Caregiver Handbook



Licensed Foster Homes
Relative Caregivers
Borrowed Beds

Rooted in Community
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Rooted in Community's Mission Statement: *

Building strong, connected communities that prioritize safety, wellness, and health to improve the lives of individuals and families.

Rooted in Community's Vision Statement: 🕊

To foster a future where every individual, regardless of background, is empowered to heal, thrive, and contribute to a community rooted in safety, wellness, and respect for all.

Rooted in Community's Core Values: 1

- 1. **Community Strength**: We recognize that communities possess the inherent power to create safety, wellness, and health, and we work to amplify their voices and capacity for healing.
- 2. **Holistic Well-Being**: We focus on the whole person—mental, emotional, physical, and social health—believing that all aspects of well-being are interconnected.
- 3. **Collaboration**: We believe in the power of partnership and community collaboration to create sustainable change and provide comprehensive support.
- 4. **Healing and Resilience**: We support individuals in overcoming harm, recognizing the strength and resilience within each person, and promoting long-term healing.
- 5. **Justice and Equity**: We advocate for equal opportunities and access to resources, addressing the needs of individuals and families. We actively identify and counter inequities within our organization and externally in our communities. We recognize inaction perpetuates racism, sexism, ableism, and other forms of discrimination.

Introduction: |

Hello Caregivers!

First and foremost, thank you! We truly appreciate you and your family for stepping up to care for youth in foster care. We know that welcoming a child into your home—whether planned or unexpected—brings big changes, and we're here to support you every step of the way.

At Rooted, our team is made up of professionals who don't just work in child welfare—we live it. Many of us have been foster parents, relative caregivers, or substitute caregivers ourselves. We understand the joys and challenges that come with fostering because we've been there, too.

Whether you're fostering a child from the community, caring for a relative, or supporting a youth in care through Rooted in Community while licensed with another agency (borrowed bed homes), you're not in this alone. Our foster care and licensing teams, along with our amazing community partners, are all here to help.

We go beyond traditional case management to support your whole family as you adjust to new dynamics. From advocacy to connections with resources, we want to make sure you feel equipped and empowered. Even after your time as a licensed foster parent comes to an end—whether a child returns home or you decide to close your license—you're always welcome at our events and trainings. You'll always be part of the Rooted family.

We believe that strong caregivers thrive with strong support systems, including the dedicated professionals who serve them. At Rooted, we are committed to ensuring our team receives fair wages and meaningful benefits, recognizing that a stable and well-supported workforce leads to better care for the youth and families we serve. We encourage open communication and value your feedback—there will be no retaliation for voicing concerns. Please utilize the grievance policy to share any input, helping us uphold the quality standards outlined in State Guidelines, this manual, and our policies.

Above all, we value you. We recognize the hard work, love, and dedication you pour into these children's lives, and we're here to walk this journey with you. No matter what challenges arise, we'll advocate for you, your family, and your home, making sure you have the support you need to thrive.

Welcome to Rooted—we're so glad you're here!

With gratitude,

Sara Gilbert Sgilbert@RooteMI.org





Monday-Friday 9:00am-5:00pm

Tuesdays and Thursdays from 11:00am-3:00pm "Drop-in hours"

A time when team members are available, and you don't need an appointment or to call ahead. Just stop by, one of us will be available! (We know it can be difficult to track us down when we work on the road and have remote office hours!)

Orientation: 🤝



General foster home applicants will need to have each prospective applicant attend the agency orientation before requesting and receiving an application to become licensed.

Relative caregivers will have an agency orientation within five days of the agency accepting case management.

Borrowed bed homes will have orientation specific to borrowed bed policy and general Rooted in Community policies completed before placement of a youth from Rooted in Community being placed in their home.

Orientations will cover: >



- Purposes of Foster Care.
- Characteristics and Needs of the Children Placed By the Agency.
- Child Attachment and Separation Issues.
- Impact of Fostering on the Foster Family.
- Role of the Foster Family.
- Licensing Process.
- Grievance Procedure.
- Importance of A Child's Parents and Relatives.
- Parenting Time and Sibling Visits.
- Agency Foster Care Policies and Procedures.
- Agency Foster Parent Training Requirements.
- Supportive Services and Resources.
- Trauma Responsive Care.
- Collaboration in Transportation Planning.
- Provisions of the Office of The Child Advocate, (Formerly Children's Ombudsman)
- Provisions of the Child Protection Law.
- Foster Care Review Board Appeal Procedures.
- Foster Parent Bill of Rights Law.

