STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

CDSS
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GOVERNOR

REASON FOR THIS TRANSMITTAL

[X] State Law Change
[ ] Federal Law or Regulation Change
[ ] Court Order
[ ] Clarification Requested by One or More Counties
[X] Initiated by CDSS

December 22, 2010

ALL COUNTY LETTER NO. 10-60

TO: ALL COUNTY WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES PROGRAM MANAGERS
ALL CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES

SUBJECT: RELATIVE/NON-RELATED EXTENDED FAMILY MEMBER (NREFM) APPROVALS – REVISIONS TO THE SOC 815, 817 AND 818 FORMS

The purpose of this All County Letter (ACL) is to provide counties with information and instructions regarding recent revisions made to the following forms: SOC 815 (Approval of Family Caregiver Home), SOC 817 (Checklist of Health and Safety Standards for Approval of Family Caregiver Home) and SOC 818 (Relative or Non-Relative Extended Family Member Caregiver Assessment) forms. Revisions to SOC 815, SOC 817 and SOC 818 forms were necessary to incorporate the changes in the updated Foster Family Home (FFH) Regulations, California Code of Regulations (CCR) Title 22 (Division 6, Chapter 9.5), Article 3.

The California Department of Social Services (CDSS), Community Care Licensing Division recently updated FFH regulations which became effective April 3, 2010. The FFH regulations were updated in collaboration with the Children's Residential Regulations Review Workgroup comprised of children's advocates, county child welfare staff, current and former foster youth, foster parents, foster parent associations and colleague divisions within CDSS. The goal of FFH regulations revision is to continue the protection of the health and safety of children and youth placed in foster care, provide foster children with a more normal childhood experience and have the updated regulations be more user friendly.

Some of the highlights of the updated regulations are as follows:

- Children are permitted to have age and developmentally appropriate access to cash resources, personal hygiene products, kitchen knives, kitchen appliances,

disinfectants, and cleaning solutions [§89372(a)(2)(B) and 89387.2(b)(1) through (3)];

- Caregivers are required to provide children with transportation to medical appointments, school and extracurricular, enrichment and social activities unless otherwise arranged with the approval agency [§89374(c)(1) through (3)];

- The Reasonable and Prudent Parent Standard applies in specified situations when caregivers arrange other care for children or allow children to participate in activities in or outside the home [§89378(a)(1)(A), (a)(1)(A)3.a, (a)(1)(B), (a)(1)(D), (a)(1)(F) and (b); 89379(b); 89387(d)(1); and 89387.2(b)(1) through (3)];

- Caregivers are permitted to arrange for occasional short-term babysitters, alternative caregivers, respite care, leaving children alone without adult supervision, licensed child care and participation in activities [§89378(a)(1)(A) through (F)].

Summary of Revisions to SOC 815, SOC 817 and SOC 818

The SOC 815 has been modified as follows:

- On page one, the Manual of Policies and Procedures (MPP) section 31-445.3 has been changed to MPP section 31-445 to correct the erroneous citation and reflect the relevant regulation section.

- On page five, MPP section 31-445.3 has been changed to MPP section 31-445 to correct the erroneous citation and reflect the relevant regulation section.

- On page five, in the first column labeled “Section" 89317 has been changed to 89318 to correct the erroneous citation and reflect the relevant regulation section.

- On page five, the Standard “Emergency Plan” has been changed to “Emergency Procedures.” This Standard has been revised to reflect the relevant regulation section.

- On page five, the Standard “Outdoor Activity Space” has been deleted from this form as it was renumbered into section 89387(h).

The SOC 817 has been modified as follows:

- The SOC 817 form has been increased from five to six pages to incorporate the updated revisions to FFH regulations.

- The regulations section citations have been put in order to follow the numerical order of FFH regulations and are placed at the beginning of each row for easy reference to the text of the revised regulations.

Under Standards Permitting Alternative Plans:

- Regulations section 89387(a) has been changed to 89387(a)(1). This citation has been revised to indicate the exact regulation and better correspond with the standard being assessed**.**

- Regulations section 89387(b) has been changed to 89387(a)(2). The citation has been revised to indicate the exact regulation and better correspond with the standard being assessed.

- Regulations section 89387(a)(2)(A) has been added to correspond with a new regulation section that allows a minor parent to share a bedroom with the minor parent's child of the opposite sex.

- Regulations section 89387(a)(2)(B) has been added to correspond with a new regulation section that allows a child to share a bedroom based on their gender identity.

