



# American Indian Family and Children's Services (AIFACS)





Welcome  
to  
AIFACS

# Agenda

- AIFACS
- Foster Care
- Minnesota Statutes
- Licensing Process of AIFACS
- License Renewal Process
- Discipline
- Incident reports
- Correction orders
- Financials
- Respite Care
- Diversity, Equity & Inclusion
- Other

# At AIFACS, we:

- Ensure the agency and foster family abide by governing policies
- Provide support to foster providers
- Provide monthly visits while children are in placement for the first 6 months
- Provide medical and physical history on the child (prior to placement if we are given the information)
- Engage the foster family in an ongoing discussion about roles and responsibilities and the need for support
- Provide community programming

# Our Staff

Executive Director

Business Manager

Financial Specialist

Office Support

Onboarding Licensor

Foster Provider Licensors



# Foster Care



# What is Foster Care?

Foster care (also known as out-of-home care) is a **temporary** service provided by States for children who cannot live with their parent(s)/legal guardian(s). Children in foster care may live with relatives or with unrelated foster parents.

## Goals of Foster Care:

- **Reunify children with their family**, it's important for the child to have regular contact with their biological family. The placing agency should be working with you to discuss what this will look like.
- Have permanency quickly if the child cannot return home (with family, with kin, with someone in the community, and lastly, with foster families).

# Reunification

- The overall goal of the foster care system is reunification.
- Reunification is when a child returns to their legal guardian(s).
- As a foster parent, there is a possibility that you will be asked to facilitate visits with the legal guardian (s).



# Why do children need placement?

- The majority of children come from situations where they have experienced neglect or abuse
- Others come into care because they have special needs (for example, medical needs that their legal guardians cannot tend to)
- It may be because of truancy, lack of medical care, and/or safety concerns
- It could also be that their legal guardians have passed away and they are in need of temporary care

# What do Foster Parents do?

- See the good in the child and shine a light on their strengths
- Take care of daily needs
- Allow the child to be a child
- Help children grow
- Provide emotional support
- Keep children safe
- Provide transportation to school and appointments
- Provide clothing
- Communicate with the school
- Advocate for the child

# Foster Family Responsibilities

- Provide the child with a safe and healthy family life that promotes a child's development
- Provide supervision in accordance with the child's age, needs, and the placement plan
- Actively cooperate with the child's case manager and other professionals
- Respect the importance of a child's birth family to the child
- Make every effort to support sibling/extended family visitation and establish a visitation plan with the placing agency
- Keep information about a child and their family confidential
- Maintain communication with supervising agency/licensor

# Foster Parent Do's and Don'ts

## DO:

- Know who has custody of the child in your care
- Get written permission to travel with the child out of state
- Contact your licensor if/when the child gets an injury

## DON'T:

- Don't sign for approval or payment of medical procedures
- Don't sign any IEPs or educational plans without permission

# Different Roles in Foster Care Cases

- County Social Worker
- Tribal Social Worker
- Guardian ad Litem
- Foster Care Licensor
- Kinship/Adoption Worker

# Clothing Inventory

A clothing inventory is done when a child enters the home, leaves and returns from respite, and when leaving to be reunified or to their next placement.

The following are the **minimum** clothing requirements that you must maintain for each foster child while they are in your home.

## Infants (0-1 years old)

- 7-10 outfits
- 7 onesies or T-shirts
- 1 pair of shoes
- 1 coat appropriate for the season
- Snow pants, cap, and mittens (winter)
- 1 comb or hairbrush
- Any gifts given to the child while in foster care

## Children (1-11 years old)

- 7 underpants
- 7 pairs of socks
- 2 sleepwear
- 5 tops
- 2 pants/shorts
- 2 sweatshirts or sweaters
- 1 outfit for special occasions
- 2 pairs of shoes
- 1 coat appropriate for the season
- Snow pants, cap, and mittens (winter)
- Any gifts given to the child while in foster care

# Clothing Inventory (continued)

## Children (12-14 years old)

- 7 underpants
- 7 T-Shirts
- 7 pair of socks
- 2 bras (girls)
- 2 sleepwear
- 5 tops
- 5 pants/shorts
- 1 sweatshirt
- 1 outfit for special occasions
- 2 pairs of shoes
- 1 coat appropriate for the season
- Snow pants, cap, and mittens (winter)
- Swimsuit (summer)
- Any gifts given to the child while in foster care

