

**ARKANSAS DEPARTMENT OF HUMAN SERVICES
AUTHORIZATION FOR ADULT MALTREATMENT CENTRAL REGISTRY**

Print all information in ink

Name	Date of Birth
Maiden and/or Any Names Formerly Used	Social Security Number
Current Address (Street, City, State, Zip)	
List all previous addresses for the past five years	Dates (From/To)

I authorize Department of Human Services/Adult Protective Services to release information from the Adult Maltreatment Central Registry in accordance with Arkansas Code [ACA 12-12-1717] to:

Name	Agency type:
	<input type="checkbox"/> Volunteer (no charge)
	<input type="checkbox"/> Non-Profit (no charge)
	<input type="checkbox"/> State Agency (no charge)
	<input type="checkbox"/> All Others (\$10.00 Fee)
Mailing Address (Street or PO Box, City, State, Zip)	

I further certify that the information provided on this form is true and correct.

Signature _____ Date _____

Notarization Required

COUNTY OF _____
STATE OF ARKANSAS

Acknowledged before me this _____ day of _____, 20_____.

(Notary Public)

(My Commission Expires)

The above listed applicant was _____/was not _____ found in the Adult Maltreatment Central Registry.

Adult Protective Services – Slot W240
Adult Maltreatment Central Registry
PO Box 1437
Little Rock, AR 72203

Relatives & Fictive Kin: Identification, Notification & Assessment

Every Day Counts



If at all possible, a child's first placement in foster care should be their only placement in foster care! When we can identify safe and appropriate relatives and fictive kin, also known as kinship providers, to be that first and only placement – even better!

Research shows that kinship placements are more stable and result in improved well being for children.

When we identify a kinship placement, be transparent with the child's entire team about the process. Stakeholders and partners may not be fully aware of the steps the Division takes when identifying and approving provisional placements.

Continue reading for reminders and best practice tips regarding identification, notification, and assessment of kinship placements.



Division of Children
& Family Services

Every child in Arkansas deserves a safe,
stable family every day.

Relatives & Fictive Kin

Every Day Counts



Identification & Notification Reminders

Relatives and fictive kin are the preference.

The law and DCFS policy state that preferential consideration shall be given to relatives and fictive kin over nonrelated caregivers as long as:

- The relative or fictive kin meets all relevant child protection standards; and
- It is in the best interest of the child to be placed with the relative or fictive kin caregiver.

Law and policy require DCFS to notify kin about a child's removal.

- DCFS must notify kin about a child's removal from the parent within 30 days of coming into care.
- Check out forms CFS-323-A and CFS-323-B. These are the forms for relatives and fictive kin, respectively, that provide the notification information required by law.
- If a safety issue is identified through central registry or a criminal record check, no further assessment or notice is necessary.

Ongoing searches for kin are equally important.

- Even once a placement is secured, DCFS continues ongoing searches for kin.
- The more kin who are identified, the more people there are to support family throughout the case and contribute to the child's well-being.
- Even if there are kin who cannot be involved early on in a case, circumstances can change. If reunification doesn't happen, kin may later be interested in adoption, serving as a TYS sponsor, or serving as a guardian for youth 18 and older who lack capacity to make decisions on their own.
- If you're not having success identifying kin for a child, consider referring them for a Compact FIND or Seneca Family search. Call Kinship Connect Program Manager, Ed Wallace, at 501-396-6233 for more information.

Relatives & Fictive Kin

Every Day Counts



Best Practice Tips: Identification & Assessment

Share the steps taken to locate and identify relatives and fictive kin.

- Sometimes this is as easy as exploring suggestions from the parents and children.
- If parents or children are not able to provide suggestions right away, don't forget to ask follow-up questions such as *"Who do you call when you're having a bad day?"*; *"Who is at your table for the holidays?"*, or *"Where do you go on the weekends?"*
- Some actions listed on the CFS-150: Unable to Locate Checklist can also be used to locate relatives and fictive kin. Talk with your supervisor.
- A final option may be a Compact FIND or Seneca Family Search referral. For more information, contact Kinship Connect Program Manager at Ed.Wallace@dhs.arkansas.gov

If there are questions from other parties to the case about the provisional home, ask the resource staff who approved the home to attend staffings to answer questions.

Another option may be to share information collected on the CFS-450: Prospective Provisional Resource Home Information and Questionnaire and CFS-446: In Home Consultation Visit Report. This can be provided by the local resource team.

Be prepared to explain that DCFS can request Alternative Compliances (ACs) for certain Minimum Licensing Standards and waivers for DCFS policy requirements for non-safety issues/requirements.

- Not sure about the AC or policy waiver process? Talk to the resource staff for your area or see Appendix 7 in the DCFS Policy Manual.
- What is considered a "non-safety" standard may vary depending on the age of the children placed in the home and other factors. Be ready to explain why we requested an AC or policy waiver, if applicable, for each family.

If parties to the case express concerns about placement decisions, they can raise those concerns up the chain of command to the Area Director and, if questions remain, the Assistant Director of Community Services.

Supporting Relatives and Fictive Kin Every Day Counts



Relatives and fictive kin, or kinship providers, play a huge role in making sure Every Day Counts.

That is why we want to support them in every way we can! What does support to kinship providers look like? Here are just a few examples:

Encourage them to attend AR Kinship Connect Training sessions as soon as they are invited. They should attend each session as scheduled so they will not have to worry about scheduling make-up sessions and can obtain full resource home approval (and associated monthly board payment) more quickly.

Conduct frequent check-ins to assess what is working well, what they are worried about, and what needs to happen next.

- Check-ins should include a mix of phone calls and in-person visits from both the caseworker and resource worker.
- These are especially important in those first few weeks of placement but should happen throughout the time the children are placed there.

Make sure we give kinship providers a copy of [PUB 15: A Relative's Guide to the Arkansas Child Welfare System](#).

Ensure kinship providers have access to the [Resource Parent Portal](https://dhs.arkansas.gov/dcf/CHRISPWP/Default.aspx):
<https://dhs.arkansas.gov/dcf/CHRISPWP/Default.aspx>.

- The portal allows resource parents to have 24-hour access to information such as placement dates for children placed in the home, DCFS contact information, Medicaid numbers, links to DCFS forms and policy, and direct deposit set-up.
- Make sure they know about the direct deposit option! Direct deposit avoids lost warrant issues. Reissuance of a paper warrant takes 30-90 days.

Supporting Relatives and Fictive Kin Every Day Counts



For those who may be struggling financially:

- The Division may be able to approve certain purchases for kinship providers. Speak with your supervisor and make requests as appropriate.

For placements at risk of disrupting, discuss service options:

- Set a staffing for the whole team to talk through the issues and possible solutions.
- Intensive Family Services or Intensive In Home Services may be an option to stabilize the placement. The In-Home Services Program can approve these on a case-by-case basis. Contact 501-910-6477 for more information.

Encourage them to try out the Kinship Support Group facilitated by 366 Gathering. This is a monthly meeting open to relatives and fictive kin statewide.

- The Kinship Connect Program Manager sends out the invitation to all relatives and fictive kin in the state, but don't hesitate to remind them about this opportunity.
- Relatives and fictive kin parents can get 2 CEU hours for attending.

If you have any questions or need to brainstorm about other ways to support our relative and fictive kin homes, please reach out to our Kinship Connect Program Manager, Ed Wallace, at Ed.Wallace@dhs.arkansas.gov



Arkansas Department of Human Services
Division of Children and Family Services
IN HOME CONSULTATION VISIT REPORT

Date Completed Inquiry/Info Meeting (if applicable): _____

Date of Initial Contact: _____ Date of Home Visit: _____ County: _____

TYPE OF HOME: ☐ PROVISIONAL RESOURCE ☐ TRADITIONAL RESOURCE ☐ ADOPT ONLY

Provider Number: _____

Address, City, State, Zip: _____

For provisional families, please refer to the CFS-450 for certain demographic and training preference information. The Resource Worker will attach the CFS-450 and CFS-446 together in the provider record for provisional families so these documents may be read together. If any fields below are not already captured on the CFS-450, please record in the applicable fields below.

Applicant Name: _____ Household Member ID: _____

Age: _____ DOB: _____ Race: _____ Highest Grade Completed: _____

Citizenship: ☐ U.S. Citizen ☐ Legal Permanent Resident (green card) ☐ Non-citizen

Religious Preference: _____

Primary Phone: (_____) _____ - _____ Other Phone: (_____) _____ - _____

Email Address (highly encouraged): _____

Joint Applicant Name: _____ Household Member ID: _____

Age: _____ DOB: _____ Race: _____ Highest Grade Completed: _____

Citizenship: ☐ U.S. Citizen ☐ Legal Permanent Resident (green card) ☐ Non-citizen

Religious Preference: _____

Primary Phone: (_____) _____ - _____ Other Phone: (_____) _____ - _____

Email Address (highly encouraged): _____

Have the heads of household completed the online training? Yes ☐ No ☐ *Online training must be completed prior to first classroom training session. Please ask the applicant to select the applicable online training – either traditional or provisional.*

Preferred Training Timeframe (note: marking a selection does not guarantee that preference is available):

☐ Week Nights ☐ Weekends ☐ No preference

Preferred Modality (note: marking a selection does not guarantee that preference is available):

☐ In-person ☐ Zoom ☐ No preference

FAMILY COMPOSITION

☐ Two-Parent Household ☐ Single-Parent Household

PREVIOUS MARRIAGES

Applicant		
Dates of Previous Marriage	Divorced (check if applicable)	Widowed (check if applicable)
Joint Applicant		
Dates of Previous Marriage	Divorced (check if applicable)	Widowed (check if applicable)

MILITARY HISTORY

	Branch(es)	Rank	Dates	Honorably Discharged?
Applicant				
Joint Applicant				

CHILDREN LIVING IN THE HOME FULL-TIME OR PART-TIME (e.g. college-age children, stepchildren)

NAME	DOB	Age	M/F	RELATIONSHIP TO APPLICANT(S)	PLACE OF EMPLOYMENT OR SCHOOL/GRADE

OTHER PEOPLE LIVING IN THE HOME (Anyone living in the home for 3 months or more, whether consecutively or cumulatively, must be listed.)

NAME	DOB	Age	M/F	RELATIONSHIP TO APPLICANTS	PLACE OF EMPLOYMENT OR SCHOOL/GRADE

PETS (All household pets must have proof of current rabies vaccinations.)

Breed/Species	Current rabies vaccination?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>

ADDITIONAL INFORMATION

1. Have the applicants previously applied or been approved to foster? Yes ☐ No ☐

If yes, please provide agency name, city, and date: _____

2. Have the applicants ever been denied to foster? Yes ☐ No ☐

If yes, please explain: _____

3. Have the applicants previously applied or been approved to adopt? Yes ☐ No ☐

If yes, please provide agency name, city, and date approved: _____

4. Have the applicants ever been denied for adoption? Yes ☐ No ☐

If yes, please explain: _____

5. Can the applicants provide reliable transportation for children in foster care? Yes ☐ No ☐

6. Do the applicants have any pending legal actions? Yes ☐ No ☐

If yes, please provide a brief explanation: _____

7. Do any roomers or boarders reside in the home? Yes ☐ No ☐

8. Do applicants and/or other household members smoke? Yes ☐ No ☐

If yes, please list names: _____

9. What are the sleeping arrangements for all members of the household? How many bedrooms and bathrooms are in the home and what is the square footage of each room?

10. What is each applicant's daily routine?

11. If the applicants work outside of the home, what are the child care plans?

12. Describe family composition (including step-children, adult children, and any other individuals who may reside inside or outside of the home).

13. Describe the family's support system (e.g., extended family, neighbors, friends, church, community).

14. Please list any medications you are currently taking and the conditions the medications are prescribed to treat.

RESOURCE PARENT RESPONSIBILITIES

As outlined in Minimum Licensing Standards for Placement set forth by the Child Welfare Agency Review Board, the following are the responsibilities of resource parents. It is important for resource parents to understand these responsibilities in order to ensure the safety and well-being of children who are placed in their home.

1. Provide the level of supervision, care, and treatment necessary to ensure the safety and well being of each child placed into the home, taking into account the child's age, individual differences and abilities, surrounding circumstances, hazards, and risks.
2. Provide each child with adequate and nutritious food.
3. Provide regular activities to promote the physical, social, intellectual, spiritual, and emotional development of the children in care.
4. Provide each child their own clothing that is clean, well-fitted, seasonal, appropriate to age and gender, and comparable to community standards.
5. Allow children in foster care to acquire and keep personal belongings.
6. Fully cooperate with DCFS's efforts to achieve the case plan goals for each child in foster care, including family time (visitation).
7. Provide routine transportation for each child.
8. Attend and participate in case planning and case plan reviews.
9. Attend school conferences concerning a child in foster care and notify DCFS of any situations that may affect the case plan or require agency involvement.
10. Notify DCFS promptly of serious illness, injury, or unusual circumstances affecting the health, safety, or welfare of the child in foster care.
11. Cooperate with DCFS and the Placement and Residential Licensing Unit through the Division of Child Care and Early Childhood Education in conducting inspections and investigations and provide information required to verify compliance with rules.
12. Maintain absolute confidentiality of private information about each child in foster care and the birth family.
13. Give advance notice to DCFS of any major changes that affect the life and circumstances of the resource family, including a change of residence, whenever possible.
14. Keep a life book for each child in foster care that includes:
 - a. Periodic photographs of the child;
 - b. A record of the child's memberships, activities, and participation in extracurricular school or faith activities;
 - c. Trophies, awards, ribbons, etc.Provide these items to the child upon change in placement.
15. Ensure each child has sufficient sleep for their age and physical condition.
16. Instruct each child in good grooming and personal hygiene habits.
17. Provide each child with opportunities for regular recreational activities and exercise.
18. Ensure each child is provided with age-appropriate activities and equipment.
19. Monitor and time limit the use of television, videos, computer games, and other screen time activities.

20. Comply with the rules and responsibilities of the Placement Agreement developed by DCFS.
21. Not engage in the use of illegal substances, abuse alcohol by consuming in excessive amounts, or abuse legal prescription drugs or non-prescription drugs by consuming them in excess amounts or using them contrary to as prescribed or indicated.
22. Adhere to the DCFS reasonable and prudent parent standard.

I acknowledge that I was informed of these Resource Parent Responsibilities, including but not limited to those outlined above. I further acknowledge that the Resource Worker has informed me of the standards of approval that must be met in order to obtain approval as a resource home.

Applicant Signature

Date

Joint Applicant Signature

Date

Resource Worker Name

Date

Signature

EMPLOYMENT INFORMATION Include places of employment for the last 6 years, beginning with current place of employment. For traditional applicants, do not complete this page during the IHC as it should have been previously captured via CFS-407: Resource Applicant Employment Information and provided to the Resource Worker (RW) from the Centralized Inquiry Unit. If the RW does not have the CFS-406 for traditional applicants, please complete the section below. RW must complete this section for provisional applicants.

APPLICANT				
Name and Address of Employer	Job Title	Salary	Dates of Employment	Working Hours
JOINT APPLICANT				
Name and Address of Employer	Job Title	Salary	Dates of Employment	Working Hours

FINANCIAL STATEMENT Recent check stubs and the previous year's income tax return are required for verification. *For traditional applicants, do not complete this page during the IHC as it should have been previously captured via CFS-406: Resource Applicant Financial Statement Worksheet and provided to the RW from the Centralized Inquiry Unit. If the RW does not have the CFS-407 for traditional applicants, please complete the section below. RW must complete this section for provisional applicants.*

Monthly Income		Monthly Expenses	
<i>Applicant</i>		Rent/House Payment	\$
Gross Income	\$	Water	\$
Net Income	\$	Electric	\$
Other Income	\$	Gas (Utility)	\$
Total Income	\$	Home Alarm System	\$
		Cable/Satellite/Internet	\$
<i>Joint Applicant</i>		Cell Phone	\$
Gross Income	\$	Other Phone	\$
Net Income	\$	Auto Insurance	\$
Other Income	\$	Vehicle Payment	\$
Total Income	\$	Vehicle Maintenance	\$
		Gas (Vehicles)	\$
Savings		Entertainment	\$
Applicant	\$	Groceries	\$
Joint Applicant	\$	Dining Out	\$
Joint Savings	\$	Health Insurance	\$
		Prescriptions	\$
Insurance Coverage		Other Medical	\$
Medical Company		Dental	\$
Type		Life Insurance	\$
Coverage	\$	Charitable Giving	\$
		Credit Card #1	\$
		Credit Card #2	\$
		Other Debt Payment	\$
		Student Loan #1	\$
		Student Loan #2	\$
		Other Loan Payment	\$
Total Monthly Income	\$	Total Monthly Expenses	\$

Comments regarding assessment of applicant's financial stability (attach additional page(s) if necessary):

RESOURCE HOME REQUIREMENTS	YES	NO	N/A
Home Requirements—Interior:			
1. Resource parents reside in the same single-family unit with children in foster care (i.e., no separate living quarters for resource parents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clean and free from hazardous materials, dangerous objects, and dangerous conditions. This applies to interior halls and doors which must not be blocked or cluttered to prevent easy passage or exit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Free of rodent and insect infestation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Smoke free (including free from vaping and e-cigarettes) and all resource parents have signed a certification indicating this agreement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Continuous supply of sanitary drinking water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If the source is not a municipal water system, the water has been tested and approved by the AR Dept. of Health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If the water supply did not pass inspection, a CFS-455: Consent for Health Department Services, Alternative Compliance of Water Supply Agreement has been established with the family. If the family is using bottled water and purified water for bathing (if infants or children under the age of 5 are placed in the home), this is noted on the CFS-455, signed by the resource parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Equipped with a fully operating kitchen, complete with a sink with hot and cold running water, refrigerator, stove and oven.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equipped with at least 1 flushable toilet, 1 sink with running water, and 1 bathtub and/or shower with cold and hot running water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Sufficient lighting, ventilation, and plumbing for safe and comfortable living. This applies to bedrooms which have windows that provide natural light and ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Heating, ventilating, and air conditioning source maintained in safe operating condition that keeps the temperature a minimum 65 degrees to maximum 85 degrees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Adequate space for privacy, play, and study for all household members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sufficient seating for all household members to eat together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Adequate space for storing clothing and personal belongings for each child, in or near his/her bedroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Adequate toys that are safe and developmentally appropriate for children placed in the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Free of obvious fire hazards (e.g., defective electrical appliances or electrical cords, excessive use of extension cords, defective heating equipment) or improperly stored flammable materials. This includes the requirement that all heating units (e.g., radiators, fireplaces, wood stoves, gas or electric heaters, steam and hot water pipes), with hot external areas within reach of children, are screened or otherwise shielded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Operational smoke detector on each level of the home to include operational smoke detector in each bedroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Operational chemical fire extinguisher, readily accessible, near the cooking area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Carbon monoxide detector on each level of occupancy of the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Safe operating water heater that has a recommended temperature at or below 120-degrees Fahrenheit, as tested at the plumbing fixture nearest the water heater.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Adequate first aid supplies for emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Proper trash and recycling disposal (if recycling is available where the home is located) in such a way as not to constitute a health or safety hazard and keep all garbage and other waste in a suitable covered receptacle.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. All poisonous materials, cleaning supplies, other hazardous materials (e.g., insecticides, gasoline, hazardous tools, knives) and alcoholic beverages in an area not ready accessible to children, as appropriate for the age and development of each child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Operational telephone. Working cell phones kept on the premises are accessible, but the phone will be accessible for children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Emergency phone numbers (911, fire, ambulance, poison control, and responsible adult to contact in case of emergency) in a prominent place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. All firearms maintained in a secure, locked location or secured by a trigger lock. Securing of firearms extends to any weapon which could reasonably be a threat to a child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. All ammunition secured and locked separately from firearms unless they are stored in a safe, handgun safe, or a long gun safe.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Agency approved safety plan for any noted hazards signed by all caregivers in the home and an agency representative. If yes, please identify which type(s):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Proof of current rabies vaccinations as required by Arkansas law for all household pets provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. For any methods of surveillance used in the home, information about the use and location of surveillance provided to DCFS and each child in foster care, as age and developmentally appropriate. This includes baby monitors or other forms of surveillance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Satisfactory living space for all persons in the home provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping Arrangements:	YES	NO	N/A
32. Each household occupant has a bedroom that provides privacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Children in foster care sleep in a bedroom, not in a living room, dining room, or any other room where others may pass through.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Each bedroom, including the master bedroom, has at least 50 square feet of floor space per occupant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Each bedroom that is used for children in foster care has a window to the outside, which can serve as an emergency escape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

36. Bars, grilles, grates, or other items that block access to the window can be removed from the inside without the use of a key, tool, or force greater than that required for normal operation of the window.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. No more than 4 children share a bedroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Each child in foster care has a safe bedroom as appropriate for the child's needs and age, that includes a bed with a mattress, sheets, pillow, pillowcase, and adequate cover, all in good condition, and similar to other household members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Bedding is changed at least weekly and more often if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Children of the opposite sex do not share the same bedroom if either child is 4 years old or older, except for a parent in foster care with his or her child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. No children share a bed if either child is 4 years or older.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Children under age 6 do not occupy a top bunk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Children in foster care do not share a sleeping room with an adult except for infants under the age of 2. <i>In the case of a grandparent to a child or a teen parent in foster care with his or her child, this age would increase through age 4.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. All cribs for children have a current certification of compliance consistent with Consumer Product Safety Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Children 12 months of age and below are placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. <i>If a child rolls over on their own, there is no requirement to reposition the child.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. If there is a medical reason a child cannot sleep on their back, a signed statement from the child's physician will be in the resource home file state the reason, the sleep position indicated, and the timeframe required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Resource parents do not co-sleep or bed share with a child in foster care of any age, including infants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. No "rock and plays" or similar devices are used as a place of sleep for the infant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Requirements—Exterior/Community:	YES	NO	N/A
49. Occupied by an individual or family and is the primary residence of the individual or family. Location is zoned for single family use and has an individual address for emergency response purposes (i.e., 911).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Grounds and all structures on the property are maintained in a clean, safe, and sanitary condition and in a reasonable state of repair within community standards. This includes the grounds being free from hazardous materials, dangerous objects, and dangerous conditions (e.g., debris, uncovered cisterns). This also includes the yard, garage, carport, any storage areas, basement, and attic (if applicable and if accessible).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Accessible to community resources needed by children in foster care to ensure access to available education, religious or spiritual opportunities, recreation, visits with parents, supervision by the Division, and medical care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Has at least one (1) exterior door that exits directly to the outside or has an	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

alternate fire escape route.			
53. Yard large enough to provide ample outdoor play space for children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Has fence or barrier to prevent a child's access to a busy street, highway, or other dangerous area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Any outdoor play equipment is safe, hazard-free, and properly anchored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. No signage or advertising related to supporting a supporting recruitment agency, to include signage on vehicles used to transport children in foster care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57. If residence is a mobile home, it is properly installed and stabilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. If the manufactured home is in a mobile home park, there is sufficient fenced play space outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59. If residence is a manufactured home, an agency approved safety plan for tornado safety has been developed, signed by all caregivers in the home, and a DCFS representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Water safety plan for supervision of children during water activities has been signed by all caregivers in the home and a DCFS representative. This plan includes the agreement that resource parents shall not permit a child to enter a pool area unless accompanied by an adult.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. In-ground pools must be enclosed or have an approved manually or power-operated child safety cover that meets the standards of the American Society of Testing and Materials (ASTM) adopted by the Consumer Product Safety Commission. <ul style="list-style-type: none"> a. An "approved safety pool cover" means a manually or power-operated safety pool cover that meets the standards of ASTM adopted by the Consumer Product Safety Commission, in compliance with standard F1346-91. b. Solar pool covers and winter pool covers are not safety covers. c. ASTM (1996) requires that a pool cover be able to hold a minimum of 485 pounds per five (5) square feet in order to qualify as a safety cover. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. In-ground pools without an approved child safety cover are protected by an enclosure (e.g., wall, fence, or barrier) that surrounds the pool area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63. Unless local codes provide otherwise, the pool enclosure, as applicable: <ul style="list-style-type: none"> a. Entirely encloses the pool area; b. Is at least four (4) feet high; c. Has a method of access through the enclosure equipped with a safety device, such as a bolt lock. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64. All above ground pools have: <ul style="list-style-type: none"> a. Non-climbable exterior side walls with a minimum height of four (4) feet; and, b. Access ladders or steps that are removable and able to be secured when pool is not in use. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65. All portable pools (inflatable and wading pools) are fenced or emptied after every	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

use.			
66. Swimming pools are equipped with a life saving device such as a ring buoy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67. Swimming pools that cannot be emptied after each use will have a working pump and filtering system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68. Hot tubs and spas have locking safety covers that are locked when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Planning:	YES	NO	N/A
69. A plan for evacuation has been developed in the event of a fire and/or seeking shelter from a storm or tornado. The plan outlines the exits in the home, is approved by DCFS, and is posted within the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70. Family has been informed that tornado and fire drills must be performed and documented via CFS-369 with each new child entering the home, and at least quarterly thereafter (date/time/persons involved/length of time needed to clear home).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71. Number of children recommended to be placed in the home limited by the number of persons who can satisfactorily live within the physical limits of the home?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation:	YES	NO	N/A
72. Applicants have their own mode of transportation available for children in their care to participate in necessary school, recreation, and medical activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73. All vehicles owned by the applicants have liability insurance and documentation has been provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74. Any vehicle to be used to transport children in foster care is insured and maintained in compliance with Arkansas motor vehicle laws and is insured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
75. Applicants and anyone else transporting children in foster care have a valid driver's license. <i>The requirement for a driver's license may be waived for provisional applicants on a case by case basis if an acceptable plan to transport children placed in their home to school, court dates, medical appointments, etc. is approved.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76. Children will be transported according to Arkansas law, including, but not limited to, use of safety belts, child safety seats, and smoking restrictions. <i>Smoking is prohibited in any motor vehicle in which a child who is less than 14 years of age is a passenger and DCFS policy prohibits smoking in the presence of any child in foster care. Arkansas state law also requires children who are 5 and younger and children who weigh less than 60 pounds to ride in a child safety seat. The American Academy of Pediatrics also has these additional recommendations:</i> <ul style="list-style-type: none"> • Infants and toddlers should ride in a rear-facing car seat until they are at least two years of age or until they reach the highest weight or height allowed by the car seat's manufacturer. • Toddlers and preschoolers up to approximately four-years-old or 40 pounds should ride in a forward-facing car seat with harness straps. • Children who have outgrown the highest weight and height allowed by the forward-facing car seat's manufacturer should ride in a belt-positioning booster seat until they reach 4'9" tall. • All children over 4'9" and younger than 13 years of age should always ride in the backseat. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Medications:	YES	NO	N/A
77. Applicants have been informed that medications for children in care will be administered only in accordance with the directions on the label and, as resource parents, they will be aware of possible side effects of all medications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78. All over-the-counter medications stored in an area not readily accessible to children, according to the age and development of each child.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79. Medication stored in accordance with pharmaceutical recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. All prescription medications, excluding Epi-pens, inhalers, and glucagon kits, are locked. Acceptable methods of locking prescription medications include safes, cabinets fastened by magnetic cabinet locks or similar devices, or containers secured with a padlock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Applicants have been informed that if an age-appropriate and developmentally cable child is provided or has access to non-narcotic prescriptions, there must be an approved safety plan in place. Examples include, but are not limited to, birth control, acne cream, and topical creams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Applicants understand requirement that all medications for children in foster care must be logged at the time the medication is administered and include the child's name; time and date; medication and dosage; and initials of the person administering the medication?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Applicants understand that age-appropriate children may be provided a daily supply of medication (over-the-counter or prescription) for use when the child is away from the home during times the dose is needed and that these medications must be logged at the time they are given to the child. <i>Examples include pain relievers, fever reducers, and anti-inflammatory and other related medications, or prescribed antibiotics or inhalers.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER CONSIDERATIONS:

Preventative Health	YES	NO	N/A
1. Household members who have infants (under 12 months of age) placed in the home or are willing to take infants have an up-to-date pertussis (whooping cough) vaccination consistent with the recommendations of ACIP (<i>this is not required only encouraged</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Household members who have infants (under 12 months of age) placed in the home or are willing to take infants have an up-to-date annual influenza vaccine consistent with the recommendations of ACIP (<i>this is not required only encouraged</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Eligible household members have been immunized against COVID-19 (<i>this is not required only encouraged</i>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DOES THE HOME MEET REQUIREMENTS? ☐ Yes ☐ No

If no, list the standards not met and corrective action plan or safeguard measure to be implemented.

Standard Not Met & Corrective Action Plan/Safeguard Measure	Prior to Training	Prior to Home Approval	Persons Responsible

Corrective Actions Achieved/Safeguard Measures Implemented & Approved? ☐ Yes ☐ No

Applicant Signature

Date

Applicant Email Address

Joint Applicant Signature

Date

Joint Applicant Email Address

Resource Worker/Adoption Specialist Name

Date

Signature

BACKGROUND CHECKS (Make additional copies of pages as necessary.)

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS	
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)
SUBMITTED						
RECEIVED						
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS	
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)
SUBMITTED						
RECEIVED						
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS		
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)	ABSENCE OF CRIMINAL RECORD FOR YOUTH 10-17
SUBMITTED							
RECEIVED							
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS		
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)	ABSENCE OF CRIMINAL RECORD FOR YOUTH 10-17
SUBMITTED							
RECEIVED							
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS		
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)	ABSENCE OF CRIMINAL RECORD FOR YOUTH 10-17
SUBMITTED							
RECEIVED							
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible

DATES (mm/dd/yyyy)	CRIMINAL RECORD CHECK		VEHICLE SAFETY PROGRAM		CENTRAL REGISTRY CHECKS		
	NON-STATE CRIMINAL	STATE	VSP 1	VSP 2	AR CHILD MALTREATMENT	OUT OF STATE CHILD MALTREATMENT (if applicable)	ABSENCE OF CRIMINAL RECORD FOR YOUTH 10-17
SUBMITTED							
RECEIVED							
RESULTS	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	<input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible

RECOMMENDATIONS

Resource Worker/Adoption Specialist recommends approval of applicants to attend training? ☐ Yes ☐ No

Name

Date

Signature

Area Director/Adoption Supervisor/Designee approves applicants to attend training? ☐ Yes ☐ No

Name

Date

Signature

Date submitted to MidSOUTH via REDCap: _____

CHECKLIST FOR EFFECTIVE GROUP ZOOM TRAINING



Resource homes applicants have an option to attend class in a traditional classroom or via ZOOM in a virtual classroom. The IHC (CFS-446) was amended in May 2021 to reflect the ZOOM option. Before selecting ZOOM, assess the family's capability to actively participate in training on ZOOM.

This checklist is designed to help Resource Workers determine whether a family has the capacity to effectively attend by ZOOM. Since families have options, it is strongly recommended that any family that answers "No" to any of these questions be referred to a traditional classroom setting. Due to limitations on functionality of people attending a 3 - hour training on their phones, it is also strongly recommended that families attending via ZOOM do so on a computer.

CAPACITY	YES	NO
Do have a computer/laptop with a working camera and microphone?		
Have you ever attended an <u>interactive</u> online class or meeting?		
Do you know how to download an app? (for example, ZOOM .exe)		
Do you have an area in your home that is free from distractions where you can attend <u>and</u> participate in an online training?		
Do you have someone who can care for the children in your home while you attend an online training. (3-6 hours)		
Do you have a stable internet connection that allows you to stream video and participate in video conferencing for up to 3 hours?		

Helpful resources for assessing internet capacity:

 [What Internet Speed Do I Need for Zoom? | Reviews.org](https://www.reviews.org/what-internet-speed-do-i-need-for-zoom/)

 [Most Accurate Internet Broadband Speed Checker \(2021\) \(checkmybroadbandspeed.online\)](https://checkmybroadbandspeed.online/)



Arkansas Department of Human Services
Division of Children and Family Services
REQUEST FOR CHILD MALTREATMENT CENTRAL REGISTRY CHECK

THIS FORM WILL NOT BE PROCESSED UNTIL ALL INFORMATION IS COMPLETED.

TYPE OF APPLICANT:

☐ DHS Employee/Applicant [Division: _____] ☐ Resource Parent ☐ Legal Custodian ☐ Adoptive Parent ☐ Provisional Resource Parent

☐ Resource Family Support System (RFSS) for: _____
Name of Resource Family whom RFSS will support

☐ Other (This request will be processed for a fee of \$10 made payable by check or money order to DHS. We do not accept cash. This fee may be waived for non-profits who provide proof of 501(c)(3) status. Allow 7-10 business days for processing.)

This information should be addressed to:

Name/Title (print) Organization Requesting the Report

Address (physical) Telephone # Fax #

Address (provide mailing, if different than physical)

Name of Applicant: _____
Maiden Name/Other Names Used: _____
Race: _____ **Sex:** _____ **Age/DOB:** _____ / _____ **SSN:** _____

Present Address: (since _____, _____) _____

Previous Addresses (from the last six years):

1) _____ 2) _____
From _____ to _____ From _____ to _____

3) _____ 4) _____
From _____ to _____ From _____ to _____

Cities and States of Employment (outside of Arkansas) for last six years:

1) _____ 2) _____
From _____ to _____ From _____ to _____

3) _____

From _____ to _____

Children (related or non-related) now residing or who have resided in the home at any time and all biological children, even if they have not resided in the home:

Full Name: _____

DOB/Age: _____ / _____

Relationship: _____

SS# (if known): _____

Full Name: _____

DOB/Age: _____ / _____

Relationship: _____

SS# (if known): _____

4) _____

From _____ to _____

Full Name: _____

DOB/Age: _____ / _____

Relationship: _____

SS# (if known): _____

Full Name: _____

DOB/Age: _____ / _____

Relationship: _____

SS# (if known): _____

THE FOLLOWING IS TO BE COMPLETED **ONLY** WITH A NOTARY

I, _____ verify that the information above is true and complete. I authorize the Arkansas Child Maltreatment Central Registry to release any information their files may contain concerning me as an offender of a true report of child maltreatment.

Signature of Applicant

Date

County of _____ State of Arkansas

Acknowledged before me, this _____ day of _____, _____

Notary Public

My commission expires: _____

THE FOLLOWING IS TO BE COMPLETED BY CENTRAL REGISTRY

☐ The Arkansas Child Maltreatment Central Registry contains no record under the referenced name in a true report of child maltreatment.

Examiner's Initials and Date _____

Please note that whenever there is a determination of child maltreatment, the person identified as the offender has the right to a hearing to contest that determination. The person's name may not be placed in the Central Registry until after the hearing decision. Therefore, the absence of a true report in the Child Maltreatment Central Registry does not imply that the person is or is not the subject of a completed child maltreatment investigation. Please check the Central Registry periodically as names can be added to the Central Registry based on new maltreatment reports and upon final administrative determination.

☐ Information Found

Examiner's Signature and Date _____

Child Maltreatment Central Registry
Slot S 566
P O Box 1437
Little Rock AR 72203



Arkansas Department of Human Services
Division of Children and Family Services
CERTIFICATION OF ABSENCE OF CRIMINAL RECORD
(For Youth Age 10-17)

Parent/Guardian Name: _____

Parent/Guardian Name: _____

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

Child's Name: _____ **DOB:** _____

I hereby verify that my child(ren) age 10-17 listed above do(es) not possess a criminal record.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



☐ Foster ☐ Adopt ☐ FFSS (for which Foster Family): _____ ☐ Provisional
☐ ICPC Reg No. 7 ☐ Court Ordered (State only, no FBI) ☐ Volunteer (for which family): _____
☐ Other _____ **ONLY Provisional, ICPC Reg No. 7, and Court Ordered Checks will be expedited.**
☐ State Only ☐ State/FBI (fingerprint card included) ☐ State/FBI (fingerprints to be run via harvester)

Name of DCFS Worker Requesting the Check

Date of Request

CFS-342 (08/2019) Initials _____ Date Completed _____ Harvester Transaction Number (if applicable) _____ Page 1 of 2

Criminal Background Check Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Client Signature

Date



Arkansas Department of Human Services
Division of Children and Family Services
GENERAL MEDICAL REPORT

Mail completed form to:

(Name) _____
(Street Address) _____
(City, State, Zip) _____

To Whom It May Concern: I hereby give my consent for the doctor to release the following medical and other pertinent information regarding me/my child to the Division of Children and Family Services. The findings of this report are to verify freedom from any physical/emotional health condition that would affect the welfare of a foster/adopted child placed in my home.

Date

Name of person being examined

Address, City, State, Zip

Name of Parent (if person examined is a minor)

Signature of Parent (if person examined is a minor)

PHYSICIAN'S REPORT / MEDICAL HISTORY

Any additional comments should be made on a separate sheet of paper attached to this form.

DOB _____ Height _____ Weight _____ Scalp and Skin _____
Eyes _____ Ears _____ Nose _____ Throat _____
Teeth _____ Glands _____ Chest/Lungs _____ Heart _____
Blood Pressure _____ Kidneys _____ Genitalia _____ Extremities _____
Reflexes _____ Nervous Disorders _____
Orthopedic Conditions _____

Please list medications (for both physical and mental health) that may interfere with individual's ability to care for children.

Please indicate any chronic conditions for which individual has received treatment in the last six months. _____

Please list major illnesses and surgeries. Give the date and name of physician for each surgery.

FOR CHILDREN ONLY Are immunizations up to date? YES ☐ NO ☐ If no, identify needed immunizations:

FOR ADULTS ONLY Insofar as you know of this person's physical, mental and emotional health, do you consider him/her a suitable person to have the responsibility for the care of children? YES ☐ NO ☐ If no, please explain.

Name of physician (print or type)

Signature of physician

Date

Business address _____



Arkansas Department of Human Services
Division of Children & Family Services
Resource Family Preference Checklist



Applicant 1: _____
Last First Middle

Applicant 2: _____
Last First Middle

Staff must select an appropriate resource family for a child. We need this information to help us make the right decision regarding the most appropriate placement to best meet the needs of the child(ren). Various characteristics are listed below. You will need to check your level of acceptance to each one. There may be characteristics that are readily acceptable to you, some that may require some thought before you can accept them, and others that may not be acceptable to you. Your responses are very important; please take into consideration the thoughts and feelings of all household members.

