

Date- July XX, 2011

Manual - Child and Family Services Manual, Chapter E, Foster Care

Transmittal # - 241

The purpose of this transmittal is to provide revised guidance for the Foster Care Chapter of the Child and Family Services Manual. Unless otherwise stated, the provisions in the transmittal are effective upon posting.

This manual has been reformatted as part of the development of a new Child and Family Services Manual and is consistent with the established Virginia Children’s Services Practice Model. It incorporates new federal and state law into the guidance; clarifies existing guidance for permanency; and incorporates adoption guidance from the Agency Adoptions Chapter to the sections that address the goal of, and services to support, adoption. This last change eliminates duplicate adoption guidance in two separate chapters.

In the context of the manual: if the *heading only* is italicized it is a section that has been relocated from another area of the previous manual and does not include any substantive changes or updates. If the *language* in a section is italicized it signifies new or revised guidance.

The terms child placing agency (CPA), local department of social services (LDSS), licensed child placing agency (LCPA) and Agency are used throughout the manual. The terms CPA and Agency refer to both local departments of social services and private licensed child placing agencies. The term LDSS is used only when referring to the local department. The term LCPA is used only when referring to a private licensed child placing agency.

Appendix C was deleted and all information was incorporated into the appropriate sections of the manual.

This transmittal and manual are available on Spark at:

<http://spark.dss.virginia.gov/divisions/dfs/fc/procedures.cgi>

and on the VDSS web site at <http://www.dss.virginia.gov/family/fc/manual.cgi>.

Significant changes to the manual are as follows:

Section 1 Foster Care Overview	
Subsection	Significant Changes
1.2 Definitions	Removed language “other public agency designated by the Community Policy and Management Team” from the definition of foster care placement
1.2 Definitions	Deleted definitions that are identified and discussed in the body of the guidance manual such as: Post Adoption Contact and

	<p>Communication Agreement, Prior Custodian, Reunification, Transition Plan.</p> <p>Added definition of OASIS and eliminated Child Welfare Information System.</p> <p>Incorporated definitions from VEMAT, (section 14.2) into this section</p>
1.5 Organization of Manual	<p>Describes organizational changes to the manual that better reflect the sequential order of practice. For example: moving pre-finalized adoption services from adoption chapter to this chapter.</p> <p>Moved funding of services to each section in which it applies.</p>
Section 2 Engaging The Child, Family and Significant Adults	
Subsection	Significant Changes
2.5.1 Preparing For and Engaging the Child and Family in the Search	Added new section with considerations when beginning a relative search.
2.5.2 Examining the child’s and family’s extended networks	Identifies Accurint as the search tool provided by VDSS for free use by local agencies.
2.7.1 Addressing 5 Critical Decision Points	Added from the Family Engagement guidance to incorporate the specific components into practice.
2.7.2 Participants in Family Partnership Meetings	
2.7.3 Scheduling Family Partnership Meetings	
2.7.4 Paying for Family Partnership Meetings	
2.7.5 Documenting the Family Partnership Meetings	
2.7.6 Other Uses of Family Partnership Meetings	
2.8 Using the Family Assessment and Planning Team	Deleted information that was not applicable to Family Assessment and Planning Team.
2.9 Resources and Tools	<p>Moved from section 2.11 in the previous manual to 2.9.</p> <p>Moved information on planning visits, communication and notifying parents of placement and visitation changes to Section 4.8.</p>
Section 3 Entering Foster Care	
Subsection	Significant Changes
3.6.5 Services to children through agency agreements with parents who retain custody	Combined information on non custodial foster care agreements and parental agreements into one section.