## Children (14-18 years old)

- 7 underpants
- 7 pair of socks
- 2 bras (girls)
- 2 sleepwear
- 5 tops
- 5 pants/shorts
- 1 sweatshirt
- 1 outfit for special occasions
- 2 pairs of shoes
- 1 coat appropriate for the season
- Snow pants, cap, and mittens (winter)
- Swimsuit (summer)
- Any gifts given to the child while in foster care

# Visitation

- Many parents have visitation rights to their children, as outlined in their case plan
- Visitation can occur in the foster home, in the community, at a third party facility, at relative homes or treatment facilities, or on zoom
- Work with the case manager on transportation/supervision needs



# Visitation

- Your relationship with the legal guardian (s) is important
- Research shows that better relationships with the legal guardian and the foster parent correlates to higher rates of reunification\*
- Research also tells us that an increase in visits leads to reunification sooner\*

\*Child Welfare Information Gateway, 2011

# Types of Foster Care

- **Relatives/Kinship (1st method of action)**

Local authority (county or tribe) has legal responsibility for a child. They begin a search for a relative member to be a foster provider.

- **Traditional foster providers (non-relative/non-kin)**

Traditional foster care is for those who are willing to care for a child, or sibling group, in state custody for an undetermined amount of time.

- **Respite Care**

Temporary care of foster children in a licensed foster home other than the foster home the child was placed in.

# Extended Foster Care

- Minnesota allows for extended foster care for ages 18-21
- Foster youth find out 6 months before their 18th birthday if they are eligible for extended foster care
- Eligibility Criteria (260C.451): must meet at least 1 of these:
  - (1) completing secondary education or a program leading to an equivalent credential;
  - (2) enrolled in an institution that provides postsecondary or vocational education;
  - (3) participating in a program or activity designed to promote or remove barriers to employment;
  - (4) employed for at least 80 hours per month; or
  - (5) incapable of doing any of the activities described in clauses (1) to (4) due to a medical condition.
- There are additional training and planning requirements to provide Extended Foster Care

# How children are placed through AIFACS

- Referral from another county or tribe
- You would only get a call for a child that is within your range as specified on your application, gain information about the child, and you will always have the option to decline taking in a child(ren).

# Emergency Relative Placement

- Usually done by a county or tribe
- In order to take an emergency relative placement, paperwork still has to be done, but less initially


## Initial paperwork:

- Application
- Individual Fact Sheet (all adults in the home)
- Data Collection Form (everyone 13 and older)
- Tennessean Warning (everyone 13 and older)
- Identification (everyone 13 and older)
- Emergency Escape Plan
- Home Safety Checklist
- Home Study Assessment


# When to contact your licensor

- When the foster child goes to respite care and when they return
- If the foster child needs to go to the doctor
- If the foster child gets into an accident or hurts themselves
- Any changes to the household member structure
- Any financial changes (example: job changes or loss of job)
- If the family moves homes, or if there are changes with home ownership
- If law enforcement, fire or ambulance is called or sent to your home

When in doubt, just tell your licensor, they appreciate the information!



# Minnesota Statutes



# Relevant Laws and Rules for Foster Parents

The following Laws and Rules are where you can find more information that pertains to you as a Licensed Foster Provider:

## **2960.3000-2960.3100**

Establishes the minimum standards that a foster family setting must meet to be eligible for licensure

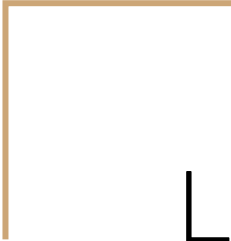
## **2960.3200-2960.3230**

Requirements for Foster Residence Settings

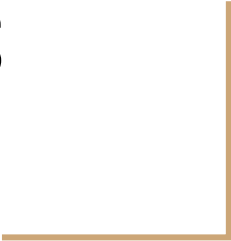
## **245A**

Human Services Licensing





Licensing  
Process  
at  
AIFACS



# Required Forms

- Application
- Individual Fact Sheet \*\*
- Emergency Escape Plan
- Foster Parent/Agency Agreement
- Training Policy
- Respite Policy
- Complaint & Grievance Policy
- Discipline Policy
- Drug & Alcohol Policy
- Proof of ID \*
- Tennessean Warning \*
- BGS Data Collection Form \*
- Background Questionnaire

**\*\*:** Required for ages 18 and up

**\*:** Required for ages 13 and up

# Proof of Tribal Identification/Descendancy

You may provide a copy of one of the following:

- Tribal ID
- A Letter from your tribe indicating your tribal status and affiliation

# Initial Training

- Orientation
- Mental Health Training (2 hrs)
- Fetal Alcohol Spectrum Disorder (FASD) Training (1 hr)
- Normalcy and Prudent Parenting Training (1hr)
- Mandated Reporter Training

**Only if you are considering caring for children 5 years old and under:**

Sudden Unexpected Infant Death/ Abusive Head Trauma Training (SUID/AHT) - Repeat every 5 years.

