

Approval of Regular Foster Homes

The Child Protection Worker will ensure that the evaluation of every regular foster home includes sufficient background checks and assessment, and occurs within 45 days of receiving a complete foster home application package.

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.
- To safeguard children and youth in foster homes from abuse and neglect.

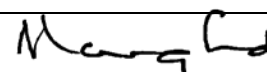
PROCEDURE

1. Assist foster parents in completing all documents in the application package:
 - *Foster Home Application*
 - *Consent for Release/Receipt of Information* form: to perform child protection and criminal background record checks and to share foster parent contact information with local foster family support organizations.
 - Criminal Record from the RCMP
 - *References* – three (3) non-family references
 - *Medical Examination Report* – to be completed by a medical practitioner.
2. The Child Protection Worker must consult the following sources to determine if the applicants have any prior child protection history and complete the *Child Protection Records Check (CPRC) form* to be included in the Foster Home application package:
 - Child and Family Services Information System (CFIS);
 - Relevant Health and Social Services Authorities hard-copy CFS files;
 - Departmental CFS file review from the Records Coordinator (DHSS).
 - *Inter-Provincial Child Protection Record Check* from the Inter-Provincial Coordinator (where the applicant(s) has resided in another Territory or Province).

If the Criminal Record Check and Child Protection Record Check do not yield child protection concerns:

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1. Complete the *Foster Home Study* form by interviewing the applicants and all other adults, children and youth living in the home and include a final recommendation for approval outcome. The home study must be completed **45 days** after receipt of package.
2. Submit the completed application documentation, home-study, and the draft Approval Outcome form letter for the Supervisor's review and signature.
3. Place a copy of the Approval Outcome form on the foster family file and the child's file once signed by the Supervisor.
4. Advise of approval outcome within 14 days of completing the home study interviews:
 - a) For homes not approved, arrange a meeting to discuss the decision outcome and provide them with the written outcome letter.
 - b) For homes that are approved:
 - Arrange a meeting to notify the applicants of the approval.
 - Enter the foster home as a new Placement Resource in CFIS.
 - Deliver the written outcome letter and review and sign the *Foster Home Agreement, Oath of Confidentiality and Caregiver Discipline Agreement*. Discuss and confirm the Foster Home Agreement, Oath and Discipline Agreement to ensure agreement to the terms and conditions;

Note: If the above timelines cannot be met due to pending documentation, the reason for the delay must be noted in the case notes.

FORMS

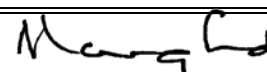
- Consent for Release/Receipt of Information
- Foster Home Application
- Applicant Medical Examination Report
- Consent for Disclosure of Criminal Record Information (*RCMP Form*)
- Child Protection Record Check
- Foster Home Agreement
- Foster Parent Oath of Confidentiality
- Caregiver Discipline Agreement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

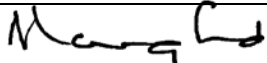
TOOLS

- Required Documentation: Regular Foster Home Approval
- Regular Foster Home-Study

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