- Regulations section 89387(a)(8)(A) has been MOVED from Standards NOT Permitting Alternative Plans TO Standards Permitting Alternate Plans to now allow an alternate plan for bunk beds and the use of bed railings. An example of an acceptable alternative plan would be for a bunk bed to have one railing on the outside of the upper tier and having the other side of the bed against the wall to prevent the child from falling.

- Regulations section 89373 has been revised to correspond with the new regulation that requires telephone service be readily accessible in the home at all times unless alternative telephone access is approved and documented by the approval agency.

Under Standards NOT Permitting Alternative Plans:

- Regulations section 89387(q) has been changed to 89387(a)(6). This citation has been revised to indicate the exact regulation and better correspond with the standard being assessed.

- Regulations section 89387(j) has been changed to 89387(a)(8). This citation has been revised to indicate the exact regulation and better correspond with the standard being assessed.

- Regulations section 89387(j) has been changed to 89387(a)(8)(B). This citation has been changed to indicate the revised regulation, which changed the age of the child who may use the upper tier of a bunk bed from five years old to six years old.

- Regulations section 89387(d) has been added to the SOC 817 form. This citation states that swimming pools, spas, and other bodies of water are to be inaccessible to children under 10 years of age and to disabled children.

- Regulations section 89387.1 has been changed to 89387(h) to correspond to the revised regulation that requires a yard or outdoor activity space to be provided free from hazards that endanger the health and safety of a child.

- Regulations section 89387(k) has been changed to include the revised language which added the word “safe.” This citation ensures that the temperature in the home is not only comfortable but also safe.

- Regulations section 89387.2 has been revised to reflect a technical correction, changing the word “applicant” to “caregiver.”

- Regulations section 89387.2(b)(1), (2), and (3) have been changed to correspond with the revised regulation to include the Reasonable and Prudent Parent Standard, which is applied to a child’s accessibility and use of medications, disinfectants, cleaning solutions, and household kitchen knives and appliances. The caregiver must ensure that the safety of the child and others in the home is maintained in the use of these items.

The SOC 818 has been modified as follows:

- In the first paragraph, the instructing language has been changed to be more strength based. The instructions encourage workers who encounter a “No” answer to any of the statements on the SOC 818 to assess whether reasonable

assistance or additional services to the caregiver will enable the caregiver to properly respond to the child's needs and provide a 'Yes" response.

- Statement number one has been changed from section 89317 to 89318 to reflect the accurate revised citation.

- Statement number two has been changed to include the revised language which defines the qualifications of a caregiver and the needs of the child. [§89378]

- Statement number three has been changed to include the revised language outlining the expectation of the caregiver to report any abuse or neglect within 24 hours after the event occurs by telephone, e-mail, or fax to the approval agency. [§89361]

- Statement number four has been changed to emphasize that children are entitled to participate in age and developmentally appropriate extracurricular, enrichment, and social activities. [§89379(a)]

- Statement number five has been newly added to the SOC 818 to elicit that the caregiver understands the definition of the Reasonable and Prudent Parent Standard and the caregiver is able to make everyday decisions consistent with the standard (i.e. the child's age, maturity and developmental level, the nature and inherent risks of harm and the best interest of the child based on the information known to the caregiver). [§89377]

- Statement number six has been changed and includes the guideline that when a caregiver disciplines a child in-his or her care, the caregiver is not allowed to use corporal punishment. [§89372(a)(1)]

- Statement number eight has been changed to include the required time period within which the caregiver is to report any accidents, injuries or incidents that threaten to harm the physical or emotional health or safety of the child. The caregiver must report this incident within 24 hours after the event occurred by telephone, e-mail, or fax to the approval agency, and then submit a written report within seven calendar days. [§89361(a) and §89361(b)]

- Statement number nine has been changed to include the required time period the caregiver is to report a change in his or her household composition or change in the residence or mailing address. Changes in household composition require notice to the approval agency within 24 hours. A change in residence or mailing address is to be reported within ten working days by telephone, e-mail, or fax to the approval agency. [§89361]

- Statement number ten has been changed to include the required time period within which the caregiver is to report any change in the location of their home to the approval agency either by telephone, e-mail, or fax 30 days prior to the move or as soon as the information is available. [§89361(d)]

- Statement number 12 has been changed to include the revised regulatory language that requires the caregiver to post emergency telephone numbers in a prominent location. [§89323(a) and (a)(1)]