During the orientation to our agency, you will be provided with several publications and documents through email as well as hard copy versions that you should read regarding the rules, regulations, and agency procedures of foster care. These documents include, but are not limited to:

- Act 116 of the Public Acts of 1973, amended, 722.11 of the Michigan Compiled Laws
- Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children
- Licensing Rules for Child Placing Agencies
- Good Moral Character (CWL Pub 673 Rev. 9-16)
- Child Protection Law (DHHS Pub 3 Rev. 7-15)
- The Office of the Child Advocate pamphlet
- Foster Care Review Board pamphlet
- Foster Parent Bill of Rights Law
- **Prudent Parenting Standards**
- Caregiver Handbook (This!)
- Rooted Orientation Pertaining to You: general license, relative care or borrowed bed.

Rooted in Community Policies: .



Per Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children (CWL Pub. 10 Rev. 1-20- what we refer to as the "Green Book"). The agency is required to develop and follow written policies and procedures for assessing and certifying foster homes for licensure. These are included in this manual at the back.

- Agency Program Statement
- **Behavior Support**
- Caregiver Training
- Communication
- Education
- File Management and Privacy of Records
- Grievance Handling and Compliance
- Medical and Dental Care
- Recruitment and Retention Plan
- Religion and Spirituality
- **Unusual Incidents and Emergencies**

Each document contains vital information on the processes used within child welfare case management. It can be overwhelming to receive this much information, but our team is here to help guide you each step of the way.



Prospective and Licensed Foster Parent Information:



- 1. Orientation:
 - a. All prospective applicants (or transfer applicants) must attend the agency orientation.
 - b. This is generally held virtually with a member of our licensing team.
- 2. Application:
 - a. If prospective applicants express an interest in caring for children served by Rooted in Community, the agency will provide applicants with an application.
 - b. At no time will an applicant be turned away as long as they are:
 - i. 18 years of age or older.
 - ii. Residing within Michigan/United States legally (do NOT have to be a citizen).
 - iii. Willing to proceed with the in-depth (and often intrusive) interviews and home visits required for assessing the family and home for the ability to provide foster care services.
- 3. Withdraw from Application:
 - a. Applicants may withdraw their application at any time during the process.
 - b. If you have been provided with an application after orientation and do not return it to the agency within 30 days, your request for application will be withdrawn. You may request an application again at any time, however, orientation will be required again.
 - c. If an applicant fails to cooperate with the licensing team member (examples: not returning phone calls, cancelling home visits or appointments regularly) the agency will document attempts and send a letter after 60 days considering the application withdrawn. If this occurs, you are able to reapply at any time after, however, orientation will be required again.
 - d. During the process of assessing applicants for licensure, if a non-compliance with a "green book" rule is found that is unable to be overcome, a recommendation of denial will be submitted to the Department of Child Welfare Licensing as we are unable to withdraw an active assessment with known rule non-compliances.
- 4. Background checks:
 - a. First, after an application is signed and returned to the agency, a general background check will occur before a home visit with your licensing worker can be held.
 - These include: Michigan State Police ICHAT, Central Registry, Sex Offender Registry and Child Protective Services History reviews.
 - ii. If you have resided out of the State of Michigan, a criminal background check and central registry clearance will be requested on your behalf by the agency. This may include signing additional documents.
 - iii. If you have identify as a member of a federally recognized Indian tribe or have lived on a reservation, the agency will contract the specific tribal jurisdiction for background information.
 - b. Second, a fingerprint appointment will be made by your licensing worker at a time that works for your schedule at the nearest appointment location to you.
 - i. We understand that circumstances arise that require changing appointment dates/times, please let your licensing worker know as soon as possible to cancel and reschedule instead of missing the appointment.
 - ii. All results of fingerprint background checks are considered confidential, Criminal History Record Information (CHRI). Prior to accessing any CHRI, personnel are required to successfully complete a State Level Security Awareness Training and undergo a criminal history clearance that indicates no felony record. All completed records are kept secure through an online State Portal System and are not printed into hard copies.
 - c. Household members who reside in the home complete the general background checks

listed in "a-i" of this rule along with out of state clearances and tribal clearances.

