

Date – July 1, 2022

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

Transmittal # 302

The purpose of this transmittal is to provide new, revised, and clarified guidance for *Chapter E: Foster Care* of the Child and Family Services Manual. Unless otherwise stated, the provisions included in this transmittal are effective in July 2022.

Changes to the manual incorporate new federal and state laws as well as state regulations; clarify existing guidance; and enhance guidance on meeting the safety, permanency, and well-being needs of children in foster care. Changes were also made throughout the manual to address grammatical issues or minor clarifications that are not included in the chart below. This transmittal and manual are available on:

- Internal website (FUSION): <https://fusion.dss.virginia.gov/dfs/DFS-Home/Foster-Care/Foster-Care-Guidance>
- Public website: <https://www.dss.virginia.gov/family/fc/index.cgi>

Changes to the manual are listed below.

Section(s) Changed	Significant Changes	Reason for Change
Section 6.3 Critical decisions in making placements	This subsection was revised to remove the statement that IV-E administrative costs cannot be claimed for children who are placed in relative foster homes where approval was not completed within 60 days.	This section was revised to align with the updated process to approve kinship foster families updated in 2021 Local Department Resource, Foster & Adoptive Family Home Approval Guidance.
Section 6B.1 Introduction	This subsection was revised to clarify that for title IV-E children placed in non-specified settings, funding such as CSA, can be explored for their placement.	This subsection was revised to clarify existing requirements.
Section 6B.3.2.4 Requirements for subsequent foster care hearings	This subsection was revised to clarify that if the child was required to undergo Commissioner review for approval of extended placement, the worker must include the results and recommendations in the foster care plan.	This subsection was revised to clarify existing requirements as well as align those requirements with changes prompted by Senate Bill (SB) 396 from the 2022 Session of the Virginia General Assembly, regarding the inclusion of placement information in foster care plans.

Section 10.9 Overview of relatives becoming foster parents	This subsection was revised to clarify that upon denying a relative or fictive kin’s request to become a foster parent, the local agency must inform them of their right to appeal as outlined in Local Department Resource, Foster & Adoptive Family Home Approval Guidance.	This change was prompted by House Bill (HB) 716 from the 2022 Session of the Virginia General Assembly.
Section 10.24 Establishing kinship guardianship assistance paper case record	This subsection was revised to clarify that the paper record corresponding to the record in the child welfare information system also includes case naming conventions.	This subsection was revised to clarify existing requirements.
Section 10.27.1 Determining eligibility	This subsection was revised to clarify that the state kinship subsidy does not depend on a child’s funding eligibility while the child was in foster care.	This subsection was revised to clarify requirements for the State-Funded Kinship Subsidy program that was implemented in February 2022.
Section 10.27.11 Paper case record	This subsection was revised to clarify the requirements for the paper case record for the State-Funded Kinship Subsidy Program.	This subsection was revised to clarify requirements for the State-Funded Kinship Subsidy program that was implemented in February 2022.
Section 15.5.1 Part A of the foster care plan	This subsection was revised to address the requirement that the child’s foster care plan include information regarding the stability of any placements, the services provided or plans for services to be provided to address placement instability, and a description of other placements that were considered for the child.	This change was prompted by SB 396 from the 2022 Session of the Virginia General Assembly.
Section 17.3.2 First three months requirement	<p>This subsection was revised to clarify that the virtual courses for new worker foster care and adoption training and the corresponding capacity building learning labs fulfill the requirements for new worker training.</p> <p>This subsection was also revised to require completion of CWSE4060: Family Search and Engagement within the first three months of employment for new foster care and</p>	<p>This change was prompted by the shift to more flexible and accessible adult learning delivery formats by the Division of Local Training and Development, including virtual instructor-led and eLearning training elements.</p> <p>This change was prompted by the creation of a new course within the last year that is in alignment with the Kin First</p>

	adoption workers and supervisors.	framework which supports the permanency, safety, and well-being of children.
Section 17.3.3 First six months requirement	This subsection was also revised to require completion of CWS4080W: Kinship Care in Virginia within the first six months of employment for new foster care and adoption workers and supervisors.	This change was prompted by the creation of a new course within the last year that is in alignment with the Kin First framework which supports the permanency, safety, and well-being of children.
Section 17.13.6 Documentation	This subsection was revised to clarify that information regarding the AWOL or missing episode must be documented in the child welfare information system immediately but no later than 24 hours following receipt of the notification that the child is missing.	This subsection was revised to clarify and strengthen existing requirements and was prompted by reviews of cases of missing children conducted in response to the Office of the Inspector General's request.
Section 18.1.3 Rates	This subsection was revised to include the July 2022 increased maintenance payments.	This change was prompted by action taken in the 2022 Appropriations Act.

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