- Statement number 13 has been newly added to the SOC 818 to elicit the caregiver's understanding regarding use of occasional short-term babysitters, alternative caregivers, respite care, leaving children alone without adult supervision, licensed child care, and participation in activities using the Reasonable and Prudent Parent standard. [§89378(a)(1)(A) through (F)]

- Statement number 14 has been changed to include revised regulatory language to elicit the caregiver's understanding to provide at least three nutritious meals daily, provide between meal snacks, meet any special dietary needs of the child, afford the same quantity and quality of food to all household members, and to invite the child to participate in all household meals. [§89376]

- Statement number 15 has been newly added to the SOC 818 to include revised regulatory language to elicit the caregiver's understanding that if an infant who is not able to hold a bottle, the child should be held during bottle-feeding, and at no time shall a bottle be propped for an infant. [§89376]

- Statement number 16 has been newly added to the SOC 818 to include revised regulatory language to elicit the caregiver's understanding to encourage, but not require, a child, as age and developmentally appropriate, to learn meal preparation which may include the use of kitchen knives and appliances. [§89376]

- Statement number 17 has been changed to include revised regulatory language to elicit the caregiver's understanding to provide the child with transportation to medical appointments, school, and extracurricular, enrichment and social activities, unless otherwise arranged with the approval agency. [§89374(c)(1) through (3)].

- Statement number 18 has been newly added to the SOC 818 to include revised regulatory language to elicit the caregiver's understanding to permit the child to have age and developmentally appropriate access to personal hygiene products,

kitchen knives and appliances, medications, disinfectants, and cleaning solutions. [§89372(a)(2)(B), and §89387.2(b)(1) through (3)]

Statement number 19 has been newly added to the SOC 818 to include revised regulatory language to elicit the caregiver's understanding which requires the caregiver to provide adequate care and supervision for the number of children in care. [§89378] Although relative/NREFM caregivers are not subject to the same capacity limitations as licensed foster parents, the number of children a caregiver can provide care to should be determined by the caregiver's ability to meet the needs of all children in the home. If the relative/NREFM is also a licensed foster parent, then the FFH Regulations section 89228 is controlling.

Use of Revised Forms

As of the date of this ACL, county workers are required to use the 12/10 version of the SOC 815, SOC 817 and SOC 818 to process a relative/NREFM assessment/approval. These forms will be imported into CWS/CMS as an interim template, available for county employees use, and will be added to the Child Welfare Services / Case Management System for automated use in early 2011. The forms can be accessed at the following link:

http://www.cdss.ca.gov/cdssweb/PG183.htm

Should you have any questions about this ACL, please contact the Kinship Care Policy and Support Unit at (916) 657-1858.

Sincerely,

Original Document Signed By:

GREGORY E. ROSE
Deputy Director
Children and Family Services Division

Attachments

Child's Name: _____ Case #: _____

Child's SSN: _____ Child's DOB: _____

Caregiver's Name: _____

Approval of Family Caregiver Home

Pursuant to the provisions of W&IC Section 319, I certify that I assessed

_____
Name

_____
Address

the ☐ Relative ☐ NREFM_____
Relationship to child

of _____; and
Child's Name Social Security Number DOB

the ☐ Relative ☐ NREFM_____
Relationship to child

of _____; and
Child's Name Social Security Number DOB

the ☐ Relative ☐ NREFM_____
Relationship to child

of _____.
Child's Name Social Security Number DOB

1. CRIMINAL RECORD/ PRIOR ABUSE CLEARANCES

Criminal Record and Child Abuse records have been checked for the caregiver(s), all adults living in the home or on the premises, and other non-exempt person(s) who have routine/significant contact with the child(ren).

☐ ALL ADULTS CLEARED
☐ NOT CLEARED

2. CAREGIVER QUALIFICATIONS

☐ The above named prospective caregiver has been assessed as able to care for and supervise the above named child(ren) and provide for the child(ren)'s special needs; Caregiver Assessment completed and attached.
☐ CAREGIVER NOT QUALIFIED.

3. SAFETY OF THE HOME AND GROUNDS

☐ An on-site inspection of the home's building and grounds was conducted on

_____ by _____
(Date) (Name)

☐ The home is clean, safe, sanitary and in good repair for the safety and well-being of the child(ren), meeting required licensing/approval standards set forth in MPP 31-445; Checklist of Health and Safety Standards completed and attached.
☐ HOME DOES NOT MEET APPROVAL STANDARDS.