5. Evaluation:

- a. The assessment process completed by your licensing worker is called a CWL-3130, Initial Foster Home Evaluation. This report is created and retained with the State's Child Welfare Licensing Module. This meets confidentiality measures and is secure.
 - i. The rules that guide interviews, home condition needs and document collection for the home study are listed in the Rules for Foster Family Homes and Foster Family Group Homes for Children CWL-PUB-10, "Green Book", starting on pg 4. https://www.michigan.gov/en/mdhhs/doing-business/licensing/child-welfare/dcwltraining
 - ii. At a minimum, there will be two in-person home visits to your home. These home visits are to gain an understanding of you and your household to determine which youth would be best placed in your care. You and your family also work with the licensing worker to determine the level of care, behaviors, ages and number of youth for your home.
 - 1. All household members should be present for at least one of the home visits to have a private conversation with your licensing worker.
 - 2. There are select funding sources that the agency can apply for on your behalf to bring areas of your home into compliance with the green book rules. If there is any concern, please let your licensing worker know and we will advocate on your behalf to locate and secure funding for this purpose!
 - iii. Other agencies may request or have access to your licensing file and reports. This can include the court, another agency you transfer your license too, adoption agency assigned to youth in your home or attorney's involved in child welfare cases associated with your foster home.
 - iv. The 3130 report will be completed by your licensing worker and then sent to supervision for review and corrections. Once corrections are made, the supervisor will electronically send the report for review to DCWL consultant. The DCWL consultant has up to 30 days to review and either agree with the agency's recommendation, deny the agency's recommendation or request additional information.

6. You're Licensed! Now what?!?!

- a. Your initial (original) license is approved on a temporary basis for six months.
 - i. Just before the end of your initial 6-month period, a renewal home visit and report (4004) will be completed and a recommendation submitted to DCWL.
 - 1. Once renewed, your license is typically "active" for three-years.
 - ii. Annuals and Renewals (4004's): These reports are done once a year after your initial six-month approval. Both are the same report, ask the same questions and generally have the same documentation required. Annuals occur on years that your license does NOT expire. Renewals occur on years your license DOES expire. The difference is on a renewal year, you will be sent an application to complete no less than 60 days before the expiration of your license. Annuals do not require a new application to be completed.
 - iii. Both reports must be written, corrected and sent to DCWL through the CWLM program no less than 15 days before the expiration date. Your worker will contact you within 60 days of the due date to ensure you have enough time to schedule your home visit with everyone in the household needing to be present.

- iv. If there is an open special evaluation (SE/4005) that falls within the reporting assessment timeframe, licensing will still come out to your home.
 - If the 4004 is an annual, the annual report will be "held" for submission to DCWL until the 4005 is completed. If the 4004 is a renewal, the renewal will be submitted to ensure no delays in foster care subsidy, however, recommendations for the 4004 renewal will be tentative based on the outcome of the 4005 recommendation.
- b. Children in foster care will not be placed in general foster homes prior to the issuance of a valid license.
 - i. After fingerprints are completed, and if you and your family are willing, you can be considered to support currently licensed foster homes or caregivers of youth in care through respite care.
- c. Licensed foster homes (certification) requires Rooted in Community to provide ongoing supervision to ensure compliance with all licensing standards.
- d. Copies of all reports and/or home visit documentation are available for caregivers. Foster parents may attach written responses to these reports. Grievance procedures are available to resolve differences or difficulties.

Licensed Foster Home Special Evaluation: **

To prioritize the safety, well-being, and optimal development of all children placed in Rooted in Community foster homes may need to undergo a special evaluation to assess for rule compliance.

When a Rooted in Community worker becomes aware of any potential rule non-compliance (green book violation) within a foster home the licensing worker must complete a special evaluation (4005). Some common reasons for a special evaluation include moving to a new home without informing the agency within the required 4-week timeframe, a person moving into the home without proper background clearances and not responding to the agency when contact attempts are made.

There is no screening out process for suspected rule non-compliance evaluations. If the suspected rule non-compliance has information of potential harm to a child or vulnerable adult, the worker receiving the information must call centralized intake as they are mandated reported.

Centralized intake will determine if a CPS or CPS-MIC worker is also assigned to investigate. If so, the licensing worker and CPS worker will complete the investigation together.

The licensing worker then notifies and initiates a special evaluation of the foster home and will follow the steps below. There may be times when notification is not able to occur due to CPS involvement as licensing will be secondary within any investigation also assigned to CPS.

