

## Voluntary Foster Home Closure

Child Protection Workers will close foster home files and express appreciation to the foster parents when they request to have their foster home closed and ensure that transition plans for the children and youth are conducted with the least disruption.

### REFERENCE

Department of Health and Social Services Policy

### PURPOSE

- To ensure that all voluntary closures are conducted in a consistent manner.
- Ensure transition plans are conducted in a timely and respectful manner with the least disruption for the child or youth and foster family.

### PROCEDURE

1. Discuss with the foster parent(s), transition plans for the children or youth in their care and determine the date for closure.
2. Ensure that plans for change in placement are developed with a focus on the least intrusive change for the children/youth involved and include sufficient transition time.
3. Update the placement status of all children on CFIS.
4. Complete the *Placement Closure Report* form and submit to the Supervisor.
5. Place copies of the *Placement Closure Report* form in the FH and CFS file.
6. Complete the *Letter or Appreciation* form for the foster parents and provide to the Supervisor for review and signature.
7. Place a copy of the final letter on the Foster Home file and deliver to the foster parents within 30 days of the foster home being closed.
8. Update the resource as “closed” on CFIS.

### FORMS

- Placement Closure Report
- Letter of Appreciation template

### TOOLS

- None