**Only if you are transporting children under 8 years old:**

Child Passenger Restraint Training (C.A.R.S) - repeat every 5 years.

# Sleeping Spaces

## **2960.3040 Foster Home Physical Environment**

### Sleeping Space

A foster child must be provided with a separate bed suitably sized for the child, except that two siblings of the same sex may share a double bed. A foster child must not be assigned sleeping space in a building, apartment, trailer, or other structure that is separate from the foster family home or in an unfinished attic, an unfinished basement, or a hall or any other room normally used for purposes other than sleeping. Bedrooms that are used by foster children must have two exits.

### Space for Belongings

A foster child must have an identified space for clothing and personal possessions with cabinets, closets, shelves, or hanging space sufficient to accommodate clothing and personal possessions.

# Fire Procedure/Emergency Exit

## **2960.3050 Foster Home Safety**

### Emergency Procedure

The license holder must give the licensing agency a floor plan of the foster home showing emergency evacuation routes. Emergency procedures must include a plan for care of children, evacuation, temporary shelter, and gathering at a meeting place to determine if anyone is missing. The plan must specifically address the needs of children whose behavior increases the risk of having a fire. The foster parent must give the emergency procedures to the agency, and the foster parent and licensing agency must review the emergency procedures during relicensure.

# Capacity

## **MN Statute 2960.3030: Capacity Limits**

### Maximum Foster Children Allowed

A foster home must have no more than six foster children. The maximum number of children allowed in a home is eight, including a foster parent's own children. The license holder must maintain a ratio of one adult for each five children.

# Background Check Information

Household members/Relative members ages 13 years and older need a background check.

What to have:

- Background Data Collection Form
- Tennessean Warning
- Identification (Examples: Driver's License/ID, or School ID for children)

Once these are received, AIFACS starts the process of your background check.

**Once your background study is submitted, then you should get an email to do two steps:**

1. Signing your disclosures and giving consent to conduct your background
2. Scheduling your fingerprinting appointment

How long the process takes after you complete these steps varies depending on if more time is needed on DHS's side.



# Disqualification

## **Disqualification**

- A disqualification is an act that prevents someone from providing direct contact or having access to people receiving services.
- Disqualification may be based on criminal, maltreatment, administrative, or other records
- Examples: child abuse/priors on records
- Depending on the severity, the applicant can request reconsideration, within the timeframe
- If an applicant has a disqualification, it's possible that we won't know until we get the results of the Background Study

# Denial

- Denial: being rejected for a foster care license
- Denial of a foster care license can be for a variety of reasons including:
  - Failure to meet minimum requirements
  - Disqualification of applicant or other person requiring a background study
  - Incomplete application
- If a license application is denied, the applicant must not be granted a license for two years following the denial, unless the applicant's subsequent application contains new information which constitutes a substantial change in the conditions that caused the previous denial. In that case, the licensing agency should contact the placing agency to discuss

# Revocation


- Revocation: foster care license is revoked after a serious violation occurs
- Occurs if there are serious or chronic violations that pose a risk to foster children
- The license holder may appeal the revocation. The request for an appeal must be postmarked and sent to the Commissioner by certified mail, personal service, or fax within ten calendar days
- The license holder may continue to operate during the appeal period
- If the license is revoked, the license holder may not be issued another license for five years unless the revocation was based on the disqualification of a person who no longer resides in the home. In that case, the licensing agency should contact the placing agency to discuss

# Variations

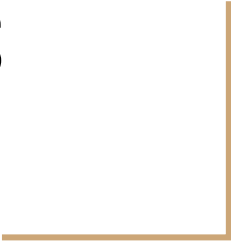
- A variance is an exception to a rule
- Additional considerations are made for relative members in order to keep families together
- Examples: Disqualifications/Sleeping Spaces/Pets/Space for Belongings
  - Disqualifications
    - Rule: The commissioner shall disqualify an individual who is the subject of a background study from any position allowing direct contact with persons receiving services from the license holder or entity identified in section 245C.03
    - How it can be varied: An individual who is the subject of a disqualification may request a reconsideration of the disqualification unless the disqualification is a permanent disqualification. A time-limited variance may be granted by DHS allowing a disqualified individual to provide direct contact services or have access to people receiving services with variance terms that minimize the risk of harm to people receiving services.