	Clarified the distinction between both types of agreements.
3.7 Special Populations	Information on minor child of a foster child and youth in DJJ in this subsection was moved from Section 15 in the previous manual.
3.7.3.2 Post Release Supervision	Changed timeframe from 4 to 12 weeks prior to a youth's release from DJJ for DJJ to initiate aftercare planning with the LDSS due to recent legislation.
Section 4 Opening and Maintaining the Case	
Subsection	Significant Changes
Entire section 4	Moved section from previous manual where it was section 5.
4.1 Confidentiality of Records	Moved subsection from 15.1 in previous manual.
4.2 Freedom of Information Requests	Added section from Code of Virginia requirements for records held by public agencies.
4.5.3 No Redetermination of Title IV-E eligibility required	Moved all from subsection 11.10 in previous manual.
4.5.4 Situations Impacting Child's Eligibility for Title IV-E	
4.6.3 Redetermination of Eligibility for Medicaid	
4.7.9 Notice of Changes Affecting Child Support	
4.10.3.1 Using Funds from Special Welfare Accounts	
4.13 Starting a Lifebook	Updated information on collecting items for lifebooks for children in foster care.
Section 5 Conducting Child and Family Assessment	
Subsection	Significant Changes
Entire Section 5	Moved from previous manual where it was section 6.
5.7 Types of Assessment Tools	Moved from subsection 6.7 in previous manual.
5.8.1.1 Who should be assessed with CANS	Deleted the phrase "ages 5 and above" for use of CANS. Added mandatory use of CANS for ages 0-4.
Section 6 Placement to Achieve Permanency	
Subsection	Significant Changes
Entire Section 6	Moved from previous manual where it was section 4.
6.4 Keeping Siblings Together	Moved from Appendix C in previous manual.

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6.8 Procedures for Emergency Foster Care Placements	Clarifies the conditions under which Title IV-E funds may be used in the emergency placement of a child.
6.8.1 Purchasing Emergency Shelter Services	Moved from subsection 14.17 in previous manual.
6.11.2 Placement with the Goal of Independent Living prior to July 1, 2011	<p>Added the phrase “prior to July 1, 2011” to heading.</p> <p>Clarified how the goal of Independent Living may be utilized and that no youth under 18 may be given the goal of Independent Living after July 1, 2011.</p>
6.13.3 Purchasing Home Studies and Placement Services	Moved from subsection 14.10 in previous manual.
6.14 Placement in Independent Living Arrangements	Added information to clarify when an independent living arrangement may be used for older youth.
6.14.1 Factors to Assess in Determining Youth’s Readiness	Stipulates that goal of Independent Living has to be assigned prior to July 1, 2011.
6.14.4 Placement in Independent Living Arrangements	Moved from subsection 14.2 in previous manual.
6.15.6 Services During Residential Placement	Moved from subsection 9.13 in previous manual.
6.15.7 Paying for Care in a Residential Facility	Moved from subsection 14.18 in previous manual.
6.17.1 Determining Child’s Best Interest for School Placement	<p>Added statement that joint VDSS and VDOE guidance applies to all foster care children.</p> <p>Included a definition of “immediate” that applies to this section only.</p>
6.17.1.4 Arranging and Funding School Transportation to remain in the same school	<p>Added requirements regarding paying for school transportation when a youth is to remain in his school of origin.</p> <p>Included clarification that the LDSS communicate transportation costs to CSA when CSA is paying.</p> <p>Clarified that the FAPT and CMPT cannot deny paying for transportation costs.</p> <p>Added requirements regarding paying for school transportation when a youth is to remain in his school of origin and has an Individualized Educational Program(IEP).</p>
6.17.2.2 Enrolling child immediately and	Clarifies which agency should submit the