Child's Name: _____ Case #: _____

Child's SSN: _____ Child's DOB: _____

Caregiver's Name: _____

4. CHILD'S PERSONAL RIGHTS

☐ Information regarding the personal rights of foster children has been provided to the prospective caregiver who has agreed to provide a copy of that information to any child (or the child's authorized representative where applicable) placed in his or her home.

5. COMPLETION OF ORIENTATION/TRAINING

☐ The caregiver has received a summary of State approval regulations and completed the orientation provided by the county.

☐ I certify that the above named caregiver meets the standards for relative or non-relative extended family member home approval as of _____.
(Date)

☐ I certify that as of _____ the above named
(Date)
caregiver meets the standards for relative or non-relative extended family member home approval pending completion of the Plan of Correction.

- ☐ Plan of Correction completed on _____.
(Date)
- ☐ Plan of Correction not completed by agreed due date.

☐ I certify that the above named caregiver DOES NOT meet the standards for relative or non-relative extended family member home approval as of _____.
(Date)

_____ _____
Assessment Approval Worker's Signature (Date)

_____
Assessment Approval County

_____ _____
Supervisor's Signature (Date)

Child's Name: _____ Case #: _____

Child's SSN: _____ Child's DOB: _____

Caregiver's Name: _____

CRIMINAL BACKGROUND CHECKS

		Temporary Placement (W&IC 309(d)(1); 361.45)			Live Scan Submitted (W&IC 309(d)(2)&(d)(3); W&IC 361.4; 361.45)			Live Scan Received (W&IC 309(d)(2)&(d)(3); W&IC 361.4; 361.45)			Rapback	ICT	Exemptions		
Megan's Law Check/Date	Established Presence In Home	CLETS (309d)	CACI (309d)	CWS/CMS Search (309d)	DOJ	FBI	CACI	DOJ	FBI	CACI	Established	Effective Date Approved by DOJ	Exemption Requested by Applicant	Exemption Approved	Exemption Denied
Caregiver	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Other Adult															
Adult w/Significant Contact															

Child's Name: _____ Case #: _____

Child's SSN: _____ Child's DOB: _____

Caregiver's Name: _____

OUT-OF-STATE CHILD ABUSE REGISTRY CHECKLIST

	Resided Outside CA Within Last 5 Years		If Yes, Name of Other State(s)	Is Registry Maintained by Other State(s)?		If Yes, Date Requested Other State(s) Info	Date Received Other State(s) Info	Cleared (Date)	Not Cleared (Date)
Caregiver	YES	NO		YES	NO				
Other Adult									
Adult with Significant Contact									

Child's Name: _____ Case #: _____

Child's SSN: _____ Child's DOB: _____

Caregiver's Name: _____

Checklist of Standards for Approval of Family Caregiver Home

Pursuant to Division 31, MPP Section 31-445, in order to be approved, all relative and non-relative extended family member homes must meet the following standards set forth in Title 22, Division 6, Chapter 9.5, Article 3.

Section	STANDARD	YES	NO	DAP*	CAP**
89318	APPLICANT QUALIFICATIONS				
89319	CRIMINAL RECORD CLEARANCE REQUIREMENT				
89323	EMERGENCY PROCEDURES				
89361	REPORTING REQUIREMENTS				
89370	CHILDREN'S RECORDS				
89372	PERSONAL RIGHTS				
89373	TELEPHONES				
89374	TRANSPORTATION				
89376	FOOD SERVICE				
89377	REASONABLE AND PRUDENT PARENT STANDARD				
89378	RESPONSIBILITY FOR PROVIDING CARE & SUPERVISION				
89379	ACTIVITIES				
89387	BUILDINGS AND GROUNDS				
89387.2	STORAGE SPACE				
89388	COOPERATION & COMPLIANCE				

*DAP: DOCUMENTED ALTERNATIVE PLAN MADE
**CAP: CORRECTIVE ACTION PLAN MADE

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

STATE OF CALIFORNIA -- HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Checklist of Health and Safety Standards for Approval of Family Caregiver Home

Pursuant to Division 31, MPP Section 31-445, in order to be approved, all Relative & Non-Relative Extended Family Member Homes must meet the following standards, set forth in Title 22, Division 6, Chapter 9.5, Article 3.

