

Approval of Extended Family and Provisional Foster Homes

The Child Protection Worker will ensure all required background checks, and all supplementary documentation is obtained and completed for the approval or rejection of every Extended Family and Provisional Foster Home.

REFERENCE

Child and Family Services Act section 62(3)
Department of Health and Social Services Policy

PURPOSE

- To ensure that foster care services provide a safe and healthy environment for children and youth.

PROCEDURE

Preliminary approval – Within 3 days of placement:

1. Request the completion of the *Consent for Release/Receipt of Information* form by the potential caregivers to obtain criminal record and child protection record checks.
2. Initiate the *Child Protection Record Check (CPRC)* by reviewing electronic records via the Child and Family Information System (CFIS), to ensure there are no relevant child protection concerns due to historical or current involvement.
3. Consult with the local RCMP to confirm that there is no criminal history with the proposed caregivers that poses an immediate safety risk. See *Criminal Record Check Relevant Charges* tool for offenses that would deem applicants as eligible or non-eligible.

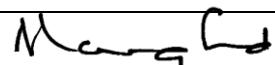
If the CFIS and police checks do not produce safety concerns, the child or youth may be placed in the foster home, subject to final completion of documentation and approval:

Within 7 days of placement:

4. Complete the *Child Protection Record Check (CPRC)* form and place on file.
5. Document the preliminary consultation with RCMP in the investigation notes.
 - Review the *Foster Home Agreement, Oath of Confidentiality and Caregiver Discipline Agreement* with all caregivers, ensuring that the terms are agreeable and that the documents are signed and placed on file.

Effective Date: April 1, 2016

Director of Child and Family Services



Note: If preliminary assessment information deems that the proposed home is unsuitable, the proposed caregivers and biological parents (where possible), will be advised of the reasons why as soon as possible. The Child Protection Worker will document this in the investigation/case notes and an alternative home will be sought.

Final approval – Within 14 days of Placement - Completed and on file:

- a. *Foster Home Application*
- b. *Applicant Medical Examination Report*
- c. *Consent for Disclosure of Criminal Record Information* (RCMP Form)*
- d. Complete the *Child Protection Record Check (CPRC)* by consulting the following sources as applicable
 - o CFIS;
 - o Authority hard-copy CFS files;
 - o CFS file review by the Records Coordinator at the Department;
 - o Inter-Provincial Child Protection Records Check at the Department*
- e. *Foster Home Agreement*
- f. *Foster Parent Oath of Confidentiality*
- g. *Caregiver Discipline Agreement*
- h. *Extended Family/Provisional Foster Home-Study*

**If documentation is still pending after 14 days, document progress to date in case notes.*

- i. Submit all documentation to the Supervisor for review and assessment.
- j. Obtain the Supervisor's approval or rejection of the home within 21 days following the child's placement.
- k. Send a letter of the approval (*Approval Outcome form*) to the applicant(s) within 30 days of the placement advising of the approval/rejection decision.
- l. Place a copy of the *Approval Outcome form* on the foster home and the child/youth's..

FORMS

- Consent for Release/Receipt of Information
- Child Protection Record Check
- Foster Home Application
- Applicant Medical Examination Report
- Consent for Disclosure of Criminal Record Information (*RCMP Form*)
- Foster Home Agreement
- Foster Parent Oath of Confidentiality
- Caregiver Discipline Agreement
- Extended Family/Provisional Foster Home-Study
- Approval Outcome Form

TOOLS

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- Criminal Record Check Relevant Charges
- Required Documentation: Extended Family/Provisional Foster Home Approval

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