appropriately	immediate enrollment of child in foster care form to the school.
6.17.3 Communicating with the school on child's education	Included information about school division foster care liaisons.
6.17.4 Regular Education Services	Moved from subsection 14.15 in previous manual.
6.17.5 Special Education Services	Moved from subsection 14.16 in previous manual.
Section 7 Selecting and Achieving Permanency Goals	
Subsection	Significant Changes
Section 7	Section name changed from "Permanency Planning-Selecting the Goal" in the previous manual. Alternative foster care goals moved to Section 8 in the current manual.
7.4 Concurrent Planning	Moved from subsection 7.5 in previous manual.
7.4.1 Six processes that support concurrent planning	Incorporated information from Appendix C in previous manual.
7.4.2 Three practices essential for concurrent planning	
7.5 Shared Decision Making	Moved from subsection 7.6 in previous manual.
7.6 Factors to Consider When Choosing a Permanency Goal	Moved from subsection 7.7 in previous manual.
7.7 Services to Achieve Goal of Return to Parent(s) or Prior Custodians	Moved from subsection 7.3 in previous manual.
7.7.1 Focus of Services for Reunification	Moved from subsection 9.6.1 in previous manual
7.7.2 Assessing for Return Home	Moved from subsection 9.6.2 in previous manual.
7.7.3 LDSS efforts to support reunification	Moved from subsection 9.6.3 in previous manual.
7.7.3.1 Monthly Supervisory Conference	Moved from subsection 9.6.3.1 in previous manual.
7.7.4 Reunification services and service planning	Moved from subsection 9.6.4 in previous manual.
7.7.5 Achieving permanency with goal of Return Home	Moved from subsection 9.6.5 in previous manual
7.8 Services to achieve the goal of Placement with Relatives	Moved from subsection 9.8 in previous manual.
7.8.2 Focus of Services	Moved from subsection 9.8.1 in previous manual.
7.8.3 How the team is used	Moved from subsection 9.8.2 in previous manual.

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7.8.4 Assessment of the Relative	Moved from subsection 9.8.3 in previous manual.
7.8.5 Achieving permanency with goal of Placement with Relatives	Moved from subsection 9.8.4 in previous manual.
7.9 Services to achieve the goal of Adoption	Moved from subsection 9.7 in previous manual.
7.9.1 Focus of services	Moved from subsection 9.7.1 in previous manual.
7.9.2 How the team is used	Moved from subsection 9.7.2 in previous manual.
7.9.3 Terminating parental rights	Moved from subsection 9.7.5 in previous manual.
7.9.4 Preparing the child for adoption	Moved from subsection 3.1 in Chapter C, previous adoption manual.
7.9.4.1 Helping children and youth adjust to loss	Updated information on assisting children in preparing for adoption.
7.9.4.2 Questions for child to assess where they are on the permanency continuum	
7.9.4.3 Lifebooks	Moved information from Appendix C in previous manual. Added new information on preparing and creating a lifebook.
7.9.5 Pre Adoption Services	Added information on the responsibilities of service workers when adoption is the goal for a child.
7.9.6 The Adoption Resource Exchange of Virginia	Moved from previous Adoption Manual, Chapter C, section 7, subsections 7.C, 7.D and 7.F. Updated information to be consistent with practice standards.
7.9.6.2 Registration Procedures	
7.9.6.3 Children on Deferment from photo-listing service	
7.9.6.5 Acknowledgement of Materials submitted to AREVA	Updated information on submission of material to AREVA.
7.9.7 Adoptive Home Selection and Preparation	New section adding information about MEPA and IEAP requirements. Information about placing siblings together was added.
7.9.7.1 Selecting the Adoptive Home	Deletes adoptive home study criteria from section 10, Chapter C of the previous Adoption Manual, and links to the Local Resource, Foster Care and Adoptive Home Study Manual for approval requirements for dually approved (foster care and adoptive) homes.