- Licensing workers will submit a special investigation record via the state approved electronic system to DCWL within five (5) working days of the agency receiving the information.
- Licensing workers will initiate a special evaluation of the foster home as soon as indicated, based on the information received, but not later than seven (7) calendar days after receipt of the information.
- Licensing workers will conduct a thorough investigation including all necessary collateral contacts.
- Licensing workers will notify all social service workers who have children placed at the home that a special evaluation has been initiated.
- If CPS/MIC be involved, Rooted in Community will allow CPS/MIC to be the lead investigator and will work in conjunction with CPS/MIC in conducting all interviews.

A licensing worker informs the foster parents of the following **before** beginning any question or any interviews regarding a special evaluation:

- A special evaluation has been initiated.
- A clear description of the allegations will be provided to the foster parent(s).
- The foster parent(s) have an option to involve a person of their choosing in any interview involving the special evaluation if the involvement does not impede on time.
 - Should CPS/MIC be involved, Rooted in Community will not notify the foster parent(s) that a special evaluation has been initiated. The agency will allow CPS/MIC to initiate all initial calls and interviews.

Special evaluations are conducted within a 45-day timeframe, with a maximum duration of 90 days requiring prior approval from the Chief Administrator. Foster parents are notified in writing if an extension is necessary. The licensing worker completes a thorough evaluation, including interviews with all relevant individuals, and provides foster parents with a verbal summary of preliminary findings before finalizing the written report.

Within 15 days of the conclusion of the evaluation, the licensing worker will prepare a written report that includes all the following information:

- Date information was received by the agency.
- Identification of the information source, unless anonymous or confidential, as specified in the child protection law.
- The allegations.
- Date(s) and place(s) of contact(s), name(s) of person(s) interviewed, and name(s) of the interviewer(s).
- Finding of fact based upon the evaluation.
- Conclusions regarding rule compliance or non-compliance based on the findings of fact.
- Any changes in Rooted in Community's decision regarding the number, gender, age, race, ethnic background, SOGIE, and specific characteristics of children who may be placed that is based upon the documentation contained in the summary and conclusions of the report.
- Recommendations regarding licensing action and any required corrective action.

Following the evaluation, the licensing worker submits the final written report to their supervisor for review and approval. Foster parents receive a copy of the report within 10 calendar days of approval, along with a written notification of their right to submit a written response. The report is shared with social service workers who have placed children in the home.

If violations are cited, a corrective action plan is developed with the foster parents' participation. All relevant social service workers and team members (such as court personnel) are informed.

All communication, including emails, phone calls, text messages, mailings, and in-person visits, is documented in agency records.

Unlicensed Relative Caregiver Information:

To ensure that children placed in approved relative caregiver homes experience positive outcomes, including safety, emotional well-being, and healthy development. Fictive Kin and Kinship care also fall under relative care. Fictive Kin and Kinship caregivers are individuals who are not related to a child by blood, marriage, or adoption, but who have an emotionally significant and positive relationship with the child, potentially serving as a caregiver or mentor.

During initial entry into the foster care program, relatives can be assessed by Child Protective Services workers. During this initial placement a DHHS-5770, Relative Placement Safety Screen is completed. Once Rooted in Community becomes involved through accepting case management services through DHHS, a licensing worker at Rooted in Community completes the initial DHHS-3130A, Relative Placement Home Study.

Relatives who seek to obtain placement of a related youth who is already placed within the foster care system will have the DHHS 5770 completed by the Rooted in Community licensing worker. If the DHHS 5770 is approved, further evaluation will occur through the DHHS 3130A. All reports will then be submitted to the foster care team for review regarding placement decisions.

An unlicensed relative orientation and the Guide for Caregiving Families will be provided to all relative caregivers interested in placement.

The DHHS 5770 and DHHS 3130A require interviews with all household members, including minor children in the home. All children 12 years old and up will be subjected to a clearance on the public sex offender registry. All adults in the home will be subjected to child protective services clearances, DHHS history checks, criminal history, fingerprinting for criminal history results processed through the Michigan State Police and public sex offender registry checks. All relative caregivers will be required to be processed through fingerprint clearances after the 5770 is approved and within 30 days of placement. This is at no cost to the caregivers.

Upon completion and approval of the 5770 and 3130A by the licensing supervisor, the licensing worker will send a copy of the report to the caregiver home and foster care team. The court or attorneys assigned to parties in the case will also receive copies of each report through the foster care team.