# Home Study

- Allows licensors to get the entire picture of you, your home, and your family
- Can take anywhere from 3-6 hours
- Covers topics such as relationships, employment, physical health & mental health, family systems, education, upbringing and community, conflict resolution, stress management, and the overall day-to-day in your home
- We recognize that these conversations can be personal and intrusive, or may be difficult to discuss...
  - ... but your history is what makes you, you!
- Our licensors approach these conversations with compassion and confidentiality.



License  
Renewal  
Process at  
AIFACS



# Yearly Training Requirements

## **12 hours each year of training including:**

- 1 hr : Fetal Alcohol Spectrum Disorder Training
- 1 hr: Children's mental health
- C.A.R.S and SUID/AHT need to be repeated every 5 years
- Mandated Reporter Training

**If you attend 3 powwows, that can count towards 6 hours of training for the year (2 hours for each powwow, up to 3 powwows).**

# Overall

## **Submit**

- 12 hours of training
- Emergency Escape Plan
- Proof of ID

## **Fill out**

- Application
- Individual Fact Sheet
- Tennessean Warning

## **Review & Sign**

- Training Policy
- Respite policy
- Foster Parent/Agency Agreement

Once all of these are received, your licenser should reach out to you regarding setting up an appointment for your Home Study Update.



# Home Study Update

- Usually done in collaboration with the licensor and the license holder(s)
- What has changed for the family since the last license was issued (family composition, resources, etc.)
- Review of license holder's foster care experience since last license -- what worked and what didn't?
- What supports were requested by the home, what strengths the family has shown, and what areas of improvement are needed
- Review of trainings completed and training plan moving forward
- Any investigations, complaints, or correction orders issued



# Discipline



# No, Not, Never

## Infants may NOT be:

- Left in the care of another foster child
- Left to cry without checking on them
- Allowed in the car without a car seat
- Left in a car alone, even briefly

## Toddlers may NOT be:

- Left in the tub unsupervised, even briefly
- Left in the yard unsupervised, even briefly
- Allowed to ride in a car without a car seat
- Left in a high chair unattended, even briefly
- Left in a bathroom or kitchen unattended, even briefly
- Left to care for a younger child, even briefly
- Out of your sight in a public setting
- Left in a car alone, even briefly

# No, Not, Never (continued)

## School Aged Children may NOT be:

- Left in a car alone, even briefly
- Allowed to ride in a car without a seatbelt
- Allowed easy access to chemicals or medical products
- Left to care for a younger child
- Alone in the home overnight
- Left alone in a store or mall
- Left alone with other children at home or in public
- In the park without adult supervision

## Teenagers may NOT be:

- Allowed to ride in a car without a seat belt
- Left alone overnight
- Allowed to spend the night with a friend without their social worker's permission
- Left to care for younger children when you are unsure of their capabilities
- Allowed to spend the day alone without you knowing where they are

# Information on holds

- A prone restraint is a type of restraint that places a person in a face-down position with the chest in contact with the floor or other surface.
- A licensed foster care provider is prohibited from using prone restraint on a child.
- Foster providers are also prohibited from using both physical holds and mechanical restraints used to immobilize or limit the movement of any foster children in their home



# Incident Reports



# What are Incident Reports?

- A written report that informs the licensing agency of an incident that has occurred. This is not limited to just injuries or hospitalizations, but should be submitted even if there has not been visual injury.
- Incident Report forms should be sent no later than 24 hours after the incident has occurred.

# When are Incident Reports required?

- Anytime there is an incident involving a foster child
  - A child is hurt or hurts someone else
  - Runs away
  - Gets a bump or scratch
  - Falls off something higher up even if there is no marks
  - Get bit by another child or animal
  - Goes to the hospital ER
  - When an ambulance, fire or police are called to the home, even if foster children are not involved or home at the time



# How to make an Incident Report

There is a form on our website that you can fill out labeled “Online Incident Report”. You can find this at [www.aifacs.org](http://www.aifacs.org).

Once this form has been filled out, send the detailed report to your licensor and the child’s social workers via email.

# Incident Report Google Form

## *Online Incident Report Form*

### Incident Form

Submit this form for any incident - big or small - that involves a foster child. If an incident is not submitted in a timely manner, there will be a correction order issued. You will be able to request an emailed copy for your own records after submission of the form.

Your licensor will receive a printed copy for your file and the child/children's file(s). If you have no email address, use [noemail@aifacs.org](mailto:noemail@aifacs.org).

[Sign in to Google](#) to save your progress. [Learn more](#)

\* Indicates required question

Email \*

Your email

Online incident report link: [Incident Report Form](#)

# What happens after an incident report is made?

- The licensor will follow up with the family, and determine if it is something that needs to be investigated.
- If not, the report goes into the child & foster parent's file to show that it was reported just in case of a child protection investigation being opened.