STANDARDS PERMITTING ALTERNATIVE PLANS *The following statements must be answered YES, unless not applicable or an exception is granted, to approve the home for placement.*	**Yes**	**No**	**N/A**	***Alternative**
[§89387] Adequate bedroom space is provided:				
(a)(1) No more than 2 children share a bedroom.				
(a)(2) No sharing a bedroom by children of opposite sex unless each child is under 5 years of age.				
(a)(2)(A) A minor parent may share a bedroom with the minor parent's child of the opposite sex.				
(a)(2)(B) A caregiver may request a Documented Alternative Plan (LIC 973) permitting a child to share a bedroom based on the child's gender identity.				
(a)(3) The child does not share a bedroom with an adult unless the child is an infant.				
(a)(3)(A) There are no more than 2 infants and no more than 2 adults sharing the same bedroom.				
(a)(4)-(5) No room commonly used for other purposes or as a public or general passageway to another room is used as a bedroom.				
(a)(7) Each child has individual bed with clean linens, pillow, blankets, mattress in good repair.				
(a)(7)(B) Easy passage is allowed between beds and room entrance.				
(a)(8)(A) Bunk beds shall have railings on both sides of the upper tier to prevent falling.				
(a)(9) Infant has age- and size-appropriate, safe/sturdy bassinet or crib.				
(a)(10) Each bedroom has sufficient portable or permanent closet and drawer space for each child.				
[§89373] Telephone service shall be readily accessible in the home at all times, unless alternative telephone access is approved and documented.				

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

STANDARDS NOT PERMITTING ALTERNATIVE PLANS *The following statements must be answered YES, unless not applicable or a corrective action plan has been agreed upon. # indicates a standard for which "not applicable" is an unacceptable response.*	Yes	No	N/A	»CAP
[§89387(a)(6)] Each bedroom has at least one operable window or door that ensures safe, direct, emergency exit to the outside. If security window bars are used, the window is considered operable only if equipped with safety release devices.			#	
(a)(8) Bunk beds of more than two tiers must not be used.			#	
(a)(8)(B) Children under six years of age or those who are unable to climb into or out of the upper tier of a bunk bed unassisted shall not be permitted to use the upper tier.				
(b) The home appears to be clean, safe, sanitary and in good repair.				
(c) Indoor and outdoor halls, stairs, ramps, and porches are free of obstructions.				
(d) Swimming pools, spas, and other bodies of water are inaccessible to children under 10 years of age and to disabled children.				
(h) Yard or outdoor activity space shall be provided free from hazards that endanger the health and safety of a child.				
(j) Home contains at least 1 toilet, 1 sink, and 1 tub or shower maintained in safe, clean operating condition.			#	
(k) Home is maintained at a safe and comfortable temperature at all times.			#	
(l) Child's safety is ensured in homes with fireplaces, open-faced heaters and woodstoves.				
(m) Necessary lighting is provided in all rooms and other areas to ensure comfort and safety in the home.			#	
(n) Hot water from faucets is delivered at a safe temperature.				
(o) Waste is stored, located and disposed of in a manner that will not permit the transmission of communicable disease or odors, create a nuisance, or provide a breeding place or food source for insects or rodents.				
(p) Home has indoor sprinkling system or functioning smoke detector installed in the hallway(s) of each sleeping area audible in each bedroom or sleeping room.			#	
[§89387.2(a)(1). (2).(2)(A), and (3)] Storage areas of firearms and other dangerous weapons are locked. In lieu of locked storage, the caregiver utilizes trigger locks or has removed and locked the firing pin/s separately from the firearm/s. Ammunition is stored and locked separately from firearms.				

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

STANDARDS NOT PERMITTING ALTERNATIVE PLANS *The following statements must be answered YES, unless not applicable or a corrective action plan has been agreed upon. # indicates a standard for which "not applicable" is an unacceptable response.*	Yes	No	N/A	»CAP
[§89387.2(b)(1),(2), and (3)] Medicines, disinfectants, cleaning solutions, poisons, firearms and other dangerous items are stored where inaccessible to child except where the caregiver may apply the reasonable and prudent standard and allow a child to have access to household knives and appliances, medications, disinfectants and cleaning solutions, if age and developmentally appropriate, and safety is assured.			#	

NOTES/COMMENTS:

* Alternative: Documented Alternative Plan must be attached.
» Correctable Deficiencies: Corrective Action Plan must be attached.

I certify that the home of _____ meets the standards
(Caregiver's Name)
for approval as described in this form.

