

Commissioner Guidance Document Transmittal

Date – February 1, 2013

Manual - Child and Family Services Manual, Chapter D, Resource Families

Transmittal # 256

The purpose of this transmittal is to provide amended guidance for the Resource Families Chapter of the Child and Family Services Manual. The provisions included in this transmittal are effective 2/01/2013. The changes in this transmittal refine previous guidance and update forms.

This transmittal and manual are available on SPARK at:

http://spark.dss.virginia.gov/divisions/dfs/resource_family/index.cgi#manuals

Significant changes to the manual are as follows:

Subsection	Significant Changes
1.5.2.3.1 Driver record check	Addition of language clarifying procedures for applicants holding out of state driving licenses
1.5.5.2 Physical examination	Changes reflect most recent information and procedures for TB screening identified by the Virginia Health Department
1.5.6.5 Prior training considerations	Clarification of procedures for evaluating foster parent training previously received by applicants
1.6.5 Notification to provider	Addition of language clarifying the documentation requirements related to issuing the approval certificate
1.9.2 Change in household composition or circumstances	Addition of further examples of significant changes in household composition
1.9.2.1 Background checks for new adults entering the household	Addition of language clarifying procedures for conducting background checks on individuals residing in the home who become 18
1.10.4 Notification to provider	Addition of language clarifying the documentation requirements related to issuing the re-approval certificate
1.12.1.1 Approval Requirements	Added language to meet requirements of state Title IV-E plan

Commissioner Guidance Document Transmittal

Questions about this transmittal should be directed to the Regional Resource Family Specialist at:

Central Region	Lavinia Hopkins	804-662-9563	lavinia.hopkins@dss.virginia.gov
Eastern Region	Flora Harris	757-552-1151	flora.harris@dss.virginia.gov
Northern Region	Sandra Bell	540-347-6211	sandra.bell@dss.virginia.gov
Piedmont Region	Chasity Fitzpatrick	540-204-9639	chasity.fitzpatrick@dss.virginia.gov
Western Region	Lana Mullins	276-628-3417	lana.mullins@dss.virginia.gov


Margaret Ross Schultze
Acting Commissioner

032-20-0014-03-eng