I. Child's Characteristics Include:

A. Physical Health	Acceptable	Willing to Discuss	Unacceptable
AIDS (Acquired Immunodeficiency Syndrome)	_____	_____	_____
Asthma or Reactive Airway Disease	_____	_____	_____
Blind/Requires special prescription glasses	_____	_____	_____
Bone or spine disorder	_____	_____	_____
Brain disease (Huntington's, Tourette's, etc.)	_____	_____	_____
Cancer	_____	_____	_____
Cerebral Palsy	_____	_____	_____
Cleft palate	_____	_____	_____
Cystic Fibrosis	_____	_____	_____
Deaf/Hearing problem	_____	_____	_____
Diabetes	_____	_____	_____
Glaucoma	_____	_____	_____
Heart murmur	_____	_____	_____
Hemophilia or blood disorder	_____	_____	_____
HIV positive (Human Immunodeficiency Virus)	_____	_____	_____
Hydrocephalus (shunt may require future surgery)	_____	_____	_____
Kidney disorder	_____	_____	_____
Leg braces	_____	_____	_____
Malformed or missing limb	_____	_____	_____
Microcephaly (small skull, developmental problems)	_____	_____	_____
Muscular Dystrophy	_____	_____	_____
Other	_____	_____	_____
Paralyzed	_____	_____	_____
Prosthesis	_____	_____	_____
Rheumatoid Arthritis	_____	_____	_____
Seizure disorder	_____	_____	_____
Severe allergies (may limit activities/require rigid diet)	_____	_____	_____
Sexually-transmitted infections	_____	_____	_____
Sickle Cell Anemia or is a carrier	_____	_____	_____
Speech disorder/Delayed language development	_____	_____	_____
Tuberculosis (TB)	_____	_____	_____
Wheelchair	_____	_____	_____



Arkansas Department of Human Services
Division of Children & Family Services
Resource Family Preference Checklist



B. Age	Acceptable	Willing to Discuss	Unacceptable
Birth – 23 months old			
2 – 5 years old			
6 – 8 years old			
9 – 10 years old			
11 – 12 years old			
13 – 14 years old			
15-17 years old			
C. Race/Ethnicity	Acceptable	Willing to Discuss	Unacceptable
African American			
African American / Caucasian			
Asian			
Asian / Caucasian			
Caucasian			
Hispanic			
Hispanic / African American			
Hispanic / Caucasian			
Native American			
Native American / Caucasian			
Other			
D. Gender	Acceptable	Willing to Discuss	Unacceptable
Male			
Female			
E. Special Needs	Acceptable	Willing to Discuss	Unacceptable
Age			
High Risk, Medical, Mental, Physical, Emotional			
Medical, Mental, Physical, Emotional Need			
Member in Sibling Group			
Other			
Race/Ethnic Background			
F. Number of Children	Acceptable	Willing to Discuss	Unacceptable
One child			
Two children			
Three children			
Four children			
More than four children			



Arkansas Department of Human Services
Division of Children & Family Services
Resource Family Preference Checklist



G. Mental/Behavioral/Developmental Health	Acceptable	Willing to Discuss	Unacceptable
Abuses self			
Aggressive (physically and/or verbally)			
Attachment issues			
Attention Deficit Disorder with or without hyperactivity			
Autistic or Autism Spectrum Disorder			
Defecates inappropriately			
Destructive to furnishings and property			
Developmentally delayed			
Displays or has history of inappropriate sexual behaviors			
Down Syndrome			
Eating disorder or difficulty			
Fetal Alcohol Syndrome			
History of Cruelty to animals			
Hoards food			
Involved with a cult/gang			
Lies			
May/will require counseling			
Mild intellectual disabilities			
Moderate intellectual disabilities			
Often angry/throws temper tantrums			
Often depressed			
Oppositional and/or defiant			
Passive/dependent			
Problem with alcohol/drugs			
Problems sleeping			
Runs away			
Serious emotional disturbance			
Sets fires or has history of fire setting			
Severe intellectual disabilities			
Sexually active			
Smokes cigarettes or uses other tobacco products			
Steals			
Tends to be withdrawn			
Wets the bed			
H. Education	Acceptable	Willing to Discuss	Unacceptable
Attends an alternative school			
Has a learning disability			
Is in special education			
May require Specialized Day Care			
May require tutoring			



Arkansas Department of Human Services
Division of Children & Family Services
Resource Family Preference Checklist



I.	Other Characteristics/History	Acceptable	Willing to Discuss	Unacceptable
	Abandoned and no background information is available			
	Born as a result of incest			
	Failure to thrive			
	Fear of animals			
	Gay, lesbian, bisexual, transgender, questioning			
	Is or has been pregnant			
	Needs to maintain contact with a birth relative			
	Needs to maintain contact with a foster family			
	Neglected			
	Not legally free for adoption			
	Physically abused			
	Premature and requires special care			
	Sexually abused			
	Shaken Baby Syndrome			
II.	Relevant Parent Conditions	Acceptable	Willing to Discuss	Unacceptable
	Intellectual disabilities			
	Mother Used drugs/alcohol during pregnancy			
	Problem with alcohol/drugs			
	Serious mental illness			

III. **SIGNATURE AND DATE:** By signing this form we acknowledge that the completed form has been reviewed together by the applicants and Resource Worker/Adoption Specialist and a copy provided to/received by the applicants.

_____ Prospective Resource Parent 1	_____ Date
_____ Prospective Resource Parent 2	_____ Date
_____ Resource Worker/Adoption Specialist	_____ Date



Division of Children & Family Services

P.O. Box 1437, Slot S560, Little Rock, AR 72203-1437

P: 501.682.8770 F: 501.682.6968 TDD: 501.682.1442

Consent to Providing Identifying Information in Adoption Disclosure

Arkansas law requires that the entity handling an adoption give the prospective adoptive parents a detailed, written health history and genetic and social history of the child. This is to help the prospective adoptive parents have a full understanding of a child's history. This assists the prospective adoptive parents to make informed decisions about adopting the child and, if the child is adopted, can help them make better decisions about the child's care in some situations.

Arkansas law allows for the information in these records that would identify the birth parents or members of a birth parent's family to be excluded. This form allows you as the birth parent of _____ to decide if you want your identifying information redacted from your child's adoption disclosure packet.

Please indicate your preference by marking the applicable box below.

- ☐ I consent, as the birth parent of the child named above, to allow my identifying information to remain in the written health, genetic, and social history of my child in his/her adoption disclosure packet.
- ☐ I do NOT consent, as the birth parent of the child named above, to allow my identifying information to remain in the written health, genetic, and social history of my child in his/her adoption disclosure packet.

Parent Name

Parent Signature

Date

DCFS Staff Witness Name

DCFS Staff Witness Signature

Date

Parent not available to complete — redaction required.

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Arkansas Department of Human Services

Division of Children and Family Services

RESOURCE FAMILY SUPPORT SYSTEM (RFSS) INFORMATION

Name(s) of Prospective Resource Parent(s) _____

County _____ Date _____

RFSS Applicant's Name _____ Age _____

Phone #1 _____ Phone #2 _____

Email _____

Spouse's Name _____ Age _____

Phone #1 _____ Phone #2 _____

Email _____

Street Address _____

City _____ Zip _____

Mailing Address (if different) _____

CHILDREN		
NAME	AGE	Do they reside with you? If no, list their place of residence.



Arkansas Department of Human Services

Division of Children and Family Services

Prospective Provisional Resource Parent Information and Questionnaire

Section I: To be completed by FSW overseeing or assisting with removal and initial placement during initial interview with prospective provisional resource parents prior to forwarding to resource staff.

Prospective Provisional Applicant(s): _____

Prospective Provisional Applicant Relationship to Child(ren): _____

Address: _____ City: _____ Zip Code: _____

Phone: (____) _____ - _____ Work: (____) _____ - _____ Cell: (____) _____ - _____

Email 1: _____ Email 2: _____

County of Residence: _____ PROVIDER ID: _____

Same day placement requested? YES NO

List ALL persons in the Perspective Provisional Resource Home (attach another page as needed):

Name	SSN	Relationship to Provisional Resource Parent Applicant	Date of Birth	Age

County of Removal: _____ Date: ____/____/____

Referral/Case Number: _____ Investigator/Caseworker: _____

Contact name/Number for Placement: _____

CHILDREN NEEDING PLACEMENT				
Name	Sex	Age	Relationship to Applicant	Date Child Placed

1. Do you or any other household members have a criminal history? If yes, when and what were the charges?
YES NO

2. Have you or any other household member ever been the subject of a child or adult maltreatment investigation? YES NO

3. How many people live in the home? _____

4. How many bedrooms (including number and size of beds as well as description of bedding for each) are in the home?

5. Will you be able to support the child(ren) financially without DCFS assistance? YES NO

6. What is your primary source of income? _____

7. If employed, where do you work? _____

8. What is your household income (monthly take home)? \$_____

9. Do you have any savings for emergencies? If yes, how much? YES NO \$_____

10. What do you estimate your overall monthly expenses (rent, utilities, insurance, food, etc.) are? \$_____

11. What are your working hours and childcare plans while you are working?

12. Do your minor biological or adopted children who live in the home attend their regular well child visits or otherwise have regular medical checkups? YES NO

13. Do all minor biological and adopted children living in the home have up-to-date immunizations per the CDC's immunization schedule or have an immunization exemption from the Arkansas Department of Health?
YES NO

14. Do any of your current household members have a chronic medical condition that they receive regular treatment for? YES NO If yes, please list the diagnosis and frequency of medical visits.

15. Will you be able to take the child to and from school, doctor's appointments, and other activities (this is not only a time consideration; you must also have a valid driver's license, valid auto insurance, access to a reliable vehicle and possibly car seats/booster seats depending on the age of the child)? YES NO

16. Are you willing to follow all protection protocols including but not limited to, court orders and case plans? This includes instructions regarding visits with the child's parents. YES NO

17. Are you willing to attend resource parent training (it is a 12-hour training that generally occurs over two weeks)? YES NO

18. Do you understand that within six months of opening as a provisional resource parent, you must meet all other resource home requirements (e.g., completing training) because, if you do not, the child(ren) could be moved from your home? YES NO

19. Do you reside in the same school district of the school that the child attended prior to coming into care? YES NO

20. If no, in what school district do you reside? _____

21. How do you know the children? _____

22. When was the last time you saw the child(ren)? _____

23. Generally speaking, how often do you see the child? _____

24. Please describe your interactions and activities with the child(ren) when you spend time together?

25. Please describe the child(ren) (e.g., personality, interest, hobbies, school performance, friends, etc.)

26. Other Notes/Comments/Questions. Include information provided by the child (if age appropriate) to DCFS regarding how the child knows the prospective provisional applicant, how the child described his/her feelings about living with the provisional applicant etc. (insert signature line with date)

Section II: To be completed by FSW overseeing or assisting with removal and initial placement prior to forwarding to resource staff for consideration.

1. What are the circumstances surrounding the removal of the child from the family home?

2. Are there any previous or current court orders potentially affecting the placement of the children in the relative home? YES NO
3. Do any children or potential provisional placement have medical or mental health conditions which should be considered in evaluating the potential placement? YES NO
4. Do any children to be placed have sexually aggressive behaviors or a history of sexual abuse?
YES NO

Section III: To be completed by resource staff only.

1. What are the details of the sleeping arrangements for all members of the household?

2. Do these sleeping arrangements meet the following minimum Licensing standards:

Sleeping Arrangements		YES	NO	N/A
A.	Will children sleep in a bedroom? (not in a living room or dining room where others are passing through)			
B.	Does each bedroom have at least 50 square feet of floor space per occupant?			
C.	Does each bedroom to be used for children in foster care have a window to the outside which is capable of serving as an emergency escape (i.e., no bars, grates, etc. and also provides natural light and ventilation)?			
D.	Will any child under the age of 6 occupy a top bunk?			
E.	Will any children who share a bed all be under the age of four and of the same gender?			
F.	Will any child in foster care, except an infant under age 2, share a sleeping room with adults? In the case of a grandparent to the child, the age would increase through age 4.			

3. Describe the family's support system (e.g., extended family, neighbors, friends, church community.)

4. Please list any medications you are currently taking and the conditions of the medications are prescribed to treat (this includes medical marijuana).

Name of Person	Name of Medication	Dosage(mg)	Conditions of Treatment

A. If medical marijuana is listed above, do you possess a medical marijuana registry identification card issued by the Arkansas Department of Health? YES NO

B. What is the name listed on the medical marijuana registry identification card?_____

Home Safety Requirements: Interior		YES	NO	N/A
A.	Is the interior of the home clean and free of physical health hazards?			
B.	Are heating devices such as radiators, fireplaces, wood stoves, gas or electric heaters, and steam and hot water pipes within reach of children screened or otherwise protected?			
C.	Are cleaning supplies, insecticides, gasoline, hazardous tools, knives or similarly dangerous objects stored out of reach of children or kept in locked closes or drawers?			
D.	Are all firearms unloaded; maintained in a secure, locked location and stored separately from ammunition?			
E.	Are there operational smoke on each level of occupancy of the home and in each bedroom and carbon monoxide detectors on each level and near all sleeping areas?			
F.	Does the home have an operational telephone or working cellular phone that is accessible to all children?			
Home Safety Requirements: Exterior				
A.	Are the premises of the house, including the yard, garage, carport, any storage areas, and the basement and attic (if applicable), free from physical hazards which would endanger the safety of children?			
B.	Is the yard free of dangerous debris, trash, uncovered cisterns, etc.?			
C.	Is there a fence or barrier to prevent a child's access to a busy street or highway, body of water or dangerous area?			
Home Safety Requirements: Other				
A.	Does family have a plan for evacuating the house in the event of fire and plan for seeking shelter during a storm or tornado?			
B.	If yes, is the escape plan posted within the home?			
C.	Is there a safety plan for any noted hazards in place? If yes, please identify which type:			
Home Safety Requirements: Medications				
A.	Are all over-the-counter medications stored in an area not readily accessible to children, and are all prescription medications locked (excluding Epi-pens, inhalers, and glucagon kits)?			
B.	Will applicants log all medications at the time the medication is administered and include the child's name; time and date; medication and dosage; and initials of the person administering the medication?			
Home Safety Requirements: Water				
A.	Do you have well water?			
B.	If yes, do you agree to use bottled water until the water is tested?			

Checklist for Effective Group Zoom Training

Resource home applicants have an option to attend class in a traditional classroom or via Zoom in a virtual classroom. Before selecting Zoom, assess the family's capability to actively participate in training on Zoom. This checklist is designed to help Resource Workers make that determination. Since families have options, it is strongly recommended that any family that answers "No" to any of these questions be referred to a traditional classroom setting. Due to limitations on functionality of people attending a 3-hour training on their phones, it is also strongly recommended that families attending via Zoom do so on a computer.

Capacity		YES	NO
A.	Do you have a computer/laptop with a working camera and microphone?		
B.	Have you ever attended an interactive online class or meeting?		
C.	Do you know how to download an app? (for example, ZOOM.exe.)		
D.	Do you have an area in your home that is free from distractions where you can attend and participate in an online training?		
E.	Do you have someone who can care for the children in your home while you attend an online training? (3-6 hours)		
F.	Do you have a stable internet connection that allows you to stream video and participate in video conferencing for up to 3 hours?		

Preferred Training Timeframe (*note: marking a selection does not guarantee that preference is available*):

Week Nights Weekends No preference

Preferred Training Modality (*note: marking a selection does not guarantee that preference is available*):

In-person Zoom No preference

DISCIPLINE

Methods of discipline which are unacceptable for use by resource parents with the child include but are limited to:

- 1 Cruel, severe, or humiliating actions, such as washing the mouth with soap.
- 2 Taping or obstructing the child's mouth.
- 3 Placing painful or unpleasant tasting or hot substances on the child's body (e.g., mouth, lips).
- 4 Placing the child in dark areas (e.g., closet).
- 5 Public humiliation.
- 6 Physical punishment-inflicted in any manner (e.g., hitting, slapping, pinching, pulling hair, kicking, twisting the arms, forced fixed body positions).
- 7 Denial of meals, clothes, or shelter.
- 8 Withholding implementation of the case plan or any denial of rights.
- 9 Denial of contact with family members (e.g., visits, telephone calls, mail).
- 10 Assignments of extremely strenuous exercise or work.
- 11 Locked isolation of any kind.
- 12 Punishment of any kind for poor toilet habits.
- 13 Use of derogatory comments about the child, the child's family or friends, race, gender, gender identity, or sexual orientation.
- 14 Mechanical or chemical restraints.
- 15 Threats or insinuations of physical punishment or harm.

DCFS or resource parents shall never give permission for the school to use corporal punishment, (e.g., spanking the child). The school may elect to spank, but we can never give permission for them to do so.

Please leave a signed copy of this document with the resource parents and have the resource parents sign another copy for the Resource Worker to maintain with the provider record.

Name

____/____/____
Date

Name

____/____/____
Date



Arkansas Department of Human Services Division of Children & Family Services

Confidentiality and Use of Social Media in Resource Homes

The Division of Children and Family Services (DCFS) takes the confidentiality of children placed in the Arkansas foster care system very seriously. As such, resource parents (i.e., foster parents and adoptive parents who have a child placed in their homes as a pre-adoptive placement/before the adoption is finalized) are prohibited from posting pictures of children placed in their homes (even if the face is blocked or blurred when posted). In addition, any information about the circumstances of the child in foster care is prohibited from being posted online.

DCFS acknowledges and understands that social media is a norm in today's society. However, the common usage of social media makes it neither safe nor secure even if the image of a child in foster care is blocked or otherwise blurred when posted. The Division, its resource parents, and its other stakeholders and volunteers must assure the privacy and confidentiality of the children and families involved in the child welfare system.

In regards to older youth who have a Facebook page or other social media accounts choose to post "selfies" or other information, resource parents must monitor to some extent that use of social media. Just as you would with your own children, nieces, nephews, godchildren, etc., please assess how appropriate and safe a particular posting may be—not only for the youth but for your family as well.

The Division recognizes that many youth contact siblings and/or other family members using social media. Please be aware of such communication and conference with the youth's caseworker if you have questions regarding whether contact between the youth and their families is safe and appropriate. There may need to be some actions taken if there is a conflict with a court order or other issues.

This monitoring of social media also extends to other forms of screen time. The American Academy of Pediatrics (AAP) recommends "screen-free" zones at home by making sure there are no television, computer or video games in children's bedrooms, and by turning off the TV during dinner. Children and teens should engage with entertainment media for no more than one or two hours per day. It is important for kids to spend time on outdoor play, reading, hobbies, and using their imaginations in free play.

Television and other entertainment media should be avoided for infants and children under age 2. A child's brain develops rapidly during these first years, and young children learn best by interacting with people, not screens.

DCFS appreciates your assistance in ensuring the safety of children in an environment that has many risk factors to be considered. If you have any questions regarding the use of social media in resource homes, please contact your Resource Worker.

Please leave a signed copy of this document with the resource parent(s) and have the resource parent(s) sign another copy for the Resource Worker to maintain with the provider record.

Resource Worker Signature

____/____/____
Date

Resource Worker Signature

____/____/____
Date

Resource Worker Signature

____/____/____
Date



Arkansas Department of Human Services
Division of Children & Family Services

RESOURCE PARENT SMOKING CERTIFICATION

Resource Parent(s) or Applicant(s): _____
Name(s): _____
Address: _____
County: _____ Telephone Number(_____) _____ - _____

I. ARKANSAS AND DIVISION OF CHILDREN AND FAMILY SERVICES (DCFS) REQUIREMENTS

A resource parent may not smoke or permit anyone else to smoke in the presence of a child in foster care unless it is in the child's best interest to be placed in or remain in the resource home. This includes the use of vaping and e-cigarettes. All resource parents and resource parent applicants being re-evaluated shall sign this form that certifies if the resource parent(s) agree(s) to comply with all state and DCFS requirements.

II. CERTIFICATION

I have read and fully understand the above identified requirements and restrictions regarding not smoking in the presence of a child in foster care. By my selection and signature below, I indicate whether I agree or disagree to comply.

_____	Agrees to Comply	Does Not Agree to Comply
Resource Parent/Applicant (Print)		
_____	Agrees to Comply	Does Not Agree to Comply
Resource Parent/Applicant (Print)		

III. SIGNATURES

_____	_____/_____/_____
Resource Parent/Applicant	Date
_____	_____/_____/_____
Resource Parent/Applicant	Date
_____	_____/_____/_____
DCFS Resource Worker Name (Print)	Date

DCFS Resource Worker Signature	

RECOMMENDATIONS

Resource Worker recommends approval of applicants to attend training? YES

NO

Name

_____/_____/_____
Date

Signature

Resource Supervisor/Designee approves applicants to attend training? YES

NO

Name

_____/_____/_____
Date

Signature

Date submitted to MidSOUTH: ____/____/____



Arkansas Department of Human Services
Division of Children and Family Services
RESOURCE PARENT RE-EVALUATION

Resource Parent (s) Name(s) _____

Address _____

HOH 1's Age _____ HOH 2's Age _____

Do you want to continue to be a resource parent? ☐ Yes ☐ No

Other persons, who currently reside in the home:

Name	Age	Sex	School	Grade or Occupation	Relationship

Have there been any changes in the following items within the last year? If "Yes", please explain.

- a) Members of the household? ☐ No ☐ Yes _____
- b) Employment? ☐ No ☐ Yes _____
- c) Income? ☐ No ☐ Yes _____
- d) Housing? ☐ No ☐ Yes _____
- e) Health? ☐ No ☐ Yes _____
- f) Available community resources? ☐ No ☐ Yes _____
- g) Religion? ☐ No ☐ Yes _____
- h) Life Style? ☐ No ☐ Yes _____
- i) Other changes? ☐ No ☐ Yes _____

1. Do each of the adults in your home have a current health card? ☐ Yes ☐ No [This is REQUIRED]

2. What problems have you successfully dealt with? How did you deal with these problems?

3. How are your own children reacting to having children in foster care in the home?

4. Do you wish to make any changes in the characteristics of children that you are willing to accept in your home? What changes are they?

5. Do you feel that you have received adequate support and information from the agency? What would you like to see done differently?

6. Would you like to receive more help from community resources? In what way?

7. What types of educational programs for resource parents would you like to participate in?

Resource Parent 1's Name

Resource Parent 1's Signature

Date

Resource Parent 2's Name

Resource Parent 2's Signature

Date

Resource Worker's Name

Resource Worker's Signature

Date



Arkansas Department of Human Services

Division of Children and Family Services

REQUEST/CONSENT FOR DEPARTMENT OF HEALTH SERVICES

The purpose of the inspection is to determine if the home and surrounding environment provide adequate safety and sanitation. The Department of Health will provide copies of the results to the homeowner and DCFS.

TO _____ County Department of Health:

I/We hereby give consent for an inspection of my/our home and premises at the following location:

Street Address City Zip

Applicant Name (Print) Phone # Email Address

Applicant Signature Date

Applicant Name (Print) Phone # Email Address

Applicant Signature Date

Authorized DCFS Staff Name Signature Date

Report of Department of Health Services Inspection

(Completed by the Department of Health Environmental Specialist)

I have inspected the above indicated home and premises and my findings are as follows:

	Satisfactory	Unsatisfactory
Water System.....	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal System.....	<input type="checkbox"/>	<input type="checkbox"/>
General Condition of Home and Surroundings....	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Recommendations:

Env. Specialist Name (Print) Date Local Health Unit

Signature

Return this form to: _____, DCFS

Phone: _____ Email: _____



ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILDREN & FAMILY SERVICES
Initial Resource Home Agreement

The purpose of this Agreement by and between the Division of Children and Family Services, referred to as DCFS, and _____, referred to as the Resource Parent(s), is to demonstrate the understanding and acceptance, by both parties, of the rights and responsibilities as explained during Pre-Service Training and listed in PUB-30: Resource Parent Handbook.

The above named resource parent(s) have been approved by DCFS for the following services:

☐ Traditional Foster Care ☐ Provisional Foster Care ☐ Adopt ☐ Informal Respite

Preferences:

Males: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Birth – 23 Months <input type="checkbox"/> 2 – 5 Years <input type="checkbox"/> 6 – 8 Years <input type="checkbox"/> 9 – 10 Years <input type="checkbox"/> 11 – 12 Years <input type="checkbox"/> 13 – 14 Years <input type="checkbox"/> 15 – 17 Years <hr/> Disability Willing to Accept: <input type="checkbox"/> Behavioral Disorders <input type="checkbox"/> Blind or Visually Impaired <input type="checkbox"/> Deaf or Hearing Impaired <input type="checkbox"/> Developmental Delays <input type="checkbox"/> Emotional Disabilities <input type="checkbox"/> HIV+/AIDS	Females: Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Birth – 23 Months <input type="checkbox"/> 2 – 5 Years <input type="checkbox"/> 6 – 8 Years <input type="checkbox"/> 9 – 10 Years <input type="checkbox"/> 11 – 12 Years <input type="checkbox"/> 13 – 14 Years <input type="checkbox"/> 15 – 17 Years <hr/> <input type="checkbox"/> Intellectual Disabilities <input type="checkbox"/> Learning Disabilities <input type="checkbox"/> Medical Condition <input type="checkbox"/> Physical Disabilities <input type="checkbox"/> Any <input type="checkbox"/> None/Other _____	Preferred Race: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> No Preference <hr/> Ethnicity Preference: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> No Preference Number of Beds/Slots: Preferred # of Children: Preferred # of Siblings:
--	--	--

DCFS Responsibilities and Expectations:

DCFS will notify resource parents prior to a placement of the pertinent information about the child and the birth/legal parent(s) including the reasons for placement and, as available, the family visit plan, family case plan, and any special services. DCFS will provide resource parents with a current Medi-Alert (CFS-362) and Resource Home Agreement Addendum (CFS-462-A) at the time of placement.

The Family Service Worker (FSW) will explain each child's family case plan and family time schedule to resource parents at the time the children are placed in the home. During the first month of placement, the FSW will make weekly visits to the resource home to assess how the child and family are adjusting and to support resource parents in maintaining placements. The resource parents' assigned Resource Worker can also serve as a point of contact and support. After the first month of placement, the FSW will visit the child in foster care at least monthly.

DCFS will include resource parents in the decision making process for any child placed in their care. Resource parents will be invited to attend family team meetings/staffings and court proceedings. Input from resource parents will be requested in case planning as it relates to services for the child.

The FSW will make reasonable effort to give advance notice to the resource parents when a child in foster care is to be moved from the home.

Financial Arrangements:

DCFS will provide fully approved resource parents with a monthly board payment according to the established rate for the child in foster care. Clothing must be purchased and a spending allowance will be given to the child from the board payment as specified, though supplemental clothing vouchers may be available as needed. Medical expenses, including prescription drugs, are covered by the child's Medicaid card. In certain cases, transportation for medical expenses or other additional

expenses can be reimbursed by DCFS with approval obtained prior to completion of the purchase. Reimbursement will be approved on a case by case basis in keeping with DCFS policies.

Resource Parent Responsibilities

Resource parents will provide a nurturing family life experience for the child placed in their home. Specific personal characteristics expected of resource parents that are intended to help facilitate a safe, stable, and nurturing home environment are listed on pages 23-24 of PUB-30: Resource Parent Handbook. Resource parents will recognize that foster care is intended to be temporary and cooperate in every way with efforts to reunify the child with his/her family or otherwise provide for permanency.

Resource parents will provide direct care and have decision-making authority concerning the child's daily living. However, DCFS retains legal responsibility for supervision, decision making, and the assuring of continuity of care for the child. Resource parents will not independently make major decisions that have far-reaching effects on the child's life, such as consents for surgery, military service, or marriage. Likewise, resource parents will not make decisions that have long-term effects for the child's personal appearance.

If resource parents' religion differs from that of a child in foster care, resource parents will exhibit a knowledge and appreciation of the child's religious background or lack thereof. No attempt will be made to dissuade any child in foster care from his/her religious teachings or practices or lack thereof.

Stable placements for children in DHS custody result in a lesser amount of trauma to and better long-term outcomes for children who must come into foster care. As such, if resource parents request a child in their home to be moved, a staffing will be held within 48 hours to try to stabilize the placement. If the placement cannot be stabilized as a result of the staffing, then the resource parents will continue to provide for the child in foster care for up to five (5) business days from the day the staffing was held. The exception to this requirement is if the child or a household member of the resource home is at risk of harm.

Other resource parent responsibilities to the child in foster care, the child's biological or legal family, and DCFS include the requirements to:

1. Provide the level of supervision, care, and treatment necessary to ensure the safety and well being of each child placed into the home, taking into account the child's age, individual differences and abilities, surrounding circumstances, hazards, and risks. This includes teaching life skills to ensure appropriate self-care and independence.
2. Speak positively of the child's birth or legal family and support reunification when reunification is the goal.
3. Provide each child with adequate and nutritious food.
4. Provide regular activities to promote the physical, social, intellectual, spiritual, and emotional development of the children in care.
5. Provide each child their own clothing that is clean, well-fitted, seasonal, appropriate to age and gender, and comparable to community standards.
6. Allow children in foster care to acquire and keep personal belongings.
7. Fully cooperate with DCFS's efforts to achieve the case plan goals for each child in foster care, including family time (visitation).
8. Provide routine transportation for each child.
9. Attend and participate in case planning and case plan reviews, thereby assisting in the child's return home or to a permanent placement.
10. Attend school conferences concerning a child in foster care and notify DCFS of any situations that may affect the case plan or require agency involvement.
11. Notify DCFS promptly of serious illness, injury, or unusual circumstances (e.g., youth goes missing, youth is arrested) affecting the health, safety, or welfare of the child in foster care.

12. Cooperate with DCFS and the Placement and Residential Licensing Unit through the Division of Child Care and Early Childhood Education in conducting inspections and investigations and provide information required to verify compliance with rules.
13. Maintain absolute confidentiality of private information about each child in foster care and the birth family.
14. Give advance notice to DCFS of any major changes that affect the life and circumstances of the resource family that may affect the resource family's ability to care for children placed in their home, including a change of residence, serious illness or death of a family member, divorce, concerns with the resource family's own birth/legal children.
15. Keep a life book or scrap book for each child in foster care that includes:
 - a. Periodic photographs of the child;
 - b. A record of the child's memberships, activities, and participation in extracurricular school or faith activities;
 - c. Trophies, awards, ribbons, etc.Provide these items to the child upon change in placement.
16. Ensure each child has sufficient sleep for their age and physical condition.
17. Instruct each child in good grooming and personal hygiene habits.
18. Provide each child with opportunities for regular recreational activities and exercise.
19. Ensure each child is provided with age-appropriate activities and equipment.
20. Monitor and time limit the use of television, videos, computer games, and other screen time activities.
21. Not engage in the use of illegal substances, abuse alcohol by consuming in excessive amounts, or abuse legal prescription drugs or non-prescription drugs by consuming them in excess amounts or using them contrary to as prescribed or indicated.
22. Adhere to the DCFS reasonable and prudent parent standard.
23. Assist in preparing the child and showing support for any placement change that must be made.
24. Notify DCFS if they wish to make their home unavailable for placement for a temporary period or permanently close their resource home.
25. Abide by DCFS policies and accept DCFS supervision.
26. Comply with the rules and responsibilities of this Placement Agreement developed by DCFS.

Resource Parent Liability

According to Ark. Code Ann. § 9-28-407(i), resource parents are not liable for damages caused by children in foster care placed in their home, nor are they liable to the children in foster care or their families for injuries to the children in foster care, "caused by acts or omissions of the resource parents unless the acts or omissions constitute malicious, willful, wanton, or grossly negligent conduct."

DCFS Procedures for Investigating Child Maltreatment Allegations Against the Resource Home

Any child maltreatment allegation brought against the resource home must immediately be brought to the attention of the DCFS County Office Supervisor. All child maltreatment allegations will be investigated by the Arkansas State Police, Crimes Against Children Division (CACD). The FSW will notify the attorney ad litem, Court Appointed Special Advocate, and DHS Attorney for all children placed in the resource home of the allegations. Resource parents must be notified in writing of the allegation, the outcome of the investigation, any corrective action(s) needed to be made, and/or action(s) to be taken. An agreement will be reached between the FSW and resource parents for the period of time necessary to resolve any problems. The resource home will be made unavailable for other placements until due process is satisfied and the home's availability status is reassessed at that point by local staff. Local staff will submit a recommendation regarding the resource home's availability status to the Resource Family Review Committee.

If the decision is made to close the resource home as a result of the investigation, resource parents must be notified in writing. This notification must include a description of the internal review of adverse action for resource parents. If the resource home requests to re-open, the Resource Worker will collaborate with other applicable local staff to determine if the

Any allegation of child maltreatment regarding a resource parent, regardless of nature, must be recorded in detail in the resource home record. Substantiated child maltreatment reports will be maintained in the Arkansas Child Maltreatment Central Registry. Records of cases where allegations are unsubstantiated cannot be disclosed except under certain conditions.

Any complaint related to failure by the resource family to maintain minimum standards for continued approval of their resource home will also be brought to the immediate attention of the Resource Supervisor. Such complaints will be reviewed by DCFS. If non-compliance is found, the home must be brought into compliance within thirty (30) days or the home may be closed. Such situations and their resolution will be recorded in the resource home record. A written report of findings, conclusions, and anticipated action shall be sent to the resource home.

The Resource Worker (RW) will visit the resource home quarterly to ensure the resource home is in compliance with all minimum licensing standards and DCFS policies. Resource Worker quarterly visits will consist of three scheduled visits and at least one unannounced visit.

Resource Parents(s) Signatures:

Resource Parent #1	Date
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Family Service Worker	Date
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Resource Parent #2	Date
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**Arkansas Department of Human Services
Division of Children and Family Services
RESOURCE PARENT ORIENTATION CHECKLIST**

Name(s) of Resource Parent(s): _____

Date of Open: _____ **Provider Number:** _____

The above-named individual has been trained (given instructions, explanations, and information) regarding the following aspects of his/her service as a resource parent with the Division of Children and Family Services (DCFS) within the Arkansas Department of Human Services (DHS). The following documents and topics have been reviewed, discussed and/or explained during the orientation:

1. ☐ DHS and DCFS Mission Statements (PUB-30)
2. ☐ Resource Parent Handbook containing Minimum Licensing Standards and other DCFS policy for resource homes (PUB-30 -- including how to access [PUB-30 online](#))
3. ☐ Roles and responsibilities (review and complete CFS-462: Initial Resource Home Agreement)
4. ☐ Review and complete CFS-454: Resource Home Safety Plans
5. ☐ National Foster Parent Association Code of Ethics (PUB-30)
6. ☐ How to access [DCFS Policy and Procedures Manual](#) along with explanation that most DCFS policies related to resource home assessment, approval, service, and support are addressed in PUB-30
7. ☐ Importance of understanding and utilizing alternate care options and related policies (particularly notification to caseworker where applicable) to ensure resource parent support and promote age-appropriate activities for children in foster care (PUB-30)
8. ☐ PUB-24: Resource Home Visit Guide
9. ☐ Clarification of appropriate childcare techniques
10. ☐ Acceptable forms of child discipline and the prohibition from using corporal or degrading punishment (PUB-30)
11. ☐ Privacy and Confidentiality -- review and complete CFS-448: Privacy and Use of Surveillance in Resource Homes and CFS-449: Confidentiality and Use of Social Media in Resource Homes, if not already completed for provisional homes during IHC
12. ☐ When and how board payments are made to resource parents (PUB-30) including direct deposit option
13. ☐ Financial procedures for child related purchases (PUB-30)
14. ☐ Travel procedures and how to submit travel reimbursement related documents
15. ☐ After-hours, weekend and holiday client contact (using the contact sheet in PUB-30)
16. ☐ Organizational structure of DHS, DCFS, Section, Office and Work Unit
17. ☐ Training opportunities and/or requirements as well as any resource parent support groups and Associations
18. ☐ Requirements for advanced notice of resource parent requested placement change and stabilization staffing unless the child in care or a resource family member is at risk of harm (PUB-30)
19. ☐ Child maltreatment allegations and non-maltreatment complaints involving resource homes and the process for removing a child in foster care from a resource home (PUB-30/CFS-462: Initial Resource Home Agreement)
20. ☐ If interested, information about mandated reporter requirements is available via online training at <https://ar.mandatedreporter.org>.
21. ☐ Internal Review of Adverse Action Involving Resource Parents (PUB-30)
22. ☐ Information available to the resource parent through the Resource Parent Portal: <https://dhs.arkansas.gov/dcf/CHRISPPW/Default.aspx>
23. ☐ RAVE texting protocol (for traditional applicants only)
24. ☐ CFS-402: TYS Life Skills Checklist (for homes with or willing to accept teenagers)
25. ☐ Questions and comments were solicited and answered

You have received a Resource Parent Information Packet and it was explained to you. It is a tool for you to utilize throughout your service as a resource parent to ensure your compliance with licensing standards and DCFS policy. The packet includes the following items:

- A. Examples of the completion of the travel documentation that must be submitted monthly
- B. CFS-352 Medical, Dental, Vision Hearing and Psychological Episodic Visits
- C. CFS-372: Medication Log
- D. CFS-374: Tornado and Fire Drill Log
- E. CFS-381: Resource Parent Training Record Log
- F. After hours contact sheet

This signed form (CFS-465) also verifies that the copies of these documents above were received during this orientation.

AFFIRMATION STATEMENT

The signatures on this form verify that the resource parent has complied with Division policy regarding resource parent orientation. The resource parent affirms that he/she has been made aware of an expected level of care, received DHS policies and was given instructions regarding his/her service.

Resource Parent Name (print)

Resource Parent Signature

Date

Resource Parent Name (print)

Resource Parent Signature

Date

FSW Name (print)

FSW Signature

Date



ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF CHILDREN AND FAMILY SERVICES
DISCLOSURE FOR ADOPTION

The following non-identifying information has been provided in relation to the proposed adoption of:

Child's First Name: _____ Date of Birth: _____

☐ Hospital Birth Records ☐ Photographs ☐ Immunization Record Affidavit of Facts and TPR Order

☐ Adoption Summary Dated: _____ Adoption Summary Update(s) Dated: _____

☐ Medical Evaluation Reports Dated: _____

☐ Dental Evaluation Reports Dated: _____

☐ Eye Evaluation Reports Dated: _____

☐ Psychological Evaluation Reports Dated: _____

☐ Counseling Progress Reports Dated: _____

☐ Educational Reports Dated: _____

☐ Developmental Evaluations Dated: _____

☐ Other Reports Dated: _____

SIGNATURES:

Date Received/Reviewed: _____ Adoption Supervisor Signature: _____

Date Received/Reviewed: _____ Prospective Adoptive Parent 1's Signature: _____

Date Received/Reviewed: _____ Prospective Adoptive Parent 2's Signature: _____

Adoption Specialist Signature: _____ Date: _____



**Arkansas Department of Human Services
Division of Children & Family Services
Initial Checklist for Resource Home Assessment**

Applicants' Names: _____ County: _____

Provider Number: _____

Resource Worker: _____

Review Date: _____

Have you completed the following steps and/or filed appropriate documentation in the resource home record?	Yes	No	N/A
1. Results of the CFS-316: Request for Child Maltreatment Central Registry Check for each household member age 14 years and older, all information received and, in the case of a report of violation, a summary of the face-to-face discussion, determination, and reasons for determination?			
2. CFS-341: Certification of Absence of Criminal Record for each child ages 10-17?			
3. Results of the CFS-342: State Police Criminal Record Check for each household member age 18.5 years and older, all information received and, in the case of a report of violations, a summary of the face-to-face discussion, determination, and reasons for determination?			
4. Results of the ASVSP check for each applicant and each applicable teenage driver?			
5. Results of the FBI Criminal Background Check for each household member age 18.5 years and older?			
6. If there are any offenses listed on an applicant's criminal background check results, CFS-508-A sent to the applicant via certified, restricted mail and documented as a Provider Contact in CHRIS?			
7. CFS-401: Current Household Information Sheet (provided by Centralized Inquiry Unit (CIU) for traditional applicants)			
8. CFS-405: Worksheet for Social Security Benefits (provided by CIU, as applicable)			
9. CFS-406: Family Financial Worksheet (provided by CIU, as applicable)			
10. CFS-407: Employment Information Sheet (provided by CIU, as applicable)			
11. CFS-415: Reference for Resource Family (provided by CIU, as applicable)			
12. CFS-484: Tenant Notification to Landlord of Potential Foster Care Services			
13. CFS-419: Resource Family Support System Information and submitted the appropriate background checks for each RFSS member?			
14. CFS-446: In-Home Consultation Visit Report?			
15. CFS-363: Resource Applicant Smoking Certification?			
16. CFS-404: General Medical Report for each permanent household member?			

17. CFS-409: Resource Family Preference Checklist?			
18. CFS-455: Request/Consent for Health Department Services, if applicable?			
19. CFS-480: Alternate Compliance of Water Supply Agreement, if applicable?			
20. For traditional applicants, has the family completed the SAFE Questionnaire I?			
21. "In-Home Consultation/Approved for Training" purpose in CHRIS selected?			
22. Have applicants completed Pre-Service Training?			
23. Have applicants become certified in CPR and Standard First Aid?			
24. 3 positive reference letters (at least 1 from relative and 1 from non-relative?)			
25. Assessment included at least two separate visits, one of which was a home visit? a. Separate interview conducted with each age-appropriate household member? b. An interview was conducted with all household members present?			
26. Home Study, and supporting documents?			
27. CFS-462: Initial Resource Home Agreement?			
28. Approval/Denial Letter? a. Was the approval/denial letter sent within 60 days from completion of pre-service training or, where applicable, was the applicant notified in writing of the reasons for the delay? b. In the case of denial, does the letter indicate the reasons for denial? c. In the case of denial, does the record indicate there was a face-to-face conference with the applicants to discuss the reasons for denial?			
29. All standards of approval met as outlined in PUB-30 (and documented on CFS-450/CFS-446, as applicable)?			
30. Alternative compliance or policy waiver approval, if applicable?			
31. Reviewed CFS-465: Resource Parent Orientation Checklist and packet w/ family?			
32. Provided a copy of the final Home Study Report to the family, regardless of approval or denial?			
33. Processed all paperwork for Resource Family Support System?			
For Provisional Resource Homes only:			
34. CFS-452: Provisional Resource Home Verification?			
35. Provided PUB-15: A Relative's Guide to the Arkansas Child Welfare System?			
36. CFS-450: Prospective Provisional Resource Parent Information Questionnaire?			
37. Provided PUB-23: Foster Care Court Process?			