# When to contact your licensor

- As soon as possible but no later than 24 hours after an incident occurs.

# Mandated Reporter

## What to report

- Maltreatment includes egregious harm, neglect, physical abuse, sexual abuse, substantial child endangerment, threatened injury, and mental injury
- Maltreatment must be reported if you have witnessed or have reason to believe a child is being or has been maltreated within the last 3 years
- Failure to report is a misdemeanor

## Who to Report

- If you work in a licensed facility (i.e., licensed foster home, etc.) you are a mandated reporter and are legally required to report maltreatment

## When to Report

- Must make a verbal report within 24 hours
- Must make a written report within 72 hours

## Where to Report

- If this is an emergency, call 911
- If this is not an emergency, report to the local child welfare agency and then your licensor
- Minnesota Department of Human Services  
Division of Licensing: 651-431-6500
  - Child foster care

# What happens if you are reported?

- A child protection intake worker will be contacting you to ask:
  - Your name, number, your relationship to the family or child
  - Questions about the allegations
- Respond to the best of your ability and cooperate with all workers
- If the report gets screened in:
  - Assigned to assessment/investigation teams to determine if maltreatment occurred
  - A licensor will also investigate to see if there are any licensing violation
  - All records are retained minimally for 5 years
- If the report gets screened out
  - Child welfare response, voluntary services are offered, or no further action is required
  - All records retained for 5 years

# Investigations & Commissioner's Right of Access

- During an investigation, all licensors have the Commissioner's Right of Access

Minnesota Statute 245A.04, subd. 5, subparagraph (a) states:

The commissioner must be given access without prior notice and as often as the commissioner considers necessary if the commissioner is investigating alleged maltreatment, conducting a licensing inspection, or investigating an alleged violation of applicable laws or rules. In conducting inspections, the commissioner may request and shall receive assistance from other state, county, and municipal governmental agencies and departments. The applicant or license holder shall allow the commissioner to photocopy, photograph, and make audio and video tape recordings during the inspection of the program at the commissioner's expense. The commissioner shall obtain a court order or the consent of the subject of the records or the parents or legal guardian of the subject before photocopying hospital medical records.



# Correction Orders





# What is a Correction Order?

A written document from the Department of Human Service (DHS) issued by AIFACS to a licensed foster home to assist the home in remedying a violation of a licensing rule or law.

# What happens when you receive a correction order?

- You are given a deadline to fix what was cited on your correction order as out of compliance
- To avoid further action, the provider needs to correct everything listed by the date given
- On the correction order there is a spot that allows the provider to fill out how they corrected their violation
  - Sign and date it before giving it back to your licensor
- Example: During an updated home study, the licensor will ask if anything has changed in the past few months. If you say that your foster child to adult ratio changed, but you never informed your licensor, you may be subject to getting a correction order.
- Why?
  - Having a change to your foster child/adult ratio requires a variance to be filled out by the foster provider and then sent to your licensor for approval. If you never informed them that this occurred, you could be subject to a correction order.

# What happens after?

- If everything is completed by the deadline, the correction order is kept for records
- If everything is not completed by the deadline, another correction order is issued and failure to comply can be added as well
- If this trend continues, a negative action can be recommended to DHS which could result in a fine, conditional license, suspension, or revocation



# Financials



# Standard Rates (subject to change every year)

Standard Rates consists of the Daily Basic Rate (set by the child's age) and a Daily Supplemental Rate (MAPCY). Daily supplemental rates range from level A-Q. Each level is paid it's own daily rate based on the level of care that the child needs.

## **Clothing Allowance (One time payment):** **Regulated by Northstar Care for** **Children**

- These are normally given once per child, within the first 60 days of placement. These typically come from the placing agency.
- You can ask your county or tribal worker for any assistance you may need, but is not always guaranteed

# Direct Deposit - How to sign up, How to get paid

1. Let our financial specialist know that you would like to enroll for direct deposit
2. Then, they will email you an enrollment invitation from Bill.com
3. Watch for an invitation in your email, check your spam if you are not seeing it within a day
4. Follow the directions in the email invitation
5. You will need to provide your bank routing number and account number
6. If you have questions, feel free to contact our front desk or financial specialist

# Payment Timeline

- Payments occur by the 15th of every month for the **previous month**.
- You will receive your first payment on the 15th of the month **after** you have begun providing care
  - ie : June 10th you started providing care, July 15th would be your first payment