Caregivers may attach written responses to any complete reports. Grievance procedures are available to resolve differences or difficulties.

During the unlicensed relative assessment process, it is the expectation that the caregiver(s) do the following:

- Allow Rooted in Community reasonable access to the home for licensing and foster child supervision.
- Truthfully assist the agency and provide the required documents for the purpose of developing an accurate assessment.

To ensure the continued suitability of relative placements, the DHHS-3130A is valid for one year, with annual renewals conducted at least 60 days prior to expiration. The licensing worker reviews the home study annually, considering the child's evolving needs and ensuring the placement remains in the best interests of the child.

Some specific situations that may require an addendum to the approved placement through a new DHHS-5770 Relative Placement Home Study:

- Move of a caregiver to a new home.
- New placement of another relative child into the home.
- Another person moves into the home.
- There is an assigned investigation into the relative home for abuse/neglect of a child. Any time a Rooted in Community employee suspects child abuse or neglect, the worker will contact Centralized Intake and also complete a critical incident report (requires 3130A addendum).



Borrowed Bed Foster Home Information:



In circumstances when Rooted in Community is in need to borrow a foster home bed from another certifying agency, Rooted in Community will initiate this process in writing. The loaning (certifying) agency will provide written approval authorizing the placement of the Rooted in Community child in the foster home, this may be obtained by the licensing department or foster care supervisor. All foster homes who are borrowed by Rooted in Community will receive a specific agency orientation and materials before placement.

Rooted in Community's licensing department will make the request to access the licensed homes case file within the CWLM system and review the following:

- A copy of the initial evaluation.
- A copy of the current license application.
- A copy of all special evaluations completed during the last two (2) years.
- A list of all foster children currently placed in the home.

If accepted:

- Rooted in Community completes a written endorsement.
- If approved by Rooted in Community, the foster parents will be expected to review our agency's policies and procedures and will sign an acknowledgement agreement.
- Agree to sign RIC's "Statement of Acceptance" form, acknowledging to take placement of the youth with case management through Rooted in Community.
- A copy of the placement agreement is signed by the foster parent(s) and Rooted in Community, a copy is maintained in the foster parent's file.

Rooted in Community's licensing department will keep all borrowed bed documentation within CWLM. Review of borrowed bed documentation will be part of the internal quality review process. The loaning (certifying) agency is responsible for certification functions, including special evaluations, and shares all information regarding changes in the foster home with all agencies that have children placed in the home.

Loaning of a foster home bed:

In circumstances when another agency is requesting to borrow a foster home bed from Rooted in Community, the request must be in writing. Rooted in Community's licensing supervisor must approve all requests. The agency will then assign the requested licensing team members to the licensed homes CWLM electronic file.

Caregiver-Initiated Placement Change Process

To ensure that caregiver-initiated placement changes are handled promptly, respectfully, and in alignment with Michigan foster care policies, prioritizing the child's best interests and minimizing disruption please review and understand the following process.

Overview

Caregivers may request a change in a child's placement when they can no longer meet the child's needs or maintain the placement. Such requests must be made in writing and submitted to the supervising agency.

Procedure I

1. Submission of Request

- The caregiver must submit a written request to the supervising agency, stating the reasons for the placement change.
- The agency will acknowledge receipt of the request within 2 business days.
- The agency will have 14 calendar days to find a new placement for the youth. This time allows for transitioning to the new placement in accordance with standards of best care and limiting additional trauma of youth in care.

2. Assessment and Planning

- The supervising agency will assess the situation, including the reasons for the request and any immediate risks to the child.
- A Family Team Meeting (FTM) will be scheduled within 5 business days to discuss the placement change and explore solutions.

3. Notification

- If the agency determined a placement change to be in the child's best interest, the agency will provide a 14-day written notice to the caregiver using the DHS-30 form, unless an emergency necessitates immediate removal.
- The child's legal parents, guardian ad litem, and the court will be notified of the placement change.

4. Transition Planning

- The agency will develop a transition plan to ensure the child's needs are met during the move.
- The caregiver is expected to assist in the transition, including preparing the child and transferring belongings.

5. **Documentation**

 All steps, communications, and decisions will be documented in the child's case record.

Emergency Situations 1

If the caregiver believes the child is at immediate risk or cannot remain in the home safely, they must contact the supervising agency immediately. The agency will take prompt action to ensure the child's safety, which may include immediate removal.

