

**CHILD DEVELOPMENTAL FOSTER HOME AGREEMENT**

Foster care is a joint endeavor between the Department of Economic Security (Department), Division of Developmental Disabilities (Division) and Foster Parent(s). The license issued by the Division indicates that the Foster Parent(s) comply with the licensing rules and requirements. The issuance of a license, however, does not obligate the Department/Division to make placements in the foster home. Placement decisions are separate from licensing decisions and must be based on the specific needs of a child and the ability of a specific home to meet those needs.

1. Foster Parent's Name (*Last, First, M.I.*) \_\_\_\_\_

2. Foster Parent's Name (*Last, First, M.I.*) \_\_\_\_\_

Current Address (*No., Street*) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**The Division of Developmental Disabilities agrees to:**

1. Work cooperatively and honestly with foster parent(s).
2. Provide foster parent(s) with written confidential information on health, educational, behavioral, and social characteristics and needs of the placed child.
3. Pay the foster parent(s) for care, supervision, and the habilitation activities for foster children in accordance with Division policy.
4. Work with the child's Health Plan to ensure that appropriate medical, dental, and therapy services are provided to the foster child including necessary medical, adaptive, and special equipment as required to meet the needs of the foster child.
5. Provide funds for clothing, diapers, books, a personal allowance, and other needs of the child based on Division policy.
6. Develop a permanent plan for the child and share pertinent aspects of this plan with the foster parent(s).
7. Provide appropriate monitoring, technical assistance, and evaluation of the child's care, program, and service needs through home visits by the Licensing Worker and the Support Coordinator as specified by Division policy and based on the needs of the child placed in the foster home.
8. Provide or arrange for training needed to care for and supervise children with developmental disabilities and provide specialized training to meet the individual special care needs of the foster child placed in the home.
9. Involve foster parent(s) in the process of developing a Planning Document for each foster child placed by the Division.
10. Work cooperatively with the foster parent(s) to arrange for the child to visit with the child's family and other persons, as approved by the Department.
11. Protect the confidentiality of the foster family.
12. Review annually with the Program Review Committee (PRC) and the Human Rights Committee (HRC) any behavioral plan that involves behavior controlling medication or intrusive techniques (pursuant to Article 9) for the child placed by the Division. Foster parent(s) will be invited to PRC reviews; if unable to attend, the Support Coordinator will report the PRC and HRC findings to the foster parent(s).
13. Make a minimum of three visits annually to the foster home, at least one visit being unannounced. Assist the foster parent(s) in complying with licensing rules by identifying areas of compliance and areas that need improvement or resolution.
14. Provide technical assistance, instruction, and guidance when requested by the foster parent(s).
15. Provide foster parent(s) with copies of Article 9 (Managing Inappropriate Behaviors), Article 10 (Child Developmental Foster Home License), and the Child Developmental Foster Home Licensing Rules Reference Manual.
16. Abide by state and federal laws and the Administrative Rules of the Department.
17. Provide assistance in emergencies. The emergency telephone number is \_\_\_\_\_.