# Vouchers/Service Agreements

- If you have been completing your own vouchers/service agreements prior to your licensing with AIFACS, you will no longer submit your own vouchers to the county or tribe.
- The counties and tribes submit vouchers/service agreements directly to AIFACS, so there is no extra step needed on your end
- This is effective the day of your AIFACS licensing
- Vouchers are used by some counties and tribes to approve services provided by foster parents
- Vouchers/service agreements are completed by AIFACS' Finance Specialist



# When you are overpaid

- If you should be overpaid by AIFACS or if you should receive an AIFACS payment AND a county or tribe payment for the same services,
- It is the foster parent's responsibility to contact AIFACS as soon as possible to make arrangements for repayment
- Per the Minnesota Adoption and Child Foster Care Application, you have to acknowledge this statement below, failure to inform us of overpayment is a violation of this acknowledgement
  - "As a foster care provider of a child, I acknowledge that I will receive public funding reimbursement for licensed services provided in my program and will comply with all requirements"
- It is against the law to defraud the licensing agencies in such a manner

# MAPCY

- Minnesota Assessment for Parenting Children and Youth (MAPCY) are based on the level of care that a child needs, and therefore the level of care that the foster parent(s) will be providing.
- MAPCY's are completed by the placement agency, and rated from A-Q.
- The higher the "difficulty" rating, the higher the determination may be
- It may take up to 30 days after you begin care for the placement agency to complete the assessment
- Once the determination has been made, any retroactive pay approved will be paid with the next foster care payment of receiving the determination
- Address changes MUST BE submitted to your License Worker AND the child(ren's) social worker.
- MAPCY's should be completed in collaboration between the placement agency, licensing agency, and foster care providers.
- Foster providers are able to request a reassessment.



# Respite Care



# What is Respite Care?

- Respite care: temporary care of foster children in a licensed foster home other than the foster home the child was placed in. This may also be a situation where a different provider comes to the home to provide care.
- Respite care can be used when the foster parent is sick, or even when they feel like they need a break
- At AIFACS, Foster Providers are given 2 respite care days per month, and they need to be used each quarter (every 3 months).
- Days not used are forfeited on the 1st of: January, April, July, and October.

# Overall Process of Respite Care

- You will need to request respite care by calling, texting, or emailing your licensor 7 business days prior to the date you want respite care
- Respite care provider must be at least 18 years old
- If providing care for less than 72 hours straight and/or less than 30 days a year, no background check is needed, but licensor approval still is needed
- If providing care for more than 72 hours straight and/or more than 30 days in a year, the respite provider must have:
  - A cleared background check
  - Specific trainings (see next slide)
  - Proof of auto insurance prior to the respite care being provided

# Overall Process of Respite Care (continued)

## Trainings Required for Respite Care Providers

- More than 72 hours of care in a 12-month period
  - Children's Mental Health
  - Fetal Alcohol Spectrum Disorder
  - Sudden Unexpected Infant Death & Abusive Head Trauma
  - Child Passenger Restraint Training
- Less than 72 hours of continuous care
  - Sudden Unexpected Infant Death & Abusive Head Trauma
  - Child Passenger Restraint Training

# Respite Care Payment

- When the foster child enters respite, the respite provider will only be paid the daily rate of \$50 with no MAPCY
- After respite is complete, the foster parent and respite provider need to fill out the “Respite Utilization Form”. This form can be found on our website, [www.aifacs.org](http://www.aifacs.org)
  - **This form must be submitted within 14 days from the end of respite**
- Once it is submitted, it will be given to your licensor in order for the respite provider to get paid
- Respite payment checks go out on the 15th of every month. For example, if you provided respite care on the 1st of the month, you would get paid on the 15th. If you provided respite care on the 20th, you would get paid on the 15th of the following month.

# Substitute Caregivers

Temporary care of foster children inside the home by someone other than the foster parent overnight or longer.

Long-Term substitute caregiver:

- MN Statute 245C.04 subd 1(g) requires that a new background study must be submitted when an individual returns to a position requiring a background study following an absence of 120 days or more consecutive days

Short Term Substitute Caregiver:

- Not required to have a background study unless it's anticipated that they will become a long term substitute caregiver



# Long Term Substitute Caregiver

- Long Term Substitute Caregiver: **Meaning more than 72 hours of continuous care** for a foster child
  - Be at least 18 years of age
  - Have a completed background study
  - If providing more than 30 days of care in a 12 month period:
    - Submit a signed statement of good health and be physically able to care for foster children &
    - Have at least 6 hours of training or 20 hours of experience caring for children with needs specific to the child being cared for
    - If medical equipment is required, documentation of the medical equipment training is required
  - Required Trainings
    - Children's Mental Health Training: required prior to caring for foster children
    - Fetal Alcohol Spectrum Disorders Training: annual training must include one hour of training on fetal alcohol disorders
    - Sudden Unexpected Infant Death (SUID) & Abusive Head Trauma (AHT) Training- required prior to caring for foster children through age 5
    - Child Passenger Restraint Training (C.A.R.S.) - required prior to transporting foster children under age eight