Comments:

Resource Worker Signature: _____

Date: _____

Supervisor/Designee Signature: _____

Date: _____



**Arkansas Department of Human Services
Division of Children & Family Services Quarterly
Monitoring Checklist for Resource Home**

Resource Family Name: _____ **County:** _____

Provider Number: _____ **Training Hours Completed:** _____ **Training Hours Needed:** _____

Type of Visit: ☐ Scheduled ☐ Unannounced **Other:** _____

Date of Visit: _____ **Time of Visit:** _____ (A.M. / P.M.)

Name of Resource Worker Completing Visit: _____

	Yes	No
1. Have you reviewed the Contact Screens in the Division Information Management System in order to address any concerns or issues during the visit?	<input type="checkbox"/>	<input type="checkbox"/>
Quarterly Resource Parent File Review Checklist YES/NO COMMENTS		
DMV Check is Current		
Criminal Record Check is current		
Central Registry Check is current		
Physicals are current		
Pet Vaccinations are current		
Homeowner Insurance is current		
Car Insurance is current		
Driver's License current		
Are any children in the home turning age 14		
Are any children in the home turning age 18		
CPR AND First Aid is current?		
2. Has either parent's work situation changed?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will there be any planned major life changes in the next few months?	<input type="checkbox"/>	<input type="checkbox"/>
4. Resource family meets the needs of the children placed in their home (physical health, emotional, educational, and recreational)? How?	<input type="checkbox"/>	<input type="checkbox"/>

5. Did the resource family choose to update CFS-409: Resource Family Preference Checklist?	<input type="checkbox"/>	<input type="checkbox"/>
6. Did the resource family choose to update CFS-419: Resource Family Support System Information?	<input type="checkbox"/>	<input type="checkbox"/>
a. If so, have you submitted the appropriate background checks for each RFSS member?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does the on-going narrative in the Division Information Management System address the following issues: stress family may be experiencing related to resource parenting; financial difficulties; relationship conflicts with spouse, birth/legal children, in-laws, etc.; illness or death of family member, close friend, etc.?	<input type="checkbox"/>	<input type="checkbox"/>

Has the home completed and documented the fire drills with each child as they enter the home and completed quarterly fire drills?

Dates of fire drills, who was in the home and how long it took:

Is there an operational chemical fire extinguisher, readily accessible, in the cooking area?

All medications are locked up in a secure location?

Where: _____ Type of lock: _____

Is all medication given to children logged on CFS-372: Medication Log?

☐ YES ☐ NO ☐ No children in the home at this time

Was the CFS-372: Medication Log reviewed by Resource Worker? ☐ YES ☐ NO

Has there been any change in medications for any adult in the home, to include obtaining a medical marijuana card? If yes, please list changes, prescriptions, and what condition the medication is being prescribed:

Are the resource parents keeping a Life Book for each child in foster care in the home?

☐ YES ☐ NO ☐ No children in the home at this time

Are the resource parents sending the Life Books with the children if they leave the home?

☐ YES ☐ NO ☐ N/A

When was the last time a worker has been to the home and visited the children placed in the home?

Do the resource parents have family case plans for each child placed in the home?

☐ Yes ☐ No

Do the resource parents have access to the Resource Parent Portal?

☐ Yes ☐ No

Do the resource parents know what the family case plan goal is for each child in the home and are they fully cooperating with the Agency? Including goal to reunify child with separated siblings and with biological family?

Resource Parents provide regular transportation for the child to family time, appointments, and medical appointments. If not, why not?

Does the home have working smoke detectors on each level of home and each bedroom?

☐ Yes ☐ No

Is the emergency plan posted? ☐ Yes ☐ No

Where is emergency plan posted?

Are the emergency phone numbers posted? ☐ Yes ☐ No

The home continues to be free of hazardous items/both inside and out?

☐ Yes ☐ No

List concerns:

Are guns locked up and ammunition stored separately? Where?

Name/dates of training received in this quarter:

What are the sleeping arrangements, ages, and sex of all children in the home?

- a. No more than 2 children under the age of 2?
- b. No more than 3 children under the age of 6?

Name	Age	Sex	Sleeping Arrangement

Comments/Summary of Observations:

Is the resource parent a representative payee for any income for any adopted or foster child (i.e., SSI, child support)? If yes, what is the amount of each income source and did you discuss a decrease in board payment based on the income amount with the resource parent?

Were there any corrective action plans needed and agreed upon that are to be corrected by the next quarterly visit? ☐ Yes ☐ No

If yes, provide corrective action plan:

Have any children been adopted by Resource Parents this Quarter?

Name/Age of the child(ren): _____

Name/Age of the child(ren): _____

Name/Age of the child(ren): _____

Note: If so, family will need to provide physicals, immunization records, and record checks, (if age appropriate).

Resource Parent Signature: _____

Date: _____

Resource Parent Signature: _____

Date: _____

Resource Worker's Signature: _____

Date: _____

Supervisor/Designee Signature: _____

Date: _____



Arkansas Department of Human Services
Division of Children & Family Services
Reevaluation Checklist for Resource Home

Resource Worker: _____ County: _____ Date of Review: _____

Resource Parents' Names: _____ Provider#: _____

Reevaluation Type (circle all that apply):

Annual

Divorce

Addition of household member

Loss of/change in employment

Change in Residence

Marriage

Death/Serious Illness

Reported/alleged child maltreatment

Resource Home Requirements

<i>Resource home and family continue to meet the following requirements and considerations:</i>	Yes	No	N/A
Health:			
1. Resource parents kept the agency informed concerning any changes in their physical or mental health.			
2. Any recently occurring physical disability in a resource parent or household member has been evaluated by a physician, along with how it affects his/her personality, and whether it may have significance to a specific child in the home.			
3. Resource parents have cooperated with the Division in medical and dental care planning for the children in their care, and they make medical and dental appointments as needed.			
4. Resource parents have accompanied children in their care to medical appointments.			
5. Household members who have infants (under 12 months of age) placed in the home or are willing to take infants have an up-to-date pertussis (whooping cough) vaccination consistent with the recommendations of ACIP (<i>this is not required only encouraged</i>).			
6. Household members who have infants (under 12 months of age) placed in the home or are willing to take infants have an up-to-date annual influenza vaccine consistent with the recommendations of ACIP (<i>this is not required only encouraged</i>).			
7. Eligible household members have been immunized against COVID-19 (<i>this is not required only encouraged</i>).			
Relationship Stability:			
1. Approved resource parents demonstrated a continued stable relationship.			
2. Family has maintained a stable support system (e.g., extended family, neighbors, friends, church, community).			
Family Composition:			
1. There are no more than 5 children in care placed in the home and no more than 8 children total including the resource parents' own children (unless an approved AC is in place).			
2. There no more than 2 children under age 2 in the home (unless an approved AC is in place). <i>This count includes children who normally reside in the home of the resource family and children in foster care.</i>			
3. There are no more than 3 children under the age of 6 in the home (unless an approved policy waiver is in place). <i>This count includes children who normally reside in the home of the resource family and children in foster care.</i>			

4. As applicable, other children and adults (grandparents, aunts, nieces, cousins, etc.) who are part of the household have been taken into consideration as to how they are affected by or have an effect on children in foster care.			
5. Resource parents have legal custody or guardianship of any children in the home (other than children in foster care) that are not birth/legal children or relatives.			
6. Resource parents keep children for more than one child-placing agency.			
7. Resource parents are providing day care services on a regular basis in their home.			
Religion/Ethnic Heritage:			
1. Resource parents recognize, encourage, and support the religious beliefs, ethnic heritage, and language of children in their care.			
2. Resource parents arrange transportation to religious services or ethnic events including those that may be different from their own, if the child wishes to attend such events.			
3. Resource parents coerce children into participation in religious activities or ethnic events against their will.			
Education:			
1. Resource parents work with child's assigned FSW (or other DCFS staff) to enroll each school-age child in an accredited school immediately upon placement or the next school day.			
2. Resource parents cooperate with DCFS and take part in the selection and arrangement for educational programs appropriate for the child's age, abilities, and case plan.			
3. Resource parents attend school conferences concerning children in their care and plan with school personnel when there are school problems.			
4. Resource parents welcome the child's biological or legal parent to attend any school conferences or other school-related activities as appropriate and per any applicable court orders.			
5. Resource parents cooperate with DCFS in ensuring that children remain in their school of origin, to the extent reasonable and practical.			
6. Resource parents report serious situations that may required DCFS involvement to DCFS (e.g., any situation that may affect the family case plan or a situation that puts the child in jeopardy of suspension or expulsion).			
7. Resource parents are aware that any deviation from public education (use of private education or home schooling) must have prior authorization from the DCFS Director.			
Employment/Financial Stability:			
1. If both resource parents are employed, do they have suitable plans for care and supervision of children in their care before and after school, during holidays and vacations, and when children are ill and absent from school?			
2. If employment is seasonal, does the family have compensatory income or savings for the off season?			
3. Is the family's current financial stability verified (current pay stubs, income tax returns)?			
4. Have any changes to the family's financial status been filed in the resource home record?			
Home Requirements—Interior:			
1. Resource parents reside in the same single-family unit with children in foster care (i.e., no separate living quarters for resource parents).			
2. Clean and free from hazardous materials, dangerous objects, and dangerous conditions. This applies to interior halls and doors are not blocked or cluttered and allow for easy passage or exit.			

3. Free of rodent and insect infestation.			
4. Smoke free (including free from vaping and e-cigarettes) and all resource parents have signed a certification indicating this agreement.			
5. Continuous supply of sanitary drinking water.			
6. If the source is not a municipal water system, the water has been tested and approved by the AR Dept. of Health. The annual check must be completed by the homeowner.			
7. If the water supply did not pass inspection, a CFS-455: Consent for Health Department Services, Alternative Compliance of Water Supply Agreement has been established with the family. If the family is using bottled water and purified water for bathing (if infants or children under the age of 5 are placed in the home), this is noted on the CFS-455, signed by the resource parents, and updated annually.			
8. Equipped with a fully operating kitchen, complete with a sink with hot and cold running water, refrigerator, stove and oven.			
9. Equipped with at least 1 flushable toilet, 1 sink with running water, and 1 bathtub and/or shower with cold and hot running water.			
10. Sufficient lighting, ventilation, and plumbing for safe and comfortable living. This applies to bedrooms which have windows that provide natural light and ventilation.			
11. Heating, ventilating, and air conditioning source maintained in safe operating condition that keeps the temperature a minimum 65 degrees to maximum 85 degrees.			
12. Adequate space for privacy, play, and study for all household members.			
13. Sufficient seating for all household members to eat together.			
14. Adequate space for storing clothing and personal belongings for each child, in or near his/her bedroom.			
15. Adequate toys that are safe and developmentally appropriate for children placed in the home.			
16. Free of obvious fire hazards (e.g., defective electrical appliances or electrical cords, excessive use of extension cords, defective heating equipment) or improperly stored flammable materials. This includes the requirement that all heating units (e.g., radiators, fireplaces, wood stoves, gas or electric heaters, steam and hot water pipes), with hot external areas within reach of children, are screened or otherwise shielded.			
17. Operational smoke detector on each level of occupancy of the home to include operational smoke detector in each bedroom.			
18. Operational chemical fire extinguisher, readily accessible, near the cooking area.			
19. Carbon monoxide detector on each level of occupancy of the home.			
20. Safe operating water heater that has a recommended temperature at or below 120-degrees Fahrenheit, as tested at the plumbing fixture nearest the water heater.			
21. Adequate first aid supplies for emergencies.			
22. Proper trash and recycling disposal (if recycling is available where the home is located) in such a way as not to constitute a health or safety hazard and keep all garbage and other waste in a suitable covered receptacle.			
23. All poisonous materials, cleaning supplies, other hazardous materials (e.g., insecticides, gasoline, hazardous tools, knives) and alcoholic beverages in an area not readily accessible to children, as appropriate for the age and development of each child.			
24. Operational telephone. Working cell phones kept on the premises are accessible, but the phone will be accessible for children.			

25. Emergency phone numbers (911, fire, ambulance, poison control, and responsible adult to contact in case of emergency) in a prominent place.			
26. All firearms maintained in a secure, locked location or secured by a trigger lock. Securing of firearms extends to any weapon which could reasonably be a threat to a child.			
27. All ammunition secured and locked separately from firearms unless they are stored in a safe, handgun safe, or a long gun safe.			
28. Agency approved safety plan for any noted hazards signed by all caregivers in the home and an agency representative.			
29. Proof of current rabies vaccinations as required by Arkansas law for all household pets provided.			
30. For any methods of surveillance used in the home, information about the use and location of surveillance provided to DCFS and each child in foster care, as age and developmentally appropriate. This includes baby monitors or other forms of surveillance.			
31. Satisfactory living space for all persons in the home provided.			
Sleeping Arrangements:			
1. Each household occupant has a bedroom that provides privacy.			
2. Children in foster care sleep in a bedroom, not in a living room, dining room, or any other room where others may pass through.			
3. Each bedroom, including the master bedroom, has at least 50 square feet of floor space per occupant.			
4. Each bedroom that is used for children in foster care has a window to the outside, which can serve as an emergency escape.			
5. Bars, grilles, grates, or other items that block access to the window can be removed from the inside without the use of a key, tool, or force greater than that required for normal operation of the window.			
6. No more than 4 children share a bedroom.			
7. Each child in foster care has a safe bedroom as appropriate for the child's needs and age, that includes a bed with a mattress, sheets, pillow, pillowcase, and adequate cover, all in good condition, and similar to other household members.			
8. Bedding is changed at least weekly and more often if needed.			
9. Children of the opposite sex do not share the same bedroom if either child is 4 years old or older, except for a parent in foster care with his or her child.			
10. No children share a bed if either child is 4 years old or older.			
11. Children under age 6 do not occupy a top bunk.			
12. Children in foster care do not share a sleeping room with an adult except for infants under the age of 2. <i>In the case of a grandparent to a child or a teen parent in foster care with his or her child, this age would increase through age 4.</i>			
13. All cribs for children have a current certification of compliance consistent with Consumer Product Safety Guidelines.			
14. Children 12 months of age and below are placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. <i>If a child rolls over on their own, there is no requirement to reposition the child.</i>			

15. If there is a medical reason a child cannot sleep on their back, a signed statement from the child's physician will be in the resource home file stating the reason, the sleep position indicated, and the time frame required.			
16. Resource parents do not co-sleep or bed share with a child in foster care of any age, including infants.			
17. No "rock and plays" or similar devices are used as a place of sleep for the infant.			
Home Requirements—Exterior/Community			
1. Residence is a house, mobile home, housing unit, or apartment that is zoned for single family use, is the primary residence of the individual or family, and has an individual address for emergency response purposes.			
2. Grounds and all structures on the property are maintained in a clean, safe, and sanitary condition and in a reasonable state of repair within community standards. This includes the grounds being free from hazardous materials, dangerous objects, and dangerous conditions (e.g., debris, uncovered cisterns). This includes the yard, garage, carport, any storage areas, basement, and attic (if applicable and if accessible).			
3. Accessible to community resources needed by children in foster care to ensure access to available education, religious or spiritual opportunities, recreation, visits with parents, supervision by the Division, and medical care.			
4. Has at least 1 exterior door that exits directly to the outside or has an alternate fire escape route.			
5. Yard is large enough to provide ample outdoor play space for children.			
6. There is a fence or barrier to prevent a child's access to a busy street or highway, or dangerous area.			
7. Outdoor play equipment is safe, hazard-free, and properly anchored			
8. There is no signage or advertising related to a supporting recruitment agency, to include signage on vehicles used to transport children in foster care.			
9. Any manufactured home is properly installed and stabilized.			
10. Any manufactured home in a mobile home park has sufficient fenced play space outside.			
11. Any manufactured home has an agency approved safety plan for tornado safety.			
12. A water safety plan for supervision of children during water activities is signed by all caregivers in the home and an agency representative. This plan includes the agreement that resource parents shall not permit a child to enter a pool area unless accompanied by an adult.			
13. All in ground pools are enclosed or have an approved manually or power-operated child safety cover for all in ground pools that meets the standards of the American Society for Testing and Materials (ASTM) adopted by the Consumer Product Safety Commission. a. An "approved safety pool cover" means a manually or power-operated safety pool cover that meets the standards of ASTM adopted by the Consumer Product Safety Commission, in compliance with standard F1346-91. b. Solar pool covers and winter pool covers are not safety covers. c. ASTM (1996) requires that a pool cover be able to hold a minimum of 485 pounds per five (5) square feet in order to qualify as a safety cover.			
14. In ground pools without an approved child safety cover as described above are protected by an enclosure (e.g., wall, fence, or barrier) that surrounds the pool area.			
15. Unless the local code provides otherwise, the pool enclosure: a) Entirely closes the pool area; b) Is at least 4 feet high; and, c) Has a method of access through the enclosure that is equipped with a safety device, such			

as a bolt lock.			
16. The wall of the house or other building is not used in lieu of a barrier to the pool, except for a solid wall that does not contain any doors. When a wall is used as a barrier, the remaining 3 sides will be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area or has an approved child safety cover. The enclosure will: a) Entirely closes the pool area; b) Is at least 4 feet high; and, c) Has a method of access through the enclosure that is equipped with a safety device, such as a bolt lock.			
17. All above ground pools have: a) Non-climbable exterior side walls with a minimum height of 4 feet; and, b) Access ladders or steps that are removable and able to be secured when the pool is not in use.			
18. All portable pools (inflatable and wading pools) will be fenced or emptied after every use.			
19. Swimming pool is equipped with a life saving device such as a ring buoy.			
20. Swimming pools that cannot be emptied after each use have a working pump and filtering system.			
21. Hot tubs and spas have locking safety covers that are locked when not in use.			
Emergency Planning			
1. A plan for evacuation has been developed in the event of a fire and/or seeking shelter from a storm or tornado. The plan outlines the exits in the home, is approved by DCFS, and is posted within the home.			
2. The evacuation plan has been shared with each child and each child understands the procedures at the time he/she was placed into the home.			
3. Emergency evacuation drills are conducted when each new child that enters the home and at least quarterly thereafter.			
4. All drills are documented through the CFS-369: Tornado and Fire Drill Log that reflects the date and time of drill, persons participating, and length of time needed to clear the home.			
Transportation:			
1. Resource parents have their own mode of transportation available for children in their care to participate in necessary school, recreation, and medical activities.			
2. All vehicles owned by the resource parents have liability insurance and documentation has been provided.			
3. Any vehicles used to transport children in foster care are insured and maintained in compliance with Arkansas motor vehicle laws and are insured.			
4. Resource parents and anyone else transporting children in foster care have a valid driver's license. <i>The requirement for a driver's license may be waived for provisional applicants on a case by case basis if an acceptable plan to transport children placed in their home to school, court dates, medical appointments, etc. is approved.</i>			
5. Children are transported according to Arkansas law, including but not limited to, use of safety belts, child safety seats, and smoking restrictions. <ul style="list-style-type: none"> By law, smoking is prohibited in any motor vehicle in which a child who is less than 14 years of age is a passenger and DCFS policy prohibits smoking in the presence of any child in foster care. Children who are 5 and younger and children who weigh less than 60 pounds require a child safety seat. All other children must be restrained by safety belts. The American Academy of Pediatrics also has these additional recommendations: 			

<ul style="list-style-type: none"> ▪ Infants and toddlers should ride in a rear-facing car seat until they are at least two years of age or until they reach the highest weight or height allowed by the car seat's manufacturer. ▪ Toddlers and preschoolers up to approximately four-years-old or 40 pounds should ride in a forward-facing car seat with harness straps. ▪ Children who have outgrown the highest weight and height allowed by the forward-facing car seat's manufacturer should ride in a belt-positioning booster seat until they reach 4'9" tall. ▪ All children over 4'9" and younger than 13 years of age should always ride in the backseat. 			
---	--	--	--

Medications:			
1. Medications administered only in accordance with directions on the label and resource parents are aware of possible side effects of all medications.			
2. All over-the-counter medications stored in an area not readily accessible to children, according to the age and development of each child in the home.			
3. Medication stored in accordance with pharmaceutical recommendations.			
4. All prescription medications, excluding Epi-pens, inhalers, and glucagon kits, are locked. Acceptable methods of locking prescription medications include safes, cabinets fastened by magnetic cabinet locks or similar devices, or containers secured with a padlock.			
5. If an age-appropriate and developmentally capable child is provided or has access to non-narcotic prescriptions, there is an approved safety plan in place. Examples include, but are not limited to, birth control, acne cream, and topical creams.			
6. All medications are logged by the resource parent at the time they are administered and logs include the child's name; time and date administered; medication and dosage; and initials of the person administering the medication.			
7. Age-appropriate children are provided a daily supply of medication (over-the-counter or prescription) for use when the child is away from the home during times the dose is needed. <i>Examples include pain relievers, fever reducers, and anti-inflammatory and other related medications, or prescribed antibiotics or inhalers. These medications must be logged at the time they are given to the child.</i>			

DOCUMENTATION:

<i>Is the following, or its equivalent, filed in the resource home record?</i>	Yes	No
1. SAFE or kinship home study update report?		
2. Current floor plan of the home with room dimensions for all rooms used for sleeping.		
3. Updated CFS-409: Resource Family Preference Checklist, if resource parents chose to make changes?		
4. Updated CFS-419: Resource Family Support System Information, if resource parents chose to make changes?		
5. Updated RFSS background checks for each RFSS household member, as appropriate?		
6. CFS-451: Resource Parent Reevaluation?		
7. CFS-455: Request/Consent for Health Department Services, if applicable?		
8. CFS-480: Alternate Compliance of Water Supply Agreement, if applicable?		
9. CFS-484: Landlord Notification of Potential Tenant Foster Care Services, if applicable?		

10. Any alternative compliance or policy waiver approvals, if applicable?		
11. CFS-462-A: Resource Home Agreement Addendum on each child currently placed in the resource home?		
Background Checks:		
1. Current results of the CFS-342: State Police Criminal Record Check for each household member age 18 and one-half years and older (which must be repeated every 2 years)?		
2. Current results of the CFS-316: Request for Child Maltreatment Central Registry Check for each household member age 14 and older (which must be repeated every 2 years)?		
3. Current CFS-341: Certification of Absence of Criminal Record (which must be completed when any child turns 14), if applicable?		

Training:		
1. Documentation of a minimum of 6 hours of continuing education that each resource parent has received in the last year, including the names of the courses and the dates of attendance.		
2. Documentation that the resource parents maintain current certification in both CPR and Standard First Aid.		
3. Documentation of the provision or identification of training opportunities for the resource parents to increase their skills and abilities as foster parents.		
Health:		
4. Updated CFS-404: General Medical Report for each household member.		
5. Current record of health immunizations for each child in the home.		
Safety:		
1. Documentation of current homeowner's or renter's insurance & general liability insurance?		
2. Agency-approved safety plan for any noted hazards, if applicable?		
Recommendations:		
1. Closing summary includes recommendations regarding age, sex, number, sibling group, special characteristics of children who should be placed in the home, and problems which can and cannot be handled.		
2. Letter of continued approval or letter of notification of closure (in the case of closure, the reasons for closure stated and the resource family's right to request an internal review of adverse action).		

Resource Parent Signature: _____ Date: _____

Resource Parent Signature: _____ Date: _____

Resource Worker/Adoption Specialist Signature: _____

Supervisor/Designee Name: _____ Date: _____

Supervisor/Designee Signature: _____



Arkansas Department of Human Services

Division of Children and Family Services

ALTERNATE COMPLIANCE OF WATER SUPPLY AGREEMENT RESOURCE HOMES

This agreement is made and entered into on _____ to establish that the home of _____ has agreed to use (state here what alternate water supply will be used) _____ as their water supply in order to meet the safe water supply standard. The resource home agrees to use the above stated alternate water supply during the placement of any child(ren) in their home by the Division of Children and Family Services (DCFS).

DCFS also agrees to monitor the resource home for continued compliance with the alternate water supply.

This agreement shall be effective on _____ and shall terminate on _____. This agreement may be terminated at any time during the above stated period of time upon ten (10) days written notice from either party.

NAMES AND SIGNATURES:

Resource Parent Name

Resource Parent Signature

Date

Resource Parent Name

Resource Parent Signature

Date

Resource Worker Name

Resource Worker Signature

Date

Resource Supervisor Name

Resource Supervisor Signature

Date



Arkansas Department of Human Services
Division of Children and Family Services
Tenant Notification to Landlord Regarding Potential Foster Care Services

Date: _____

Dear: _____

I/We _____
Resource Applicant Name (s)

at _____
Applicant Address

are applying to provide resource services for the Arkansas Division of Children and Family Services. This letter serves to inform you of our interest in receiving a foster child(ren) into our home. If you have any questions regarding foster care services, you may call:

Resource Worker

Telephone Number

LANDLORD REPLY

Date: _____

By my signature below, I acknowledge that I have received notification that the above-named applicant(s), who are my tenants at the address listed above, are interested in fostering children who are in DHS custody. I understand this means that children in foster care may be moving in and out of the residence on short notice.

Landlord Name (please print)

Landlord Signature

Address

Telephone Number



ARKANSAS DEPARTMENT OF HUMAN SERVICES
Division of Children & Family Services

ARKANSAS STATE VEHICLE SAFETY PROGRAM
ADDITIONAL REQUIREMENTS FOR DCFS DRIVERS

Acceptance of the Privilege to Operate a State Vehicle or a Privately
Owned Vehicle on State Business and Claim Mileage Reimbursement

I have read, understand and accept all of the responsibilities placed upon me while operating a state vehicle or a privately owned vehicle on state business and claiming mileage reimbursement. I fully understand that: **[Read and initial each of the eight items of information below]**

Initials

Read Each Item of Information Carefully

1. _____ I may not waive mileage reimbursement while driving on state business in order to perform my job functions unless a signed waiver of the requirements is obtained from DHS. Procedures for requesting a signed waiver can be obtained from the DCFS Vehicle Safety Program Coordinator in the DCFS Office of Central Operations.
2. _____ DCFS will not accept any type of temporary, restricted or suspended driver's license resulting from traffic violations as a valid driver's license for operating a state vehicle or operating a private vehicle on state business, transporting children or claiming mileage reimbursement. DCFS will not furnish a driver to transport me while driving on state business.
3. _____ If, as a result of my driving record, I am unable to perform my DCFS driving duties, I may have this driving privilege revoked or my employment application rejected or employment terminated.
4. _____ If driving is a requirement for performing my job duties, a DWI/DUI (driving under the influence) whether or not this action occurs while in the performance of my job duties, will automatically result in termination without prejudice regardless of the driver's total number of driving violation points.
5. _____ If driving is a requirement for performing my job duties, I understand that I am required to use a state car
6. _____ I understand that if I receive a ticket for any moving violation or at fault accident with passengers (including DCFS clients and/or employees) in a vehicle while performing state business I will be suspended without pay.
7. _____ Any action that involves child safety such as driving without proper safety restraints will automatically result in a review by the DCFS Director and can be considered as grounds for termination regardless of the driver's total number of driving violation points.
8. _____ I will report all traffic violations and/or accidents that occur on state business or on my personal time to my supervisor within 24 hours of occurrence or by the next working day after a weekend or holiday.
9. _____ A legible copy of the ticket issued to me for any violation will be submitted to the Vehicle Safety Program, P.O. Box 1437, Slot S-561 or faxed to (501) 683-5421. Violations will **NOT** be voided by probationary or civil status.

My affiliation with DCFS is (**Check One**) ☐ Employee ☐ Job Applicant ☐ Foster Parent
☐ Volunteer ☐ Stipend Student ☐ Other DCFS Affiliate (specify) _____

Name (Print)

Signature

Date

CERTIFICATION STATEMENT

I have reviewed this form and certify that the person named above has **initialed** all eight (8) items of information indicating that he or she has **read** and **understands** these additional requirements of the Arkansas State Vehicle Safety Program for DCFS drivers **and** has **signed** and **dated** the form.

[Check one] ☐ Hiring Official ☐ Supervisor or Supervisor's Designee ☐ Program Manager

☐ Other Certifying Official (specify) _____

Name (Print)

Signature

Date

**Minimum Licensing
Standards
for
Child Welfare Agencies**



Child Welfare Agency Review Board

&

Arkansas Department of Human Services

Division of Child Care and Early Childhood Education

Placement and Residential Licensing Unit



PLACEMENT

PUB 04 (R 06/01/2022)

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INTRODUCTION

INTRODUCTION

The Child Welfare Licensing Act, (Ark. Code Ann. § 9-28-401 et. seq.), is the legal authority under which the Child Welfare Agency Review Board establishes minimum licensing standards for child welfare agencies, as defined under the statute.

Child Welfare Agency Review Board

The Child Welfare Agency Review Board (the board) shall promulgate and publish rules setting minimum standards governing the granting, revocation, refusal, conversion, and suspension of licenses for a child welfare agency and the operation of a child welfare agency.

The board may consult with such other agencies, organizations, or individuals as it deems proper.

The board shall take any action necessary to prohibit any person, partnership, group, corporation, organization, or association not licensed or exempted from licensure pursuant to this regulation from advertising, placing, planning for, or assisting in the placement of any unrelated minor for purposes of adoption or for care in a foster home. The prohibition against advertising shall not apply to persons who are seeking to add to their own family by adoption.

The board may amend the rules promulgated pursuant to this section, from time to time, in accordance with the rule promulgation procedures in the Arkansas Administrative Procedure Act, § 25-15-201 et seq.

The board shall promulgate rules that:

1. Promote the health, safety, and welfare of children in the care of a child welfare agency;
2. Promote safe and healthy physical facilities;
3. Ensure adequate supervision of the children by capable, qualified, and healthy individuals;
4. Ensure appropriate educational programs and activities for children in the care of a child welfare agency;
5. Ensure adequate and healthy food service;
6. Include procedures for the receipt, recordation, and disposition of complaints regarding allegations of violations of this subchapter, of the rules promulgated under the Child Welfare Agency Licensing Act, or of child maltreatment laws;
7. Include procedures for the assessment of child and family needs and for the delivery of services designed to enable each child to grow and develop in a permanent family setting;

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8. Ensure that criminal record checks and central registry checks are completed on owners, operators, employees, volunteers, foster parents, adoptive parents, and other persons in the homes as set forth in this subchapter;
9. Require the compilation of reports and making those reports available to the division when the board determines it is necessary for compliance determination or data compilation;
10. Ensure that a child placement agency:
 - a. Treats clients seeking or receiving services in a professional manner, as defined by rules promulgated pursuant to this act; and
 - b. Provides clients seeking or receiving services from a child placement agency that provides adoption services with the phone number and address of the Child Welfare Agency Licensing Unit of the Department of Human Services where complaints can be lodged.
11. Require that all child placement agencies that provide adoption services fully apprise in writing all clients involved in the process of adopting a child of the agency's adoption program or services, including all possible costs associated with the adoption program, and
12. Establish rules governing retention of licensing records maintained by the division.

A licensed child placement agency may adopt and apply internal operating procedures that meet or exceed the minimum standards required by the board.

The Arkansas Administrative Procedure Act, Ark. Code Ann. § 25-15-201 et seq., shall apply to all proceedings brought to the board under this subchapter, except that the following provisions shall control during adverse action hearings to the extent that they conflict with the Arkansas Administrative Procedure Act:

1. All parties to an adverse action shall be entitled to engage in and use formal discovery as provided for in Rules 26, 28, 29, 30, 31, 32, 33, 34, and 36 of the Arkansas Rules of Civil Procedure including:
 - a. Requests for admission;
 - b. Request for production of documents and things;
 - c. Written interrogatories; and
 - d. Oral and written depositions.
2. All evidentiary rulings in an adverse action hearing shall be governed by the Arkansas Rules of Evidence, with respect to the following types of evidence:
 - a. The requirements of personal knowledge of a witness as required by Rule 602;
 - b. The admissibility of character evidence as set forth by Rules 608

INTRODUCTION

and 609;

- c. The admissibility of character evidence as set forth by Rules 701- 703; and
- d. The admissibility of hearsay evidence as set forth by Rules 801-806.

Child Placement Agencies Requiring Licensure

Any person, organization, corporation, partnership, voluntary association, or other entity that places, plans for, or assists in the placement of any unrelated minor for care in a foster home, adoptive home, or residential facility, or a child victim of human trafficking in a home or any type of shelter or facility, that is not otherwise exempt by Child Welfare Agency Licensing Act, requires a license.

The Child Welfare Agency Review Board (board) shall take any action necessary to prohibit any person, partnership, group, corporation, organization, or association not licensed or exempted from licensure from advertising, placing, planning for, or assisting in the placement of any unrelated minor for the purposes of adoption or for care in a foster home. The prohibition against advertising shall not apply to persons who are seeking to add to their own family by adoption.

The board may impose a civil penalty upon any person, partnership, group, corporation, organization, or association not licensed or exempt from licensure as a child welfare agency in the State of Arkansas that advertises, places, plans for, or assists in the placement of any unrelated minor for purposes of adoption or for care in a foster home. The prohibition against advertising does not apply to persons who are seeking to add to their own family by adoption.

Placement Types of Licenses

Foster Care

A child placement agency that places, plans for, or assists in the placement of an unrelated minor or a child victim of human trafficking in a home or in a private residence of one (1) or more family members for care and supervision on a twenty-four-hour basis.

Therapeutic Foster Care

A child placement agency that places, plans for, or assists in the placement of an unrelated minor in a therapeutic foster home. Therapeutic foster care is intensive therapeutic care for children that is provided in specially trained family homes and supported by licensed mental health professionals (as recognized by Arkansas Medicaid). A therapeutic foster care program is a family-based services delivery approach providing individualized treatment for children, youth, and their families. Treatment is delivered through an integrated set of services with key interventions and supports provided by therapeutic foster parents who are trained, supervised, and supported by qualified program staff.

Therapeutic foster care services shall be provided in a separately identified program of a larger agency or be provided by an independent agency.

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Therapeutic Foster Care - Sexual Rehabilitative Program

A treatment program that offers a specific and specialized therapeutic program for children with sexually maladaptive behaviors. A licensed sexual rehabilitative program may be in a residential childcare facility, a therapeutic foster care home, or a psychiatric residential treatment facility.

Adoption

A child placement agency that places, plans for, or assists in the placement of an unrelated minor in a household of one (1) or more persons who are approved to accept a child for adoption.

Placement Residential

A child placement agency that places, plans for, or assists in the placement of an unrelated minor into a residential childcare facility or a child victim of human trafficking in any type of shelter or facility. The agency may be licensed for any or all types of licenses, depending on the types of services it provides.

License Status

The board shall issue all licenses to child placement agencies upon majority vote of members present during each properly-called board meeting at which a quorum is present. The board shall have the power to deny an application to operate a child welfare agency or to revoke or suspend a previously issued license to operate a child welfare agency. The board may also issue letters of reprimand or caution to a child welfare agency. Any revocation of a license, suspension of a license, or denial of application for a license shall be effective when made.

Provisional

Issued to a newly licensed agency for a one-year period, to give the agency time to demonstrate substantial compliance with minimum licensing standards. At the discretion of the board, a provisional license may be issued up to an additional year.

Probationary

Issued to an agency that has not maintained compliance with minimum licensing standards, but the board believes that compliance can be restored and subsequently maintained. This license may be issued for up to one (1) year, at the discretion of the board.

Regular

Issued either to a previously licensed agency that continues to meet all minimum licensing standards, standards or issued to an agency that meets all essential standards and has a

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favorable compliance history, (which that predicts full compliance with all standards within a reasonable time). A regular license shall remain open and effective until closed at the request of the agency or board action.

Suspended

Board action taken when an agency has failed to maintain compliance with minimum licensing standards, but the violations do not warrant revocation. A license may not be suspended for longer than one (1) year at a time. The board may issue a probationary or regular license when compliance is restored.

Closed

Action taken when the agency requests that the license be closed.

Termination

The board shall terminate the license of a licensee that has not been in operation for a consecutive twelve-month period.

Revoked

Board action taken when an agency has failed to maintain compliance with minimum licensing standards. The agency may not apply for a new license for at least one (1) year from the date of revocation.

Status Change

After a board action, an amended license shall be issued any time there is a change in the agency's program that affects the license type, status, capacity, ages of children served, name change or an address change.

A license to operate a child placement agency shall apply only to the address and location stated on the application and license issued, and it shall be transferable from one holder of the license to another or from one place to another.

Whenever ownership of a controlling interest in the operation of a child placement agency is sold, the following procedures shall be followed:

1. The seller shall notify the division of the sale at least thirty (30) days prior to the completed sale;
2. The seller shall remain responsible for the operation of the agency until such time as the agency is closed or a license is issued to the buyer;
3. The seller shall remain liable for all penalties assessed against the agency that are imposed for violations or deficiencies occurring before the transfer of a license to the buyer;

INTRODUCTION

4. The buyer shall be subject to any corrective action notices to which the seller was subject; and
5. The provisions of subsection (a) of this section, including those provisions regarding obtaining licenses or permits from the Office of Long-Term Care of the Division of Medical Services of the Department of Human Services and regarding obtaining any permits from the Health Services Permit Agency or the Health Services Permit Commission, shall apply in their entirety to the new owner of the child welfare agency.

The child placement agency shall inform current and potential clients if their license has been suspended, revoked, or if they have voluntarily surrendered their license.

How To Apply The Standards

Section 100 of the *Minimum Licensing Standards for Child Welfare Agencies* applies to all agencies. Subsequent sections apply to specific types of child placement agencies. Agencies shall meet the license requirements for each license type held.

Special Consideration

The board may approve an agency's request for special consideration to allow a licensee to deviate from the letter of a rule if the licensee has demonstrated that the deviation is in the best interest of the children and does not pose a risk to persons served by the licensee.

If the board grants a request for special consideration, the child welfare agency's practice as described in the request shall be the compliance terms under which the child welfare agency will be held responsible and violations of those terms shall constitute a rule violation.

The board has authorized the managers and supervisors of the Licensing Unit to make temporary rulings regarding special consideration requests when the best interests of a child requires an immediate decision, subject to final approval at the next regularly scheduled meeting of the board.

Alternative Compliance

The board may grant an agency's request for alternative compliance upon a finding that the agency does not meet the letter of a rule promulgated under the Child Welfare Agency Licensing Act, but that the agency meets or exceeds the intent of that rule through alternative means.

If the board grants a request for alternative compliance, the agency's practice as described in the request for alternative compliance shall be the compliance terms under which the agency will be held responsible and violations of those terms shall constitute a rule violation.

The board has authorized the managers and supervisors of the Licensing Unit to make

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temporary rulings regarding Alternative Compliance requests when the best interests of a child requires an immediate decision, subject to final approval at the next regularly scheduled meeting of the board.

Alternative Compliance requests granted in the areas listed below shall be time limited and shall not exceed two (2) years in length. These alternative compliances shall be monitored on an ongoing basis for compliance and shall be reviewed by the board every two (2) years.

1. Staff to child ratio;
2. Capacity;
3. Sleeping arrangements; and
4. Bathrooms.

100 GENERAL REQUIREMENTS

The standards in Section 100 apply to all agencies unless otherwise indicated.