_____ _____
Signature (County CWS or Probation Worker) Date

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

DEFICIENCIES AND PLANS OF CORRECTION

When a violation of health and safety standards is observed, the county worker has the responsibility to determine the length of time by which a correction must be made and to provide the relative with reasonable assistance in meeting that standard. The basic factors to be considered in making this assessment are the potential consequences to the child(ren) placed in the home and the immediacy of the need to correct.

The types of deficiencies are as follows:

1. **Immediate Impact**. Deficiencies that, if not corrected, would have a direct and immediate risk to the health, safety or personal rights of the foster child. If placement is imminent, correction MUST BE MADE prior to placement of the child(ren).

2. **Potential Impact:** Deficiencies that without correction could become a risk to the health, safety or personal rights of the child(ren).

Examples of Immediate Impact Deficiencies:

For initial approval:

1. Health Related: unlocked poisons, inappropriate storage of medications.

2. Food Service: food contaminated with mold, fungus or bacteria; bloated or ruptured canned foods; infestation of insects or vermin; unsanitary conditions in food preparation areas that present immediate health hazard; storing of food next to or with toxic substances.

3. Building and Grounds: no fence or approved cover for bodies of water; broken stair or stair railings; poisons, toxic substances, firearms in areas accessible to the child(ren); unlit stairwells used by the child(ren).

4. Fixtures, Furniture, Equipment and Supplies: toilet not in working condition, garbage accessible to children, unsafe fireplace or heaters that are in use, unsafe water temperature, condition of bedding or towels is unsanitary, furniture is broken and could cause injury if used.

5. Criminal Record Clearance and Child Abuse Index Check: failure to obtain a CLETS clearance and submit a fingerprint or Criminal Record Clearance and Child Abuse Index Check for those individuals whom have frequent and routine contact with the child(ren) in care.

For re-assessment, all of the above, and:

1. Personal Rights: abuse, neglect, inappropriate use of restraints, the use of corporal punishment, and similar violations having a direct negative impact on either the physical or emotional wellbeing of the child(ren) in care.

2. Health Related Services: storing mislabeled, unlabeled, outdated or discontinued medications; failure to ensure that needed medical care is provided to those in care.

3. Food Service: failure to maintain enough food to meet the needs of the child(ren) for the next 24 hours.

4. Care and Supervision: child requires a level of care that cannot be met by the caregiver without the provision of additional supports or services.

5. Supplies: failure to maintain enough basic hygiene items to meet the needs of the child(ren).

Examples of Potential Impact Deficiencies:

For initial approval:

1. Food Service: failure to clean dishes and utensils.

2. Buildings and Grounds: conditions that may have a negative impact on the child(ren) in care if not corrected, such as multiple conditions that indicate an overall deterioration of the home; widespread neglect of maintenance; unsanitary living and food preparation areas.

3. Furniture, Fixtures, Equipment and Supplies: furnishings should be considered as deficient only when they are clearly damaged to the extent they are not functional (e.g., a tear in the seat of a chair vs. exposed springs); no operable sink or shower; inadequate linens.

For re-assessment, all of the above, and:

1. Reporting Requirements: Failure to notify the Department regarding incidents of abuse, neglect, death, injury, etc. as required by §89361.

2. Record Keeping: Failure to maintain the child(ren)'s records as required by §89370.

Plan of Correction

When a child welfare worker has determined that a deficiency exists, the proposed caregiver and the worker will discuss each deficiency and develop a plan for correcting each deficiency. If the deficiency is not corrected during the visit, then the plan of correction must be in writing, with a copy provided to the caregiver, and shall include at least the following information:

1. Citation of the regulation section that is violated.
2. Description of the nature of the deficiency.
3. The actions to be taken by the applicant and the assistance to be provided by the County.
4. The date by which each deficiency shall be corrected.
5. The phone number of the county office responsible for approval of the home.