# Short Term Substitute Caregiver

- **Less than 72 hours of continuous care for a foster child**
  - Does not have to meet the requirements of a long term substitute caregiver
  - The foster parent and the placing agency must agree the short term substitute caregiver is able to meet the needs of the foster child
  - Must provide documentation of medical equipment training on the equipment used to care for the foster child from an appropriate training source
- SUID/AHT Training- required prior to caring for foster children through age five
- Child Passenger Restraint Training (C.A.R.S.) - required prior to transporting foster children under age eight

# Notice Requirements for Caregivers

- Non-emergency situations: License holder, parent, and placing agency must agree on respite care and substitute care arrangements within seven business days prior to the use of care or agree on respite care according to an ongoing written agreement.
- License holder must notify the placing agency when respite or long-term substitute care is being provided
- Emergency situations: License holder must notify the placing agency of the emergency ASAP



# Diversity, Equity & Inclusion

# Indian Child Welfare Act (ICWA)

- ICWA is a federal law that applies to members of a federally recognized Tribal Nations, or people who are eligible for membership in a Tribal Nation.
- The federal government recognized that 25-35% of American Indian children were separated from their families and 85-90% of these children were placed in non-Indigenous homes.
- ICWA was passed in 1978 and it allows Tribal Nations to intervene in court on behalf of the child involved. The Tribal Nation then has influence on where the child is placed, and efforts made to reunify the child(ren) with their family at the earliest point possible.
- ICWA was upheld in the Supreme Court in 2023.

# Minnesota Indian Family Preservation Act

- Minnesota Indian Family Preservation Act (MIFPA)
- ICWA gives states the option to create state laws that either meet or expanded ICWA criteria, and Minnesota did so in 1985 by creating MIFPA. It was revised in 2016, and again in 2023.
- MIFPA applies to children who are members or eligible for membership in a Tribal Nation.
- MIFPA recognized that American Indian children are “damaged if family and child tribal identity and contact are denied.”

# Disproportionality

- In Minnesota, Indigenous children are more likely to be placed in out-of-home care than non-Indigenous children.
- This statistic is most likely to affect children under the age of two, and children over the age of 15.
- Across the country, Indigenous children are more likely than any other group to be in foster care (Edwards and Beardall). In many cases, children are placed in non-relative, non-kin homes.

Edwards and Beardall; MN DHS Out of Home Care and Permanency Report 2021

# If a child spends one day in Foster Care...

- 1.8% of youth complete their bachelor's degree
- Within 12 months of study, 54.4% were diagnosed with mental health disorders
- 25.2% PTSD (2X the rate of Vietnam vets)
- 20.1% Major Depression
- 17.1% Social Phobia
- Higher unemployment rate
- 33.2% at or below poverty level

Casey Family Programs, 2005



# LGBTQIA2S+

## **Less likely to:**

- Be placed in a family-based setting.
- Achieve permanency through reunification or adoption.
- Have strong ties to their birth family and communities.

## **More likely to:**

- Be placed in congregate care or group home settings.
- Have multiple placements.
- Experience harassment and violence.
- Face isolation from other youth.
- Deal with physical health and mental health issues, including depression.
- Experience homelessness.
- Engage in illegal drug use.
- Contract HIV and STDs.
- Attempt suicide.

Casey Family Programs, 2019

# How to Support LGBTQIA2S+

- Be available to talk or listen to youth
- Support youth's self expression through clothing choices, hairstyles, friends and room decoration.
- Insist other family members include and respect all youth in your home.
- Allow youth to participate in activities that interest them, regardless of whether these activities are stereotypical male or female.
- Educate yourself about LGBTQ2S+ history, issues, and resources

# Resilience....

Parental resilience

Social Connection

Knowledge of Parenting and Child Development

Concrete support in times of need

Social and emotional competence of children

# Video: How the US stole thousands of Native American Children

The history of the United States as it relates to Native Americans, their heritage, and preservation of their culture.





Other



# Out of State Travel

- The license holder must ask the foster child's social workers at least 2 weeks prior to any out of state travel for permission.
- The social workers will need time to get an approved court order for out of state travel, so coordinate with the placing agency worker and make sure to communicate your plans to your licensor.