101 Applications & Licensing Procedure

1. The owner or board shall prepare and furnish an application packet for a license that contains the following:
 - a. A completed application form;
 - b. A letter from the agency's board or owner (as applicable) authorizing a person to sign the application;
 - c. A copy of the Articles of Incorporation, bylaws, and current board roster, if applicable, including names, addresses, and contact information of officers. Out of state agencies shall have legal authorization from the Arkansas Secretary of State to do business in Arkansas;
 - d. A personnel list with verifications of qualifications and experience;
 - e. Substantiation of the agency's financial soundness. This shall include without limitation: a budget showing sufficient resources to operate for a period of six (6) months, either with resources on hand or with projected revenue from verifiable sources. Verifiable letters of financial support and monthly bank account statements may be included to project income;
 - f. Proof of general and professional liability insurance (does not apply to state agencies);
 - g. A written description of the agency's program of care, including intake policies, types of services offered, and a written plan for providing health care services to children in care; and
 - h. Any additional information requested by the Licensing Specialist to verify compliance with these standards and to make a recommendation regarding the granting of a license.
2. Once a completed application packet has been received, the division shall complete a licensing study and recommendation within ninety (90) days. If a recommendation is not made within ninety (90) days, the applicant may appear before the board to request a license.
3. Any child placement agency licensed in Arkansas shall provide the following information to the Licensing Unit prior to opening a branch office:

- a. The address, telephone numbers (if available), and office hours for the branch office;
- b. The name(s), qualifications, and contact information of the person(s) responsible for the day-to-day operation of the branch office and the child-placement activities at the branch; and
- c. The name and contact information of the person responsible for providing services in case of emergencies or child-placement crises.

102 Organization & Administration

- 1. The child placement agency shall obtain a license before placing or planning for the placement of children in a foster home, adoptive home, or residential facility.
- 2. The purpose and mission of the agency, including treatment philosophy, services provided, and characteristics of children it is designed to serve, shall be stated in writing.
- 3. The following policies of the agency shall be current and available to all employees of the agency and the Licensing Specialist:
 - a. Personnel policies;
 - b. Volunteer policy;
 - c. Student intern policy;
 - d. Admission policy;
 - e. Intake policy;
 - f. Behavior Management policy: Corporal punishment is prohibited for all placement licenses. See Arkansas code §9-28-405 (d) (1) e;
 - g. Crisis Management policy;
 - h. Child Maltreatment/Mandated Reporter policy; according to Arkansas law, including, procedures to ensure that alleged, suspected, or witnessed incidents of maltreatment are reported to the Child Maltreatment Hotline, and documented as required by these or other applicable rules or laws;
 - i. Child Exploitation policy;
 - j. Visitation policy;
 - k. Public Safety policy (sexual rehabilitative programs only);
 - l. Target Population and Admission, Exclusion, and Discharge Criteria policy

(sexual rehabilitative programs only); and

- m. Emergency, Respite Care, and Disruption policy (placement agencies only).
4. The agency shall be legally authorized to conduct business in Arkansas by state law and local ordinance.
 5. The agency shall meet all federal, state, and local laws and ordinances that apply to child welfare agencies and to the proper care of children in such facilities.
 6. The agency shall provide copies of all programmatic licenses, certifications, and accreditations it holds.
 7. The owner or Board of Directors, or both, shall be responsible for operating the facility and shall have final responsibility to ensure that the facility meets licensing requirements. Names and addresses of board members shall be provided to the Licensing Specialist annually.
 8. The agency shall maintain a current organizational chart showing the administrative structure of the organization.
 9. The agency shall notify the Licensing Unit within five (5) days of any change of Administrator, Social Service Director, or Clinical Director.
 10. The agency shall establish and follow written policies and procedures that meet or exceed the Minimum Licensing Standards for Child Welfare Agencies.
 11. All agencies applying for an Arkansas license shall provide proof that they are licensed in good standing in their home state, if applicable, and are in good standing in all other states where they are licensed. If an agency is being disciplined or sanctioned in another jurisdiction, the board shall be notified.
 12. All agencies licensed in Arkansas after January 18, 2002, shall have an office in Arkansas.
 13. All agencies licensed in Arkansas shall maintain all required files for licensing review as needed. They may choose to:
 - a. Maintain these files in their office in Arkansas; or
 - b. Arrange to provide the required files to the licensing staff.
 14. All agencies licensed in Arkansas shall have a qualified person on call to supervise emergency services.
 15. If electronic records are kept, these records shall be made available to the Licensing Specialist for purposes of monitoring and investigation.

16. Any disciplinary action taken against the agency by another jurisdiction shall be reported to the Licensing Unit.
17. The Child Welfare Agency Review Board shall terminate the license of a licensee that has not been in operation for a consecutive twelve-month period. The agency shall not permit, aid, or abet an unlicensed person to perform activities requiring a license.
18. The agency shall not misrepresent the type or status of education, training, expertise, licensure, or professional affiliations.

103 Central Registry & Criminal Record Checks

1. The agency shall conduct background checks, as required by the Child Welfare Agency Licensing Act (§ 9-28-409), using forms approved by the Licensing Unit. Background checks conducted by or for other licensing authorities (for example, Office of Long-Term Care, Division of Developmental Disabilities Services, et.al) do not meet the requirement of this standard.
2. The following persons in a child placement agency shall be checked with the Child Maltreatment Central Registry in their state of residence, if available, and any state of residence in which the person has lived for the past five (5) years and in the person's state of employment, if different, for reports of child maltreatment:
 - a. Employees, having direct and unsupervised contact with children;
 - b. Volunteers, mentors, sponsors, and student interns having direct and unsupervised contact with children;
 - c. Foster parents and each member of the household fourteen (14) years of age and older, excluding children in foster care. These checks shall be made prior to approval and shall be repeated every two (2) years thereafter;
 - d. Adoptive parents, and each member of the household fourteen (14) years of age and older, residing in Arkansas, excluding children in foster care. Adoptive parents and each member of the household fourteen (14) years of age and older, excluding children residing in out-of-state foster care, shall provide Child Maltreatment Central Registry Checks from their state of residence, if available. These checks shall be made prior to approval and shall be repeated every two (2) years until the adoption decree has been issued;
 - e. Owners having direct and unsupervised contact with children; or
 - f. Members of the agency's board of directors having direct and unsupervised contact with children.
3. Persons required to have the Child Maltreatment Central Registry Check shall repeat the check every two (2) years.

4. Any person found to have a record of child maltreatment shall be reviewed by the owner or administrator of the agency, in consultation with the board or its designee, to determine corrective action. Corrective action may include without limitation, counseling, training, probationary employment, non-selection for employment, or termination.
5. The following persons in a child placement agency shall be checked with the Identification Bureau of the Arkansas State Police for convictions of offenses listed in Arkansas Code Annotated § 9-28-409:
 - a. Employees, having direct and unsupervised contact with children;
 - b. Volunteers, mentors, sponsors, and student interns having direct and unsupervised contact with children;
 - c. Foster parents, and each member of the household eighteen (18) years of age and older, excluding children in foster care. The foster parents shall certify in writing annually whether or not household members fourteen (14) through seventeen (17) years of age have criminal records;
 - d. Adoptive parents and each member of the household eighteen (18) years of age and older residing in Arkansas. Adoptive parents and each member of the household eighteen (18) years of age and older residing out of state shall provide State Police Criminal Record Checks from their state of residence, if available. The out of state adoptive families do not need to do an Arkansas State Police Check if they have never resided in Arkansas;
 - e. Owners having direct and unsupervised contact with children; and
 - f. Members of the agency's board of directors having direct and unsupervised contact with children. Individuals required to submit to a criminal background check with the Identification Bureau of the Arkansas State Police shall also complete a background check with the Federal Bureau of Investigations.
 1. Federal Bureau of Investigations criminal background checks shall not be required if:
 - i. the adoption is an international adoption where the criminal background checks have been performed by the United States Citizenship and Immigration Services, or
 - ii. The adoptive parents and each member of the household age eighteen and one-half (18½) have continuously resided in another state for at least five (5) years before the adoption; and the state-of-residence criminal check is available

6. A child in the custody of the Department of Human Services shall not be placed in an approved home of any foster parent or adoptive parent unless all household members eighteen and one half (18 1/2) years of age and older, excluding children in foster care, have had a fingerprint-based criminal background check performed by the Federal Bureau of Investigation (FBI). The check shall be initiated within thirty (30) days of the household member's eighteenth birthday.
7. All persons required to be checked with the Department of Arkansas State Police under this subsection shall repeat the check at a minimum of every five (5) years, except that adoptive parents who reside in Arkansas shall repeat the check every year pending court issuance of a final decree of adoption, at which point repeat checks will no longer be required.
8. A child in the custody of the Department of Human Services shall not be placed in an approved home of any foster parent or adoptive parent unless all household members eighteen and one half (18 1/2) years and of age and older (excluding children in foster care) have been checked with the Identification Bureau of the Department of Arkansas State Police at a minimum of every two (2) years. The check shall be initiated within thirty (30) days of the household member's eighteenth birthday.
9. Child Maltreatment Central Registry Checks and Arkansas State Police or Federal Bureau of Investigation (FBI) Criminal Record Checks shall be initiated within ten (10) days of employment.
10. The agency shall maintain on file evidence that background checks have been initiated as required and results of the completed checks.
11. The agency shall provide a copy of the Federal Bureau of Investigation Criminal Record Check form and the Arkansas State Police Criminal Record Check form to the Licensing Office upon initiation.

No person guilty of an excluded criminal offense pursuant to A.C.A. § 9-28-409 shall be permitted to have direct and unsupervised contact with children, except as provided in the statute. The child placement agency shall immediately notify the Licensing Unit when an individual is found to have a record of an excluded criminal offense.

104 General Personnel Requirements

All personnel employed on or after April 12, 1999, shall meet the following requirements:

1. The agency shall have an administrator who shall be responsible for the general management of the agency, possessing at least one of the following qualifications:
 - a. A doctorate degree;
 - b. A master's degree in a human services field (child development, psychology, sociology, social work, guidance and counseling, divinity, education),

administration, business, or a related field; or

- c. A bachelor's degree in a human services field, administration, business, or a related field, and at least two (2) years of work experience in a human services agency.
2. The agency shall have a Social Services Director who shall supervise child placement activities and casework services by the agency, possessing at least one (1) of the following qualifications (Therapeutic foster care see section 320.2 and Sexual Rehabilitative Program see 422.2):
 - a. A master's degree or higher in a human services field (child development, psychology, sociology, social work, counseling and guidance, divinity, or education);
 - b. A bachelor's degree in a human services field and two (2) years of work experience in a child welfare agency; or
 - c. Anyone permitted to supervise child placement or casework services shall meet the qualifications for Social Services Director.
3. Each agency shall have a caseworker who is responsible for doing assessments, case planning, and casework services, possessing at least one (1) of the following (Therapeutic foster care see section 320.3 and Sexual Rehabilitative Program see 422.3):
 - a. A bachelor's degree in a human services field; or
 - b. A bachelor's degree and two (2) years' work experience in a human services field.
4. If casework services are contracted, the agency shall maintain all required personnel information on the contracted caseworkers.

105 Qualifications & Training

1. The Administrator, Social Services Director, and each caseworker of a child welfare agency shall have twenty-four (24) hours of job-related continuing education each year.
2. Owners, operators, employees, foster parents, or volunteers in a child welfare agency are responsible for ensuring the proper care, treatment, safety, and supervision of the children they supervise.
3. Owners, operators, employees, foster parents, or volunteers in a child welfare agency shall not engage in behavior that could be viewed as sexual, dangerous, exploitative, or physically harmful to children.
4. Documentation verifying annual training shall be dated indicating the number of hours, the name of the source, and topic or title.

5. The agency shall maintain a personnel file for each employee that shall include:
 - a. A resume or application;
 - b. Date of hire;
 - c. Verifications of qualifications;
 - d. Documentation of required annual training;
 - e. Criminal Record Check and Child Maltreatment Central Registry Check information as required by law;
 - f. Documentation that applicable employees are informed that they are mandated reporters of suspected child maltreatment, according to A.C.A § 12-18-402, and are provided the information needed to make a report;
 - g. A functional job description; and
 - h. At least three (3) positive personal references from non-relatives.

106 Volunteers & Student Interns

1. The agency shall create a policy clearly defining the qualifications, duties, and supervision of volunteers and student interns.
2. Volunteers and student interns will be supervised by an appropriate and designated staff person.
3. A volunteer or student intern who works unsupervised and substitutes as staff shall meet the qualifications required for a paid employee in that position.

107 Exploitation of Children

1. The agency shall not require a child to acknowledge dependency, destitution, or neglect or to make public statements about their background.
2. The agency shall not use, or allow to be used, any reports, pictures, or any other information from which a child can be identified, except under the following conditions:
 - a. The child and the parent or guardian sign a consent form that describes the purposes for which the identification is being made;
 - b. The signed consent shall say in which publication or broadcast the identification will appear; and
 - c. The parent or guardian and child shall be informed that the consent may be

withdrawn.

3. All information regarding children and their families shall be kept strictly confidential and may only be released with the consent of a parent or guardian, except to authorized persons or agencies.
4. The agency shall document that the foster parents have been made aware of the need to protect the confidentiality of foster children in the use of social media.

108 Ethical Standards

1. The board sets forth this section as a Code of Ethics/Standards for Practice for all child welfare agencies within the State of Arkansas. Violations of the following shall be grounds for disciplinary action:
 - a. Confidentiality: In providing services, a child welfare agency shall safeguard information given by clients. A child welfare agency shall obtain the client's informed written consent before releasing confidential information, except when consent to disclose is permitted by law or required by judicial order. If the client is a minor, then the written consent shall be made with the minor and their legal representative or guardian;
 - b. Responsibility: A child placement agency shall provide a clear, written description of what the client may expect in the way of services, reports, risks, fees, billing, estimated schedules, and grievance procedures;
 - c. Misrepresentation: A child welfare agency shall not misrepresent its program services or experience; and
 - d. Client Relationships: Relationships with clients shall not be exploited by the child welfare agency staff for personal gain.

109 Conduct

1. Unprofessional conduct in the practice of child welfare activities includes without limitation:
 - a. Permitting, aiding, or abetting an unlicensed person in performing activities that require a professional license;
 - b. Misrepresenting type or status of education, training, expertise, licensure, or professional affiliations;
 - c. Failing to maintain confidentiality, except as otherwise required or permitted by law, of all information that has been received from a client in confidence during the course of services;

- d. Violating the ethical standards adopted by the board;
- e. Failing to report to the Licensing Unit any disciplinary action taken against the child welfare agency by another jurisdiction, or the surrender of a license or loss of authorization to practice child welfare activities in another jurisdiction;
- f. Failing to comply with any stipulation or agreement with the board involving probation or a settlement of any disciplinary matters; and
- g. Engaging in behavior that could be viewed as sexual, dangerous, exploitative, or physically harmful to children.

110 Inspections, Investigations & Corrective Action

1. The Licensing Specialist shall conduct inspections to ensure continued compliance with licensing standards.
2. The Licensing Specialist shall investigate complaints of alleged violation of licensing standards against all placement agencies and may participate in investigations of alleged child maltreatment.
3. The agency shall cooperate with the Licensing Unit in conducting inspections and investigations and shall provide information required to verify compliance with rules.
4. Inspections and investigations may be scheduled or unscheduled, at the discretion of the Licensing Specialist, and may be conducted outside regular working hours.
5. The frequency of inspections are at the discretion of the Licensing Unit and may be based on the agency's compliance history.
6. At the discretion of the Licensing Unit, a multi-disciplinary team may be asked to advise the Licensing Specialist during initial approval or during inspections. This team may include a professional in the appropriate field.
7. Upon finding any violations of licensing standards, the Licensing Specialist shall issue to the agency a corrective action notice that shall state:
 - a. A factual description of the conditions that constitute a violation of the standard;
 - b. The specific law or standard violated; and
 - c. A reasonable time frame within which the violation shall be corrected.
8. The agency shall provide a written corrective action plan, when requested to do so, by the Licensing Specialist in a corrective action notice.
9. Any owner, operator, employee, foster parent, or volunteer in a child welfare agency shall immediately notify the Child Abuse Hotline if they have reasonable cause to suspect

that a child has:

- a. Been subjected to child maltreatment;
 - b. Died as a result of child maltreatment; or
 - c. If they observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.
10. If a complaint of child maltreatment is filed against any owner, operator, employee, foster parent, volunteer, or other person in a child welfare agency, the agency administration shall evaluate the risk to children and determine the suitability of the person(s) to supervise, be left alone with children, have disciplinary control over children, or remain in the child placement agency until the allegations are determined to be true or unsubstantiated. Any interim corrective action measures shall be approved by the Licensing Unit.
11. The agency shall maintain a log or file of all calls to the child abuse hotline.
12. The agency shall notify the Licensing Unit by the next business day when a report of child maltreatment is accepted by the child abuse hotline against the owner, operator, employee, foster parent, volunteer, child, or other person in a child welfare agency.
13. The agency and all staff shall cooperate fully with investigators during a child maltreatment investigation.
14. The agency shall take steps to prevent harm or retaliation against the child while an allegation of child maltreatment is being investigated.
15. Any person with a true finding of child maltreatment shall have a review by the owner or administrator of the agency, in consultation with the Child Welfare Agency Review Board or its designee, to determine corrective action. Corrective action may include without limitation, counseling, training, probationary employment, non-selection for employment, or termination.
16. Any employee who has been sanctioned by any licensing or certifying entity for any reason pertaining to child safety shall be reviewed by the owner or administrator of the agency, in consultation with the Child Welfare Agency Review Board or its designee, to determine corrective action. Corrective action may include without limitation, counseling, training, probationary employment, non-selection for employment, or termination.
17. The agency shall notify the Licensing Unit by the next business day of serious injuries requiring emergency medical treatment, agency vehicle accidents, arrests, elopements, suicide attempts, or deaths, and maintain documentation of the incident and notification.
18. The agency shall maintain reports on all incidences that cause injury, property damage, or

disruption to routine operation or services.

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In addition to all standards in Section 100, the following standards shall be met:

201 Admission

1. Each agency shall establish written criteria for admitting, as well as excluding, children.
2. The agency shall not admit any child for whom the agency cannot provide adequate care.
3. Each child shall have a medical examination within one (1) year before admission, or an appointment scheduled within one (1) week after admission.
4. Each child shall have proof of current immunizations, or a letter of exemption, in accordance with the Arkansas Department of Health, or an appointment scheduled within one (1) week after admission.
5. The agency shall obtain written authority from the parent(s), guardian(s), or court before placement, or within seventy-two (72) hours if it is an emergency placement.
6. The agency shall obtain written authority for medical care for the child from the parent(s), guardian(s), or court at the time of placement, or within seventy-two (72) hours in an emergency placement.
7. The agency shall comply with the Interstate Compact on the Placement of Children when placing or admitting children from outside Arkansas.
8. A dependent juvenile of a parent who is in the custody of the Division of Child and Family Services (DCFS) shall be subject to all rules regarding space, ratio, health, and safety.

202 Intake & Assessment

1. Intake information shall be completed on each child in care within ten (10) working days after admission.
2. The intake information shall include:
 - a. Demographic information on the child and parent(s), including name, address, birth date, gender, race, and religious preference;
 - b. A factual description of the circumstances requiring placement;
 - c. A brief social history of the family;
 - d. The child's current legal status or custody;

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- e. Any history of previous placements outside the family, if applicable; and
 - f. An assessment of services needed to ensure the health and welfare of the child, including medical history and psychological history.
3. The agency shall obtain copies of legal documents within thirty (30) days of admission or shall document their attempts to obtain the documents. The legal documents shall include without limitation, birth certificates, social security cards, and court orders.
 4. A plan of safe care shall be developed for all children with physical limitations, medical conditions, or behaviors that are indicative of harm to self or others; to include without limitation: arson, physical aggression, sexual aggression, suicidal behaviors, or other self-harming tendencies. This plan shall identify the behavior or problem and shall specify the safeguards that are to be implemented. A copy of the plan shall be provided to the direct caregiver(s), as well as a copy placed in the child's record.

203 Case Planning

1. A case plan shall be developed for each child placed into a foster home by a child placement agency. The plan shall address the child's needs as identified in the intake information.
2. When a placement agency places a child with another placement agency, the receiving agency shall develop a case plan for each child received for care.
3. The case plan shall be developed within thirty (30) days after placement.
4. The child's case plan shall contain, at the minimum:
 - a. Specific needs of the child;
 - b. Plan for meeting the child's needs;
 - c. Special treatment issues (for example, psychotropic medications, sexual misconduct, and neurological disorders) with a statement of how the special needs shall be met;
 - d. A plan to ensure that the child's educational needs are met according to applicable state law;
 - e. Visitation plan, if applicable; and
 - f. Date of next review of the case plan.
5. If independence is a goal, the case plan shall include training in independent living skills.
6. Foster parents shall be included in case planning for each child.
7. A copy of the case plan shall be made available to the parent(s), guardian(s), court, or other

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agencies involved in the delivery of case plan services, if applicable.

8. The child placement agency shall review the case plan at least semi-annually and shall be updated to reflect the child's progress.

204 Children's Records

1. The agency shall keep a confidential case record for each child that includes the following:
 - a. Demographic information;
 - b. Plan of safe care, if applicable;
 - c. A complete intake;
 - d. Consents, including consent for medical care, and authority to place the child;
 - e. Interstate Compact information, if applicable;
 - f. Case plans and case plan reviews;
 - g. Copies of legal documents (for example, birth certificate, social security card, or court orders) or documentation of their attempts to obtain the documents;
 - h. Physical exams and immunization records, or documentation of their attempts to obtain the documents;
 - i. Psychological reports, if applicable;
 - j. Educational reports, if applicable;
 - k. Disciplinary and incident reports, if applicable;
 - l. Records of visitation and family contacts, if applicable;
 - m. Documentation of casework services and child contact; and
 - n. Discharge statement.
2. Records for each child shall be kept for five (5) years from the date of discharge, unless otherwise specified by Arkansas law.

205 Behavior Management

1. The agency shall have a written discipline policy that is consistently followed.
2. Discipline shall be directed toward teaching the child acceptable behavior and self-control.
3. Discipline shall be appropriate to the child's age, development, and history (including

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trauma history).

4. The following actions are prohibited:
 - a. Denial of meals, sleep, shelter, essential clothing, or case plan activities;
 - b. Denial of parental visits or regular phone and mail contact with family. Non-disciplinary case planning issues are accepted;
 - c. Lewd or obscene language;
 - d. Derogatory comments about the child, the child's family, race, or gender;
 - e. Restriction to a room for more than a short period of time without periodic observation;
 - f. Restriction to a dark room or area;
 - g. Locked isolation;
 - h. Physical injury or threat of bodily harm;
 - i. Humiliating or degrading action;
 - j. Extremely strenuous work or exercise;
 - k. Mechanical or chemical restraints; nor
 - l. Corporal punishment.
5. Physical restraint shall be initiated only by a trained person; only to prevent injury to the child, other people, or property; and shall not be initiated solely as a form of discipline.
6. A child shall not be allowed to administer discipline, except teen parents may discipline their own children under the supervision and guidance of the foster parent.
7. Searches of a child or a child's personal property shall be for reasons limited to safety and security of children and their foster family, or in cases of suspected theft.
8. Any searches requiring removal of clothing shall be done in privacy.

206 Foster Parent Qualifications

1. In a two-parent home, both are joint applicants, each sign the application, and participate in the approval process.
2. Foster parents are at least twenty-one (21) years of age.
3. The stability of the foster family is evaluated and determined to be appropriate.

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4. Foster parents are physically, mentally, and emotionally capable of caring for children.
5. The foster family shall provide documentation of sufficient financial resources to meet their needs.
6. All family members under eighteen (18) years of age in the household shall have proof of current health immunizations or an exemption in accordance with the Arkansas Department of Health.
7. When routine childcare is needed, foster children shall attend licensed childcare or have an agency-approved caregiver.

207 Content of the Home Study

1. The agency shall complete a home study for each foster home.
2. The agency shall conduct at least one (1) scheduled in-home interview for each household member to observe family functioning and assess the family's capacity to meet the needs of children in foster care.
3. The agency shall interview every age-appropriate member of the household.
4. The home study shall include the following information:
 - a. Motivation: the individual's motivation for becoming a foster parent;
 - b. Household Composition: the full legal names, birth dates, relationships to one another, and a brief physical description of everyone residing in the home
 - c. Housing: Address, location, and type of structure, as well as the upkeep and housekeeping standards, sleeping arrangements, length of time at residence, and future residence plans of the facility's occupants;
 - d. Safety Hazards: an assessment of the safety of the home and grounds , including water hazards, swimming pools, hot tubs, dangerous pets, and other hazardous items and areas;
 - e. Income and Expenses: employment history for the last six (6) years (duration, salary, duties, title, degree of job security, and hours), other sources of income, monthly living expenses, outstanding debts, and insurance;
 - f. Health: current health of each family member, including prior illnesses or medical problems; disabilities; clinics or doctors utilized and frequency of use; counseling (dates and purposes); and hospitalization for alcohol abuse, drug abuse, or mental illness;
 - g. Education: parents' educational attainment, future educational plans, and parenting classes attended;

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- h. Childcare Arrangements or Plans: current arrangement or proposed arrangement as it relates to their working hours and income;
 - i. Child Rearing Practices: purpose of behavior management; behavior guidance practices; how they show affection; and how they handle stress, allowance, chores, and homework;
 - j. Daily Schedule;
 - k. Social History: highlights and verification regarding action of marriages, divorces, children, relationships support system, future plans, any individual not living in the home, and any significant personal, developmental, personality or legal problems;
 - l. Family Activities: religious interests, social organizations, activities with children, and family roles;
 - m. Impressions, Conclusions and Recommendations: evaluate the family's situation and ability to provide for a child based on the information obtained during the home study; and
 - n. Approval: if the agency approves the foster parent(s), the agency shall recommend in the home study the number, age, gender, and other characteristics of children for whom the home is approved to provide care.
5. The Placement agency may require further documentation or evaluation to determine the suitability of the home.

208 Physical Requirements of the Home

- 1. The foster home shall be accessible to community resources needed by foster children.
- 2. The foster home shall be clean and free of hazards.
- 3. The foster home shall have a continuous supply of sanitary drinking water. If the source is not a municipal water system, the water shall be tested and approved annually by the Arkansas Department of Health. The approval shall be kept in the foster home case record.
- 4. The foster home shall have at least one (1) flush toilet, one (1) sink with running water, and one (1) bathtub or shower with hot and cold running water.
- 5. There shall be an operational smoke detector in each bedroom.
- 6. There shall be an operational smoke detector on each level of occupancy of the foster home.
- 7. There shall be an operational chemical fire extinguisher, readily accessible, near the cooking area of the home.

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8. The foster parents shall practice and document emergency evacuation drills with each new child entering the home and repeat at least quarterly thereafter.
9. All heating units with hot external areas shall be screened or otherwise shielded.
10. The home shall have at least one (1) exterior door that exits directly to the outside, or the home shall have an alternate fire escape route.
11. The home shall have an operational telephone that is accessible for children. Working cell phones kept on the premises are acceptable.
12. Each child shall have adequate space for storing clothing and personal belongings.
13. All household pets shall have proof of current rabies vaccinations, as required by Arkansas law.
14. All firearms shall be maintained in a secure, locked location or be secured by a trigger lock.
15. All ammunition shall be secured and locked separately from firearms, unless they are stored in a safe (for example, a handgun safe or a long gun safe).
16. The foster home record shall contain an agency-approved safety plan for any noted hazards. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
17. A current floor plan of the home with room dimensions for all rooms used for sleeping shall be in the foster home record.
18. Manufactured homes, used as foster homes, shall have an agency-approved plan for tornado safety. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
19. The foster home shall be a house, mobile home, housing unit, or apartment occupied by an individual or family.
20. The foster home, grounds, and all structures on the property shall be maintained in a clean, safe, and sanitary condition and be in a reasonable state of repair within community standards.
21. The foster home interior and exterior must be free from dangerous objects, dangerous conditions, and hazardous materials.
22. All poisonous materials, cleaning supplies, other hazardous materials, and alcoholic beverages shall be stored in an area not readily accessible to children, as appropriate for the age and development of each child.
23. The foster home shall have proper trash and recycling disposal.

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24. The foster home shall be free of rodent and insect infestation.
25. The foster home shall be equipped with a functional kitchen that includes a sink with hot and cold running water, a refrigerator, a stove, and an oven.
26. The foster home shall have adequate lighting and ventilation.
27. The foster home shall have a heating, ventilating, and air conditioning source, maintained in safe operating condition, that keeps the temperature a minimum of sixty-five degrees (65°) and a maximum of eighty-five degrees (85°).
28. The foster home shall be free of obvious fire hazards such as defective heating equipment or improperly stored flammable materials.
29. There shall be a carbon monoxide detector on each level of occupancy of the foster home and near all sleeping areas.
30. The foster home shall have a safe operating water heater that has a recommended temperature at or below one-hundred and twenty degrees (120°), as tested at the plumbing fixture nearest the water heater.
31. The foster home shall maintain adequate first aid supplies for emergencies.
32. Foster parents shall maintain a list of emergency telephone numbers, including poison control, and shall post it in a prominent place.
33. Foster parents shall not permit a child to enter a pool area unless accompanied by an adult.
34. The foster home record shall contain a water safety plan for supervision of children during water activities. The plan shall be signed by all caregivers in the foster home and an agency representative.
35. Swimming pools shall be enclosed or shall have an approved manual or power operated child safety cover that meets the standards of the American Society for Testing and Materials adopted by the Consumer Product Safety Commission. Please note that solar pool covers and winter pool covers are not safety covers. The American Safety for Testing and Materials (ASTM) (1996) requires that a pool cover be able to hold a minimum of 485 pounds per five (5) square feet in order to qualify as a safety cover.
36. In ground pools without an approved child safety cover shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area.
37. Unless local code provides otherwise an enclosure shall meet the following;
 - a. Entirely enclose the pool area;
 - b. Be at least 4 feet high;

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- c. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.
- 38. The wall of a house or other building shall not be used in lieu of barrier to the pool with the exception of a solid wall that does not contain any doors. When a wall is used as a barrier the remaining three sides shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area **or** have an approved child safety cover. The enclosure shall meet the following:
 - a. Entirely encloses the pool area;
 - b. Be at least 4 feet high;
 - c. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.
- 39. All above ground pools shall have non-climbable exterior side walls with a minimum height of 4 feet and have access ladders or steps that are removable and able to be secured when the pool is not in use.
- 40. Swimming pools shall be equipped with a life saving device such as a ring buoy.
- 41. All portable pools (inflatable and wading pools) shall be fenced or emptied after every use.
- 42. Swimming pools that cannot be emptied after each use shall have a working pump and filtering system.
- 43. Hot tubs and spas shall have locking safety covers that are locked when not in use.

209 Sleeping Arrangements

- 1. Each household occupant shall have a bedroom that provides privacy.
- 2. Each bedroom shall have at least fifty (50) square feet of floor space per occupant.
- 3. Each bedroom used for foster children shall have a window to the outside that can serve as an emergency escape.
- 4. Bars, grilles, grates, or other items that block access to the window are permitted only if they can be removed from the inside without the use of a key, tool, or force greater than that required for normal operation of the window. In this event, each such bedroom shall have a working smoke detector.

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5. No more than four (4) children shall share a bedroom.
6. Each foster child shall be provided a safe bedroom (appropriate for the child's age and needs) that includes a bed with a mattress, sheets, a pillow, a pillowcase, and adequate cover, all in good condition, and similar to those provided to other household members. Children of the opposite sex shall not share the same bedroom if either child is four (4) years of age or older, except for a teen parent in foster care with her child.
7. No children shall share a bed if either child is four (4) years of age or older.
8. No child under six (6) years of age shall occupy a top bunk.
9. Foster children, except infants under two (2) years of age, shall not share a sleeping room with adults; this age would increase through four (4) years of age for a grandparent to the child or a teen parent in foster care with her child.
10. All cribs used for children shall have current certification of compliance with Consumer Product Safety Guidelines (CPSC) standards.
11. Children twelve (12) months of age and below shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome (If a child rolls over on their own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on their back, a signed statement from the child's physician shall be in the file stating the reason, the sleep position indicated, and the time frame required.
12. Bedding shall be changed at least weekly, or more often if needed.
13. Foster parents shall not co-sleep or bed share with a foster child of any age, including infants.

210 Approval of Foster Homes

1. A foster home shall be approved by only one (1) agency.
2. At least three (3) positive personal references shall be obtained on the foster family, including at least one (1) from a relative and one (1) from a non-relative.
3. Each member of the foster family shall have a physical exam within twelve (12) months before the initial approval.
4. Pre-service training shall include the following topics:
 - a. Legal rights;
 - b. Roles, responsibilities, and expectations of foster parents;
 - c. Agency structure, purpose, policies, and services;

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- d. Laws and regulations, as related to foster homes or foster children;
 - e. The impact of childhood trauma;
 - f. Managing child behaviors;
 - g. Medication administration; and
 - h. The importance of maintaining meaningful connections between the child and parents, including regular visitation.
 - i. Foster parent(s) shall have a current certificate of completion of First Aid and CPR before a child is placed in the home. The training shall require hands on, skill-based instruction, as well as practical testing. Training and certification that is provided solely online will not be accepted.
- 5. Foster parents shall provide documentation that they carry homeowner's or renter's insurance and general liability insurance.
 - 6. Foster homes shall not also operate as child-care family homes.
 - 7. Foster homes shall not provide compensated care for any non-related adults in the foster home, unless providing transitional care for a person placed in care prior to eighteen (18) years of age.
 - 8. There shall be an annual approval letter from the approving agency in the foster home record.
 - 9. A provisional foster home means a foster home opened for no more than six (6) months by the Division of Children and Family Services of the Department of Human Services, and operated by a relative or fictive kin of a child in the custody of the division after the division does the following:
 - a. Conducts a health and safety check, including a central registry check and a criminal background check or check with local law enforcement on the relative's or fictive kin's home; and
 - b. Performs a visual inspection of the home of the relative or fictive kin to verify that the relative or fictive kin and the home will meet the standards for opening a regular foster home.
 - 10. If a foster home moves from one (1) placement agency to another, all requirements for opening a new foster home shall be met.
 - 11. Foster parents must be able to communicate with the foster child, the placement agency, health care providers, and other service providers.
 - 12. At least one (1) foster parent in the home must have functional literacy, such as having the

ability to read medication labels.

211 Selection of Foster Home

1. The agency shall select the home that is in the best interest of the child, is the least restrictive possible, and is matched to the child's physical and emotional needs. The placement decision shall be based on an individual assessment of the child's needs.
2. No children shall be placed in a foster home unless there is an approval letter in the record from the approving agency.
3. The agency shall place children only in approved foster homes.
4. When a placement agency places a child with another placement agency, the receiving agency shall maintain a record for and provide casework services to the children placed into their foster homes.
5. Foster homes shall not have more than six (6) foster children in care. A foster home shall not have more than eight (8) children in their home, including their own children. This includes placement or respite care.
6. Foster homes shall not have more than two (2) children under two (2) years of age, including the foster parent's own children.
7. No new placements of children shall occur with foster parents who have not satisfied the annual training requirements. Administrative-level staff designated by the agency director may grant an exemption to this restriction for up to sixty (60) days. The administrator shall review the quality of care provided by the foster parents and the reasons for failing to complete the training on time in deciding whether to grant an exception.

212 Continued Training of Foster Parents

1. Each foster parent shall obtain at least fifteen (15) hours of training each year after the first year. This does not apply to foster parents for infants who are in short-term foster care awaiting adoptive placement. Such foster parents shall obtain ten (10) hours of training for the primary caregiver and five (5) hours of training for the secondary caregiver each year.
2. Documentation verifying annual training shall indicate the date, the number of hours, the name of the source, the topic, and the title.
3. Each foster parent shall maintain a current certificate of successful completion of hands-on, skill-based CPR and First Aid. Training and certification that is provided solely online will not be accepted.
4. Foster parents shall participate in ongoing training to receive instruction that supports their parental roles and ensures the foster parent is up to date with agency and licensing requirements.

NOTE: Annual training may include without limitation, child-specific training or issues relevant to the general population of children in foster care.

213 Foster Parents Responsibilities

1. Foster parents shall be responsible for providing the level of supervision, care, and treatment necessary to ensure the safety and well-being of each child placed into their home, considering the child's age, individual differences, abilities, surrounding circumstances, hazards, and risks.
2. Foster parents shall provide each child with adequate and nutritious food.
3. Foster parents shall provide regular activities to promote the physical, social, intellectual, spiritual, and emotional development of the children in their care.
4. Foster parents shall provide each child their own clothing that is clean, well-fitted, seasonal, appropriate to age and gender, and comparable to community standards.
5. Foster parents shall allow foster children to acquire and keep personal belongings.
6. Foster parents shall fully cooperate with the child placement agency's case plan for each foster child, including visitation.
7. Foster parents shall provide routine transportation for each child.
8. Foster parents shall participate in case planning and case plan reviews.
9. Foster parents shall attend school conferences concerning a foster child and shall notify the child placement agency of any situations that may affect the case plan or require agency involvement.
10. Foster parents shall notify the child placement agency promptly of serious illness, injury, or unusual circumstances affecting the health, safety, or welfare of the foster child.
11. Foster parents shall cooperate with the child placement agency and the Licensing Unit in conducting inspections and investigations and shall provide information required to verify compliance with rules.
12. Foster parents shall maintain absolute confidentiality of private information about each foster child and the birth family.
13. Foster parents shall give advance notice to the agency of any major changes that affect the life and circumstances of the foster family, including a change of residence, when possible.
14. Foster parents shall keep periodic photographs, a record of the child's memberships, activities, and participation in extracurricular school or church activities, trophies, awards, ribbons, etc. for each foster child. These items shall be provided to the child upon change in placement.

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15. Foster parents shall ensure that each child has sufficient sleep for their age and physical condition.
16. Foster parents shall instruct each child in good grooming and personal hygiene habits.
17. Foster parents shall provide each child with opportunities for regular recreational activities and exercise.
18. Foster parents shall ensure each child shall be provided with age-appropriate activities and equipment.
19. Foster parents shall monitor and time limit the use of television, videos, computer games, and other screen time activities.
20. Foster parents shall comply with the rules and responsibilities of the Placement Agreement developed by the Placement Agency.
21. Foster parents shall not engage in the use of illegal substances, abuse alcohol by consuming excessive amounts, or abuse legal prescription drugs or non-prescription drugs by consuming them in excess amounts or using them contrary to as prescribed or indicated.
22. Foster parents shall adhere to the placement agency's reasonable and prudent standard.

214 Medications

1. Foster parents shall administer medications only in accordance with directions on the label.
 - a. All over-the-counter medications shall be stored in an area not readily accessible to children, according to the age and development of each child in the home.
 - b. All prescription medications excluding Epi-pens, inhalers, and Glucagon kits shall be locked. An age appropriate and developmentally capable child may be provided or have access to non-narcotic prescriptions with an approved safety plan. Examples include without limitation, birth control, acne creams, and topical creams.
2. Medication shall be stored in accordance with pharmaceutical recommendations.
3. Foster parents shall be aware of possible side effects of all medications administered to foster children.
4. All medications shall be logged by the foster parent at the time the medication is administered.
5. The medication logs shall include:
 - a. Child's name;

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- b. Time and date;
 - c. Medication and dosage; and
 - d. Initials of the person administering the medication.
6. All currently prescribed medication shall be provided at placement.

215 Transportation

1. Foster families shall have their own transportation available.
2. Any vehicle used to transport foster children shall be maintained in compliance with motor vehicle laws and be insured.
3. Children shall be transported only by foster parents or persons approved by the foster parents who possess a valid driver's license.
4. Children shall be transported according to Arkansas law, including without limitation, use of safety belts, child safety seats, and smoking restrictions.

216 Visitation

The standards in 216 do not apply to children in short-term foster care awaiting adoptive placement.

1. The agency that has legal responsibility for the child shall develop a visitation plan that specifies when and how visits will occur between the child and the parents.
2. The child placement agency shall carry out the visitation plan to meet the terms of the plan.
3. Foster parents shall allow foster children and their families to communicate according to the child's case plan.

217 Child Placement Agency Responsibilities

1. The child placement agency (agency) shall provide the foster parents with the information necessary to provide adequate care to each foster child.
2. The agency shall provide foster parents with instructions for contacting agency personnel at any time.
3. The agency shall assign a caseworker to each child who is responsible for doing assessments, case planning, and casework services.
4. An agency caseworker shall not have more than twenty-five (25) children's cases at a time.
5. An agency caseworker shall visit the child in person at least monthly while the child is in

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foster care.