WHEN THERE ARE CHILDREN IN THE HOME, THE WORKER MUST REQUIRE IMMEDIATE CORRECTION OF A DEFICIENCY IF THE DEFICIENCY WOULD POSE AN IMMEDIATE THREAT TO THE HEALTH AND SAFETY OF CHILDREN. UNDER THESE SAME CIRCUMSTANCES, IF THERE ARE NO CHILDREN IN CARE, AND PLACEMENT IS IMMINENT, CORRECTION SHOULD BE WITHIN 24 HOURS OR LESS, AND BEFORE PLACEMENT IS MADE. OTHERWISE, THE DATE FOR CORRECTING A DEFICIENCY SHALL NOT BE MORE THAN 30 CALENDAR DAYS FOLLOWING THE DATE OF THE VISIT, UNLESS THE WORKER DETERMINES THAT THE DEFICIENCY CANNOT BE CORRECTED IN 30 CALENDAR DAYS. IN THIS CASE, THE WORKER MUST DETERMINE AN APPROPRIATE COMPLETION DATE. *TITLE IV-E IS NOT AVAILABLE UNTIL THE MONTH IN WHICH THE CORRECTIONS ARE COMPLETED AND THE HOME FULLY MEETS THE STANDARDS.*

THE CORRECTIVE ACTION PLAN SHALL SPECIFY CORRECTIVE ACTIONS WHICH MUST BE TAKEN WITHIN 30 DAYS AND THE DATE ON WHICH THE CORRECTIONS WILL BE COMPLETED.

In determining the date for correcting a deficiency, the worker should consider the following:

1. Whether there are children in care.
2. The potential hazard presented by the deficiency.
3. The availability of equipment or personnel necessary to correct the deficiency.
4. The estimated time necessary for delivery and installation of any necessary equipment.

If a written plan of correction is used, the worker is responsible for ensuring corrections have been completed within the required timeframes.

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

STATE OF CALIFORNIA – HEALTH AND HUMAN SERVICES AGENCY CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

Relative or Non-Relative Extended Family Member Caregiver Assessment

All statements below must be answered "Yes" to approve the caregiver. When there is a "No" answer, the worker should assess whether the provision of reasonable assistance or additional services to the caregiver would enable the caregiver to properly respond to the child's needs, health and safety. If the worker later reassesses the caregiver and determines that conditions supporting the No answer have changed sufficiently to answer Yes, caregiver approval may be given at that time.

Responses to the following statements have been assessed by the undersigned.

1. The caregiver has been provided a summary of State home approval regulations and is capable, having sufficient physical and mental health, to meet these requirements for the care and supervision appropriate to the specific needs of the child to be served. [§89318]
[ ] Yes [ ] No

Comments: _____

_____

2. The caregiver is aware of the child's immediate emotional, behavioral, physical, medical, and educational needs and is able to meet the health, safety, and well-being needs of the child. [§89378/WIC 361.2]
[ ] Yes [ ] No

Comments: _____

_____

3. The caregiver understands State child abuse and neglect laws and shall report by telephone, e-mail, or fax any circumstances indicating the child has been abused or neglected within 24 hours after the event occurs to the approval agency. [§89361]
[ ] Yes [ ] No

Comments: _____

_____

4. The caregiver understands the child shall be entitled to participate in age and developmentally appropriate extracurricular, enrichment, and social activities. [§89379(a)]
[ ] Yes [ ] No

Comments: _____

_____

5. The caregiver shall be responsible for applying the Reasonable and Prudent Parent Standard, which is characterized by careful and sensible parental decisions that shall take in consideration the age, maturity and developmental level, behavioral tendencies, mental and physical health, medications, abilities and limitations, the nature and inherent risks of harm, in order to maintain the child's health, safety, and best interest. [§89377]
[ ] Yes [ ] No

Comments: _____

_____

6. The caregiver will ensure that only positive discipline practices which promote the health and well being of the child are used in the home, and will not use corporal punishment or allow any form of discipline that violates the child's personal rights. [§89372(a)(1)]
[ ] Yes [ ] No

Comments: _____

_____

7. The caregiver understands and agrees to maintain the child's records, including the placement agreement, health and educational records, and written consent for medical/dental treatment. [§89370]
[ ] Yes [ ] No

Comments: _____

_____

8. The caregiver agrees to report any accidents, injuries or incidents that threaten to harm the physical or emotional health or safety of the child within 24 hours after the event occurs by telephone, e-mail, or fax and submit a written report within 7 calendar days to the approval agency. [§89361(a) and (b)]
[ ] Yes [ ] No

Comments: _____

_____

9. The caregiver agrees to report any change in household composition within 24 hours, and a change in the residence or mailing address within 10 working days, by telephone, e-mail, or fax to the approval agency. [§89361]
[ ] Yes [ ] No

Comments: _____

_____

10. The caregiver agrees to report any change in the location of the home to the approval agency by telephone, e-mail, or fax 30 days prior to the move or as soon as the information is available. [§89361(d)]
[ ] Yes [ ] No