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	Discusses the role of the Adoption Committee in considering foster parents as adoptive parents.
7.9.7.2 Utilizing a team approach	Revised information from previous Adoption Manual, Chapter C, subsection 3.F to define and clarify the role of the adoption team.
7.9.7.2.1 Criteria for selection of a family for a particular child	Updated information in assessing the appropriate adoptive home for a child.
7.9.7.3 Educating and partnering with adoptive parents	Created new section focusing on full disclosure and factual information to the adoptive parent.
7.9.7.4 Full disclosure of child information	Created new section specifying the information that shall be disclosed to the adoptive parents and included a new disclosure form that shall be shared with adoptive parents.
7.9.7.5 Arranging Pre-Placement visits	Moved from previous Adoption Manual, Chapter C, subsection 4.A. Added a statement regarding ongoing contacts with the birth parents.
7.9.7.6 Placement Procedures	Moved from previous Adoption Manual, Chapter C, subsection 4.C. Added information on school placement for children in adoptive placements. Included requirement to complete the “Best Interest Determination” process and form. Linked to subsection 6.17.1.
7.9.7.7. Completion of forms at the time of placement	Moved from previous Adoption Manual, Chapter C, subsection 4.C.2.
7.9.7.8 Continuation of foster care services	Moved from previous Adoption Manual, Chapter C, subsection 5.D.
7.9.8 Finalizing the Adoption	Instructs workers to go to Chapter F Adoption, to find guidance to finalizing the adoption.
7.10 Post-Adoption Contact and Communication Agreement (PACCA)	Moved from subsection 9.7.7 in previous manual. Integrated PACCA information from previous Adoption Manual, Chapter C, subsection 3.G.
7.11 Adoption disruption	New section describing types of services to provide if the adoptive placement disrupts. Added information to utilize a Family Partnership Meeting when adoption disruption is a possibility.
7.11.1 Achieving permanency with the goal of	Moved from subsection 9.7.8 in previous

Adoption	manual.
Section 8 Alternative Foster Care Goals	
Subsection	Significant Changes
Section 8	Moved from subsection 7.4 in the previous manual.
8.1 Introduction	Moved from subsection 7.1 in the previous manual.
8.2 Framework	Moved from the subsection 7.2.1 in the previous manual.
8.2.2 Legal Citations	Updated Section 16.1-281B of the Code of Virginia regarding elimination of the goal of Independent Living.
8.3 Alternative foster care goals	Moved from the subsection 7.4 in the previous manual.
8.3.1 Permanent Foster Care	Moved from subsection 7.4.1 in the previous manual.
8.3.2 Independent Living	<p>Moved from subsection 7.4.2 in the previous manual.</p> <p>Added statement that this goal may not be chosen for youth, ages 16 and over as of July 1, 2011.</p> <p>Added statement that youth given this goal prior to July 1, 2011 may keep the goal if it is in the best interest of the youth.</p> <p>Added statement that for youth with this goal, the service worker shall continue diligent efforts to search for a relative or other interested adults who will provide a permanent, long-term family relationship for the youth.</p> <p>Added statement that allows Independent Living to continue to be a goal for refugees and asylees over the age of 16 year old.</p>
8.3.3 Another Planned Permanent Living Arrangement	<p>Moved from subsection 7.4.3 in the previous manual.</p> <p>Added a statement that older youth for whom this goal is selected must meet the requirement of the goal as described.</p> <p>Added a statement that this is not an appropriate goal for youth 16 and over for</p>

	whom independent living would have been selected in the past.
8.3.4 Using Family Partnership Meetings prior to changes in goal	Moved from subsection 7.6.1 in the previous manual.
8.4 Services for goal of Permanent Foster Care and subsections 8.4.1 – 8.4.6	Moved from subsection 9.9 in the previous manual.
8.5 Services for goal of Independent Living	<p>Moved from subsection 9.10 in the previous manual.</p> <p>Added a statement that the goal of Independent Living is allowable for youth 16 and over for whom it was selected and approved in court prior to July 1, 2011.</p> <p>Added a statement that for those youth age 18 and over who continue to receive services from the CPA and who have not achieved permanency, the goal of independent living may again be selected.</p>
8.5.1 Focus of Services	<p>Added a statement clarifying who is to be provided independent living services.</p> <p>Added a statement that independent living services are to be provided to all youth age 14 and over, whether or not their goal is independent living.</p> <p>Added a clarifying statement about placing children in residential facilities with youth that have the goal of Independent Living.</p>
8.5.4 Use of the goal of Independent Living after 18	New section on using the goal of Independent Living for youth over the age of 18 and over for whom permanency has not been achieved through other goals.
8.5.5 Achieving the goal of Independent Living	<p>Moved from subsection 9.10.4 in the previous manual.</p> <p>Added a statement for older youth with this goal prior to July 1, 2011 or young adults 18 and over for whom this goal is selected and successfully complete their Independent Living Services and Transition Plan, they may be ready to live independently without the support of the LDSS.</p>