6. The agency shall ensure that each child in foster care has a medical exam at least annually. Medical exams need not be repeated during the year if a child moves from one facility or agency to another (provided the results of the exam are available to the receiving facility or agency).
7. The agency shall remain legally responsible for the supervision and decision-making regarding foster children. Foster parents have daily responsibility for the care of the children.
8. The agency shall have a written plan that provides foster parents with timely reimbursements for costs of care and fees for services.
9. The agency shall develop respite care and babysitting policies.
10. Respite care shall occur in an agency-approved foster home and shall not exceed fourteen (14) consecutive days.
11. If the agency receives a report of non-compliance with licensing standards, the agency shall investigate the report of non-compliance. A report of findings and any corrective action shall be maintained in the foster home record. The investigation shall be completed within sixty (60) days of receiving the report of non-compliance, unless good cause is documented.
12. The agency shall maintain a record for each foster family that contains all information and documentation required by licensing standards. This record shall include:
 - a. Complete and signed application;
 - b. Approval letter;
 - c. Home Study;
 - d. Minimum age verification;
 - e. Three (3) positive references;
 - f. Initial physical exam;
 - g. Pre-service training verification;
 - h. Initial and current criminal background, Child Maltreatment Central Registry, and Federal Bureau of Investigation (FBI) checks, as required;
 - i. Initial and current CPR and First Aid certification;
 - j. Current health immunizations of children or exemption;
 - k. Current auto insurance;

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- l. Current homeowner's or renter's insurance and general liability insurance;
 - m. Current rabies vaccinations for household pets, as required by law;
 - n. Documentation of annual training;
 - o. Safety plans;
 - p. Social media confidentiality documentation;
 - q. Surveillance documentation, if applicable;
 - r. Floor plan;
 - s. Annual water test results, if applicable;
 - t. Approved alternative fire escape route, if applicable;
 - u. Documentation of quarterly monitoring visits, including unannounced visits;
 - v. Documentation of annual re-evaluations;
 - w. Reports of non-compliance with licensing standards, including findings and any corrective actions; and
 - x. Closing summary.
13. If the home closes, the agency shall prepare a closing summary, including reasons for closure.
14. The agency shall promptly notify Arkansas' Office of the Interstate Compact on the Placement of Children (ICPC) upon discharging a child from outside Arkansas.
15. The agency shall approve and document the use of all surveillance devices used in the home.

218 Monitoring & Re-evaluation

- 1. The agency shall monitor the foster home at least quarterly for continued compliance with licensing standards for foster homes. This does not apply to foster homes for infants in short-term foster care awaiting adoptive placement. Before a child can be placed in such a foster home, a monitoring visit shall be done within the three (3) months prior to placement
- 2. At least one (1) unannounced quarterly visit shall be conducted annually and shall be documented as unannounced in the foster home record.
- 3. The child placement agency shall conduct an annual re-evaluation of the foster family home. Any foster home that does not substantially comply with the standards for approval shall not be approved for placement until compliance is achieved.

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4. The agency shall keep documentation of quarterly monitoring visits and annual re-evaluations in the foster home record, signed and dated by the person conducting the visit and the foster parent.
5. If the foster family experiences any major life changes (for example, marriage, divorce, separation, health problems, death, change of residence, or change of household composition), the child placement agency shall re-evaluate the home at that time.
6. If a home is inactive or closed for one (1) year or more and desires to reopen, the agency shall:
 - a. Conduct a re-evaluation to ensure that licensing requirements are met;
 - b. Ensure that new background checks are conducted;
 - c. Ensure that CPR and First Aid training is current; and
 - d. Evaluate any major changes, that being, (218.5).

219 Discharge

1. The discharge of any child shall be planned by agency staff.
2. The agency may discharge a child on an emergency basis if failure to do so could result in harm to the child or other persons or significant property damage.
3. A agency shall discharge the child to the custody of their parent, their guardian, a person with authorization from their parent or guardian, or a person authorized by court order to assume custody of the child.
4. The agency shall complete a discharge statement on each child (including the date of and reason for discharge) and provide a copy of it to the child's custodian..
5. Documentation of the discharge shall be maintained in the child's record.

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In addition to all standards in Section 100, the following standards shall be met in order to be licensed as a Therapeutic Foster Care Agency:

301 Admission

1. Each agency shall establish written criteria for admitting as well as excluding children.
2. The agency shall not admit any child for whom the agency cannot provide adequate care.
3. Each child shall have a medical exam within one (1) year before admission, or an appointment scheduled within one (1) week after admission.
4. Each child shall have proof of current immunizations, a letter of exemption in accordance with the Arkansas Department of Health, or an appointment scheduled within one (1) week after admission.
5. The agency shall obtain written authority from the parent(s), guardian(s), or court before placement, or within seventy-two (72) hours in an emergency placement.
6. The agency shall obtain written authority for medical care for the child from the parent(s), guardian(s), court at the time of placement, or within seventy-two (72) hours in an emergency placement.
7. The agency shall comply with the Interstate Compact on the Placement of Children when placing or admitting children from outside Arkansas.
8. A dependent juvenile of a parent who is in the custody of the Division of Child and Family Services (DCFS) shall be subject to all rules regarding space, ratio, health, and safety.

302 Intake & Assessment

1. Intake information shall be completed on each child in care within ten (10) working days after admission.
2. The intake information shall include:
 - a. Demographic information on the child and parent(s), including name, address, birth date, gender, race, and religious preference;
 - b. A factual description of the circumstances requiring placement;
 - c. A brief social history of the family;

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- d. The child's current legal status or custody;
 - e. Any history of previous placements outside the family, if applicable; and
 - f. An assessment of services needed to ensure the health and welfare of the child, including medical history and psychological history.
3. The agency shall obtain copies of legal documents within thirty (30) days of admission or shall document their attempts to obtain the documents. The legal documents shall include without limitation, birth certificates, social security cards, and court orders.
4. A plan of safe care shall be developed for all children with physical limitations, medical conditions, or behaviors that are indicative of harm to self or others; to include without limitation: arson, physical aggression, sexual aggression, suicidal behaviors, or other self-harming tendencies. This plan shall identify the behavior or problem and specify the safeguards that are to be implemented. A copy of the plan shall be provided to the direct caregiver(s), as well as a copy placed in the child's case file.

303 Treatment Planning

1. A treatment plan shall be developed for each child placed into a foster home by a child placement agency. The plan shall address the child's needs as identified in the intake information.
2. When a placement agency places a child with another placement agency the receiving agency shall develop a treatment plan for each child received for care.
3. The treatment plan shall be developed within thirty (30) days after placement.
4. The treatment plan shall be developed after a staffing. If applicable, the parents, foster parents, facility staff, caseworker, social worker or probation officer, and the child shall be invited to the staffing.
5. The child's treatment plan shall contain, at the minimum:
 - a. Specific needs of the child;
 - b. Plan for meeting child's needs;
 - c. Special treatment issues (for example, psychotropic medications, sexual misconduct, and neurological disorders) shall be identified, with a statement of how the special needs shall be met;
 - d. A plan to ensure that the child's educational needs are met according to applicable state law;
 - e. Visitation plan, if applicable; and
 - f. Date of next review of the treatment plan.

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6. If independence is a goal, the treatment plan shall include training in independent living skills.
7. Foster parents shall be included in treatment planning for each child.
8. Foster parents shall be provided a copy of the child's current treatment plan.
9. A copy of the treatment plan shall be made available to the parent(s), guardian(s), court, or other agencies involved in the delivery of case plan services, if applicable.
10. The treatment plan shall be reviewed at least semi-annually and shall be updated to reflect the child's progress.
11. If treatment services are contracted, there shall be evidence of participation by the contracted therapist in treatment planning reviews and individualized program implementation.

304 Children's Records

1. The agency shall keep a confidential case record for each child that includes the following:
 - a. Demographic information;
 - b. Plan of safe care, if applicable;
 - c. A complete intake;
 - d. Consents, including consent for medical care, and authority to place the child;
 - e. Interstate Compact information, if applicable;
 - f. Treatment plans and treatment plan reviews;
 - g. Copies of legal documents (for example, birth certificates, social security cards, or court orders) or documentation of their attempts to obtain the documents;
 - h. Physical exams and immunization records, or documentation of their attempts to obtain the documents;
 - i. Psychological reports, if applicable;
 - j. Educational reports, if applicable;
 - k. Disciplinary and incident reports, if applicable;
 - l. Records of visitation and family contacts, if applicable;
 - m. Documentation of casework services and child contact, current to within one (1) month of occurrence; and

- n. Discharge statement.
- 2. Records for each child shall be kept for five (5) years from the date of discharge, unless otherwise specified by Arkansas law.

305 Behavior Management

- 1. The agency shall have a written discipline policy that is consistently followed.
- 2. Discipline shall be directed toward teaching the child acceptable behavior and self-control.
- 3. Discipline shall be appropriate to the child's age, development, and history (including trauma history).
- 4. The following disciplinary actions shall not be used:
 - a. Denial of meals, sleep, shelter, essential clothing, or case plan activities;
 - b. Denial of parental visits or regular phone and mail contact with family. Non-disciplinary case planning issues are accepted;
 - c. Lewd or obscene language;
 - d. Derogatory comments about the child, the child's family, race, or gender;
 - e. Restriction to a room for more than a short period of time without periodic observation;
 - f. Restriction to a dark room or area;
 - g. Locked isolation;
 - h. Physical injury or threat of bodily harm;
 - i. Humiliating or degrading action;
 - j. Extremely strenuous work or exercise;
 - k. Mechanical or chemical restraints; nor
 - l. Corporal punishment.
- 5. Physical restraint shall be initiated only by a trained person; only to prevent injury to the child, other people, or property; and shall not be initiated solely as a form of discipline.
- 6. A child shall not be allowed to administer discipline, except teen parents may discipline their own children under the supervision and guidance of the foster parent.
- 7. Searches of a child or a child's personal property shall be for reasons limited to safety and security of children and foster family, or in cases of suspected theft.

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8. Any searches requiring removal of clothing shall be done in privacy.

306 Foster Parent Qualifications

1. In a two-parent home, both shall be joint applicants, each sign the application, and participate in the approval process.
2. Foster parents shall be at least twenty-one (21) years of age.
3. The stability of the foster family shall be evaluated and determined to be appropriate.
4. Foster parents shall be physically, mentally, and emotionally capable of caring for children.
5. The physical health of the foster parents shall be equal to the stress inherent in the care of special needs children, as evidenced by the physician's statement.
6. The foster family shall provide documentation of sufficient financial resources to meet their needs.
7. All family members under eighteen (18) years of age in the household shall have proof of current health immunizations, or an exemption in accordance with the Arkansas Department of Health.
8. When routine childcare is needed, foster children shall attend licensed childcare or have an agency-approved caregiver.

307 Content of the Home Study

1. The agency shall complete a home study for each foster home.
2. The agency shall conduct at least one (1) scheduled in-home interview for each household member to observe family functioning and assess the family's capacity to meet the needs of children in foster care.
3. The agency shall interview every age-appropriate member of the household.
4. The home study shall include the following information:
 - a. Motivation: the individual's motivation for becoming foster parents;
 - b. Household Composition: the full legal names, birth dates, relationships to one another, and a brief physical description of everyone residing in the home;
 - c. Housing: Address, location, and type of structure, as well as the upkeep and housekeeping standards, sleeping arrangements, length of time at residence, and future residence plans of the facility's occupants;
 - d. Safety Hazards: an assessment of the safety of the home and grounds including water hazards, swimming pools, hot tubs, dangerous pets, and other hazardous

- items and areas;
- e. Income and Expenses: employment history for the last six (6) years (duration, salary, duties, title, degree of job security, and hours), other sources of income, monthly living expenses, outstanding debts, and insurance;
 - f. Health: current health of each family member, including prior illnesses or medical problems; disabilities; clinic or doctor utilized and frequency of use; counseling (dates and purposes); and hospitalization for alcohol abuse, drug abuse, or mental illness;
 - g. Education: parents' educational attainment, future educational plans, and parenting classes attended;
 - h. Childcare Arrangements or Plans: current arrangement or proposed arrangement as it relates to their working hours and income;
 - i. Child Rearing Practices: purpose of behavior management; behavior guidance practices; how they show affection; and how they handle stress, allowance, chores, and homework;
 - j. Daily Schedule;
 - k. Social History: highlights and verification regarding action of marriages and divorces, children, relationships' support system, future plans, any significant extended family members not living in the home, and any significant personal, developmental, personality, or legal problems;
 - l. Family Activities: religious interests, social organizations, activities with children, and family roles;
 - m. Impressions, Conclusions, and Recommendations: evaluate the family's situation and ability to provide for a child based on the information obtained during the home study; and
 - n. Approval: if the agency approves the foster parent(s), the agency shall recommend in the home study the number, age, gender, and other characteristics of children for whom the home is approved to provide care.
5. The placement agency may require further documentation or evaluation to determine the suitability of the home.

308 Physical Requirements of the Home

- 1. The foster home shall have access to community resources needed by foster children.
- 2. The foster home shall be clean and free of hazards.
- 3. The foster home shall have a continuous supply of sanitary drinking water. If the source is

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not a municipal water system, the water shall be tested and approved annually by the Arkansas Department of Health. This approval will be added to the foster home case record.

4. The foster home shall have at least one (1) flushing toilet, one (1) sink with running water, and one (1) bathtub or shower with hot and cold running water.
5. An operational smoke detector is required for each bedroom.
6. An operational chemical fire extinguisher must be readily accessible near the cooking area of the home.
7. The foster parents shall practice and document emergency evacuation drills with each new child entering the home and repeat at least quarterly thereafter.
8. All heating units with hot external areas shall be screened or otherwise shielded.
9. The home shall have at least one (1) exterior door that exits directly to the outside, or an alternate fire escape route.
10. The home shall have an operational telephone that is accessible to children. Working cell phones kept on the premises are acceptable.
11. Each child shall have adequate space for storing clothing and personal belongings.
12. All household pets shall have proof of current rabies vaccinations as required by Arkansas law.
13. All firearms shall be maintained in a secure, locked location or be secured by a trigger lock.
14. All ammunition shall be secured and locked separately from firearms unless they are stored in a safe (for example, a handgun safe or a long gun safe).
15. The foster home record shall contain an agency-approved safety plan for any noted hazards. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
16. A current floor plan of the home with room dimensions for all rooms used for sleeping shall be in the foster home record.
17. Manufactured homes, used as foster homes, shall have an agency-approved plan for tornado safety. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
18. The foster home shall be a house, a mobile home, housing unit, or apartment occupied by an individual or a family.
19. The foster home, grounds, and all structures on the property shall be maintained in a clean, safe, and sanitary condition and be in a reasonable state of repair within community

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standards

20. The foster home interior and exterior must be free from dangerous objects, dangerous conditions, and hazardous materials.
21. All poisonous materials, cleaning supplies, other hazardous materials, and alcoholic beverages, shall be stored in an area not readily accessible to children, as appropriate for the age and development of each child.
22. The foster home shall have proper trash and recycling disposal.
23. The foster home shall be free of rodent and insect infestation.
24. The foster home shall be equipped with a functional kitchen that includes a sink with hot and cold running water, a refrigerator, a stove, and an oven.
25. The foster home shall have adequate lighting and ventilation.
26. The foster home shall have a heating, ventilating, and air conditioning source, maintained in safe operating condition, that keeps the temperature a minimum of sixty-five degrees (65°) and a maximum of eighty-five degrees (85°).
27. The foster home shall be free of obvious fire hazards such as defective heating equipment or improperly stored flammable materials.
28. There shall be an operational smoke detector on each level of occupancy of the foster home.
29. There shall be a carbon monoxide detector on each level of occupancy of the foster home and near all sleeping areas.
30. The foster home shall have a safe operating water heater that has a recommended temperature at or below one-hundred and twenty degrees (120°) as tested at the plumbing fixture nearest the water heater.
31. The foster home shall maintain adequate first aid supplies for emergencies.
32. Foster parents shall maintain a list of emergency telephone numbers, including poison control, and shall post it in a prominent place.
33. Foster parents shall not permit a child to enter a pool area unless accompanied by an adult.
34. The foster home record shall contain a water safety plan for supervision of children during water activities. The plan shall be signed by all caregivers in the foster home and an emergency representative.
35. Swimming pools shall be enclosed or shall have an approved manual or power operated child safety cover that meets the standards of the American Society for Testing and Materials adopted by the Consumer Product Safety Commission. Please note that solar pool covers and winter pool covers are not safety covers. The American Safety for Testing

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and Materials (ASTM) (1996) requires that a pool cover be able to hold a minimum of 485 pounds per five (5) square feet in order to qualify as a safety cover.

36. In ground pools without an approved child safety cover shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area.
37. Unless local code provides otherwise an enclosure shall meet the following;
 - a. Entirely enclose the pool area;
 - b. Be at least 4 feet high
 - c. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.
38. The wall of a house or other building shall not be used in lieu of barrier to the pool with the exception of a solid wall that does not contain any doors. When a wall is used as a barrier the remaining three sides shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area **or** have an approved child safety cover. The enclosure shall meet the following:
 - a. Entirely encloses the pool area;
 - b. Be at least 4 feet high;
 - c. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.
39. All above ground pools shall have non-climbable exterior side walls with a minimum height of 4 feet and have access ladders or steps that are removable and able to be secured when the pool is not in use.
40. Swimming pools shall be equipped with a life saving device such as a ring buoy.
41. All portable pools (inflatable and wading pools) shall be fenced or emptied after every use.
42. Swimming pools that cannot be emptied after each use shall have a working pump and filtering system.
43. Hot tubs and spas shall have locking safety covers that are locked when not in use.

309 Sleeping Arrangements

1. Each household occupant shall have a bedroom that provides privacy
2. Each bedroom shall have at least fifty (50) square feet of floor space per occupant.
3. Each bedroom used for foster children shall have a window to the outside that can serve as an emergency escape.
4. Bars, grills, grates, or other items that block access to the window are permitted only if they can be removed from the inside without the use of a key, tool, or force greater than that required for normal operation of the window. In this event, each such bedroom shall have a working smoke detector.
5. No more than four (4) children shall share a bedroom.
6. Each foster child shall be provided a safe bedroom (appropriate for the child's age and needs) that includes a bed with a mattress, sheets, a pillow, a pillowcase, and adequate cover, all in good condition, and similar to those provided to other household members.
7. Children of the opposite sex shall not share the same bedroom if either child is four (4) years of age or older, except for a teen parent in foster care with her child.
8. No children shall share a bed if either child is four (4) years of age or older.
9. Children under six (6) years of age cannot occupy a top bunk.
10. Foster children, except infants under two (2) years of age, shall not share a sleeping room with adults; this age would increase through four (4) years of age for a grandparent to the child or a teen parent in foster care with her child.
11. All cribs used for children shall have current certification of compliance with Consumer Product Safety Commission (CPSC) standards.
12. Children twelve (12) months of age and below shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. (If a child rolls over on their own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on their back, a signed statement from the child's physician shall be in the file stating the reason, the sleep position indicated, and the time frame required.
13. Bedding shall be changed at least weekly, or more often if needed.
14. Foster parents shall not co-sleep or share a bed with a foster child of any age, including infants.

310 Approval of Foster Homes

1. A foster home can be approved only by one (1) agency.

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2. At least three (3) positive personal references shall be obtained on the foster family including at least one (1) from a relative and one (1) from a non-relative.
3. Each member of the foster family shall have a physical exam within twelve (12) months before the initial approval.
4. Foster parents shall be trained in crisis prevention and intervention before a child is placed in the home.
5. Pre-service training shall include the following topics:
 - a. Legal rights;
 - b. Roles, responsibilities, and expectations of foster parents;
 - c. Agency structure, purpose, policies, and services;
 - d. Laws and regulations as related to foster homes or foster children;
 - e. The impact of childhood trauma;
 - f. Managing child behaviors;
 - g. Medication administration; and
 - h. The importance of maintaining meaningful connections between the child and parents; including regular visitation.
6. Prior to the placement of children in their home, foster parents shall complete at least thirty (30) hours of skill-based pre-service training (excluding CPR and First Aid) consistent with the agency's treatment methodology and the needs of the population served.
7. Foster parent(s) shall have a current certificate of completion of First Aid and CPR before a child is placed in the home. The training shall require hands-on, skill-based instruction, as well as practical testing. Training and certification that is provided solely online will not be accepted.
8. Foster parents shall provide documentation that they carry homeowner's or renter's insurance and general liability insurance.
9. Foster homes shall not also operate as child-care family homes.
10. Foster homes shall not provide compensated care for any non-related adults in the foster home, unless providing transitional care for a person placed in care prior to eighteen (18) years of age.
11. There shall be an annual approval letter from the approving agency in the foster home record.

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12. If a foster home moves from one (1) placement agency to another all requirements for opening a new foster home shall be met.
13. Foster parents must be able to communicate with the foster child, the placement agency, health care providers, and other service providers.
14. At least one (1) foster parent in the home must have functional literacy, such as having the ability to read medication labels.

311 Selection of Foster Home

1. The agency shall select the home that is in the best interest of the child, is the least restrictive possible, and is matched to the child's physical and emotional needs. The placement decision shall be based on an individual assessment of the child's needs.
2. No children shall be placed in a foster home unless there is an approval letter in the record from the approving agency.
3. The agency shall place children only in approved foster homes.
4. When a placement agency places a child with another placement agency, the receiving agency shall maintain a record for and provide casework services to the children placed into their foster homes.
5. Foster homes shall not have more than two (2) children under two (2) years of age, including the foster parent's own children.
6. The number of children placed into one (1) therapeutic foster home shall not exceed two (2), except to keep a sibling group together. In that case, up to a maximum of three (3) children may be placed into the home. The sibling group shall be the only children placed into the therapeutic foster home. There shall be no more than five (5) total children in the home, including the foster parent's children. This includes placement or respite care. In the case of an emergency respite placement that would exceed capacity, the agency shall notify the Licensing Unit the next business day.
7. Before placing more than one (1) child (therapeutic or otherwise) in a home, the agency shall consider extraordinary problems and needs of each child (for example, violent behavior, sexual offenses, and seizure disorders). Justification of the appropriateness of placing a child in a home with another child shall be documented.
8. Non-therapeutic foster children may be placed into therapeutic foster homes under any of the following circumstances:
 - a. The non-therapeutic foster child is a sibling of the therapeutic foster child;
 - b. The non-therapeutic foster child is the child of the therapeutic foster child;
 - c. The non-therapeutic foster child was previously a therapeutic foster child placed in the foster home; or

- d. The non-therapeutic foster child is placed as an emergency placement for a maximum of twenty-one (21) days.
9. Before placing a non-therapeutic foster child into a therapeutic foster home with a therapeutic foster child, the agency shall consider the potential risk to the non-therapeutic foster child. Justification of the appropriateness of placing a non-therapeutic child in a home with another therapeutic foster child shall be documented. The agency shall maintain Section 200 standards in reference to the non-therapeutic foster child's record and the services the agency provides to the child.
10. No new placements of children shall occur with foster parents who have not satisfied the annual training requirements. Administrative-level staff designated by the agency Director may grant an exemption to this restriction for up to sixty (60) days. The administrator shall review the quality of care provided by the foster parents and the reasons for failing to complete the training on time in deciding whether to grant an exception.

312 Continued Training of Foster Parents

1. Each therapeutic foster parent shall complete at least twenty-four (24) hours of skill-based training annually, excluding CPR and First Aid.
2. Documentation verifying annual training shall indicate the date, number of hours, the name of the source, the topic, and the title.
3. Each foster parent shall maintain a current certificate of successful completion of hands-on, skill-based CPR and First Aid. Training and certification that is provided solely online will not be accepted.
4. Foster parents shall participate in ongoing training to receive instruction that supports their parental roles and ensures the foster parent is up to date with agency and licensing requirements.

NOTE: Annual training may include without limitation, child-specific training or issues relevant to the general population of children in foster care.

313 Therapeutic Foster Parent Responsibilities

1. Foster parents shall be responsible for providing the level of supervision, care, and treatment necessary to ensure the safety and well-being of each child placed into their home, considering the child's age, individual differences and abilities, surrounding circumstances, hazards, and risks.
2. Foster parents shall provide each child with adequate and nutritious food.
3. Foster parents shall provide regular activities to promote the physical, social, intellectual, spiritual, and emotional development of the children in their care.
4. Foster parents shall provide each child with their own clothing that is clean, well-fitted,

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seasonal, appropriate to age and gender, and comparable to community standards.

5. Foster parents shall allow foster children to acquire and keep personal belongings.
6. Foster parents shall fully cooperate with the child placement agency's case plan for each foster child, including visitation.
7. Foster parents shall provide routine transportation for each child.
8. Foster parents shall participate in case planning and case plan reviews.
9. Foster parents shall attend school conferences concerning a foster child and notify the placing agency of any situations that may affect the case plan or require agency involvement.
10. Foster parents shall notify the child placement agency promptly of serious illness, injury, or unusual circumstances affecting the health, safety, or welfare of the foster child.
11. Foster parents shall cooperate with the child placement agency and the Licensing Unit in conducting inspections and investigations and shall provide information required to verify compliance with rules.
12. Foster parents shall maintain absolute confidentiality of private information about each foster child and the birth family.
13. Foster parents shall give advance notice to the agency of any major changes that affect the life and circumstances of the foster family, including a change of residence, when possible.
14. Foster parents shall keep periodic photographs, a record of the child's memberships, activities, and participation in extracurricular school or church activities, trophies, awards, ribbons, etc. for each foster child. These items shall be provided to the child upon change in placement.
15. Foster parents shall be provided with a written list of duties clearly detailing their responsibilities.
16. Foster parents shall be responsible for implementing in-home treatment strategies specified in each child's treatment plan.
17. Foster parents shall keep an ongoing written record of each child's behavior and progress toward treatment goals.
18. Foster parents shall ensure that each child has sufficient sleep for their age and physical condition.
19. Foster parents shall instruct each child in good grooming and personal hygiene habits.
20. Foster parents shall ensure each child is provided with opportunities for regular recreational activities and exercise.

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21. Foster parents shall provide each child with age- appropriate activities and equipment.
22. Foster parents shall monitor and time limit the use of television, videos, computer games, and other screen time activities.
23. Foster parents shall adhere to the placement agency's reasonable and prudent parent standard.

314 Medications

1. The agency shall have an intervention policy that is non-medical, unless a specific medical condition is indicated.
2. When psychotropic medications are prescribed by a physician, they shall be used in concert with other interventions.
3. Foster parents shall administer medications only in accordance with directions on the label.
 - a. All over-the-counter medications shall be stored in an area not readily accessible to children, according to the age and development of each child in the home.
 - b. All prescription medications excluding Epi-pens, inhalers, and Glucagon kits shall be locked. An age appropriate and developmentally capable child may be provided or have access to non-narcotic prescriptions with an approved safety plan. Examples include without limitation, birth control, acne creams, and topical creams.
4. Medication shall be stored in accordance with pharmaceutical recommendations.
5. Foster parents shall be aware of possible side effects of all medications administered to foster children.
6. All medications shall be logged by the foster parent at the time the medication is administered.
7. The medication logs shall include:
 - a. Child's name;
 - b. Time and date;
 - c. Medication and dosage; and initials of the person administering the medication.
8. All currently prescribed medication shall be provided at placement.

315 Transportation

1. Foster families shall have their own transportation available.

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2. Any vehicles used to transport foster children shall be maintained in compliance with motor vehicle laws and be insured.
3. Children shall be transported only by foster parents or persons approved by the foster parents who possess a valid driver's license.
4. Children shall be transported according to Arkansas law, including without limitation, use of safety belts, child safety seats, and smoking restrictions.

316 Visitation

1. The agency that has legal responsibility for the child shall develop a visitation plan that specifies when and how visits will occur between the child and the parents.
2. The child placement agency shall carry out the visitation plan to meet the terms of the plan.
3. Foster parents shall allow foster children and their families to communicate according to the child's case plan.

317 Staffing Requirements, Staff Training & Support

1. Primary responsibilities of program staff shall include treatment planning, leadership of the treatment team, case management, clinical and administrative supervision, twenty-four-hour crisis intervention, and discharge planning.
2. The therapeutic foster care agency shall employ a Clinical Director who shall be clearly responsible for implementation of treatment planning and service delivery. The Clinical Director shall have a master's degree in a human service field, have two (2) years' experience in placement or treatment, and shall be currently licensed in Arkansas as a mental health professional (as recognized by Arkansas Medicaid).
3. The therapeutic foster care agency shall employ at least one (1) caseworker who shall coordinate the implementation of the treatment plan. The caseworker shall either have a bachelor's degree in a human service field or be a mental health paraprofessional. The caseworker shall be supervised by the Clinical Director.
4. The agency shall assign a caseworker to each child to be responsible for doing assessments, treatment planning, and casework services.
5. No caseworker shall be responsible for managing more than twelve (12) children's cases.
6. All casework staff shall be trained in crisis prevention and intervention as well as CPR and First Aid within the first sixty (60) days of employment.
7. All casework staff shall be provided with eight (8) hours of orientation either prior to employment or within the first week of employment, that shall provide an overview of the following areas:

- a. The agency's policies and procedures;
 - b. The client's rights, including confidentiality;
 - c. How to handle medical and non-medical emergencies;
 - d. The caseworker's clinical limitations;
 - e. How to document clinical information in the child and family records; and
 - f. General information regarding commonly prescribed medications and their side effects.
8. The agency shall provide twenty-four-hour on-call crisis intervention support to supplement the support provided by the caseworker.

318 Child Placement Agency Responsibilities

1. The child placement agency (agency) shall provide the foster parents with the information necessary to provide adequate care to each foster child.
2. The agency shall provide foster parents with instructions for contacting agency personnel any time.
3. The agency shall ensure that casework staff visits with the child face-to-face, at least once per week, during the first three (3) months after the child's placement with the agency, and at least every other week thereafter.
4. The agency shall ensure that each child in foster care has a medical exam at least annually. Medical exams need not be repeated during the year if a child moves from one facility or agency to another (provided the results of the exam are available to the receiving facility or agency).
5. The agency shall remain legally responsible for the supervision and decision making regarding foster children. Foster parents have daily responsibility for the care of the children.
6. The agency shall have a written plan that provides foster parents with timely reimbursements for costs of care and fees for services.
7. The agency shall develop respite care and babysitting policies.
8. Respite care shall occur in an agency-approved foster home and shall not exceed fourteen (14) consecutive days.
9. The agency shall have a written program description that is available to residents, parents, and guardians. The following information shall be included:
 - a. Program philosophy and mission;

- b. Services and treatment modalities;
 - c. Treatment planning procedures;
 - d. Behavior management program and expectations of each child;
 - e. Admission, exclusion, and discharge criteria; and
 - f. Aftercare services.
10. The agency shall keep documentation that includes:
- a. Prior treatment documents and intake information;
 - b. Assessments;
 - c. Master treatment plan;
 - d. Treatment plan review;
 - e. Ongoing observations;
 - f. Medication and physician's instructions, if applicable; and
 - g. Progress notes.
11. The agency shall establish procedures for hearing children's grievances.
12. If the agency receives a report of non-compliance with licensing standards, the agency shall investigate the report of non-compliance. A report of findings and any corrective action shall be maintained in the foster home record. The investigation shall be completed within sixty (60) days of receiving the report of non-compliance, unless good cause is documented.
13. The agency shall maintain a record for each foster family that contains all information and documentation required by licensing standards. This record shall include:
- a. Complete and signed application;
 - b. Approval letter;
 - c. Home Study;
 - d. Minimum age verification;
 - e. Three (3) positive references;
 - f. Initial physical exam;
 - g. Pre-service training verification;

- h. Initial and current criminal background, Child Maltreatment Central Registry, and Federal Bureau of Investigation (FBI) checks, as required;
 - i. Initial and current CPR and First Aid certification;
 - j. Current health immunizations of children or exemption;
 - k. Current auto insurance;
 - l. Current homeowner's or renter's insurance and general liability insurance;
 - m. Current rabies vaccinations for household pets as required by law;
 - n. Documentation of annual training;
 - o. Safety plans;
 - p. Social media confidentiality documentation;
 - q. Surveillance documentation, if applicable;
 - r. Floor plan;
 - s. Approved annual water system test, if applicable;
 - t. Approved alternative fire escape route, if applicable;
 - u. Documentation of quarterly monitoring visits, including unannounced visits;
 - v. Documentation of annual re-evaluations;
 - w. Reports of non-compliance with licensing standards including findings, and any corrective actions; and
 - x. Closing summary.
14. If the home closes, the agency shall prepare a closing summary, including reasons for closure.
15. The agency shall promptly notify Arkansas' Office of the Interstate Compact on the Placement of Children (ICPC) upon discharging a child from outside Arkansas.
16. The agency shall be aware of and approve the use of all surveillance devices used in the home.

319 Monitoring & Re-evaluation

1. The agency shall monitor the foster home at least quarterly for continued compliance with licensing standards for foster homes.

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2. At least one (1) unannounced quarterly visit shall be conducted annually and shall be documented as unannounced in the foster home record.
3. The agency shall conduct an annual re-evaluation of the foster family home. Any foster home that does not substantially comply with the standards for approval shall not be approved for placement until compliance is achieved.
4. The agency shall keep documentation of quarterly monitoring visits and annual re-evaluations in the foster home record signed and dated by the person conducting the visit and the foster parent.
5. If the foster family experiences any major life changes (for example, marriage, divorce, separation, health problems, death, change of residence, or change of household composition), the child placement agency shall re-evaluate the home at that time.
6. If a home is inactive or closed for one (1) year or more and desires to reopen, the agency shall:
 - a. Conduct a re-evaluation to ensure that licensing requirements are met;
 - b. Ensure that new background checks are conducted;
 - c. Ensure that CPR and First Aid training is current; and
 - d. Evaluate any major changes (See section 319.5).

320 Discharge

1. The discharge of any child shall be planned by agency staff.
2. The agency may discharge a child on an emergency basis if failure to do so could result in harm to the child or other persons or significant property damage.
3. The agency shall discharge a child to the custody of the their parent, their guardian, a person with authorization from their parent or guardian, or a person authorized by court order to assume custody of the child.
4. The agency shall complete a discharge statement on each child (including the date of and reason for discharge) and provide a copy of it to the child's custodian.
5. Documentation of the discharge shall be maintained in the child's record.

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In addition to all standards in Section 100, the following standards shall be met:

401 Licensing Approval & Monitoring

1. At the discretion of the Licensing Unit, a multi-disciplinary team may be asked to assist the Licensing Specialist in the initial study or during an investigation of a licensing complaint. This team may include a licensed person with professional expertise in the appropriate field.
2. At the discretion of the Licensing Unit, a multi-disciplinary team may be asked to assist the Licensing Specialist during inspections, for advisory purposes.

402 Admission

1. Each agency shall establish written criteria for admitting as well as excluding children.
2. The agency shall not admit any child for whom the agency cannot provide adequate care.
3. In order to be admitted to the program, one of the following shall be met:
 - a. The child has committed a sexual offense that has been found true or exempt by an official investigation by the Department of Human Services or the Arkansas State Police;
 - b. The child has committed an offense involving the use of power, control, threat, coercion, or intimidation;
 - c. The child has committed an offense in which there was at least a three-year age difference between the offender and the victim;
 - d. The child has a documented pattern of deviant sexualized behavior, sexual misconduct, or sexually maladaptive behaviors, as indicated by the psychosexual assessment.
4. Children admitted to the program shall have the cognitive ability to benefit from the treatment program.
5. Each child shall have a medical exam within one (1) year before admission, or an appointment scheduled within one (1) week after admission.
6. Each child shall have proof of current immunizations, a letter of exemption in accordance with the Arkansas Department of Health, or an appointment scheduled within one (1)

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week after admission.

7. The agency shall obtain written authority from the parent(s), guardian(s), or court before placement, or within seventy-two (72) hours if it is an emergency placement.
8. The agency shall obtain written authority for medical care for the child from the placing agent at the time of admission.
9. The agency shall comply with the Interstate Compact on the Placement of Children when placing or admitting children from outside Arkansas.
10. The agency shall have written policies regarding description of the target population, admission/exclusion criteria, and discharge criteria.
11. The agency shall have a written policy describing the risk levels it will accept in children with sexually maladaptive behaviors who are being considered for admission. The written policy shall also describe the therapeutic interventions it will utilize for each risk level.

403 Intake & Assessment

1. Intake information shall be completed on each child in care within ten (10) working days after admission.
2. The intake information shall include:
 - a. Demographic information on the child and parent(s), including name, address, birth date, gender, race, and religious preference;
 - b. A factual description of the circumstances requiring placement;
 - c. A brief social history of the family;
 - d. The child's current legal status or custody;
 - e. Any history of previous placements outside the family, if applicable;
 - f. An assessment of services needed to ensure the health and welfare of the child, including medical history and psychological history;
 - g. A description of the offense or sexually maladaptive behavior, including police reports and victim statements (if available);
 - h. A psychosexual assessment (if available); and
 - i. A discharge summary from previous rehabilitative-specific treatment (if applicable and available).
3. The agency shall obtain copies of legal documents within thirty (30) days of admission or shall document their attempts to obtain the documents. The legal documents shall include

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without limitation, birth certificates, social security cards, and court orders.

4. A psychosexual evaluation shall be conducted by a licensed mental health professional (as recognized by Arkansas Medicaid) who is a member of the Association for the Treatment of Sexual Abusers or has forty (40) hours of sexual rehabilitative treatment training. The evaluation shall be completed within the past twelve (12) months or within seven (7) days following the admission of the child.
5. Each child shall have been evaluated for intellectual ability, learning disabilities, and language disorders within the past eighteen (18) months. If a child is admitted without an evaluation, the evaluation shall be completed within thirty (30) days of admission.
6. A plan of safe care shall be developed for all children with physical limitations, medical conditions, or behaviors that are indicative of harm to self or others; to include without limitation: arson, physical aggression, sexual aggression, suicidal behaviors, or other self-harming tendencies.
7. This plan shall identify the behavior or problem and shall specify the safeguards that are to be implemented. A copy of the plan shall be provided to the direct caregiver(s), as well as a copy placed in the child's case file.

404 Treatment Planning

1. The agency shall develop a treatment plan for each child that includes tasks appropriate to the needs of the child, as identified in the intake information and psychosexual assessment.
2. The child's treatment plan shall include a diagnosis related to their sexually maladaptive behavior.
3. When a placement agency places a child with another placement agency the receiving agency shall develop a treatment plan for each child received for care.
4. The treatment plan shall be developed within thirty (30) days after placement.
5. The child's treatment plan shall contain, at the minimum:
 - a. Specific needs of the child;
 - b. Plan for meeting child's needs;
 - c. Special treatment issues (for example, psychotropic medications, sexual misconduct, and neurological disorders) shall be identified, with a statement of how the special needs shall be met;
 - d. A plan to ensure that the child's educational needs are met according to applicable state law;
 - e. Visitation plan, if applicable; and

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- f. Date of next review of the treatment plan.
- 6. If independence is a goal, the treatment plan shall include training in independent living skills.
- 7. Foster parents shall be included in treatment planning for each child
- 8. Foster parents shall be provided a copy of the child's current treatment plan.
- 9. A copy of the treatment plan shall be made available to the parent(s), guardian(s), court, or other agencies involved in the delivery of case plan services, if applicable.
- 10. The child's treatment plan shall be reviewed quarterly and shall be updated to reflect the child's progress.
- 11. If treatment services are contracted, there shall be evidence of participation by the contracted therapist in treatment planning reviews and individualized program implementation.