Comments: _____

_____

11. The caregiver has been provided with a copy of the child's personal rights, understands them, and agrees to ensure that all members of the household will abide by them. [§89372]
[ ] Yes [ ] No

Comments: _____

_____

12. The caregiver agrees to post emergency telephone numbers in a prominent location, discuss emergency procedures with the child, and practice emergency procedures every 6 months. [§89323(a) and (a)(1)]
[ ] Yes [ ] No

Comments: _____

_____

13. The caregiver understands that they are permitted to arrange for occasional short-term babysitters, alternative caregivers, respite care, leaving children alone without adult supervision, licensed child care, and participation in extracurricular, enrichment, and social activities. [§89378(a)(1)(A) through (F)]
[ ] Yes [ ] No

Comments: _____

_____

14. The caregiver shall provide at least three nutritious meals daily, provide between meal snacks, meet any special dietary needs of the child, afford the same quantity and quality of food available to all household members, and invite the child to participate in all household meals. [§89376]
[ ] Yes [ ] No

Comments: _____

_____

15. The caregiver understands and agrees that an infant who is not able to hold a bottle, shall be held during bottle-feeding using an unbreakable bottle and at no time shall a bottle be propped for an infant. [§89376]
[ ] Yes [ ] No

Comments: _____

_____

16. Caregivers are permitted to encourage, but not require, a child as age and developmentally appropriate, to learn meal preparation, which may include the use of kitchen knives and appliances [§89376]
[ ] Yes [ ] No

Comments: _____

_____

17. The caregiver shall ensure transportation to medical appointments, school, and extracurricular, enrichment, or social activities in vehicles that are in safe operating condition, unless other arrangements for transportation are stated in the written plan or placement agreement. [§89374(a) and (c)]
[ ] Yes [ ] No

Comments: _____

_____

18. The caregiver understands and will ensure that the child is permitted to have age and developmentally appropriate access to personal hygiene products, kitchen knives and appliances, medications, disinfectants, and cleaning solutions.
[§89372(a)(2)(B)] and [§89387.2(b)(1) through (3)]
[ ] Yes [ ] No

Comments: _____

_____

19. Caregiver shall provide adequate care and supervision for the number of children in care. Capacity issues do not apply to relative/NREFM homes [§89378], unless the relative or NREFM home is a licensed home. [§89228]
[ ] Yes [ ] No

Comments: _____

_____

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

RELATIVE or NREFM
CAREGIVER DECLARATION AND AGREEMENT

I/We declare that:

1. I/We have been provided with a summary of the state regulations regarding the approval and operation of a relative foster home and agree to abide by them. _____ (Caregiver Initial)

2. I/We agree to cooperate with the county in the maintenance of caregiver standards. _____ (Caregiver Initial)

3. I/We have been provided with a copy of the child(ren)'s personal rights and understand them and agree to ensure that all members of the household will abide by them. _____ (Caregiver Initial)

4. I/We agree to provide for the special needs of any child placed in my/our care, including but not limited to:

   - To provide the services identified in the child's placement agreement and, if applicable, Transitional Independent Living Plan. [§89378(a)] _____ (Caregiver Initial)

   - If the child is a minor parent, to provide direct care and supervision of the child of the minor parent whenever the minor parent is at school or otherwise unavailable/unable to care for the child. [§89378(c)(1)] _____ (Caregiver Initial)

   - If the child has a disability, to make necessary specific provisions as required to protect and assist the child and maximize the child's potential for self-help. [§89387] _____(Caregiver Initial)

   - If the child is under age 10 or is developmentally disabled, mentally handicapped, or needs special care and supervision, any pools or open body of water will be secured as required [§89387(d)] _____ (Caregiver Initial)

I/We have not and will not make any false or misleading statements associated with application for approval, including information regarding the caregiver, family members, family home, or any of the services to be provided in the home.

_____ _____
Caregiver Signature Date

_____
Caregiver Name (Print)

_____ _____
Caregiver Signature Date

_____
Caregiver Name (Print)

Child's Name: _____ Case Number: _____
Child's Name: _____ Case Number: _____
Caregiver Name: _____

Assessment Summary:

The relative/non-relative extended family member has the ability and capacity to provide care and supervision to meet the child(ren)'s needs.
[ ] Yes [ ] No

_____	_____	_____
Signature of County CWS or Probation Worker	Phone Number	Date