**The Foster Parent(s) agree to:**

1. Work cooperatively with the Department and the Division.
2. Provide the child with the adult supervision and care suited to the child's developmental needs. Ensure that alternative supervision is provided by an adult who has been approved by the Division.
3. Provide and/or arrange for transportation and encourage the foster child's participation in recreational, social, educational, and extracurricular activities.
4. Arrange for and/or transport the child to needed medical, dental, and therapy appointments and specialized clinics.
5. Ensure that the child receives prompt medical and dental care due to illness, accident, or other emergency condition.
6. Follow written and verbal orders from medical and dental practitioners, therapists, and other specialists responsible for treating and/or evaluating the child.
7. Administer prescription and non-prescription medications according to the physician's written or verbal order and report any changes in prescribed medications to the foster child's Support Coordinator.
8. Report any order for a behavior-modifying medication, if the child is not currently receiving medications for behavior, to the foster child's Support Coordinator in order to ensure that appropriate consent is obtained prior to administering the medication.
9. Report any serious incident involving the foster child to the Division immediately and in accordance with the Division's Unusual Incident Reporting procedures. Serious incidents include serious injury or illness, emergency room, missing child, police involvement, missing property, significant property damage or loss, abuse or neglect, or other incidents that may cause liability to the foster parent(s) to the Division.
10. Report significant behavioral concerns with regard to a foster child to the Support Coordinator; report the use of restraint within 24 hours. Participate in Planning Team meetings and other activities to address concerns regarding the child's behavior.
11. Cooperate with the Division and the school to ensure that the foster child receives an appropriate education.
12. Attend and participate in the Individual Education Plan (IEP) meetings and advocate for the implementation of the IEP as directed by the Division and the child's case plan.
13. Attend and participate in the Planning Document Meeting as an active team member.
14. Carry out assignments listed on the Planning Document and report progress, or concerns and problems dealing with Planning Document activities to the foster child's Support Coordinator.
15. Provide opportunities for the child to make choices and express preferences that will be accepted and respected whenever appropriate and possible.
16. Provide the opportunity for the child to pursue the child's personal religious beliefs, or those of the child's birth family; refrain from requiring that the child attend or participate in religious activities against the child's will or the wishes of the birth family.
17. Encourage the child to maintain relationships with the child's birth family and persons important to the child by cooperating with the Division in arranging visits and encouraging communication as appropriate.
18. Integrate the foster child into the family as fully as possible by including the child in the family's routine with respect to meals, chores, family discussions, recreation and leisure activities, outings, family gatherings, vacations, and other family activities as appropriate to the needs and the developmental level of the child.
19. Participate in all required training including maintaining current CPR and First Aid Certifications.
20. Enhance the child's self-esteem through positive reinforcement. Degrading and physical forms of punishment (including spanking) are absolutely prohibited; abide by Article 9 requirements in establishing rules and in administering discipline.
21. Obtain the approval of the Licensing Worker before allowing a roomer or boarder to live in the foster home.
22. Obtain the approval from the Licensing Worker before accepting any additional placements of either adults or children into the foster home from any other placing agency or private party.
23. Notify the Licensing Worker of any additions to the family; notify the Licensing Worker in advance of planned additions to the household of persons who are not related to the foster parent(s).

- 24. Report any of the following changes, which impact on licensing requirements, to the Licensing Worker as soon as possible:
  - a. Divorce or separation of the foster parents
  - b. A change in the foster child's primary care giver
  - c. Serious illness of a family member residing in the home
  - d. Death of a foster parent
  - e. Anticipated marriage of a foster parent
  - f. A significant decrease in the financial status of the licensee that may impact on eligibility for a license
  - g. Planned relocation to another home
  - h. Planned material changes to the home or premises
  - i. Plans to add a swimming pool, spa, hot tub, fountain, pond, or other receptacle intended to hold or collect water exceeding 18 inches in depth
  - j. Any other significant situation that may impact the ability of the foster parent(s) to care for the child or to meet the licensing requirements.
- 25. Maintain the physical premises of the foster home in a sanitary, safe, and hazard-free condition.
- 26. Maintain and keep current all medical, dental, educational, and habilitative records for the foster child. Keep personal memorabilia and photographs for the child.
- 27. Save or submit to the Division (as directed by the agency representative) receipts for clothing, diapers, formula, furniture, personal belongings, or other items purchased for the child.
- 28. Cooperate with the Department or Division to prepare the child to leave the foster home, pack and make available the child's possessions (e.g., the child's clothing, furniture, medications, formula, special equipment, toys, written records, and other personal possessions) and prepare the child emotionally for the move.
- 29. Respect the child's right to privacy and confidentiality by declining to release information including photographs to others unless first approved by the Department.
- 30. Obtain prior approval from the Support Coordinator if the child is to be out of the foster home overnight.
- 31. Abide by the conditions and restrictions stated on the Child Developmental Foster Home license in accepting placements or providing respite with respect to number, age, and gender of child as listed on the license.
- 32. Abide by state and federal law and the Administrative Rules of the Department.
- 33. To keep in the foster home a copy of the Administrative Rules of the Department: Article 9 (Managing Inappropriate Behaviors) and Article 10 (Child Developmental Foster Home License). To keep in the home a copy of the Child Developmental Foster Home Licensing Rules Reference Manual.

1. Foster Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Foster Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Division Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at 602-542-0419; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request.