405 Children's Records Behavior Management

- 1. The agency shall keep a confidential case record for each child that includes the following:
 - a. Demographic information;
 - b. Plan of safe care, if applicable;
 - c. A complete intake;
 - d. Consents, including consent for medical care, and authority to place the child;
 - e. Interstate Compact information, if applicable;
 - f. Treatment plans and treatment plan reviews;
 - g. Copies of legal documents (for example, birth certificates, social security cards, or court orders) or documentation of their attempts to obtain the documents;
 - h. Physical exams and immunization records, or documentation of their attempts to obtain the documents;
 - i. Psychological reports, if applicable;
 - j. Psychosexual evaluation;
 - k. Educational reports, if applicable;
 - l. Disciplinary and incident reports, if applicable;

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- m. Records of visitation and family contacts, if applicable;
 - n. Documentation of casework services and child contact, current to within one (1) month of occurrence; and
 - o. Discharge statement.
- 2. Records for each child shall be kept for five (5) years from the date of discharge, unless otherwise specified by Arkansas law.
- 3. The agency shall have a written plan providing for appropriate supervision of children during activities away from the foster home. A copy of the plan shall be provided to the direct caregiver(s), and a copy shall be placed in the child's record.

406 Behavior Management

- 1. The agency shall have a written discipline policy that is consistently followed.
- 2. Discipline shall be directed toward teaching the child acceptable behavior and self-control.
- 3. Discipline shall be appropriate to the child's age, development, and history (including trauma history).
- 4. The following disciplinary actions shall not be used:
 - a. Denial of meals, sleep, shelter, essential clothing, or case plan activities;
 - b. Denial of parental visits or regular phone and mail contact with family. Non-disciplinary case planning issues are accepted;
 - c. Lewd or obscene language;
 - d. Derogatory comments about the child, the child's family, race, or gender;
 - e. Restriction to a room for more than a short period of time without periodic observation;
 - f. Restriction to a dark room or area;
 - g. Locked isolation;
 - h. Physical injury or threat of bodily harm;
 - i. Humiliating or degrading action;
 - j. Extremely strenuous work or exercise;
 - k. Mechanical or chemical restraints; nor

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1. Corporal punishment.
5. Physical restraint shall be initiated only by a trained person; only to prevent injury to the child, other people, or property; and shall not be initiated solely as a form of discipline.
6. A child shall not be allowed to administer discipline, except teen parents may discipline their own children.
7. Searches of a child or a child's personal property shall be for reasons limited to safety and security of children and foster family, or in cases of suspected theft.
8. Any searches requiring removal of clothing shall be done in privacy.

407 Foster Parent Qualifications

1. In a two-parent home, both shall be joint applicants, each sign the application, and participate in the approval process.
2. Foster parents shall be at least twenty-one (21) years of age.
3. The stability of the foster family shall be evaluated and determined to be appropriate.
4. Foster parents shall be physically, mentally, and emotionally capable of caring for children with sexual behavioral problems or issues.
5. The physical health of the foster parents shall be equal to the stress inherent in the care of special needs children, as evidenced by the physician's statement.
6. The foster family shall provide documentation of sufficient financial resources to meet their needs.
7. All family members under eighteen (18) years of age in the household shall have proof of current health immunizations or an exemption in accordance with the Arkansas Department of Health.
8. When routine child care is needed, foster children shall attend licensed child care or have an agency-approved caregiver.

408 Content of the Home Study

1. The agency shall complete a home study for each foster home.
2. The agency shall conduct at least one (1) scheduled in-home interview for each household member to observe family functioning and assess the family's capacity to meet the needs of children in foster care.
3. The agency shall interview every age-appropriate member of the household.

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4. The home study shall include the following information:
 - a. Motivation: the individual's motivation for becoming foster parents;
 - b. Household Composition: the full legal names, birth dates, relationships to one another, and a brief physical description of everyone residing in the home;
 - c. Housing: Address, location, and type of structure, as well as the upkeep and housekeeping standards, sleeping arrangements, length of time at residence, and future residence plans of the facility's occupants;
 - d. Safety Hazards: an assessment of the safety of the home and grounds including water hazards, swimming pools, hot tubs, dangerous pets, and other hazardous items and areas;
 - e. Income and Expenses: employment history for the last six (6) years (duration, salary, duties, title, degree of job security, and hours), other sources of income, monthly living expenses, outstanding debts, and insurance;
 - f. Health: current health of each family member, including prior illnesses or medical problems; disabilities; clinic or doctor utilized and frequency of use; counseling (dates and purposes); and hospitalization for alcohol abuse, drug abuse, or mental illness;
 - g. Education: parents' educational attainment, future educational plans, and parenting classes attended;
 - h. Childcare Arrangements or Plans: current arrangement or proposed arrangement as it relates to their working hours and income;
 - i. Child Rearing Practices: purpose of behavior management; behavior guidance practices; how they show affection; and how they handle stress, allowance, chores, and homework;
 - j. Daily Schedule;
 - k. Social History: highlights and verification regarding action of marriages and divorces, children, relationships' support system, future plans, any significant extended family members not living in the home, and any significant personal, developmental, personality or legal problems;
 - l. Family Activities: religious interests, social organizations, activities with children, and family roles;
 - m. Impressions, Conclusions and Recommendations: evaluate the family's situation and ability to provide for a child based on the information obtained during the home study; and
 - n. Approval: if the agency approves the foster parent(s), the agency shall

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recommend in the home study the number, age, gender, and other characteristics of children for whom the home is approved to provide care.

- o. The placement agency may require further documentation or evaluation to determine the suitability of the home.

409 Physical Requirements of the Home

1. A sexual rehabilitative foster home shall not be located within one thousand feet (1,000') of an elementary school, child care center, or childcare family home.
2. The foster home shall be accessible to community resources needed by foster children.
3. The foster home shall be clean and free of hazards.
4. The foster home shall have a continuous supply of sanitary drinking water. If the source is not a municipal water system, the water shall be tested and approved annually by the Arkansas Department of Health. This approval shall be kept in the foster home case record.
5. The foster home shall have at least one (1) flushing toilet, one (1) sink with running water, and one (1) bathtub or shower with hot and cold running water.
6. There shall be an operational smoke detector in each bedroom.
7. There shall be an operational chemical fire extinguisher, readily accessible, near the cooking area of the home.
8. The foster parents shall practice and document emergency evacuation drills with each new child entering the home and repeat at least quarterly thereafter.
9. All heating units with hot external areas shall be screened or otherwise shielded.
10. The home shall have at least one (1) exterior door that exits directly to the outside, or the home shall have an alternate fire escape route.
11. The home shall have an operational telephone that is accessible for children. Working cell phones kept on the premises are acceptable.
12. Each child shall have adequate space for storing clothing and personal belongings.
13. All household pets shall have proof of current rabies vaccinations as required by Arkansas law.
14. All firearms shall be maintained in a secure, locked location or be secured by a trigger lock.
15. All ammunition shall be secured and locked separately from firearms unless they are stored in a safe (for example, a hand gun safe or a long gun safe).

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16. The foster home record shall contain an agency-approved safety plan for any noted hazards. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
17. A current floor plan of the home with room dimensions for all rooms used for sleeping shall be in the foster home record.
18. Manufactured homes, used as foster homes, shall have an agency-approved plan for tornado safety. The safety plan shall be signed by all caregivers in the foster home and an agency representative.
19. The foster home shall be a house, mobile home, housing unit, or apartment occupied by an individual or family.
20. The foster home, grounds, and all structures on the property shall be maintained in a clean, safe, and sanitary condition and be in a reasonable state of repair within community standards.
21. The foster home interior and exterior must be free from dangerous objects, dangerous conditions, and hazardous materials.
22. All poisonous materials, cleaning supplies, other hazardous materials, and alcoholic beverages, shall be stored in an area not readily accessible to children, as appropriate for the age and development of each child.
23. The foster home shall have proper trash and recycling disposal.
24. The foster home shall be free of rodent and insect infestation.
25. The foster home shall be equipped with a functional kitchen that includes a sink with hot and cold running water, a refrigerator, a stove, and an oven.
26. The foster home shall have adequate lighting and ventilation.
27. The foster home shall have a heating, ventilating, and air conditioning source, maintained in safe operating condition, that keeps the temperature a minimum of sixty-five degrees (65°) and a maximum of eighty-five degrees (85°).
28. The foster home shall be free of obvious fire hazards such as defective heating equipment or improperly stored flammable materials.
29. There shall be an operational smoke detector on each level of occupancy of the foster home.
30. There shall be a carbon monoxide detector on each level of occupancy of the foster home and near all sleeping areas.
31. The foster home shall have a safe operating water heater that has a recommended temperature at or below one-hundred and twenty (120°) as tested at the plumbing fixture

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nearest the water heater.

32. The foster home shall maintain adequate first aid supplies for emergencies.
33. Foster parents shall not permit a child to enter a pool area unless accompanied by an adult.
34. The foster home record shall contain a water safety plan for supervision of children during water activities. The plan shall be signed by all caregivers in the foster home and an agency representative.
35. Swimming pools shall be enclosed or shall have an approved manual or power operated child safety cover that meets the standards of the American Society for Testing and Materials adopted by the Consumer Product Safety Commission. Please note that solar pool covers and winter pool covers are not safety covers. The American Safety for Testing and Materials (ASTM) (1996) requires that a pool cover be able to hold a minimum of 485 pounds per five (5) square feet in order to qualify as a safety cover.
36. In ground pools without an approved child safety cover shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area.
37. Unless local code provides otherwise an enclosure shall meet the following;
 - a. Entirely enclose the pool area;
 - b. Be at least 4 feet high;
 - c. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.
38. The wall of a house or other building shall not be used in lieu of barrier to the pool with the exception of a solid wall that does not contain any doors. When a wall is used as a barrier the remaining three sides shall be protected by an enclosure (wall, fence, or barrier) that surrounds the pool area **or** have an approved child safety cover. The enclosure shall meet the following:
 - a. Entirely encloses the pool area;
 - a. Be at least 4 feet high;
 - b. Swimming pools must have their methods of access through the barrier equipped with a safety device, such as a bolt lock.

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39. All above ground pools shall have non-climbable exterior side walls with a minimum height of 4 feet and have access ladders or steps that are removable and able to be secured when the pool is not in use.
40. Swimming pools shall be equipped with a life saving device such as a ring buoy.
41. All portable pools (inflatable and wading pools) shall be fenced or emptied after every use.
42. Swimming pools that cannot be emptied after each use shall have a working pump and filtering system.
43. Hot tubs and spas shall have locking safety covers that are locked when not in use.

410 Sleeping Arrangements

1. Each household occupant shall have a bedroom that provides privacy.
2. Each bedroom shall have at least fifty (50) square feet of floor space per occupant.
3. Each bedroom used for foster children shall have a window to the outside that can serve as an emergency escape.
4. Bars, grilles, grates, or other items that block access to the window are permitted only if they can be removed from the inside without the use of a key, tool, or force greater than that required for normal operation of the window. In this event, each such bedroom shall have a working smoke detector.
5. Children placed in the foster home shall have individual bedrooms.
6. Each foster child shall be provided a safe bedroom (appropriate for the child's age and needs) that includes a bed with a mattress, sheets, a pillow, a pillowcase, and adequate cover, all in good condition, and similar to those provided to other household members.
7. No child under six (6) years of age shall occupy a top bunk.
8. Bedding shall be changed at least weekly, or more often if needed.
9. Foster parents shall not co-sleep or bed share with a foster child of any age, including infants.

411 Approval of Foster Homes

1. A foster home can be approved only by one (1) agency.
2. At least three (3) positive personal references shall be obtained regarding the foster

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family (including at least one (1) from a relative and one (1) from a non-relative).

3. Each member of the foster family shall have a physical exam within twelve (12) months before the initial approval.
4. Foster parents shall be trained in crisis prevention and intervention before a child is placed in the home. Prior to the placement of children in their home, foster parents shall complete at least thirty (30) hours of skill-based pre-service training (excluding CPR and First Aid) consistent with the agency's treatment methodology and the needs of the population served. Pre-service training shall include the following topics:
 - a. Legal rights;
 - b. Roles, responsibilities, and expectations of foster parents;
 - c. Agency structure, purpose, policies, and services;
 - d. Laws and regulations as related to foster homes or foster children;
 - e. The impact of childhood trauma;
 - f. Managing child behaviors;
 - g. Medication administration; and
 - h. The importance of maintaining meaningful connections between the child and parents, including regular visitation.
5. Foster parents shall complete fifteen (15) hours of sexual rehabilitativetraining in addition to their thirty (30) hours of pre-service training.
6. At least one (1) hour of training on the program's safety plan shall be provided before placement of children into the foster home.
7. Foster parent(s) shall be currently certified in hands-on, skill-based CPR and First Aid before a child is placed in the home. Training and certification that is provided solely online will not be accepted.
8. Foster parents shall provide documentation that they carry homeowner's or renter's insurance and general liability insurance.
9. Foster homes shall not also operate as child-care family homes.
10. Foster homes shall not provide compensated care for any non-related adults in the foster home, unless providing transitional care for a person placed in care prior to eighteen (18) years of age.
11. There shall be an annual approval letter from the approving agency in the foster home record.

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12. If a foster home moves from one (1) placement agency to another all requirements for opening a new foster home shall be met.
13. Foster parents must be able to communicate with the foster child, the placement agency, health care providers, and other service providers.
14. At least one (1) parent in the home must have functional literacy, such as having the ability to read medication labels.

412 Selection of Foster Home

1. The agency shall select the home that is in the best interest of the child, is the least restrictive possible, and is matched to the child's physical and emotional needs. The placement decision shall be based on an individual assessment of the child's needs.
2. No children shall be placed in a foster home unless there is an approval letter in the record from the approving agency.
3. The agency shall place children only in approved foster homes.
4. When a placement agency places a child with another placement agency, the receiving agency shall maintain a record for and provide casework services to the children placed into their foster homes.
5. All children placed in the foster home shall be admitted to the Therapeutic Sexual Rehabilitative Program, except in the case of siblings.
6. Foster homes shall not have more than two (2) children under two (2) years of age, including the foster parent's own children.
7. The number of children placed into one (1) therapeutic sexual rehabilitative foster home shall not exceed two (2). There shall be no more than five (5) total children in the home, including the foster parent's children. This includes placement or respite care. In the case of an emergency respite placement that would exceed capacity, the agency shall notify the Licensing Unit the next business day.
8. Before placing more than one (1) child in a home, the agency shall consider extraordinary problems and needs of each child (for example, violent behavior, sexual offenses, and seizure disorders). Justification of the appropriateness of placing a child in a home with another child shall be documented.
9. No new placements of children shall occur with foster parents who have not satisfied the annual training requirements. Administrative-level staff designated by the agency director may grant an exemption to this restriction for up to sixty (60) days. The administrator shall review the quality of care provided by the foster parents and the reasons for failing to complete the training on time in deciding whether to grant an exception.

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413 Continued Training of Foster Parents

1. Each foster parent shall complete at least twenty-four (24) hours of skill-based training annually, excluding CPR and First Aid.
2. Documentation verifying annual training shall indicate the date, the number of hours, the name of the source, the topic, and the title.
3. Each foster parent shall maintain a current certificate of successful completion of hands-on, skill-based CPR and First Aid. Training and certification that is provided solely online will not be accepted.
4. All foster parents shall receive at least ten (10) hours of sexual rehabilitative training annually, which may be included in the required twenty-four (24) hours of annual training.
5. Foster parents shall comply with the roles and responsibilities of the placement agreement developed by the placement agency
6. Foster parents shall not engage in the use of illegal substances, in the abuse of alcohol by consuming excessive amounts, or in the abuse of legal prescription drugs or non-prescription drugs by consuming them in excessive amounts or using them contrary to as prescribed or indicated.
7. Foster parents shall adhere to the Placement Agency's reasonable and prudent parent standard.

414 Therapeutic Foster Parent Responsibilities

1. Foster parents shall be responsible for providing the level of supervision, care, and treatment necessary to ensure the safety and well-being of each child placed into their home, taking into account the child's age, individual differences and abilities, surrounding circumstances, hazards, and risks.
2. Foster parents shall provide each child with adequate and nutritious food.
3. Foster parents shall provide regular activities to promote the physical, social, intellectual, spiritual, and emotional development of the children in care.
4. Foster parents shall provide each child their own clothing that is clean, well-fitted, seasonal, appropriate to age and gender, and comparable to community standards.
5. Foster parents shall allow foster children to acquire and keep personal belongings.
6. Foster parents shall fully cooperate with the child placement agency's case plan for each foster child, including visitation.
7. Foster parents shall provide routine transportation for each child.

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8. Foster parents shall participate in case planning and case plan reviews.
9. Foster parents shall attend school conferences concerning a foster child and shall notify the placing agency of any situations that may affect the case plan or require agency involvement.
10. Foster parents shall notify the child placement agency promptly of serious illness, injury, or unusual circumstances affecting the health, safety, or welfare of the foster child.
11. Foster parents shall cooperate with the child placement agency and the Licensing Unit in conducting inspections and investigations and shall provide information required to verify compliance with rules.
12. Foster parents shall maintain absolute confidentiality of private information about each foster child and the birth family.
13. Foster parents shall give advance notice to the agency of any major changes that affect the life and circumstances of the foster family, including a change of residence, whenever possible.
14. Foster parents shall keep the following items, including without limitation, periodic photographs, a record of the child's memberships, activities, and participation in extracurricular school or church activities, trophies, awards, and ribbons for each foster child. These items shall be provided to the child upon change in placement.
15. Foster parents shall be provided with a written list of duties clearly detailing their responsibilities.
16. Foster parents shall be responsible for implementing in-home treatment strategies specified in each child's treatment plan.
17. Foster parents shall keep an ongoing written record of each child's behavior and progress toward treatment goals.
18. Foster parents shall ensure that each child has sufficient sleep for their age and physical condition.
19. Foster parents shall instruct each child in good grooming and personal hygiene habits.
20. Foster parents shall ensure each child is provided with opportunities for regular recreational activities and exercise.
21. Foster parents shall ensure each child shall be provided with age appropriate activities and equipment.
22. Foster parents shall monitor and time limit the use of television, videos, computer games, and other screen time activities.

415 Medications

1. The agency shall have an intervention policy that is non-medical, unless a specific medical condition is indicated.
2. When psychotropic medications are prescribed by a physician they shall be used in concert with other interventions.
3. Foster parents shall administer medications only in accordance with directions on the label.
4. All over-the-counter medications shall be stored in an area not readily accessible to children, according to the age and development of each child in the home.
5. All prescription medications excluding Epi-pens, inhalers, and Glucagon kits shall be locked. An age appropriate and developmentally capable child may be provided or have access to non-narcotic prescriptions with an approved safety plan. Examples include without limitation, birth control, acne creams, and topical creams.
6. Medication shall be stored in accordance with pharmaceutical recommendations.
7. Foster parents shall be aware of possible side effects of all medications administered to foster children.
8. All medication shall be logged by the foster parent at the time the medication is administered.
9. The medication logs shall include:
 - a. Child's name;
 - b. Time and date;
 - c. Medication and dosage; and
 - d. Initials of the person administering the medication.
10. All currently prescribed medication shall be provided at placement.

416 Transportation

1. Foster families shall have their own transportation available.
2. Any vehicles used to transport foster children shall be maintained in compliance with motor vehicle laws and be insured.
3. Children shall be transported only by foster parents or persons approved by foster parents who possess a valid driver's license.
4. Children shall be transported according to Arkansas law, including without limitation, use

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of safety belts, child safety seats, and smoking restrictions.

417 Visitation

1. The agency that has legal responsibility for the child shall develop a visitation plan that specifies when and how visits will occur between the child and the parents.
2. The child placement agency shall carry out the visitation plan to meet the terms of the plan.
3. Foster parents shall allow foster children and their families to communicate according to the child's treatment plan.

418 Staffing Requirements, Staff Training & Support

1. Primary responsibilities of program staff shall include treatment planning, leadership of the treatment team, case management, clinical and administrative supervision, twenty-four-hour crisis intervention, and discharge planning.
2. The agency shall have a Clinical Director who shall be clearly responsible for implementation of treatment planning and service delivery. The Clinical Director shall be qualified by a master's degree in a human service field and shall have:
 - a. Two (2) years of experience in placement or treatment;
 - b. No less than forty (40) hours of sexual rehabilitative treatment training;
 - c. A minimum of two (2) years of sexual rehabilitative treatment experience. Certification as a sexual rehabilitative treatment trainer may be substituted for the required experience; and
 - d. A current license in Arkansas as a mental health professional (as recognized by Arkansas Medicaid).
3. The agency shall have a therapist who is a licensed mental health professional (as recognized by Arkansas Medicaid) and has at least one (1) of the following:
 - a. At least two (2) years of experience in a sexual rehabilitative treatment program and at least forty (40) hours of sexual rehabilitative treatment training;
 - b. At least three (3) years of experience in sexual rehabilitative specific treatment; or
 - c. Maintains current membership in, or is actively working toward fulfilling the requirements for membership from, the Association for the Treatment of Sexual Abusers.
4. The agency shall employ at least one (1) caseworker who shall coordinate the

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implementation of the treatment plan. The caseworker shall either have a bachelor's degree in a human service field or be a mental healthparaprofessional. The caseworker shall be supervised by the Clinical Director.

5. All casework staff shall be trained in crisis prevention and intervention,CPR, and First Aid within the first sixty (60) days of employment.
6. All casework staff shall be provided with eight (8) hours of orientation either prior to employment or within the first week of employment thatshall provide an overview of the following areas:
 - a. The agency's policies and procedures;
 - b. The client's rights, including confidentiality;
 - c. How to handle medical and non-medical emergencies;
 - d. The caseworker's clinical limitations;
 - e. How to document clinical information in the child and family records; and
 - f. General information regarding commonly prescribed medications and their side effects.
7. The agency shall provide twenty-four-hour on-call crisis interventionsupport to supplement the support provided by the caseworker.
8. Therapy services shall be provided by a licensed mental health professional (as recognized by Arkansas Medicaid) who has at least one (1)of the following:
 - a. At least two (2) years of experience in a sexual rehabilitativetreatment program and at least forty (40) hours of sexual rehabilitative treatment training;
 - b. At least three (3) years of experience in sexual rehabilitative specific treatment; or
 - c. Maintains current membership in, or is actively working toward, fulfilling the requirements for membership from the Association for the Treatment of Sexual Abusers.

419 Child Placement Agency Responsibilities

1. **The** child placement agency (agency) shall provide the foster parents with the information necessaryto provide adequate care to each foster child. The agency shall provide foster parents with instructions for contactingagency personnel any time.
2. Each agency shall assign a caseworker to each child who is responsible for doing assessments, case planning, and casework services.
3. The agency shall ensure that casework staff visit with the child face-to-face at least once per week during the first three (3) months after the child's placement with the agency,

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and at least every other week thereafter.

4. The agency shall ensure that each child in foster care has a medical exam at least annually. Medical exams need not be repeated during the year if a child moves from one facility or agency to another (provided the results of the exam are available to the receiving facility or agency).
5. The agency shall remain legally responsible for the supervision and decision making regarding foster children. Foster parents have daily responsibility for the care of the children.
6. The agency shall have a written plan that provides foster parents with timely reimbursements for costs of care and fees for services.
7. The agency shall develop respite care and babysitting policies.
8. Respite care shall occur in an agency-approved foster home and shall not exceed fourteen (14) consecutive days.
9. Caseworkers shall be responsible for managing no more than twelve (12) children's cases.
10. The agency shall have a written program description that is available to residents, parents, and guardians. The following information shall be included:
 - a. Program philosophy and mission;
 - b. Services and treatment modalities;
 - c. Treatment planning procedures;
 - d. Behavior management program and expectations of each child;
 - e. Admission, exclusion, and discharge criteria; and
 - f. Aftercare services.
11. The agency shall keep documentation that includes:
 - a. Prior treatment documents and intake information;
 - b. Assessments;
 - c. Master treatment plan;
 - d. Treatment plan review;
 - e. Ongoing observations;
 - f. Medication and physician's instructions, if applicable; and

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- g. Progress notes.
- 12. The agency shall establish procedures for hearing children's grievances.
- 13. The agency shall have written policies governing the supervision and monitoring of children in the home, on the grounds, and in the community.
- 14. The agency shall have written policies to protect children in the program and to ensure public safety.
- 15. If the agency receives a report of non-compliance with licensing standards, the agency shall investigate the report of non-compliance. A report of findings and any corrective action shall be maintained in the foster home record. The investigation shall be completed within sixty (60) days of receiving the report of non-compliance, unless good cause is documented.
- 16. The agency shall maintain a record for each foster family that contains all information and documentation required by licensing standards. This record shall include:
 - a. Complete and signed application;
 - b. Approval letter;
 - c. Home Study;
 - d. Minimum age verification;
 - e. Three (3) positive references, from a non-relative;
 - f. Initial physical exam;
 - g. Pre-service training verification;
 - h. Initial and current criminal background, Child Maltreatment Central Registry, and Federal Bureau of Investigation (FBI) checks, as required;
 - i. Initial and current CPR and First Aid certification;
 - j. Current health immunizations of children or exemption;
 - k. Current auto insurance;
 - l. Current homeowner's or renter's insurance and general liability insurance;
 - m. Current rabies vaccinations for household pets as required by law;
 - n. Documentation of annual training;
 - o. Social media confidentiality documentation;

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- p. Surveillance documentation, if applicable;
 - q. Safety plans;
 - r. Floor plan;
 - s. Approved annual water system test, if applicable;
 - t. Approved alternative fire escape route, if applicable;
 - u. Documentation of quarterly monitoring visits, including unannounced visits;
 - v. Documentation of annual re-evaluations;
 - w. Reports of non-compliance with licensing standards including findings, and any corrective actions;
 - x. Closing summary.
17. If the home closes, the agency shall prepare a closing summary, including reasons for closure.
18. The agency shall promptly notify Arkansas' office of the Interstate Compact on the Placement of Children (ICPC) upon discharging a child from outside Arkansas.
19. The agency shall approve and document the use of all surveillance devices used in the home.

420 Monitoring & Re-evaluation

1. The agency shall monitor the foster home at least quarterly for continued compliance with licensing standards for foster homes.
2. At least one (1) unannounced quarterly visit shall be conducted annually and shall be documented as unannounced in the foster home record.
3. The agency shall conduct an annual re-evaluation of the foster family home. Any foster home that does not substantially comply with the standards for approval shall not be approved for placement until compliance is achieved.
4. The agency shall keep documentation of quarterly monitoring visits and annual re-evaluations in the foster home record signed and dated by the person conducting the visit and the foster parent.
5. If the foster family experiences any major life changes (for example, marriage, divorce, separation, health problems, death, change of residence, or change of household composition), the child placement agency shall re-evaluate the home at that time.
6. If a home is inactive or closed for one (1) year or more and desires to reopen, the agency

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shall:

- a. Conduct a re-evaluation to ensure that licensing requirements are met;
- b. Ensure that new background checks are conducted;
- c. Ensure that CPR and First Aid training is current;
- d. Evaluate any major changes. (See section 420.5.)

421 Discharge

1. The discharge of any child shall be planned by agency staff.
2. The agency may discharge a child on an emergency basis if failure to do so could result in harm to the child or other persons or significant property damage.
3. The agency shall discharge the child to the custody of their parent, their guardian, a person with authorization from the parent or guardian, or a person authorized by court order to assume custody of the child.
4. The agency shall complete a discharge statement on each child (including the date of and reason for discharge) and provide a copy of it to the child's custodian.
5. Documentation of the discharge shall be maintained in the child's record.

500 CHILD PLACEMENT AGENCIES: ADOPTIONS

In addition to all standards in Section 100, the following standards shall be met:

501 Selection of Adoptive Home

1. The agency shall select the home that is in the best interest of each child and is matched to the child's physical and emotional needs. The placement shall be based on an individual assessment of each child's needs.
2. The agency shall place children only in approved adoptive homes. All adoptive homes shall be approved prior to placement.
3. The agency shall have an established fee schedule for adoption services. The agency is not required to charge the same fees for all adoptions, but a sliding fee schedule shall have specified conditions and be equally applied. The fee schedule may take into consideration the income of the adoptive family and relevant factors such as children who are considered hard to place.
4. The agency shall have a foster care license in order to place children in short-term foster care while awaiting an adoptive placement.

502 Approval Process of Prospective Homes

1. In a two-parent home, both shall actively participate in the approval process.
2. An adoptive parent shall be at least twenty-one (21) years of age.
3. The agency shall ensure there is a completed home study for each prospective adoptive family to determine if they should be approved as an adoptive home.
4. The licensed certified social worker or agency caseworker conducting the home study shall have at least two (2) visits in person with the prospective adoptive family during the initial approval process. One (1) of the visits shall be in the home of the prospective adoptive family.
5. The caseworker shall have a separate, face-to-face interview with each prospective adoptive parent.
6. The caseworker shall interview each age-appropriate member of the household in person.
7. Each member of the adoptive household will have a physical exam within twelve (12) months before being approved by the social worker or agency conducting the home study. Each member will need to have a repeat physical exam annually (until placement)

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to ensure that no household member has a health condition or disability that would interfere with the family's ability to care for a child.

8. The licensed certified social worker or agency shall notify applicants in writing within sixty (60) days of completion of the final home visit concerning the acceptance, reason for further delay, or denial of their application.

503 Contents of the Home Study

1. A home study shall be conducted by a caseworker of the agency or a licensed certified social worker.
2. The adoptive home study shall contain the following information, current to within one (1) year prior to each adoptive placement:
 - a. The family's motivation for adoption and the desired characteristics of the child or children to be adopted;
 - b. Each family member's attitudes toward adoption;
 - c. Attitudes of the applicants toward the birth parent(s), including parent search issues;
 - d. Resolution of any infertility issues;
 - e. The mental health, emotional stability, and maturity of the applicants;
 - f. The physical health of all household members, including a physician's statement provided to the social worker or agency conducting the home study stating that a medical exam was performed;
 - g. The financial status and stability of the family, including proof of income and payment to the social worker or agency conducting the home study;
 - h. At least three (3) positive personal references from nonrelatives regarding the family. The references do not need to be updated unless this is a new adoption in the family or there have been significant changes;
 - i. The family's ability to cope with stress, loss, and crisis;
 - j. Adjustment and well-being of any minors residing in the home;
 - k. The family's child-caring skills and willingness to acquire additional skills;
 - l. The family's discipline practices;
 - m. Religious affiliation;
 - n. A description of the home, its location, and its environment;

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- o. An assessment of the safety of the home, including all water hazards, dangerous pets, and firearm safety;
- p. A statement in (or an addendum to) the home study narrative stating that the adoptive parents will report to the social worker or agency conducting the home study if they have been either approved or denied as an adoptive home in the past and if denied, why.
- q. A statement regarding the availability and results from criminal records and Child Maltreatment Central Registry checks, dated within one (1) year prior to placement;
- r. The stability of the adoptive family and their marriage, if applicable, shall be discussed and determined to be appropriate;
- s. A recommendation regarding adoption, including the age, gender, characteristics, and special needs of children best served by this family;
- t. If the adoptive family experiences any major life changes (for example, marriage, divorce, separation, health changes, change of residence, or change of household composition), the social worker or agency shall re-evaluate the family prior to placement of a child. An additional home visit is required if there has been a change of residence.

504 Services to the Adoptive Parents

- 1. The agency shall provide information to the adoptive applicants regarding the potential risks associated with adoption.
- 2. The agency shall provide a written statement of exclusion (for example, single parents or unwed couples) to adoptive applicants before a home study is conducted, if applicable.
- 3. The following information (if available) shall be provided to adoptive parents regarding the child being considered for adoption:
 - a. Specific and accurate information about the needs and characteristics of the child;
 - b. The health and medical history of the child and the child's biological family;
 - c. The health status of the child at the time of placement;
 - d. Genetic and social history of biological relatives, including:
 - i. Medical history;
 - ii. Health status, if alive;
 - iii. Cause and age of death, if deceased;

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- iv. Height, weight, eye color, and hair color;
 - v. Levels of education and professional achievement;
 - vi. Ethnic origins; and
 - vii. Religion.
- 4. The agency caseworker shall ensure that at least two (2) face-to-face post-placement visits are made within six (6) months after the placement of the child. One (1) of the visits shall be in the home of the adoptive family. If a finalized decree of adoption has been issued, then post-placement visits are not required.
- 5. The agency shall have a plan for caring for children if their placement is disrupted before the issuance of a decree of adoption.
- 6. The agency shall offer supportive services to the adoptive family for at least six (6) months following placement.

505 Services to Birth Parents

- 1. If the agency is providing casework services to either birth parent, an intake shall be completed within thirty (30) days to identify services needed.
- 2. Counseling for both parents (if applicable) shall be offered, and shall include the following:
 - a. Information, rights, options, and obligations regarding the adoption process; and
 - b. Issues related to grief and loss.
- 3. Financial assistance to the birth mother may only be provided during the time of the pregnancy and after the pregnancy during the time the birth mother requires inpatient or outpatient postpartum care. This does not apply to future social services provided by an agency that offers a broader range of services other than adoptions.
- 4. All financial assistance to the birth mother shall be documented, including the amount and purpose of payment. This documentation shall be maintained in the individual file of the birth mother.

506 Birth Parent Records

- 1. If the agency has provided casework services to the birth parents, the following information shall be kept in a confidential file:
 - a. The birth parents' intake information, including any reviews and updates;
 - b. All correspondence with the birth parents;

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- c. All signed documents between the agency and the birth parents; and
- d. Documentation of all casework services provided before and after the adoption, current to within one (1) month of occurrence.

507 Agency Responsibilities

- 1. The agency shall provide written policy that includes a complete description of all types of the birth mother's expenses that may be passed through to the adoptive parents. The policy shall include notice to the adoptive parents that they may be responsible for unforeseeable medical and legal expenses.
- 2. The agency shall inform the adoptive parents in writing that a birth mother may choose not to relinquish a child for adoption, including the applicable postpartum period during which the birth mother may withdraw her consent for placement of her child.
- 3. The agency shall have a clear, written policy on refunds that is provided, explained, and signed by the prospective adoptive parents during the application process.
- 4. The agency shall apprise prospective adoptive parents in writing that any financial assistance given to the birth parent(s) is not recoverable if the birth parent(s) should decide not to complete an adoption plan. The only exception is if intent to defraud the prospective adoptive parents can be proven.
- 5. If the agency closes or ceases to provide adoption services, all adoption records (including adoptive parents, birth mother (if applicable), and children placed) shall be transferred to a licensed adoption agency by written agreement.
- 6. The closing agency shall provide written notification to the Licensing Unit regarding the transfer of records.

508 Adoptive Family Records

- 1. The agency shall keep a confidential case record for each family that receives a child for adoption. The record shall contain:
 - a. The application to adopt;
 - b. The completed home study;
 - c. Criminal Record checks and Child Maltreatment Central Registry checks;
 - d. A copy of the information given to the adoptive parents regarding the child they received; and
 - e. Copies of all legal documents concerning the adoption.

509 Record Maintenance

1. The agency shall maintain a permanent file on any adoption finalized that shall be accessed according to Arkansas law.
2. If the agency establishes or contracts with a Mutual Consent Voluntary Adoption Registry, it shall be maintained according to Arkansas law.

510 Branch Offices

1. Any agency licensed in Arkansas shall provide the following information to the Licensing Unit prior to opening a branch office in Arkansas;
 - a. The address, telephone numbers (if available), and office hours for the branch office;
 - b. The name(s), qualifications, and contact information of the person(s) responsible for the day-to-day operations and the child placement activities of the branch; and
 - c. The name(s) and contact information of the person(s) responsible for providing services in case of emergencies or child-placement crises.

600 CHILD PLACEMENT AGENCIES: RESIDENTIAL

In addition to all applicable standards in section 100, the following standards shall be met:

1. The agency shall select the placement that is in the best interest of the child and is matched to the child's physical and emotional needs, based on an individual assessment.
2. A child placement agency shall only place a child into a licensed or exempt facility. Documentation of current license is required for any out-of-state placement.
3. The agency shall maintain a record of all placements to include:
 - a. Child's name;
 - b. Date of placement;
 - c. Placement providers; and
 - d. Person making referral, placing child, or assisting with placement.
4. The agency shall maintain a list of personnel involved in child placement activities.
5. The agency shall maintain a personnel record for each employee involved in child placement activities. Agencies providing mental health or other services that do not require a placement license shall not have their personnel records subject to review.

Appendix A: DEFINITIONS

1. **"Adoption agency"** means a child placement agency that places, plans for, or assists in the placement of an unrelated minor in a household of one (1) or more persons that has been approved to accept a child for adoption.
2. **"Adoptive home"** means a household of one (1) or more persons that has been approved by a licensed child placement agency to accept a child for adoption.
3. **"Adverse action"** means any petition by the Department of Human Services before the Child Welfare Agency Review Board to take any of the following actions against a licensee or applicant for a license:
 - a. Revocation of license;
 - b. Suspension of license;
 - c. Conversion of license from regular or provisional status to probationary status;
 - d. Imposition of a civil penalty;
 - e. Denial of application; or
 - f. Reduction of licensed capacity.
4. **"Alternative compliance"** means approval from the Child Welfare Agency Review Board to allow a licensee to deviate from the letter of a rule, provided that the licensee has demonstrated how an alternate plan of compliance will meet or exceed the intent of the rule.
5. **"Board"** means the Child Welfare Agency Review Board.
6. **"Boarding school"** means an institution that is operated solely for educational purposes and that meets each of the following criteria:
 - a. The institution is in operation for a period of time not to exceed the minimum number of weeks of classroom instruction required of schools accredited by the Department of Education;
 - b. The children in residence must customarily return to their family homes or legal guardians during school breaks and must not be in residence year-round, except that this provision does not apply to students from foreign countries; and
 - c. The parents of children placed in the institution retain custody, planning, and financial responsibility for the children.
7. **"Child"** means a person who is:

Appendix A: DEFINITIONS

- a. From birth to eighteen (18) years of age; or
 - b. Adjudicated dependent-neglected, dependent, or a member of a family in need of services before eighteen (18) years of age and for whom the juvenile division of a circuit court retains jurisdiction under the Arkansas Juvenile Code of 1989, § 9-27301 et seq.
8. **"Child placement agency"** means a child welfare agency, excluding any person licensed to practice medicine or law in the State of Arkansas who engages in any of the following activities:
- a. Places a child in a foster home, adoptive home, or any type of facility licensed or exempted by this subchapter;
 - b. Plans for the placement of a child into a foster home, adoptive home, or any type of facility licensed or exempted by this subchapter;
 - c. Assists the placement of a child in a foster home, adoptive home, or any type of facility licensed or exempted by this subchapter; or
 - d. Places, plans, or assists in the placement of a child victim of human trafficking in a home or any type of shelter or facility.
9. **"Child welfare agency"** means any person, corporation, partnership, voluntary association, or other entity or identifiable group of entities having a coordinated ownership of controlling interest, whether established for profit or otherwise, that engages in any of the following activities:
- a. Receives a total number of six (6) or more unrelated minors for care on a twenty-four-hour basis for the purpose of ensuring the minors receive care, training, education, custody, or supervision, whether or not there are six (6) or more children cared for at any single physical location;
 - b. Places any unrelated minor for care on a twenty-four-hour basis with persons other than themselves;
 - c. Plans for or assists in the placements of a child into a foster home, adoptive home, or any type of facility licensed or exempted by this subchapter ; or
 - d. Places, plans, or assists in the placement of a child victim of human trafficking in a home or any type of shelter or facility.
10. **"Church-related exemption"** means:
- a. Any church or group of churches exempt from the state income tax levied by § 26-51-101 et seq. when operating a child welfare agency shall be exempt from obtaining a license to operate the facility by the receipt by the Child Welfare Agency Review Board of written request therefore, together with the written

verifications;

- b. A written request shall be made to the board by those churches desiring exemption, which is mandated under the authority of this subchapter to license all child welfare agencies;
 - c. In order to maintain an exempt status, the child welfare agency shall state every two (2) years in written form (signed by the persons in charge) that the agency has met the fire, safety, and health inspections and is in substantial compliance with published standards that similar nonexempt child welfare agencies are required to meet; and
 - d. Visits to review and advise exempt agencies shall be made as deemed necessary by the board to verify and maintain substantial compliance with all published standards for nonexempt agencies.
11. **"Emergency child care"** means any residential child care facility that provides care to children on a time-limited basis, not to exceed ninety (90) days.
12. **"Emergency Family Style Care"** means any child welfare agency that provides twenty-four-hour custodial care, in a home-like setting, for six (6) or more unrelated children or a child victim of human trafficking on an emergency basis, not to exceed ninety (90) days.
13. **"Emergency Residential Child Care Facility"** means any child welfare agency that provides twenty-four-hour custodial care for six (6) or more unrelated children or a child victim of human trafficking on an emergency basis, not to exceed ninety (90) days. Any child admitted as an emergency placement shall be designated as such and shall be discharged within ninety (90) days.
14. **"Exempt child welfare agency"** means any person, corporation, partnership, voluntary association, or other entity, whether established for profit or otherwise, that otherwise fits the definition of a child welfare agency but is specifically exempt from the requirement of obtaining a license under this subchapter. Those agencies specifically exempt from the license requirement are:
- a. A facility or program owned or operated by an agency of the United States Government;
 - b. Any agency of the State of Arkansas that is statutorily authorized to administer or supervise child welfare activities. In order to maintain exempt status, the state child welfare agency shall provide a written document every two (2) years (signed by the persons in charge) stating that their agency is in substantial compliance with published state agency child welfare standards. Visits to review and advise exempt state agencies shall be made as deemed necessary by the Child Welfare Agency Review Board to verify and maintain substantial compliance with the standards;

Appendix A: DEFINITIONS

- c. A facility or program owned or operated by or under contract with the Department of Correction;
 - d. A hospital providing acute care licensed pursuant to § 20-9-201 et seq.;
 - e. Any facility governed by the Department of Human Services State Institutional System Board or its successor;
 - f. Human development centers regulated by the Board of Developmental Disabilities Services pursuant to § 20-48-201 et seq.;
 - g. Any facility licensed as a family home pursuant to § 20-48-601 et seq.;
 - h. Any boarding school, as defined in this section;
 - i. Any temporary camp, as defined in this section;
 - j. Any state-operated facility to house juvenile delinquents or any serious offender program facility operated by a state designee to house juvenile delinquents. Those facilities shall be subject to program requirements modeled on nationally recognized correctional facility standards that shall be developed, administered, and monitored by the Division of Youth Services of the Department of Human Services;
 - k. Any child welfare agency operated solely by a religious organization that elects to be exempt from licensing and that complies within the conditions of the exemption for church-operated agencies, as set forth in this subchapter;
 - l. The Division of Developmental Disabilities Services of the Department of Human Services; and
 - m. Any developmental disabilities services waiver provider licensed under § 20-48-208 or § 20-48-601 et seq.
15. **"Foster Care Placement Agency"** means a child placement agency that places, plans for, or assists in the placement of an unrelated minor in a private residence of one (1) or more family members for care and supervision on a twenty-four-hour basis or places, plans, or assists in the placement of a child victim of human trafficking in a home.
16. **"Foster home"** means a private residence of one (1) or more family members that receives any child who is unattended by a parent or guardian from a child placement agency in order to provide care, training, education, or supervision on a twenty-four-hour basis, not to include adoptive homes. **"Foster home"** does not include a home suspended or closed by a child placement agency.
17. **"Transitional Living"** means any child welfare agency that provides specialized services in adult living preparation in a structured setting for persons eighteen (18)

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years of age or older who have been admitted into the agency's residential program prior to eighteen (18) years of age.