Caregiver Record Retention: <

The general licensed and unlicensed relative caregiver record contains, at minimum, the following information:

- All documents pertaining to the home study reports (including applications and releases of information)
- Any addendums or renewals of the mentioned reports.
- Investigation information and reports.
- Placement agreements between caregivers and Rooted in Community.
- A placement list of all children placed in the foster home, including:
 - o Name, age, gender, SOGIE, and race of the child.
 - Date of placement.
 - Date of, and reason(s) for, a child's removal from the caregiving family.
 - o Any written response from a caregiver.

Rooted in Community provides caregivers with access to copies of their relevant records upon written request, with the following exceptions:

- Pending evaluation reports and documents.
- Records of privileged communication.
- Criminal records, police reports, child protective services information, and social security numbers from any source.
- While specific grievance reports may be subject to confidentiality restrictions, Rooted in Community will provide licensees with the findings of any grievances filed against them.

To ensure data security and confidentiality, Rooted in Community maintains records of caregivers for a minimum of seven years after the closure of the placement. CHRI information is securely destroyed by cross-shredding. CHRI results (fingerprint results) are maintained in a separate, secure Criminal History Record Information (CHRI) file accessible only to authorized personnel, until cross shredding is completed, at which time a log is updated to report the destruction of hard copy materials.

Borrowed Bed Caregiver Homes:

Rooted in Community licensing workers and supervisors will be assigned access to the electronic case file within CWLM. A review of home studies and investigations will be held by Rooted in Community licensing team before placement of youth in the home.

All documentation, such as borrowed bed agreement and agency agreement signed by the borrowed bed family will be uploaded into CWLM. Rooted in Community licensing workers will document contact with borrowed bed foster home within CWLM.

Mandated Reporting Requirements .



Who is a Mandated Reporter?

In Michigan, the law requires certain professionals to report suspected child abuse or neglect. This includes:

- Foster parents
- Caseworkers and social workers
- Teachers, school staff, and childcare providers
- Doctors, nurses, and mental health professionals
- Clergy (with some exceptions)
- Law enforcement officers
- Any staff working in a licensed childcare or child welfare agency

Foster parents are mandated reporters. If you suspect abuse or neglect, you must report it.

When Do You Report? 👗



- Reasonable cause to suspect a child is being abused or neglected
- Observed behavior or heard a disclosure that raises concern

You do **not** need proof—just a reasonable suspicion.

How to Make a Report 📞

• Call Centralized Intake at 855-444-3911 (24/7, toll-free)

Your Legal Responsibility 44

- It's the law: Failure to report can result in legal consequences.
- You are **protected from liability** when reporting in good faith.
- Reports are **confidential**—your identity is not shared with the family.
- Michigan Child Protection Law (MCL 722.633(5)) states that intentionally making a false report of child abuse or neglect is a criminal offense with serious consequences. These laws apply to any individual, including both mandated reporters and private citizens, who knowingly and intentionally make false reports.

Why It Matters 🤎

Reporting protects children and allows professionals to respond early. Your call could be the first step in helping a child find safety, stability, and support.

Child Supervision and Substitute Care: 😇



Ensuring the safety and well-being of children in foster care requires a holistic approach that considers their physical, emotional, social, and developmental needs. Rooted in Community recognizes that children in foster care have diverse needs and require varying levels of supervision based on their individual circumstances. This approach ensures that children receive the support and guidance they need to thrive in their foster care placement.

Caregiver Supervision:

Caregivers will take the following factors into consideration when determining the level of supervision of the child placed in their care:

- Overall age, maturity, and developmental level of the child.
- The length of time and time of day that the child will be without direct supervision.
- Established safety plans.
- The nature and inherent risk of harm.

Caregivers will follow supervision guidelines created within the child's case service plan. Any deviation of that plan will be reviewed with the foster care worker. Young children are never to be left unsupervised.

Substitute Care:

All caregivers of youth in care are expected to provide a substitute care plan. General licensed homes at initial evaluation and upon license renewal, a written substitute care plan has already been developed. The written substitute care plan is documented in the initial evaluation and reviewed and updated annually thereafter. Licensing workers must approve any changes made to the substitute care plan.

All caregivers are responsible for choosing competent and mature substitute caregivers.