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8.6 Services for goal of Another Planned Permanent Living Arrangement and subsections 8.6.1-8.6.3	Moved from subsection 9.11 in the previous manual.
Section 9 Developing Service Plan	
Subsection	Significant Changes
Section 9	Title changed from Developing the Initial Service Plan, Section 8 in the previous manual.
Subsections 9.1- 9.9 and 9.11	Moved from Section 8 of the previous manual.
9.2.2 Legal Citations	Updated Section 16.1-281 B of the Code of Virginia regarding elimination of the goal of Independent Living.
9.10 Developing the plan when goal is changed to Adoption	Moved from subsection 11.9 in previous manual.
9.10.1 Information needed	Moved from subsection 11.9.1 in previous manual.
9.10.2 Submitting materials to court when the goal is changed to Adoption	Moved from subsection 11.9.2 from the previous manual and changed subsection title.
Section 10 Providing Foster Care Services	
Subsection	Significant Changes
Section 10 Providing Foster Care Services and subsections 10.2 – 10.3	Moved from Section 9 in the previous manual.
10.4 Child Care Services and related subsections: 10.4.1 – 10.4.3	Moved from subsection 14.11 in the previous manual.
10.5 Respite Services	Moved from subsection 9.12 in the previous manual.
10.6.1 Travel of children in foster care and related subsections 10.6.1.1-10.6.1.2	Moved from 15.2 in the previous manual.
10.6.2 Purchasing transportation services and related subsections 10.6.2.1-10.6.2.3	Moved from 14.12 in the previous manual.
10.6.2.3 Using State Pool funds to purchase transportation	Refers back to subsection 6.17.1.4 for criteria to be used in purchasing transportation.
10.7 Medical and Treatment Services	Moved from subsection 9.14 in the previous manual.
10.7.2 Paying for Medical Care	Moved from 14.13 in the previous manual.
10.7.3 Medicaid Services	Moved from 14.6 in the previous manual.
10.8 CSA Services and related subsections 10.8.1-10.8.4	Title changed from Paying for Services with CSA State Pool Funds, in the previous manual. Moved from subsection 14.7 in the previous manual.
10.8.1 Services that may be purchased	Updated legal citations to show amendments to the Code of Virginia in reference to denying state funding to a locality where the CPMT fails to provide services that comply with CSA requirements as defined by Code of Virginia.

Section 11 Serving Older Youth	
Subsection	Significant Changes
Section 11 and related subsections 11.1-11.16.5	Moved from section 10 of the previous manual.
11.2.2 Legal Citations	Updated Section 16.1-281 B of the Code of Virginia regarding elimination of the goal of Independent Living.
11.3 Clarification of Terms	Added statement that Independent Living is no longer a foster care goal effective July 1, 2011.
11.5 Achieving Permanency for Older Youth	Added guidance regarding the role of diligent search for relatives for older youth in care and the use of the Permanency Pact as a tool for permanency. Added a statement that service worker should utilize Accurint to locate family and adults for the youth.
11.16.2 Engaging Youth	Added resource information for use of the Permanency Pact in engaging older youth in permanency planning.
11.10.1 Paying for Independent Living Services	Moved from 14.14 of the previous manual.
11.16.4 Resource and Tools – Education and Training resources for Youth	Added additional information that ETV is used for post-secondary school or training to support self sufficiency. Added links to the Free Application for Federal Student Aid (FAFSA) website and the FAFSA tip sheet, For Homeless and Youth Transitioning From Foster Care, for assistance in completing the application.
Section 12 Judicial and Mandated Foster Care Reviews	
Section 12 and subsections 12.1-12.8.3	Title changed from Reassessments, Reviews and Redeterminations in the previous manual. Moved from Section 11 of the previous manual.
12.2.6.3 Material submitted to the court	Moved from subsection 11.2.6.3 in previous manual.
12.2.6.4 Submitting new Foster Care Service Plan	Moved from subsection 11.2.6.4 in previous manual
12.2.6.5 Court ordered permanency actions	Moved from subsection 11.2.6.5 in previous manual.
12.6 Administrative Panel Reviews	Added need for reviews when goal is Independent Living, assigned prior to July 1,