18. **"Independent Living"** means a child welfare agency that provides specialized services in adult living preparation in an experiential home-like setting for persons sixteen (16) years of age or older.
19. **"Independent Living Family Style Care"** means a child welfare agency that provides specialized services in adult living preparation in an experiential home-like setting for persons sixteen (16) years of age or older.
20. **"Minimum standards"** means those rules as established by the Child Welfare Agency Review Board that set forth the minimum acceptable level of practice for the care of children by a child welfare agency.
21. **"Placement Residential"** means a child placement agency that places, plans for, or assists in the placement of an unrelated minor into a residential child care facility or the placement of a child victim of human trafficking in any type of shelter or facility. The agency may be licensed for any or all types of licenses, depending on the types of services it provides.
22. **"Provisional foster home"** means a foster home opened for no more than six (6) months by the Division of Children and Family Services of the Department of Human Services on a relative or fictive kin of a child in the custody of the Division of Children and Family Services of the Department of Human Services after it:
 - a. Conducts a health and safety check, including a Child Maltreatment Central Registry check, a criminal background check, or a check with local law enforcement of the relative's home; and
 - b. Performs a visual inspection of the home of the relative to verify that the relative and the home will meet the standards for opening a regular foster home.
23. **"Probationary"** means a type of license issued to an agency that has not maintained compliance with minimum licensing standards, but the board believes that compliance can be restored and subsequently maintained. This license may be issued for up to one (1) year, at the discretion of the board.
24. **"Psychiatric residential treatment facility"** means a residential child care facility in a nonhospital setting that provides a structured, systematic, and therapeutic program of treatment under the supervision of a psychiatrist for children who are emotionally disturbed and in need of daily nursing services, psychiatrist's supervision, and residential care, but who are not in an acute phase of illness requiring the services of an inpatient psychiatric hospital.
25. **"Relative"** means a person within the fifth degree of kinship by virtue of blood or adoption.

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26. **"Religious organization"** means a church, synagogue, mosque, or association of samewhose purpose is to support and serve the propagation of truly held religious beliefs.
27. **"Residential child care facility"** means any child welfare agency that provides care, training, education, custody, or supervision on a twenty-four-hour basis for six (6) or more unrelated children, excluding foster homes that have six (6) or more children whoare all related to each other but who are not related to the foster parents. or receives a child victim of human trafficking in any type of shelter or facility.
28. **"Residential Family Style Care"** means any child welfare agency that provides care, training, education, custody, or supervision, in a home-like setting, on a twenty-four-hour basis, for six (6) or more unrelated minors or receives a child victim of human trafficking in any type of shelter or facility.
29. **"Sexual Rehabilitative Program"** means a treatment program that offers a specific andspecialized therapeutic program for children with sexually maladaptive behaviors. A licensed sexual rehabilitative program may be in a residential childcare facility, a therapeutic foster care home, or a psychiatric residential treatment facility.
30. **"Special consideration"** means approval from the Child Welfare Agency Review Boardto allow a licensee to deviate from the letter of a rule if the licensee has demonstrated thatthe deviation is in the best interest of the children and does not pose a risk to persons served by the licensee.
31. **"Substantial compliance"** means compliance with all essential standards necessary toprotect the health, safety, and welfare of the children in the care of the child welfare agency. Essential standards include without limitation, those relating to issues involving fire, health, safety, nutrition, discipline, staff-to-child ratio, and space.
32. **"Temporary camp"** means any facility or program providing twenty-four-hour care orsupervision to children that meets the following criteria:
 - a. The facility or program is operated for recreational, educational, or religious purposes only;
 - b. No child attends the program more than forty (40) days in a calendar year;and
 - c. The parents of children placed in the program retain custody, planning, and financial responsibility for the children during placement.
33. **"Therapeutic Foster Care"** means any child placement agency that places, plans for, orassists in the placement of an unrelated minor or a child victim of human trafficking in a therapeutic foster home. Therapeutic foster care is intensive therapeutic care for childrenprovided in specially trained family homes supported by licensed mental health professionals (as recognized by Arkansas Medicaid). A therapeutic foster care program is a family-based services delivery approach providing individualized

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treatment for children, youth, and their families. Treatment is delivered through an integrated set of services with key interventions and supports provided by therapeutic foster parents who are trained, supervised, and supported by qualified program staff. Therapeutic foster care services shall be provided in a separately identified program of a larger agency or be provided by an independent agency.

34. **"Therapeutic Foster Care - Sexual Rehabilitative Program"** means a treatment program that offers a specific and specialized therapeutic program for children with sexually maladaptive behaviors. A licensed sexual rehabilitative program may be in a residential childcare facility, a therapeutic foster care home, or a psychiatric residential treatment facility.
35. **"Unrelated minor"** means a child who is not related by blood, marriage, or adoption to the owner or operator of the child welfare agency and who is not a ward of the owner or operator of the child welfare agency pursuant to a guardianship order issued by a court of competent jurisdiction.

Appendix B: PROHIBITED OFFENSES

1. A person who is required to have a criminal records check under the Child Welfare Agency Licensing Act shall be absolutely and permanently prohibited from having direct and unsupervised contact with a child in the care of a child welfare agency if that person has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by any court in the State of Arkansas, of a similar offense in a court of another state, or of a similar offense by a federal court (unless the conviction is vacated or reversed):

01. Abuse of an endangered or impaired person, if felony	§ 5-28-103
02. Arson	§ 5-28-103
03. Capital Murder	§ 5-10-101
04. Endangering the welfare of an incompetent person in the first degree	§ 5-27-201
05. Kidnapping	§ 5-11-102
06. Murder in the first degree	§ 5-10-102
07. Murder in the second degree	§ 5-10-103
08. Rape	§ 5-14-103
09. Sexual assault in the first degree	§ 5-14-124
10. Sexual assault in the second degree	§ 5-14-125

2. A person who is required to have a criminal records check under the Child Welfare Agency Licensing Act shall not be eligible to have direct and unsupervised contact with a child in the care of a child welfare agency if that person has pleaded guilty or nolo contendere to or been found guilty of any of the following offenses by a court in the State of Arkansas, of a similar offense in a court of another state, or of a similar offense by a federal court, unless the conviction is vacated or reversed:

01. Criminal attempt to commit any offenses	§ 5-3-201
02. Criminal complicity to commit any offenses	§ 5-3-202
03. Criminal conspiracy to commit any offenses	§ 5-3-401
04. Criminal solicitation, to commit any offenses	§ 5-3-301
05. Assault in the first, second, or third degree	§ 5-13-205- § 5-13-207
06. Aggravated assault	§ 5-13-204
07. Aggravated assault on a family or household member	§ 5-26-306
08. Battery in the first, second, or third degree	§ 5-13-201- § 5-12-203

09. Breaking and entering	§ 5-39-202
10. Burglary	§ 5-39-201
11. Coercion	§ 5-13-208
12. Computer crimes against minors	§ 5-27-601 et seq.
13. Contributing to the delinquency of a juvenile	§ 5-27-220
14. Contributing to the delinquency of a minor	§ 5-27-209
15. Criminal impersonation	§ 5-37-208
16. Criminal use of a prohibited weapon	§ 5-73-104
17. Communicating a death threat concerning a school employee or students	§ 5-17-101
18. Domestic battery in the first, second, or third degree	§ 5-26-303- § 5-26-305
19. Employing or consenting to the use of a child in a sexual performance	§ 5-27-401
20. Endangering the welfare of a minor in the first or second degree	§ 5-27-205- § 5-27-206
21. Endangering the welfare of an incompetent person in the second degree	§ 5-27-202
22. Engaging children in sexually explicit conduct for use in visual or print media	§ 5-27-303
23. False imprisonment in the first or second degree	§ 5-11-103- § 5-11-104
24. Felony abuse of an endangered or impaired person	§ 5-28-103
25. Felony interference with a law enforcement officer	§ 5-54-104
26. Felony violation of the Uniform Controlled Substance Act	§ 5-64-101 et seq. § 5-64-501 et seq.
27. Financial identity fraud	§ 5-37-227
28. Forgery	§ 5-37-201
29. Incest	§ 5-26-202
30. Interference with court-ordered custody	§ 5-26-502
31. Interference with visitation	§ 5-26-501
32. Introduction of controlled substance into the body of another person	§ 5-13-210
33. Manslaughter	§ 5-10-104

34. Negligent homicide	§ 5-10-105
35. Obscene performance at a live public show	§ 5-68-305
36. Offense of cruelty to animals	§ 5-62-103
37. Offense of aggravated cruelty to dog, cat, or horse	§ 5-62-104
38. Pandering or possessing visual or print medium depicting sexually explicit conduct involving a child	§ 5-27-304
39. Sexual solicitation	§ 5-70-103
40. Permanent detention or restraint	§ 5-11-106
41. Permitting abuse of a minor	§ 5-27-221
42. Producing, directing, or promoting a sexual performance by a child	§ 5-27-403
43. Promoting obscene materials	§ 5-68-303
44. Promoting obscene performance	§ 5-68-304
45. Promoting prostitution in the first, second, or third degree	§ 5-70-104- § 5-70-106
46. Prostitution	§ 5-70-102
47. Public display of obscenity	§ 5-68-205
48. Resisting arrest	§ 5-54-103
49. Robbery	§ 5-12-102
50. Aggravated robbery	§ 5-12-103
51. Sexual offenses	§ 5-14-101 et seq.
52. Simultaneous possession of drugs and firearms	§ 5-74-106
53. Soliciting money or property from incompetents	§ 5-27-229
54. Stalking	§ 5-71-229
55. Terroristic act	§ 5-13-310
56. Terroristic threatening	§ 5-13-301
57. Theft of public benefits	§ 5-36-202
58. Theft by receiving	§ 5-36-106
59. Theft of property	§ 5-36-103
60. Theft of services	§ 5-36-104
61. Transportation of minors for prohibited sexual conduct	§ 5-27-305
62. Unlawful discharge of a firearm from a vehicle	§ 5-74-107
63. Voyeurism	§ 5-16-102

3. A former or future law of this or any other state or of the federal government that is substantially equivalent to one (1) of the offenses

listed in the Child Welfare Licensing Act shall be considered as prohibiting.

4. A person who is required to have a criminal records check under the Child Welfare Agency Licensing Act who has pleaded guilty or nolo contendere to or been found guilty of any of the offenses listed shall be absolutely disqualified from being an owner, operator, volunteer, foster parent, adoptive parent, member of a child welfare agency's board of directors, or employee in a child welfare agency during the period of the person's confinement, probation, or parole supervision (unless the conviction is vacated or reversed).
5. Except as provided under the Child Welfare Agency Licensing Act, a person who has pleaded guilty or nolo contendere to or been found guilty of one (1) of the offenses listed shall not work in a child welfare agency unless:
 - (a) The date of a plea of guilty or nolo contendere or the finding of guilt for a misdemeanor offense is at least five (5) years from the date of the record check; and
 - (b) There have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the five-year period preceding the background check request.
6. Except as provided under the Child Welfare Licensing Act:
 - (a) A person who is required to have a criminal records check and who has pleaded guilty or nolo contendere to or been found guilty of any of the offenses listed shall be presumed to be disqualified to be an owner, operator, volunteer, foster parent, adoptive parent, member of a child welfare agency's board of directors, or employee in a child welfare agency after the completion of their term of confinement, probation, or parole supervision unless the conviction is vacated or reversed.
 - (b) An owner, operator, volunteer, foster parent, adoptive parent, household member of a foster parent or adoptive parent, member of any child welfare agency's board of directors, or an employee in a child welfare agency shall not petition the Child Welfare Agency Review Board unless the agency supports the petition, which can be rebutted in the following manner:
 - (i) The applicant shall petition the Child Welfare Agency Review Board to make a determination that the applicant does not pose a risk of harm to any person;

- (ii) The applicant shall bear the burden of making such a showing; and
 - (iii) The Child Welfare Agency Review Board may permit an applicant to be an owner, operator, volunteer, foster parent, adoptive parent, member of an agency's board of directors, or an employee in a child welfare agency notwithstanding having pleaded guilty or nolo contendere to or been found guilty of an offense listed in this section upon making a determination that the applicant does not pose a risk of harm to any person served by the facility.
- 7. The Child Welfare Agency Review Board's decision to disqualify a person from being an owner, operator, volunteer, foster parent, adoptive parent, member of a child welfare agency's board of directors, or an employee in a child welfare agency under this section shall constitute the final administrative agency action of the Child Welfare Agency Review Board and is not subject to review.

You are identified by a parent or caregiver as a relative or fictive kin who might provide a resource home to help keep a child safe.

Kinship Resource

Relatives



Grandparents, stepparents, aunts, uncles, cousins, siblings, and half-siblings over 21.

Fictive Kin

Adults over the age of 21 who had a close, positive relationship with a child before the child needed to come into care.



You are contacted by DCFS & a home visit is scheduled

Background Check



DCFS brings forms for your background checks to see if you or your family members have a history that would prevent you from becoming a resource parent.

At the home visit

Visual Inspection



DCFS does a visual inspection of your home to see what minimum standards you meet and where you might need to make changes to come into compliance.

Placement



If background checks and visual inspections are okay, the child is placed in your home.

If an area does not meet standards DCFS may ask for an "alternative compliance."

Approval



State-level checks with results can be completed same day.

FBI Checks Initiated – may take several weeks for results but placement can still occur before these results are back.

You are now a Provisional Resource Home

You will get a monthly board payment for each child. The amount varies based on child's age. You will also receive:

Child
Care

Medicaid

Clothing
Voucher

Next Steps



You are referred to the 12-hour ARKinship Connect training through MidSOUTH or another training provider.



A detailed home study is initiated while you are in training. The goal is that training and the home study are completed within 30 days of when you start training.



If DCFS approves the home study, there is a final walk through to open your home as a fully approved relative or fictive kin resource home.

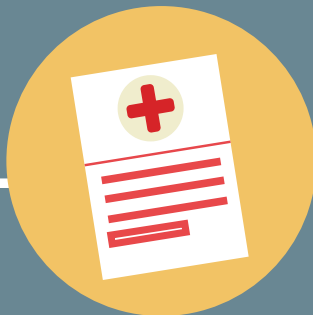


If all steps are completed in 6 months, board payments go until the child leaves your home. If not done in 6 months, board payments stop until steps are complete.

Monthly board payments can be expected no later than the 15th of the month following approval. Payments will be pro-rated based on the child's time in your home. Consider signing up for direct deposit to access your board payment more quickly!

Board payment amounts:

Ages 0-5	\$451
Ages 6-11	\$484
Ages 12-14	\$517
Ages 15+	\$550



Last Step

You will also need to complete First Aid/CPR Training within six months of being opened as a provisional resource home but this does not have to be completed in order for you to start receiving your monthly board payment for the children placed in your home.



What are the Differences Between Placement Types & Permanency Options?

	PROVISIONAL	TEMPORARY CUSTODY	PERMANENT CUSTODY	GUARDIANSHIP	ADOPTION
Eligibility Requirements	Applicant must pass background checks and a home inspection for space and safety. Applicant must complete full home study requirements and Kinship Connect training within 6 months and become a fully approved standard resource home.	Applicant must participate in completion of a home study that will include review of financial stability, adequate space in the home, presence of any environmental concerns, criminal history, child abuse history and driving records.	Applicant must participate in completion of a home study that will include review of financial stability, adequate space in the home, presence of any environmental concerns, criminal history, child abuse history and driving records.	If home study has already been completed when becoming a resource home or temporary custodian, there are no additional requirements for a standard guardianship once the child's permanency goal has been changed to guardianship. To qualify for guardianship subsidy both reunification and adoption must be ruled out and the child must have lived with the relative or fictive kin as fully approved resource home provider for at least 6 months (i.e. temporary custodians do not qualify for a guardianship subsidy). TPR is not required for a standard or a subsidized guardianship.	If a home study has already been completed when becoming a resource home or temporary custodian, there are no additional requirements for adoption once the child's permanency goal has been changed to adoption and TPR for both parents has occurred. Only relatives and fictive kin who previously served as a resource home provider for the child qualify for an adoption subsidy assuming the child meets the special needs definition for an adoption subsidy.
Goal	Child is able to achieve residential stability in a familiar environment. Provisional placement must be willing to support reunification efforts such as weekly family time with parents and DCFS staff visiting the provisional home routinely.	Child is able to achieve residential stability with a temporary legal custodian. Temporary legal custodian must be willing to support reunification efforts such as weekly family time with parents and DCFS staff visiting the legal custodian's home routinely.	Child is able to achieve permanency and is no longer in state custody. Child has an opportunity to stay connected with biological family.	Child is able to achieve permanency and is no longer in state custody. Child has an opportunity to stay connected with biological family.	Child is able to achieve permanency and is no longer in State custody. Child has an opportunity to begin a new life with a forever family.
Financial Assistance	Board payment begins at placement through state general revenue (SGR). Board payments may be funded by federal IV-E funds when provisional becomes a fully approved resource home. Board payment amount is based on the age of the child. Provisionals are eligible for daycare vouchers and may be eligible for other state or federal benefits as well.	Temporary legal custodian is ineligible for any subsidy or board payment. Temporary legal custodian does not have the option of reassessing financial ability after obtaining temporary legal custody. All current and potential subsidies are forfeited once custody is transferred.	Legal custodian is ineligible for any subsidy. Legal custodian does not have the option of reassessing financial ability after obtaining legal custody. All current and potential subsidies are forfeited once custody is transferred.	If eligible, the guardianship subsidy is given at a rate equal to the foster care board payment, unless a special subsidy is already in place or requested.	If eligible, the adoption subsidy is given at a rate equal to the foster care board payment, unless a special subsidy is already in place or requested.

	PROVISIONAL	TEMPORARY CUSTODY	PERMANENT CUSTODY	GUARDIANSHIP	ADOPTION
Financial responsibility	The provisional placement has full financial responsibility for the child with support of the monthly board payment provided by DCFS.	The temporary legal custodian is legally and financially responsible for the child.	The legal custodian is legally and financially responsible for the child.	The legal guardian, whether receiving a subsidy or not is legally and financially responsible for the child.	The adoptive parents, whether receiving a subsidy or not is legally and financially responsible for the child.
Eligibility of Medicaid	Child is eligible for foster care Medicaid and all medical needs are the financial responsibility of DCFS during the provisional placement.	Temporary legal custodian must add children to private insurance or assess other medical coverage through the Marketplace. All Marketplace eligibility (including Medicaid) is based on the resources of the temporary legal custodian.	Legal custodian must add children to private insurance or assess other medical coverage through the Marketplace. All Marketplace eligibility (including Medicaid) is based on the resources of the legal custodian.	IV-E eligible children and siblings receive coverage. Guardian must apply for coverage at the local county office for non-IV-E eligible children. All Marketplace eligibility (including Medicaid) is based on the resources of the guardian.	IV-E eligible children and siblings would receive coverage. Adoptive parent must apply for coverage at the local county office for non-IV-E eligible children. All Marketplace eligibility (including Medicaid) is based on the resources of the adoptive parent.
Eligibility for other services	Provisionals may contact DCO or other specialized agencies in community for additional benefits and services outside of daycare vouchers. DCFS may provide information on community services available.	Temporary legal custodian may contact specialized agencies in community. No subsidy or other form of support is available. DCFS may provide information on community services available.	Legal custodian may contact specialized agencies in community. No subsidy or other form of support is available. DCFS may provide information on community services available.	Guardian may contact specialized agencies in community. If receiving a subsidy, the guardian may contact the permanency specialist regarding post-guardianship services.	Adoptive parents may contact specialized agencies in community. If receiving a subsidy, the adoptive parent may contact the local adoption specialist regarding post-adoptive services.
Agency Involvement	Provisional must continue to meet yearly resource home licensing requirements after becoming a fully approved resource home. Provisional will also have routine contact from DCFS staff.	Temporary legal custodian agrees to routine contact by DCFS staff in their home for the duration of an open DCFS case.	Legal custodian agrees to routine contact by DCFS staff in their home for the duration of an open DCFS case.	Once guardianship is awarded, DCFS does not continue visits to the home. If receiving subsidy, the guardian must submit an annual report in order to continue receiving payments.	Once adoption is finalized, DCFS does not continue visits to the home. The adoptive parents are not required to submit an annual report.
Relationship with birth parents	The birth parents have continued rights to weekly contact with the child unless there is a Court order to the contrary.	The birth parents have continued rights to weekly contact with the child unless there is a Court order to the contrary.	The birth parents can petition the court to have visitation or have the child returned to them.	The birth parents can petition the court to have visitation or have the child returned to them.	The adoptive parents have the right to determine if the child will have any relationship with the birth parents. Legally all ties with the birth parents are severed.

	PROVISIONAL	TEMPORARY CUSTODY	PERMANENT CUSTODY	GUARDIANSHIP	ADOPTION
Rights of the caregiver	DCFS maintains the legal right to make decisions regarding school, health care and other major life decisions. If TPR has not occurred the birth parent has a right to consent to adoption.	Temporary legal custodian will have the right to make decisions regarding school, health care and other major life decisions. If TPR has not occurred the birth parent has a right to consent to adoption.	Legal custodian will have the right to make decisions regarding school, health care and other major life decisions. If TPR has not occurred the birth parent has a right to consent to adoption.	Guardian will have the right to make decisions regarding school, health care and other major life decisions. If TPR has not occurred the birth parent has a right to consent to adoption.	All decisions are made by the adoptive parents.
Documentation	CFS 452 (provisional resource home verification) and the child's medical passport establishing the provisional as the physical caregiver for the child.	The court order granting temporary legal custody.	The court order granting legal custody.	The court order granting legal guardianship.	The court decree finalizes the adoption.
Consent of the child	Child is consulted as age and developmentally appropriate regarding the provisional placement though consent is not required.	Child is consulted as age and developmentally appropriate regarding the custody arrangement, though consent is not required.	Child is consulted as age and developmentally appropriate regarding the custody arrangement, though consent is not required.	Child is consulted as age and developmentally appropriate regarding the guardianship. Each child 12 and older must consent to the guardianship.	Child is consulted as age and developmentally appropriate regarding the adoption. Each child 12 and older must consent to the adoption.
Duration of subsidy	N/A	No subsidy is available for temporary legal custodians. Eligibility for services through specialized agencies is based on the temporary legal custodian's resources and applicant information. Any party choosing to become a temporary legal custodian is ineligible for use of any DCFS provided resource after taking temporary legal custody (cannot return and ask for financial assistance from DCFS later).	No subsidy is available for legal custodians. Eligibility for services through specialized agencies is based on the legal custodian's resources and applicant information. Any party choosing to become a legal custodian is ineligible for use of any DCFS provided resource after taking legal custody (cannot return and ask for financial assistance from DCFS later).	If guardianship was finalized for a child 16 years or younger then subsidy ends at 18. If the guardianship is finalized for a child 16 years or older, then the subsidy may extend until 21 if eligibility requirements are met. Subsidy may be extended to age 21 if the child has a disability that warrants subsidy continuation regardless of when guardianship was finalized.	If adoption was finalized for a child 16 years or younger, then subsidy ends at 18. If the adoption is finalized for a child 16 years or older, then the subsidy may extend until 21 if eligibility requirements are met. Subsidy may be extended to age 21 if the child has a disability that warrants subsidy continuation regardless of when adoption was finalized.
Legal name	The child retains his/her own legal name.	The child retains his/her own legal name.	The child retains his/her own legal name.	The child retains his/her own legal name.	The adoptive parents determine the child's legal name.

	PROVISIONAL	TEMPORARY CUSTODY	PERMANENT CUSTODY	GUARDIANSHIP	ADOPTION
Death of adoptive parent/guardian or termination of adoption / guardianship	N/A	N/A	N/A	A child for whom a guardianship subsidy was received may not remain eligible for a guardianship subsidy when he/she is orphaned due to the death or incapacity of his/her guardians unless a successor guardian was named in the initial guardianship agreement.	A child adopted with adoption assistance remains eligible for adoption assistance when he/she is orphaned due to the death of his/her adoptive parent/s parental rights. He or she can continue to receive adoption assistance if adopted by someone else.
Inheritance	N/A	N/A	The child has no rights of inheritance from the legal custodian unless the child has been included in the legal custodian's will.	The child has no rights of inheritance from the legal guardian unless the child has been included in the legal guardian's will.	An adopted child has all the same rights as birth children when the adoptive parent does not have a will.

This document was created to provide a general summary of differences and similarities between placement and permanency types. The information is not inclusive of all requirements for each placement and permanency type. For a complete list of all requirements for each type please see the DCFS Policy Manual.

Be Your Own Advocate!



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Created in partnership with the Arkansas Youth Advisory Board

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Why am I here?

Being separated from your home and family is a big deal. But it's important for you to know that it's not your fault. Your parents have a responsibility to keep you safe. When this isn't happening, a report may be made to the Arkansas Child Abuse Hotline. If the report is accepted, people from the Department of Human Services, **Division of Children and Family Services** (DCFS) or Crimes Against Children Division (CACD) (see Appendix VII: Glossary for more information) and the courts will get involved to help you and your family. Sometimes this involvement results in children and youth like you being temporarily placed out of your home and into foster care.

How long will I stay in foster care?

The answer is different for each youth depending on a lot of different things. Right when a foster care case opens, it is difficult to guess how long that foster care case may last. Some youth may only be in foster care for a few weeks, others a few months, and some for over a year or longer.

No matter how long you may be in foster care, we hope this book gives you information to help make more sense of your time in foster care. The quotes in the orange boxes throughout this document include tips and advice from other youth who have been or are in the Arkansas foster care system. Be sure to talk to your caseworker, sometimes referred to as a Family Service Worker (FSW) caseworker, and your attorney ad litem (see page 2 for more information) to get more information about the progress of your family's specific case.

Teens coming into foster care need to realize that it will be very difficult in the beginning, but I promise, it does get better. When I came into foster care I was very upset and didn't want to cooperate with anybody. But after a couple months living with my foster parents, I have grown to love them....Teens who just arrive in foster care think it's so horrible and they'll never be happy, but if it turned out well for me, it could turn out well for anyone.

◆Rachel, Yellville◆

Is it normal to feel this way?

Foster care is not easy. It can be difficult being separated from your family, moving to a new place, meeting new people — even under the best of circumstances. You might be confused, relieved, angry, sad, scared, or you might not even know how you feel. All of these feelings are completely natural.

Some of these feelings will go away or change and some may not. Some feelings will take longer than others to work through and figure out. Remember, you don't have to handle everything by yourself. Talking about how you're feeling can help a lot, so be sure to share what you're going through with your therapist, your caseworker, or anyone else you trust. If you want to talk with other youth in foster care who have gone through some of the same things you have, there are resources like your Youth Advisory Board (see page 7 for more information) and FosterClub.org (see page 16 for more information).

Who's here to help me?

There are a lot of people who are here to help. Your caseworker from your county of origin is the DCFS person whose job it is to look out for you. However, if you are placed in a different county from your home county, you may also have a resident county caseworker. Both your county of origin and resident county caseworkers will help you understand why you are here. Every situation is different so you should talk to your caseworker about why you are in foster care.

Some tips to help you through foster care...

"When I first entered into foster care...I had no idea about what was going to happen or even if I was going to see my parents again. I can tell you if you're scared, it's normal and it's ok. I also want you to know that it will get better. You're only in foster care because they want to help you."

♦Alyssa, Morrilton♦

In your first month in foster care or when you move to a new resource home or other placement, your **caseworker** must visit you at least once a week. After the first month of foster care, your caseworker must visit you at least once a month in your placement home, but then your caseworker must also contact you once a week by phone and/or see you in other places like at school or driving you to appointments. Your caseworker will give you his or her contact information so you can contact him or her whenever you have a question or need help.

Sometimes your caseworker may change, so be sure to know who your caseworker's **Supervisor** is if you can't reach your caseworker. Supervisors can help provide extra support when needed.

If you are 14 years old or older, you will also have a Transitional Youth Services Coordinator who will help you with your transitional plan (see page 5 for more information). Your **Transitional Youth Services Coordinator (TYS Coordinator)**, along with the rest of your team, will help make sure you are learning skills and gaining information that you will need when you become an adult.

Other people you may meet from DCFS are **Program Assistants (PAs)** who sometimes help drive youth to appointments or supervise family time with your parents if supervised family time is a part of your case plan.

Some tips to help you through foster care...

"Be calm and respectful. It will pay off! Know that you are not alone! Find out who your caseworker is and get his or her contact info. Be patient and try to ask lots of questions. Try to be positive and be very honest!"

♦Shady, Fort Smith♦

Your **attorney ad litem (AAL)** is the person who will represent your best interests in court.

YOU HAVE THE RIGHT TO...

- ✓ Be nurtured by foster parents who meet your needs or be placed in the custody or foster home of relatives or fictive kin, if appropriate
- ✓ Be heard and involved with the decisions in your life
- ✓ Have complete information and direct answers to your questions
- ✓ Be informed about and have involvement when appropriate with your birth family and siblings
- ✓ Have ongoing contact with other important people in your life
- ✓ Have reasonable access to your caseworker or other person at DCFS
- ✓ Express your opinion and have it treated respectfully
- ✓ Request support and services that you need
- ✓ Have individualized care and attention
- ✓ Be notified of changes impacting your permanence, safety, and well-being
- ✓ Have a stable, appropriate placement
- ✓ Be notified of placement changes
- ✓ Receive free appropriate education, training, and career guidance to prepare you for adulthood
- ✓ Have reasonable access to and have your best interest represented by an attorney ad litem in all court proceedings
- ✓ Receive quality child welfare services
- ✓ Have a plan for your future and the support needed to achieve it
- ✓ Receive a copy of your case record upon exiting foster care
- ✓ Be cared for without regard to race, gender, religion, or disability

It is his or her job to make sure that your legal rights are protected. He or she will help you better understand your rights and the legal process. You should also make sure you have your attorney ad litem's contact information so that you can easily call or email him or her with questions or concerns.

Sometimes, you may also have a **CASA** volunteer. CASA stands for Court Appointed Special Advocate. This is a person from the community who volunteers to help you while you are in foster care. They will spend time with you and get to know you, so they can help the judge understand how you feel and what you want. Every case is different, so not everyone has a CASA. But if you don't have one and you think you'd like one, ask the judge if it's possible.

You may also have a **therapist**. This person is here to listen to you and talk with you. They are specially trained to help you deal with your emotions in a healthy way.

What are my rights?

Be your own advocate! The most important right you have is to know your rights. When you know your rights, you can be a stronger advocate for yourself. Speak up. Voice your concerns. Ask questions. Talk to your county of origin or resident county caseworker, attorney ad litem, CASA, TYS Coordinator, therapist, or other life connections. They are here to help you!

The blue box on the left of this page provides you with a summary of your rights. The other information on the next few pages will provide a few more details about your rights related to your living situation, family time, court participation, education, health, etc. and what to expect in foster care.

Where will I live?

While you are away from your family, you have **the right to have a stable, appropriate placement**. There are different kinds of places you may live:

In a resource home, you will live with a temporary family who will take care of you. You will have a resource parent or resource parents. You may have resource brothers and sisters. You might also live in a resource home that is

considered **Therapeutic Foster Care (TFC)**. TFC resource parents are specially trained to help youth who are dealing with emotional and behavioral challenges.

If you have a relative you have a **right to live with them if they meet safety standards**. You also have the **right to live with other people you know and trust like a godparent, a good friend's parent, or a coach** (sometimes called "fictive kin") who are willing and able to take care of you, if appropriate. This is called a **Provisional Foster Home**.

Tell your caseworker if you know of any relatives or fictive kin who might serve as your Provisional Resource Family. As mentioned above, relative and fictive kin have to meet certain safety standards before DCFS can make them a Provisional Resource Home. Once those safety standards are met, then the good news is Provisional Resource Homes can be opened more quickly than non-provisional resource homes. Sometimes Provisional Resource Homes can be opened as quickly as a couple of days.

When you first come into care, you might stay at an **Emergency Shelter** if there are not any available resource homes or appropriate relatives or fictive kin. Emergency Shelters care for youth on a short-term basis. You might also live in a **Qualified Residential Treatment Program (QRTP)**, sometimes called a **Group Home**. This is a home or facility where a number of unrelated youth live with staff who will care for you. QRTPs are designed to meet emotional and behavioral needs by providing trauma informed treatment identified for you through a specific assessment. If you have emotional and behavioral difficulties, you may be placed in a **Residential Treatment Facility** where specially trained staff can help meet your needs.

If DCFS has to change your placement, you have the right to be notified by DCFS of a placement change in advance. You also have the right to ask your attorney ad litem to object to any proposed placement changes. Your attorney ad litem may or may not be able to stop a placement change, but he or she can at least try to stop a placement change if you do not want to move to a different placement.

When will I see my family?

You have the **right to spend time with your parents** unless the judge decides that it is not in your best interest. You can also write them and call them if the judge allows it.

You have a **right to live with your siblings while you are in foster care**. Sometimes this may not happen because either DCFS or the courts believe that it is not in your best interest, or there is not a resource home that has room for you and all of your siblings. In these situations, it is DCFS' job to keep trying to find a place where you and your siblings can all live together.

If you and your siblings have been placed in different placements, you have the **right to spend time with your siblings at least once a week**. This weekly contact with your siblings might be face-to-face or it might be a phone call, email, or through Zoom, FaceTime or a similar program.

There are some exceptions. If your sibling has been placed in a residential treatment facility or the case plan says you cannot see your siblings, you may not be able to see or talk to them weekly. Another reason family time or other contact may not happen weekly is if there is a safety concern related to siblings spending time together. However, DCFS or your placement provider should never prevent you from seeing your siblings due to bad behavior.

Because staying connected with your siblings is so important, you also have the **right to spend birthdays and holidays with your siblings and even attend events like their athletic games, school plays, and graduations**. DCFS needs to include you in meetings about your siblings' **case plans** (see Appendix VII: Glossary for the definition) and decisions affecting them even if you have different caseworkers.

Your caseworker will also let you know if your sibling goes to a new resource home or other placement or leaves foster care. If you have siblings who are not in foster care, DCFS will do its best to make sure you can also have contact with those siblings as long as it is in your best interest and approved by the court.

You have the **right to spend time with other relatives such as your grandparents and great-grandparents as long as the courts approve too**. Talk to your caseworker and attorney ad litem about spending time with your family.

Do I have a say in what happens to me and my case?

Absolutely! You have the **right to be heard and involved with the decisions that affect your life**. This includes the **right to help develop the case plan, including your Transitional Plan** (see below for more information), and the **right to participate in all Family Team Meetings, Transitional Team Meetings, and court hearings related to your foster care case**. Be sure your caseworker and/or attorney ad litem let you know ahead of time when your Family Team Meetings, Transitional Team Meetings, and court dates are. And be prepared, some youth say sometimes it feels like there are a lot of court dates.

Some tips to help you through foster care...

"You can call your caseworker anytime. DHS is on your side even if it may not seem like it sometimes."

◆Anonymous◆

If you are 16 years old or older, you should expect the court to ask you about your desired permanency goal. If you do not feel comfortable speaking up in court, your attorney ad litem or CASA can share information about your wishes regarding permanency with the court on your behalf.

If you enter foster care when you turn 14 or if you come into care after the age of 14, DCFS will make sure you are actively involved in the development of your **Transitional Plan**. The Transitional Plan includes all of the life skills, resources, and future-planning for your

successful transition to adulthood. It is a way for you to be involved in planning for your future. By the time you turn 17 years old, your transitional plan will include plans and services to help you reach your goals related to education, employment, health, housing, and lifelong connections.

To help you create your Transitional Plan, **you have the right to a Transitional Team**. In addition to helping you with your Transitional Plan, the Transitional Team is there to support you and make sure you develop and maintain healthy relationships with adults you trust who will continue help you even after you leave foster care. They can also help you develop a Life Plan. The Life Plan is meant to be a shorter-term document to help you identify goals and associated action steps that lead to some of the longer-term goals set out in your Transitional Plan.

In addition to your caseworker, TYS Coordinator, attorney ad litem, and CASA, you can choose other people who you want on your Transitional Team. The Division is allowed to have input on who you select to be on your Transitional Team. If you are comfortable with it, you can lead the Transitional Team meetings with assistance from your caseworker.

Your caseworker will schedule your Transitional Team meetings at least once every six months. If you want to have your Transitional Team meetings more often, just ask your caseworker or TYS Coordinator. Youth can request their own Transitional Team meeting.

What services and supports are available to me?

You have the right to receive quality child welfare services. Your caseworker will work with you and your family to make a **case plan** (look in Appendix VII: Glossary for more information). The goal of the case plan is to help address the issues that caused a case to be open as well as provide other supports to your family. The services in a family's case plan will depend on family members' individual needs and strengths. Services required in the case plan might include counseling or tutoring.