# In State Travel

- Rescheduling any upcoming visits
- If the in state travel will be for more than a week, the license holder should let the foster child's workers and their licensor know that they will be away from home for traveling for a couple of weeks
- The workers and licensor need to know where the children are as well

# Doctor Appointments

- Coordinate with the child's social worker and biological family to let them know that the child(ren) need a doctor's appointment
- You will need their medical card, so going to the social worker to try to set up an appointment is best
- If the child needs a specialist, an assessment or to be put under anesthesia, then the child's social worker usually needs to sign the paperwork for those appointments but the foster parents can still make the appointment.



# Medical Insurance/Paying for Medical Procedures

- Children:
  - All children in foster care have Medical Assistance coverage
  - Obtain medical card/medical number from the placing worker/social worker
  - If you happen to be in a situation where you are being asked to pay for medical services, contact the child(ren)'s social worker immediately.

# Liability Insurance

Child foster care providers have a liability insurance plan covered by the Minnesota Joint Underwriting Association.

## **What is covered?**

- Injury caused by a foster client: \$250,000 per occurrence/\$1,000,000 aggregate limit
- Injury to client for alleged negligent care by the foster care provider: \$250,000 per occurrence/\$1,000,000 aggregate limit
- Damage to someone else's property caused by the foster client: \$250 limit
- Damage to foster client's property: \$250 limit

## **What is not covered?**

- Damage to any property that is owned by, rented to, or leased by the provider or anyone in the provider's household
- Damages arising out of an act or omission that a reasonable person would know is likely to result in injury or property damage
- Any Injury or property damage resulting from the operation or use of auto, aircraft, or watercraft
- Damages arising out of sexual abuse or molestation

# Liability Insurance (continued)

- If something happens while you are providing foster care, it is your responsibility to notify MJUA
- The policy also requires you to provide MJUA with a written report
  - Incident report forms are on [www.mjua.org](http://www.mjua.org)
- Call to report an incident as soon as possible
- Contact Information
  - Dan Haldorson, Claims Specialist
  - 952-641-0262
  - [danh@mjua.org](mailto:danh@mjua.org)

# Moving the child

- If a foster parent wants a child removed from their care, they need to put in a 45 day notice
- It can be a text message or an email but it needs to be in writing
- Just because a 45 day notice was given, does not mean the child will be gone within 45 days
- The child's social worker's will try as hard as they can to find a new placement for the child but if there are no homes, the child will stay where they are.

# Permanency Timeline

- Finding permanent placement for children is one of the main focuses of the child protection system.
- Permanency in district child protection cases are to be achieved no later than 12 months from out of home placement.
- At this time, the placing agency may ask the temporary foster provider to be considered as a permanency option.
- Court hearings are held every 90 days (some counties they are held more frequently) to monitor reunification efforts. This gives the county or tribal agency and the parent opportunities to demonstrate progress.

# Initial Training

- ✓ Orientation
- Mental Health Training (2 hrs)
- Fetal Alcohol Spectrum Disorder (FASD) Training (1 hr)
- Normalcy and Prudent Parenting Training (1hr)
- Mandated Reporter Training

**Only if you are considering caring for children 5 years old and under:**

Sudden Unexpected Infant Death/ Abusive Head Trauma Training (SUID/AHT) - Repeat every 5 years.

**Only if you are transporting children under 8 years old:**

Child Passenger Restraint Training (C.A.R.S) - repeat every 5 years.

**Once you have completed all of your training, your application, and your background study, AIFACS will reach out to you regarding the home study.**

# Final Quiz

Below is the quiz required to complete orientation! If you need any help, please contact our Onboarding Licensor, Joniesha Hayes at 612-930-6516.

[https://docs.google.com/forms/d/e/1FAIpQLSd7vlj-DRWSGwmtcilrD1AkWpGRgs\\_227GkaRt0hB-OEy-H\\_Q/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd7vlj-DRWSGwmtcilrD1AkWpGRgs_227GkaRt0hB-OEy-H_Q/viewform?usp=sf_link)



# AIFACS

## St. Paul Office Address and Phone Numbers

25 Empire Drive

St. Paul, MN 55103

Office: 651-223-8526

Fax: 651-528-7595

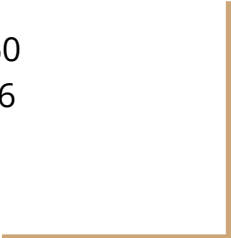
## Northern Office Address and Phone Numbers

PO Box 40


McGregor, MN 55760

Office: 651-223-8526

Fax: 218-768-2894







Pidamaya  
Miigwech  
Thank you!