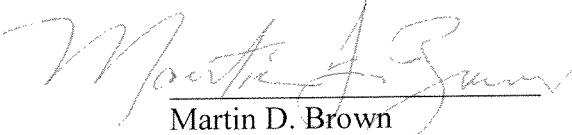
	<p>2011.</p> <p>Added clarification that the Family Assessment and Planning Team staffing may substitute for an Administrative Panel Review as long as the requirements are met for the Administrative Panel Review.</p>
12.6.3 Preparation and planning for Administrative Panel Review (APR)	Added additional information about planning for APR's.
12.8.2 Children committed to the Department of Juvenile Justice	Changed timeframe from 4 to 12 weeks prior to a youth's release from DJJ for DJJ to initiate aftercare planning with the LDSS due to recent legislation.
12.8.3 Foster Care Plan change to adoption	Added statement that instructs workers to find additional information in subsection 9.10 of the current manual.
Section 13 Managing Foster Care Services	
Section 13 and subsections 13.1-13.6, 13.8 and 3.10-13.13.2	Moved from Section 12 in the previous manual.
13.7 Managing by Data	Added new section to support use of data in case management.
13.9 Child Protective Services Reporting	Moved from section 15.3 in previous manual.
Section 14 Funding Maintenance Costs	
14.1.5 Maintenance Payments from Title IV-E funds	<p>Corrected information regarding use of Title IV-E funds for emergency placements and court ordered removals.</p> <p>Added reference to Title IV-E Eligibility Manual, subsection 1.6.2.1.</p>
14.1.8. Documenting Maintenance Payments in OASIS	<p>Clarifies when the child's eligibility for Title-IV-E changes and how the funding screen must reflect that change every time it occurs.</p> <p>Corrected information that for foster home maintenance payments, the total of the basic and enhanced payments are to be entered into OASIS.</p> <p>Corrected information for what to enter into OASIS for maintenance payments made to a group home or residential facility.</p> <p>Eliminated information that other maintenance payments (e.g. daycare, transportation, etc.) are required to be entered into OASIS.</p>
Subsections 14.2-14.2.9.1	Incorporates the VEMAT guidance manual into this section of the manual.

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	<p>Definitions from the VEMAT manual have been incorporated into subsection 1.2.</p> <p>For All VEMAT decisions involving adoption assistance links have been provided to Adoption Manual, Chapter F, section 2.</p>
14.3 Paying Supplemental clothing allowance	Moved from subsection 14.1.8 in the previous manual.
14.4 Paying for incidentals	Moved from subsection 14.19 in the previous manual.
14.5 Paying expenses by foster parents on behalf of the child	Moved from subsection 14.8 in the previous manual.
14.6 Paying for children supervised by another agency	Changed the allowable maintenance rate to be covered by Title IV-E when a child from Virginia is placed in a foster home in another state.
14.7 Contingency Fund	<p>Moved from a stand alone piece of guidance into this manual.</p> <p>Corrected information that LCPA foster parents are not able eligible for contingency funds.</p>
Section 15 Closing a Case to Foster Care	
Section 15 and subsections 15.1-15.9	Moved from Section 13 in the previous manual.
15.7.4 Resources for maintaining and destroying records	Added statement that instructs workers for a child that was adopted to refer to Adoption Chapter for preserving information.

Questions about this transmittal should be directed to the Regional Permanency Consultants:

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