division.

(3) The Children's Division and its contractors shall arrange pre-placement visits, except in emergencies.

(4) The foster parents may ask questions about the child's case plan, encourage a placement or refuse a placement without reprisal from the caseworker or agency.

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After a placement, the Children's Division and its contractors shall update the foster parents as new information about the child is gathered.

(5) Foster parents shall be informed in a timely manner by the Children's Division and its contractors of all team meetings and staffings concerning their licensure status or children placed in their homes, and shall be allowed to participate, consistent with section [210.761 RSMo.](#)

(6) The Children's Division and its contractors shall establish reasonably accessible respite care for children in foster care for short periods of time, jointly determined by foster parents and the child's caseworker pursuant to section [210.545 RSMo.](#) Foster parents shall follow all procedures established by the Children's Division and its contractors for requesting and using respite care.

(7) Foster parents shall treat all information received from the Children's Division and its contractors about the child and the child's family as confidential. Information necessary for the medical or psychiatric care of the child may be provided to the appropriate practitioners. Foster parents may share information necessary with school personnel in order to secure a safe and appropriate education for the child. Additionally, foster parents shall share information they may learn about the child and the child's family, and concerns that arise in the care of the child, with the caseworker and other members of the child welfare team. Recognizing that placement changes are difficult for children, foster parents shall seek all necessary information, and participate in pre-placement visits whenever possible, before deciding whether to accept a child for placement.

3. (1) Foster parents shall make decisions about the daily living concerns of the child, and shall be permitted to continue the practice of their own family values and routines while respecting the child's cultural heritage. All discipline shall be consistent with state laws and regulations. The Children's Division shall allow foster parents to help plan visitation between the child and the child's siblings or biological family. Visitations should be scheduled at a time that meets the needs of the child, the biological family members, and the foster family whenever possible. Recognizing that visitation with family members is an important right of children in foster care, foster parents shall be flexible and cooperative with regard to family visits.

(2) Foster parents shall provide care that is respectful of the child's cultural identity and needs. Recognizing that cultural competence can be learned, the Children's Division and their contractors shall provide foster parents with training that specifically addresses cultural needs of children, including but not limited to, information on skin and hair care, information on any specific religious or cultural practices of the child's biological family, and referrals to community resources for ongoing education and support.

(3) Foster parents shall recognize that the purpose of discipline is to teach and direct the behavior of the child, and ensure that it is administered in a humane and sensitive manner. Foster parents shall use disciplinary methods which are consistent with Children's Division policy.

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4. (1) Consistent with state laws and regulations, the Children's Division and its contractors shall provide, upon request by the foster parents, information about a child's progress after the child leaves foster care.

(2) Except in emergencies, foster parents shall be given two weeks advance notice and a written statement of the reasons before a child is removed from their care. When requesting removal of a child from their home, foster parents shall give two weeks advance notice, consistent with division policy, to the child's caseworker, except in emergency situations.

(3) Recognizing the critical nature of attachment for children, if a child reenters the foster care system and is not placed in a relative home, the child's former foster parents shall be given first consideration for placement of the child.

(4) If a child becomes free for adoption while in foster care, the child's foster family shall be given preferential consideration as adoptive parents consistent with section [453.070 RSMo.](#)

(5) If a foster child becomes free for adoption and the foster parents desire to adopt the child, they shall inform the caseworker within sixty (60) days of the caseworker's initial query. If they do not choose to pursue adoption, foster parents shall make every effort to support and encourage the child's placement in a permanent home, including but not limited to providing information on the history and care needs of the child and accommodating transitional visitation.
5. Foster parents shall be informed by the court no later than two (2) weeks prior to all court hearings pertaining to a child in their care, and informed of their right to attend and participate, consistent with section [211.464, RSMo.](#)
6. The Children's Division and their contractors shall provide access to a fair and impartial grievance process to address licensure, case management decisions, and delivery of service issues. Foster parents shall have timely access to the child placement agency's appeals process, and shall be free from acts of retaliation when exercising the right to appeal.
7. The Children's Division and their contractors shall provide training to foster parents on the policies and procedures governing the licensure of foster homes, the provision of foster care, and the adoption process. Foster parents shall, upon request, be provided with written documentation of the policies of the Children's Division and their contractors. Per licensure requirements, foster parents shall comply with the policies of the placement agency.
8. For purposes of this section, "foster parent" means a resource family providing care of children in state custody.

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