You were brought into foster care in order to keep you safe. Parents, with the support of DCFS, must meet their case plan goals so DCFS can safely return you to your parents. The case plan also describes what DCFS must do in order to best take care of you while you are in foster care and help you to prepare for adulthood. Eventually the judge will decide if the case plan goals have been achieved or not, and what the next steps will be in terms of your permanency goal. Please see page 11 for more information about permanency and the different permanency goals.

Some tips to help you through foster care...

*"Don't be afraid to tell them how you feel.
Tell them what you need or want.
Don't be afraid to talk to other kids in foster care."*
◆Anonymous◆

As a teenager, **life skills** (see Appendix VII: Glossary for more information) classes will be

offered to you. Life skills classes will cover different topics like how to cook, how to open a bank account, how to fill out a college application, and write your resume. Life skills classes are also a great opportunity to spend time with other youth who are in foster care. If you are not currently participating in life skills classes, talk to your caseworker or TYS Coordinator.

Your resource parents or other caregivers receive a payment each month to help with costs like housing, food, clothing, school supplies, and other personal care items for you. They are also supposed to give you an allowance from that payment each month. The amount of the allowance is decided by the resource parent based on your age.

Sometimes if there is a need your resource parent may request an additional clothing voucher for you for something like a special event, but DCFS must approve this. Sometimes DCFS can also help your resource parents or other caregivers pay for things like sports uniforms, school field trips, and summer camps as appropriate.

In addition, some youth may have a trust fund while they are in foster care that comes from child support payments or certain federal benefits. A trust fund account can help pay for some expenses. Ask your caseworker if you have a trust fund and what that money can be used for. Please see the TYS Financial Support Table (in Appendix VI of this publication for more information).

Here are some other services and supports you should know about:

Life Skills Assessment

If you are 14 to 18 years old, you will take the Casey-Ansell or similar assessment, which is like a test. You won't get a grade on the assessment. The assessment just helps DCFS know what kinds of life skills classes and other services or supports would be most helpful to you.

Youth Advisory Board

The Arkansas Youth Advisory Board (YAB) is made up of a group of foster youth between the ages of 14-21 who are or have been in Arkansas's foster care system. These current and former youth are here to help represent your wants, goals, and needs and to advocate for you. YAB's goal is to make foster care in Arkansas better.

A YAB member will be available to talk to you upon your request—just ask your TYS Coordinator who your YAB representative is. Anything you say to a YAB member is strictly confidential unless you say you may harm yourself or someone else. If the YAB member feels that your ideas need to be shared to help improve the foster care system, he or she may ask your permission to share those ideas with your TYS Coordinator or other DCFS staff.

Usually the YAB puts on a Youth Leadership Conference each year. Be sure to ask your caseworker, TYS Coordinator, or YAB representative about it if you are interested in attending.

If you would like to know more about the Youth Advisory Board, or you would like to know more about how you can get involved with the YAB, ask your caseworker or your TYS Coordinator.

Arkansas ETV Program

The Educational and Training Voucher (ETV) Program awards grants to current and former foster youth to help pay for college or vocational training programs. Students may receive up to \$5,000 a year based on the cost of attendance. Funds can be used to pay for tuition, balances due at school, on-campus room and board, meal cards, books, and school supplies (such as uniforms and equipment), and study abroad through qualifying schools. Please see Appendix VI for more information on ETV Eligibility Requirements.

What about school?

You have the **right to receive a public education, training, and career guidance to help prepare you for adulthood**. Even if your foster care placement is in a different school district from the school you went to before you came into foster care, there are laws that say DCFS and the schools will work together to develop a transportation plan to help you stay in your same school if that is in your best interest, if your foster care placement and your original school are relatively close.

If you have to change schools, that change will happen quickly so you don't miss out on classes. Even if the new school hasn't received your records from your old school, you can still go ahead and start attending classes.

Each school district should have a staff member who helps make sure youth who are in foster care are getting what they need. This person is called the foster care liaison. If you want to, ask your teacher or principal who your foster care liaison is.

You also have the **right to participate in all school resources, services, and extracurricular activities that are available to all of the other students in the school**.

Can I just be a teen?

There is nothing easy about foster care. You have a right to in age-appropriate activities and having similar opportunities that other youth have like hanging out with friends, going on field trips, getting a job, dating, participating in sports and other extracurricular activities, and using social media responsibly.

However, this does not mean doing whatever you want. Even teens who are not in foster care have rules to follow. Everyone has slightly different rules for their homes. Your resource parents should let you know what their house rules and expectations are early on so you can all be on the same page. Please be respectful of the rules and other boundaries your resource parents or other caregivers set. For example, be sure to follow curfew. Expect resource parents to monitor your social media activity enough to make sure you are safe and following court orders. And even though it might be annoying, your resource parents or other

caregivers are doing a good job if they are asking you questions about what you are doing, how you are spending your time, and who you are hanging out with.

For day-to-day activities your resource parents are expected to make decisions on your behalf just like they would for their biological children. When making decisions related to age-appropriate activities, resource parents and other caregivers must consider things like your age, maturity level, potential risk factors and appropriateness of the activity, your best interest, and your behavioral history. Resource parents and other caregivers then balance that information with the importance of encouraging your emotional and developmental growth.

If you are in a QRTP or other residential facility, there should be someone there who is designated to make decisions related to participation in extracurricular, social, and similar activities.

Resource parents and other caregivers can always ask for guidance from the caseworker if they need to. There are some situations for which they must get approval from your caseworker like if you want to travel out of state, even if 21.

If you want to participate in a particular activity or event, let your resource parent or other caregiver know ahead of time. If you let them know ahead of time, they have more time to consider it, support you if appropriate, and even help arrange for transportation if needed. If you do not think some of the rules or decisions your resource parents or other caregivers make are fair, respectfully talk with your caregiver and caseworker about it.

So what does being a teen look like? A few more examples...

- ✓ *Spending the night with friends - no background checks required.*
- ✓ *Learning how to drive - ask your caseworker about the DCFS Driver's License & Car Insurance Reimbursement Program.*
- ✓ *Connecting with friends on social media - but be safe and watch what you post online. Never post anything you would not say to someone's face and remember once something is online, it follows you forever.*

Some tips to help you through foster care...

"You do have rights. Look at your situation from the adults' view. Be happy with yourself and don't depend on others to make you happy.

♦Akala, Vilonia♦

Who makes health decisions for me?

DCFS, with help from your resource parents or other caregiver, is responsible for making sure you receive regular and appropriate physical and mental health services. There are certain times DCFS is required to take you to the doctor and other health care providers, but you have the **right go to the doctor or dentist whenever you need to go.**

Your caseworker must also give you information about meeting your health care needs once you exit foster care. This includes options for health insurance after transitioning out of care. Your caseworker should also speak to you about the importance of designating another

person to make health care treatment decisions for you in case something happens to you and you do not have a relative authorized to make those decisions.

As a teenager, you need to know how to make safe, smart decisions about your body and sexuality. You are encouraged to wait before becoming sexually active. If you choose to be in a relationship with someone, always make sure you feel safe and respected in that relationship. Never feel pressured to be sexually active if you are not ready to be.

However, if you choose to be sexually active, do so responsibly and within a healthy, loving relationship. For young women, you have a right to be on birth control like the pill or patch if you want to be, but you are not required to be on birth control. Both young men and young women who choose to be sexually active need to protect themselves and their partners from sexually transmitted infections (STIs) and pregnancy each time they are sexually active by using condoms.

Talk to your caseworker, resource parent, other placement provider, or health care provider about questions you may have about safe sex. Your local Health Department is another great place to get quality information about and services related to health needs.

What else do I need to know?

Credit Reports

You want to have a good credit score so that when you are an adult, it will be easier to do things like turn on utilities (such as water and electricity) in your apartment, apply for your own credit cards, and even apply for a loan to buy a home one day.

If you are 16 years old or older, you have the **right to obtain a copy of your credit report free of charge to you each year you are in foster care**. It is important to review your credit report each year to make sure other people have not tried to use your identity to open credit card accounts or other types of loans or services. You do not want other people using your identity to open credit card accounts or other services because that could hurt your credit score.

You have the **right to receive help with understanding your credit report**. If you are 16 years old or older, DCFS will work with the credit reporting agencies to make sure there are not any problems with your credit reports. If there are problems with your credit report, DCFS or its partners will help fix those problems.

If you are 18 or older, you can access your credit report by going to www.annualcreditreport.com. You are entitled to a free credit report one time each year from each of the three national credit reporting companies (Experian, TransUnion, Equifax).

Driver's License or Other Identification

Before you transition out of foster care, you have the **right to either earn your driver's license or get a state-issued official identification card**. You must meet certain

requirements before you can earn your driver's license. Use your license and driving privileges responsibly.

DCFS can also help you or your resource parents pay for car insurance if you meet the program requirements. Ask your caseworker or TYS Coordinator for more information about the DCFS Driving Program and Car Insurance Reimbursement Program.

Permanency

One word you may hear a lot while you are in foster care is "permanency." Permanency can mean different things to different people (see the text box on the side). Generally, permanency means a legally established relationship through reunification (going back to your parents or the person from whom you were removed), adoption, or guardianship. Permanency can also mean an emotional attachment between you and your caregivers, family members, and other adults who play a positive role in your life.

Placement in foster care is meant to be temporary. At some point you will no longer be in foster care. You might reunite with your family. You might get a **legal guardian** (check Appendix VII: Glossary). You might be adopted by a relative or another family. Or you might **transition out** (see Appendix VII: Glossary for more information) of foster care at age 18 or 21. If you decide you want to transition out of foster care, that permanency goal is called APPLA, which stands for Another Planned Permanent Living Arrangement. No matter what your situation is, it is important to maintain and develop meaningful relationships with caring adults that will last a lifetime.

Take time to think about who is important to you and who you want to be in your life forever—even after you leave foster care. Your caseworker can help you get connected and stay connected with the important people in your life.

You might think you don't want to be adopted now, but having someone you are permanently and legally connected to may become more important as you get older. It's never too late to be adopted! You can have a safe and permanent adoptive family and keep connections to past families who are important to you.

29 Things a Permanent Connection Can Mean

1. Lifelong relationship
2. Family
3. Friendship
4. Unconditional love
5. Ongoing support
6. Extended family-like relationship
7. Knowing that someone cares
8. Continuity
9. Someone to go home to
10. Sharing life's ups and downs
11. Someone to call on in times of crisis
12. Someone to call "just because"
13. Being there
14. Defining family together
15. Sharing holidays
16. Celebrating special times together
17. Someone to check in with regularly
18. Shared history
19. Assistance with major decisions
20. Growing and changing together
21. Being accepted no matter what
22. Someone to trust
23. Having someone to stand by you
24. Knowing someone is proud of you
25. Knowing that you are not alone
26. Having a safe haven
27. Being a part of something
28. Feeling free to be yourself
29. Having positive role models

Look at the following questions in the blue box and see just a few of the reasons why having supportive, caring adults in your life is important!

Talk to your caseworker if you have more questions about lifelong connections and permanency.

- ◆ Where will you go for the holidays?
- ◆ Where will you do laundry?
- ◆ Who will you turn to for health and legal advice?
- ◆ Who will you talk to about your problems?
- ◆ Who will you call in an emergency? Where will you stay if you have an emergency?
- ◆ Who will make medical decisions for you if you become sick or seriously injured?
- ◆ When you have children, who will they call grandma and grandpa?

Extended Foster Care

If you are in foster care when you turn 18, you also have the **right to transition into and participate in the Extended Foster Care Program until you turn 21 years old**. While staying in foster care may seem like the last thing you want to do, there are actually really great reasons to stay in foster care until you are 21.

Participating in the Extended Foster Care Program allows you to have continued support from DCFS. You do not necessarily have to live in a resource home, but you can if you want to and if there are appropriate resource homes available. Depending on your strengths, needs, and goals, you may live in a dorm of the college you attend, go to a Supervised Independent Living (SIL) Program, or maybe even get your own apartment, if appropriate. In Extended Foster Care, you will continue to receive a board payment, participate in Life Skills classes, and receive other important benefits.

Because participating in the Extended Foster Care Program is another turning point in terms of you reaching adulthood, you must do at least one of the following requirements or have a reasonable and workable plan to meet one of the following requirements:

- 1) Be completing high school or a program leading to an equivalent credential like earning your GED;
- 2) Be enrolled in an institution which provides a college or vocational education (this includes out-of-state colleges if you are accepted to a college out-of-state and can arrange for paying for the tuition through scholarships, grants, etc.);
- 3) Be participating in a program or activity designed to promote, or remove barriers to, employment like JobCorps or AmeriCorps;
- 4) Be working at least 80 hours per month;
- 5) Have a documented medical condition that prevents you from doing any of the activities described above.

Remember, adoption or guardianship are about having a lifelong, legal connection to someone who loves you. But if neither of these is an option, you should strongly consider staying in care until you are 21. Otherwise, you could be missing out on major benefits such as money to help you pay for housing, college, health care, transportation, and more.

If you do not choose to participate in the Extended Foster Care Program when you turn 18 or leave the Extended Foster Care Program any time after you turn 18 and before you turn 21, you may have the opportunity to return to the court's jurisdiction and/or foster care any time before your 21st birthday under certain circumstances and if you meet at least one of the Extended Foster Care Program requirements or have a reasonable and workable plan designed to help you meet one of those requirements. Let your former caseworker, TYS Coordinator, or attorney ad litem know if you want to re-enter care.

After Care Services

If you choose to leave foster care after you turn 18 but before you turn 21, there are some funds for after care services. To access after care services, you must have been in foster care until your 18th birthday but then elect to leave foster care within a reasonable time frame before you turn 21. You must also have a budget and a plan that includes participation in education, employment, training, or treatment in order to be eligible for after care.

You can request after care support for up to \$2,000, but generally cannot receive more than \$500 of aftercare support in any one month. After care support may include money for things like housing, insurance, housing set-up, transportation, utility bills like your water or electricity bills, or utility deposits.

After care services money will not be given directly to you. Instead, it will be paid to the person or business providing the service or good to you. However, reimbursement for appropriate purchases may be made to you as appropriate if documentation of the expense (like a receipt) is provided. After care support does not include amounts available through the Education Training Voucher (ETV) program (see Appendix VI for more information). Youth eligible for after care may also participate in life skills classes.

So now what?

We know there is a lot of information in this booklet. Take time to read through it, or at least keep it somewhere you can find it if you want to read through it or have questions later. If there is anything you don't understand in this booklet or you don't find the answers you are looking for, please ask your caseworker, TYS Coordinator, or attorney ad litem. Remember they are here to help you!

Don't ever forget how important you are! Remember to always speak up, ask questions, and

BE YOUR OWN ADVOCATE!

Appendix I: Responsibilities

In this booklet we've talked about your rights and responsibilities. Here is a summary of others' responsibilities.

What are DCFS' responsibilities to me?

1. Find the best place for you to live while in foster care. This means finding a resource home, relative resource home, or other facility that best meets your needs in the least restrictive environment and is close to your family to make it easier to stay in contact (as long as you can still be safe).
2. Make sure you have planned, regular family time with your family and relatives.
3. Provide you with the opportunity to practice your faith and participate in the religious activities of your choice.
4. Give you honest information regarding your case and any DCFS or court decision affecting you.
5. Protect your rights.
6. Involve you in your case planning, conferences, Family Team Meetings, Transitional Team Meetings, and court hearings whenever possible.
7. Keep a record of your legal documents such as birth certificate, social security card, and court orders for you while you are in care.
8. Communicate with your school about what is going on in your life to make sure you are getting what you need while you are in school.
9. Help your family to reunify if it is in your best interest or find another form of permanency for you if you cannot safely return home.
10. Support you as you grow up, and help you learn skills you will need as an adult.

What are DCFS's responsibilities to my biological family?

1. Offer and provide services that will help keep your family together.
2. Let you and your parents know why it was necessary to place you in foster care.
3. Not judge or criticize your family. Acknowledge that your family is part of your life.
4. Let your family know how they can still be involved in your life while you are in foster care.
5. Let your family know what they must do before you can return home.
6. Include your family when creating the case plan.
7. Give your family services and supports to meet the case plan goals to help you return home.
8. Return you to your family if and when the changes or conditions required by the court are met.

What responsibilities does my biological family have?

1. Provide any and all important information about you and your family to DCFS.
2. Tell your caseworker about you, including health conditions, school information, important family customs or cultural practices, and any special needs.
3. Participate in Family Team Meetings and court hearings.
4. Work with your caseworker to create a case plan that will help you return home.
5. Participate in the services required in the case plan and work on meeting the case plan goals.
6. Be involved, as often as possible, in your medical appointments, educational decisions and issues, and social or religious activities as long as the case plan allows that involvement.
7. Keep in contact with DCFS to give updates on how they are meeting the case plan goals.
8. Maintain contact and communication with you and keep appointments of family time with you.
9. Talk to your caseworker or their lawyer if they have any concerns.
10. Provide financial support to you. The court will decide if and how much your parents need to pay to help DCFS take care of you.

Appendix II: Who else is here to help?

While DCFS and the courts have an official responsibility to you, there are lots of other organizations with lots of people who can help you, too. Here are just a few:

Arkansas Legal Services Partnership: 1-800-952-9243 /<http://www.arlegalservices.org/about>

The Arkansas Legal Services Partnership is comprised of the Center for Arkansas Legal Services and Legal Aid of Arkansas. These organizations assist thousands of clients every year with various legal issues at no or little cost, such as family law, consumer issues, bankruptcy, or evictions. They provide assistance in every county across the state.

Boys Town/Girls Town National Hotline: 1-800-448-3000/www.boystown.org

Open 24 hours a day, 365 days a year, this hotline is staffed by specially trained counselors who can help with suicide prevention, sexual abuse, parenting troubles, anger, physical abuse, school issues, chemical dependency, relationship problems, depression, emotional abuse, and runaways.

National Domestic Violence Hotline: 1-800-799-SAFE (7233)/ www.nvdh.org

Help is available to callers **24 hours a day, 365 days a year**. Hotline advocates are available for victims and anyone calling on their behalf to provide crisis intervention, safety planning, information and referrals to agencies in all 50 states, Puerto Rico and the U.S. Virgin Islands. Assistance is available in English and Spanish with access to more than 170 languages through interpreter services. If you or someone you know is frightened about something in your relationship, please call the National Domestic Violence Hotline.

National Human Trafficking Resource Center: 1-800-373-7888

Human trafficking is a form of modern-day slavery. This crime occurs when a trafficker uses force or fraud to control another person and force them to participate in selling sex and/or sexual acts or doing a job against his/her will and often for very little money.

Nationwide RAINN National Rape Crisis Hotline: 800-656-4673/www.rainn.org

This nationwide partnership of more than 1,100 local rape treatment hotlines provides victims of sexual assault with free, confidential services around the clock.

National Runaway Switchboard: 1-800-RUNAWAY/www.1800runaway.org

Call if you are a teenager who is thinking of running away from home, if you have a friend who has run away and is looking for help, or if you are a runaway ready to go home. The **24-hour crisis line** has an experienced front-line team member ready to help you now. They provide crisis intervention and travel assistance to runaways. They provide information and local referrals to adolescents and families. They give referrals to shelters nationwide. They also relay messages to or set up conference calls with parents at the request of the youth.

National Suicide Prevention Lifeline: 988

Are you feeling desperate, alone or hopeless? Call the National Suicide Prevention Lifeline. It's a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the nearest crisis center to you. Call for yourself or someone you care about. It's free and confidential.

FosterClub

FosterClub is the national network for young people in foster care—a place to turn for advice, information, and hope.

Being placed in foster care can be a chaotic and difficult experience for a young person. FosterClub is dedicated to providing a peer support network for children and youth in foster care. Further, FosterClub believes that the experiences young people have in foster care place them in a position to effect change within the system, inform and motivate their peers, build public awareness and create public will for improved care for abused and neglected children.

FosterClub is about providing youth a voice within the system that so heavily impacts their lives. Whether advocating on their own behalf, in concern for siblings or family members, or speaking out on behalf of their 513,000 peers currently in the system, FosterClub's websites, publications and events provide a youth-friendly network which helps the voices of young people to be heard.

FosterClub is dedicated to providing the tools, training and forum to help young people secure a brighter future for themselves and the foster care system. Join today at www.fosterclub.org!

Helpful suggestions from Toby at FosterClub

Friends. *Don't lose connection! Some of the best people that I knew, I lost connections with because I don't speak to them anymore. I miss them a lot. I regret not keeping communication with some of them.*

Moving. *Many foster youth tend to move very often. At times they are unable to take everything they want with them on such a short notice. It really sucks that people have to think in a mind setting where they could be moved any day. But realistically, if you know you might be moving, think of the stuff that you want to take with you, wherever you may go.*

School. *I know that personally I moved from school to school very often. Let your voice be heard, and talk about staying in the same school district! I, on occasion, moved from school district to school district, and I was very lucky to graduate on time.*

Documents. *DOCUMENTS ARE VERY IMPORTANT! Your State ID, Birth Certificate, Social Security Card, etc. are very important wherever you are in life. If you have them in your possession, great! Don't lose them.*

Employment. *If you have a job, try to stay with it! I know personally that on many times in my life I had to quit a job because of my foster care situation. Don't bury yourself in that hole!*

Keep a positive attitude! *In general, life can get you down. This is especially true for foster youth and/or anyone aging out of the system. Keeping a positive attitude will make things run a bit smoother. Promise!*

Appendix III: DHS County Office Contact Information

If you can't get a hold of your caseworker, here are the phone numbers for all of the DHS County Offices. Ask the operator to speak with your caseworker or the DCFS County Supervisor when you call.

Area 1 County Office Phone Numbers:

Benton: 479-273-9011
Carroll: 870-423-3351
Madison: 479-738-2161
Washington: 479-521-1270

Area 2 County Office Phone Numbers:

Crawford: 479-474-7595
Franklin: 479-667-2379
Johnson: 479-754-2355
Logan: 479-963-2783
Scott: 479-637-4141
Sebastian: 479-782-4555
Yell: 479-495-2723

Area 3 County Office Phone Numbers:

Clark: 870-246-9886
Garland: 501-321-2583
Hot Spring: 501-332-2718
Howard: 870-845-4334
Montgomery: 870-867-3184
Perry: 501-889-5105
Pike: 870-285-3111
Polk: 479-394-3100
Saline: 501-315-1600

Area 4 County Office Phone Numbers:

Columbia: 870-234-4190
Hempstead: 870-777-8656
Lafayette: 870-921-4283
Little River: 870-898-5155
Miller: 870-773-0563
Nevada: 870-887-6626
Ouachita: 870-836-2591
Sevier: 870-642-2623
Union: 870-862-6631

Area 5 County Office Phone Numbers:

Baxter: 870-425-6011
Boone: 870-741-6107
Conway: 501-354-2418
Faulkner: 501-730-9900
Marion: 870-446-2237
Newton: 870-446-2237
Pope: 479-968-5596
Searcy: 870-448-3153
Van Buren: 501-745-4192

Area 6 Office Phone Numbers:

Pulaski South: 501-682-9330
Pulaski North: 501-682-0141

Pulaski Southwest: 501-3711121

Pulaski J'ville: 501-371-1260

Area 7 County Office Phone Numbers:

Bradley: 870-226-5879
Calhoun: 870-798-4201
Cleveland: 870-325-6218
Dallas: 870-352-5115
Grant: 870-942-5151
Jefferson: 870-534-4200
Lincoln: 870-628-4105
Lonoke: 501-676-3113
Prairie: 870-998-2581

Area 8 County Office Phone Numbers:

Clay: 870-598-2282
Craighead: 870-972-1732
Fulton: 870-895-3309
Greene: 870-236-8723
Izard: 870-368-4318
Lawrence: 870-886-2408
Mississippi: 870-763-7093
Randolph: 870-886-2408
Sharp: 870-856-1053

Area 9 County Office Phone Numbers:

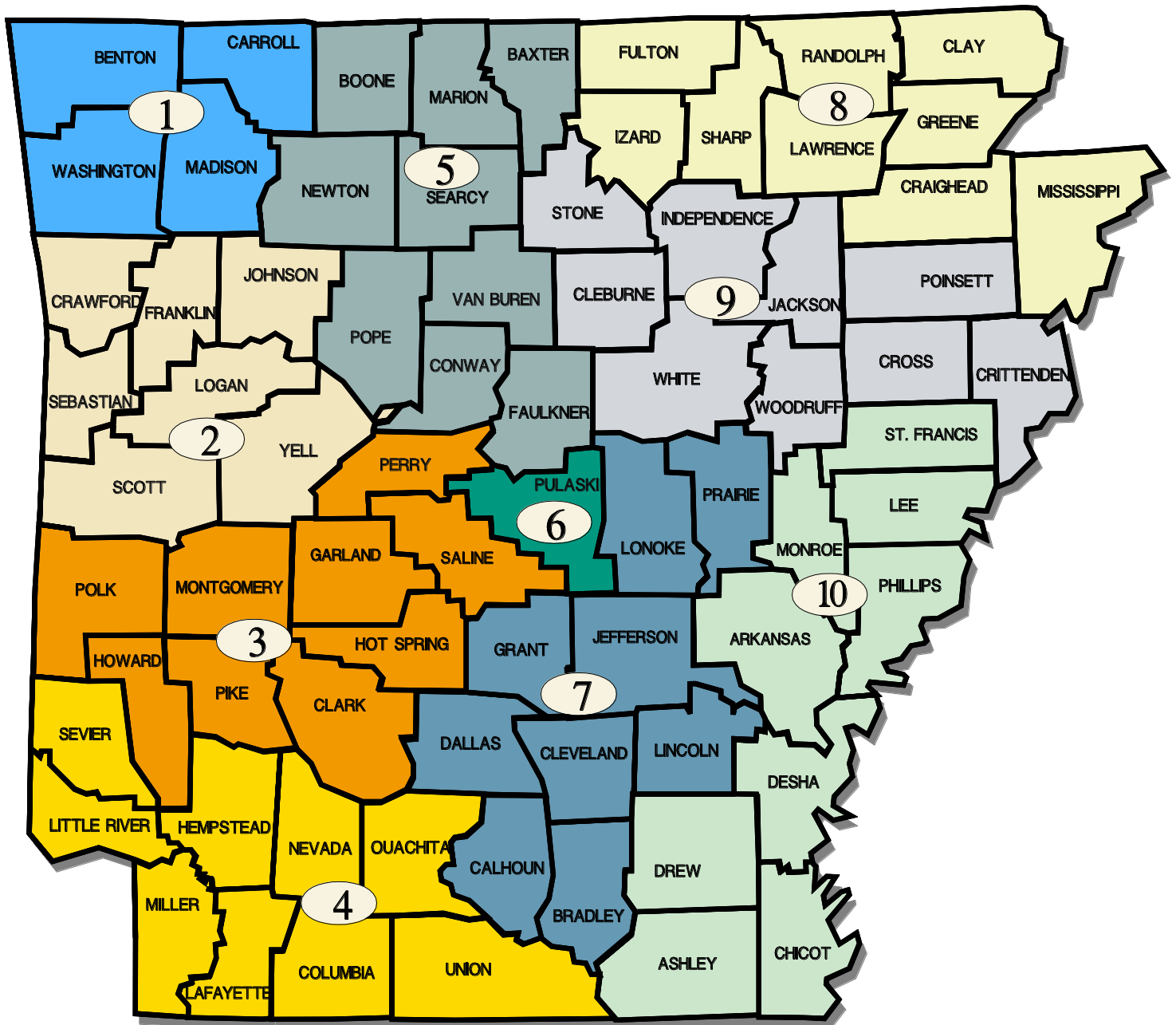
Cleburne: 501-362-3298
Crittenden: 870-732-5170
Cross: 870-238-8553
Independence: 870-698-1876
Jackson: 870-523-9828
Poinsett: 870-578-5491
Stone: 870-269-4321
White: 501-268-8696
Woodruff: 870-347-2537

Area 10 County Office Phone Numbers:

Arkansas: 870-946-4519
Ashley: 870-853-9816
Chicot: 870-265-3821
Desha: 870-222-4144
Drew: 870-367-6835
Lee: 870-295-2597
Monroe: 870-747-3329
Phillips: 870-338-8391
St. Francis: 870-633-1242

Appendix IV: Area Map

In order to be your own advocate, it is helpful for you to know what county you live in and the area number to which that county belongs. Find your county and corresponding area on the map below.



Finally, here are some important phone numbers for state level offices:

Division of Children and Family Services (DCFS) State Central Office: 501-682-8770

Attorney Ad Litem (AAL) State Program: 501-682-9400

Court Appointed Special Advocates (CASA) State Program: 1-866-284-8111 or 501-410-1952

Appendix V: The Court Process

When you come into foster care, there will be several different types of court hearings – and you have a right to participate in all of them! Below is a description of the different kinds of court hearings involved in foster care cases. If at any time you have questions regarding the court process, talk to your caseworker, attorney ad litem, or CASA. For any questions about your legal rights, ask your attorney ad litem.

Emergency (Probable Cause) Hearing – The emergency hearing must be held within five working days after an emergency removal to determine if DCFS acted correctly in removing you from your biological parents, guardians, or custodians.

Adjudication Hearing – The adjudication hearing is held within 30 days after the probable cause hearing unless the court finds a good reason to wait until 60 days after the day you were removed to have the adjudication hearing. During the adjudication hearing, the judge decides if there is enough evidence for your case to continue and for you to stay in foster care.

Disposition Hearing – The disposition hearing usually occurs right after the adjudication hearing if the judge has decided you are **dependent-neglected** (see Appendix VI: Glossary). The disposition hearing is to decide what action will be taken. The judge will decide if it is safe for you to return home or if you must stay in foster care for a longer period of time. If the court determines you must stay in foster care, the court will approve a case plan for you and your parents, guardians, or custodians. The case plan will include orders like how often you and your parents will have family time and what kind of services will be put in place to help you safely return home.

Review Hearings – The first review hearing must be held within at least six months of you coming into care and must be held at least every six months for as long as you are in foster care. The review hearing is for the judge to reexamine the situation, decide whether the court orders and approved case plan are being followed, and decide whether everyone is working to achieve the goals of the case plan. If you and your siblings are not placed together, the court will review your case every three months to make sure DCFS is still working to find a place where you and your siblings can live together and that you are having some kind of contact with your siblings at least once a week as appropriate.

Permanency Planning Hearing – The permanency planning hearing must be held no later than 12 months from coming into foster care. During the permanency planning hearing, the judge decides what your permanency goal will be. These options include, in order of preference, 1) Placing you with a fit parent, 2) Returning you to another guardian or custodian if that is who you were removed from 3) Giving your parents more time to work on their case plan goals if they have made progress but still need some extra time to finish meeting their case plan goals, 4) Adoption, 5) Guardianship, 6) Permanent custody with a relative or fictive kin, 7) Assigning the goal of Another Planned Permanent Living Arrangement (APPLA) which means the Division is responsible for preparing you to age out of foster care at 18 or 21. Only youth who are 16 years old or older may have a goal of APPLA.

Termination of Parental Rights – Termination of Parental Rights (TPR) is a permanent, legal action that means a parent no longer has rights and responsibilities as a parent. TPR legally ends the relationship between a parent and his or her child. Parents can volunteer to have their parental rights terminated or the court may order TPR. After TPR, another family can adopt the youth.

Appendix VI: Educational and Training Voucher (ETV) Program Eligibility Requirements

What are the ETV Eligibility Requirements?

1. You must be a current or former foster student who:
 - was in foster care on your 18th birthday and aged out at that time; OR
 - was adopted from foster care with the adoption finalized AFTER your 16th birthday; OR
 - remains in foster care and have completed a secondary education; OR
 - will have your foster care case closed between the ages of 18 and 21.
2. You must be a U.S. citizen or qualified non-citizen.
3. You may reapply for ETV funds, if you have a current grant, up to the age of 26.
4. You must have been accepted into or be enrolled in a degree, certificate, or other accredited program at a college, university, technical, vocational school. To remain eligible for ETV funding, you must show progress toward a degree or certificate.

How do I use the funds?

Funds can be used to pay for tuition, balances due at school, on-campus room and board, meal cards, books and school supplies (such as uniforms and equipment), one computer package, federal student loans, and study abroad through qualifying schools.

If there are remaining funds after the above expenses have been paid, ETV funds may pay for other items associated with the cost of attendance, including rent, food, transportation, health insurance premiums, and dependent child care expenses to licensed child care providers as appropriate.

Funds may not be used for educational or vocational courses shorter than one year in duration and/or which do not lead to a degree or certification, coursework at non-Title-IV schools, cell phone bills, personal loan repayments, banking late fees, bounced check fees or lost/stolen debit card transactions, computer games, and dorm room or apartment damages.

If you have any other questions about the ETV program, access the link below.

To apply, go to <http://humanservices.arkansas.gov/dcfs/Pages/dcfsServices.aspx> , click on Arkansas Education and Training Voucher Program (ETV) and follow the instructions.

Appendix VII: Glossary

Advocate—A person who speaks up on behalf of themselves or someone else in an effort to ensure that their rights are protected and/or to gain services or other benefits.

Ansell-Casey Life Skills Assessment—This is a test that all youth in foster care ages 14 and older will take to help evaluate their life skills in the following nine areas: career planning, communication, daily living, home life, housing and money management, self-care, social relationships, work life, and work and study skills. Youth will take the test every six months to see what progress they have made. When youth get a high enough grade to show that they have the necessary life skills, they no longer have to take the test.

DCFS—The Division of Children and Family Services is the state agency whose job is to keep children and youth safe. DCFS is just one of ten divisions within the Department of Human Services.

Dependent-Neglected Juvenile—This is the term used for a child or youth whose health and/or safety are at substantial risk of harm.

DHS—The Department of Human Services is the bigger agency of which DCFS is a part. In addition to DCFS, DHS includes the following divisions:

Division of Aging, Adult, and Behavioral Health Services (DAABHS)

Division of County Operations (DCO)

Division of Developmental Disabilities Services (DDS)

Division of Medical Services (DMS)

Division of Provider Services and Quality Assurance (DPSQA)

Division of Youth Services (DYS)

Family Case Plan—This is a written plan that a youth and his or her family along with resource parents, caseworker, and attorney ad litem AAL will make. The case plan is to help document the services and supports designed to lead to behavior change of the parents as they work toward reunification. If reunification is no longer the goal of a case, the case plan includes steps to find another permanent placement for a youth someone else who will love and care for the youth.

Family Team Meeting—A meeting led by DCFS that involves you, your attorney ad litem, your parents, your parents' attorney, the DCFS attorney, resource parents, and may also include others who may have helpful information about you or your family's case such as the therapist. The purpose of the meeting is to share information about how you and your family's case is progressing and to then work together as a team to help support you and your family in meeting case plan goals and problem solve as necessary. The first Family Team Meeting will be held within 30 days of you coming into care. Family Team Meetings will then be held at least every three (3) months after the first meeting but can be held more frequently as necessary. Your Transitional Team Meetings may be one part of a Family

Team Meeting.

Legal Guardianship—Placement with a person who is charged with the legal responsibility for the care and management of a child or youth. A legal guardian will be required to appear in court from time to time to give reports about the youth's status, but other involvement such as caseworker visits and the youth appearing in court will stop. A youth is no longer in foster care if a legal guardian is appointed for him or her.

Life Skills—Important abilities and skills for a young person to possess so he or she can successfully transition to adulthood. These include skills and knowledge about taking care of daily life, relationships, employment, housing and home life, money management, health and self-care.

Mentor—Somebody, usually older and with more experience, who provides advice and support to a young person.

Permanence—For a child or youth in foster care, to have an enduring family-like relationship that is safe and meant to last a lifetime.

Transition Out—When a youth leaves foster care because they turn a certain age, usually 18 or 21. Transitioning out usually results in loss of support from the state for things such as foster care board payments, housing, living costs, and health services. Consider staying in care as long as possible so you can receive these important benefits!

Transitional Plan – This is a written plan that is a part of your larger case plan. The transitional plan includes all of the life skills, resources, and future-planning for your successful transition to adulthood. By the time you turn 17 years old, your transitional plan will include plans and services to help you reach your goals related to education, employment, health, housing, and lifelong connections.

Transitional Team Meeting – This is a meeting designed to develop your Transitional Plan and track your progress in the achievement of that plan. You should always be included in your Transitional Team Meetings along with your other Transitional Team members. Transitional Team Members can include up to two (2) members who are chosen by you and who are not your resource parent or caseworker. The Life Plan document can also be developed during the Transitional Team Meeting. The Life Plan is a more informal document that can help you establish short-term goals that lead to the development of your Transitional Plan that is a part of the larger family case plan.

Who can I contact?

Who is my **County of Origin**
Caseworker?_____

Phone _____

Who is my **Resident County**
Caseworker?_____

Phone _____

Who is my **Attorney Ad Litem (AAL)?**_____

Phone _____

Who is my **CASA volunteer?**_____

Phone _____

Who is my **therapist?**_____

Phone _____

Who is my **Caseworker's**
Supervisor?_____

Phone _____

Who is my **Area Director?**_____

Phone _____

**ARKANSAS STATE VEHICLE SAFETY PROGRAM
AUTHORIZATION TO OPERATE
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS**

APPLICANT MUST PROVIDE A COPY OF THE FRONT AND BACK OF DRIVER'S LICENSE

Agency Code: 710

Agency: Department of Human Services, Division of Children and Family Services

**APPLICANT MUST COMPLETE AND SIGN THE FOLLOWING BEFORE
AUTHORIZATION TO DRIVE ON STATE BUSINESS WILL BE GIVEN:**

DRIVER CATEGORY: (Please check one box)

- ☐ Employee ☐ Job Applicant ☐ Foster Parent ☐ Stipend Student
☐ Volunteer ☐ Other DCFS Affiliate (Specify) _____

Driver's Name: _____

Date of Birth: _____

Drivers License Number: _____

Read and initial each of the following statements:

- _____ I understand that as permitted by Arkansas Code Ann. 27-50-906 (6) (A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Network of Arkansas.
- _____ I understand that because of my driving record I may not be permitted to drive on State business.
- _____ I will participate in all required Defensive Driving classes.
- _____ I will report all accidents that occur on state business to my employer 1) within 24 hours of occurrence or by the next working day if the accident occurs in a State Vehicle and 2) within 7 working days if the accident occurs in a private vehicle.
- _____ I have read the Driving Safety Tips.
- _____ I understand that I must maintain liability coverage, as required by state law, on my personal vehicles that I drive on state business.

Driver's Signature: _____ Date: _____

ARKANSAS STATE VEHICLE SAFETY PROGRAM AUTHORIZATION TO OBTAIN TRAFFIC VIOLATION RECORD

APPLICANT MUST PROVIDE A COPY OF THE FRONT AND BACK OF DRIVER'S LICENSE

STATE AGENCY: DEPARTMENT OF HUMAN SERVICES

AGENCY CODE: 710 / Division of Children & Family Services

AGENCY ADDRESS: DCFS Area _____ County _____

IN ORDER TO PROCESS, APPLICANT MUST COMPLETE THE FOLLOWING INFORMATION

You are hereby authorized to obtain my Traffic Violations Record from the Office of Driver Services as permitted by A.C.A. § 27-50-908. This record will include material normally excluded by A.C.A. § 27-50-802.

Signature of driver appearing below shall constitute consent for the release of such records to the state agency named on this form.

I understand that this authorization to obtain my Traffic Violations Record will remain in effect until my employment or other activities with DCFS have ended

Driver's Name

Date of Birth

Driver's License Number

DRIVER CATEGORY: (Please check one box)

☐ Employee

☐ Job Applicant

☐ Foster Parent

☐ Stipend Student

☐ Volunteer

☐ Other DCFS Affiliate (Specify) _____

Driver's Signature: _____ Date: _____

THE FOLLOWING IS TO COMPLETED ONLY BY THE CERTIFIER

As the (Check one) ☐ Hiring Official ☐ Supervisor or Designee ☐ Family Service Worker

☐ Program Manager ☐ University Representative

of the above named DCFS affiliated driver I have:

Reviewed this form and certify that the above named person has given consent for DHS/DCFS to have access to his or her Traffic Violations Record (TVR) from the Office of Driver's Services as permitted by A.C.A. § 27-50-908.

Certifier's Name (Print)

Certifier's Signature

Date