- Criminal history clearance from law enforcement, sex offender registry and central registry clearance is required to be obtained for substitute caregivers.
 - o Clearance checks are completed prior to the approval of substitute care and annually thereafter.
- All caregivers are responsible for informing substitute caregivers of the agency's policies, and information needed for safe caregiving for the child(ren) in substitute care.
- All caregivers are responsible for providing the foster care worker with the name, address, and telephone number(s) of overnight substitute caregivers.
- Foster parents may provide substitute care for another licensed foster parent. When this occurs, this will not be considered a change of placement.
- All caregivers are responsible for the actions of substitute caregivers, which may affect the foster home license or placement of the youth.
- Rooted in Community caregivers will assume the cost of substitute care outside of licensed day care. Substitute care is paid minimally at the daily rate approved for the child (including approved DOC level). The cost of substitute care is provided from the foster care stipend received. Payment to substitute care should occur at the beginning of care unless otherwise arranged between the caregiver and substitute care provider.
- Any out-of-state travel must be approved no less than two weeks in advance by the child's attorney (GAL) and permission provided by the child's parent.
 - All caregivers must notify the agency of any overnight period past 3 days.

Communication in Care:



Communication and Visitation Rights for Children in Foster Care:

Mail:

- Children in Rooted in Community foster care have the right to send and receive mail.
- o Caregivers and Rooted in Community team members shall not open or read a child's incoming or outgoing mail unless there are serious concerns regarding the child's
- In such instances, prior approval from the GAL is required.
- o If mail is opened, a copy will be placed in the child's case file.
- When letter-writing is identified as a therapeutic intervention in the child's treatment plan, the agency will provide the child with necessary supplies (envelopes, stamps).

Phone Calls:

- o Phone calls by children in care are permitted, with time, frequency, and contact with persons determined through collaboration between service providers, child's parents, the child, caregivers, and the foster care worker during Family Team Meetings.
- o Reasonable household rules regarding phone calls, texting, and social media use will be established in collaboration with caregivers and the agency.

Visitation:

- o Children in foster care have the right to visit with their parents, siblings, and other relevant family members as outlined in their treatment plan.
- The frequency, location, and length of visits are determined in collaboration with the court, the agency, and the foster care worker.
- Caregivers who supervise visits with their child in foster care are responsible for providing the foster care worker with the date, time, and location of all visits for documentation and case record purposes.
- o Family Time Agreement will be reviewed and signed by all parents, youth over 14,



Firearms and Hazardous Materials:



Firearms

- Firearms must be locked in compliance through a cable lock, trigger lock, in a solid wood or metal oun case.
- Firearms must be stored unloaded.
- Firearms and ammunition must be stored separately unless the firearm is stored in a solid wood or metal gun case, ammunition may then be stored together with the firearm in the same locked safe or case.
- Firearms and ammunition must always be stored in a manner that is inaccessible to all youth in the home.
- All applicable laws regarding the possession, use, transportation and storage of firearms and ammunition, including hunting, always apply.
 - o Caregivers with a CPL may possess a firearm pursuant to the law in a vehicle provided it is done in a manner that prevents youth from having access to it.
- Caregivers may engage in hunting, range shooting and target practice with a child in foster care in accordance with the reasonable and prudent parenting standard.
- Swords and any other weapon not specifically mentioned within the green book rules must be stored securely and out of the reach of children.

Hazardous Materials:

- Prescription/over the counter medications are always stored in a locked area or locked container accessible by caregiver.
- · Any hazardous material/chemical will be stored away from any flame/heat producing equipment such as furnace, water heater, fireplace, pipes, or radiators.
- Power tools, including lawn equipment, are stored in a manner inaccessible to young children, in a locked area and/or made fully inoperable when not in use.
- Gasoline is not stored in the house, but rather in an area within a garage or storage building.
- All flammable fuels shall be stored in appropriate containers, such as federal and state approved red gasoline containers, with the contents of the container clear and visible written on the container.
- The number for poison control is made easily accessible.
- First aid kits will be maintained in the foster home.

Smoking Policy (A)

To ensure the health and safety of children in foster care, Michigan Child Welfare Policy prohibits smoking in certain environments:

- In the Foster Home
 - Prohibited: Smoking or vaping any substance inside any licensed foster home.
- In Vehicles
 - Prohibited: Smoking any substance inside a vehicle while transporting foster children.

These regulations apply to all individuals, including foster parents, household members, and visitors.

Importance of a Smoke-Free Environment 😨

Children are particularly vulnerable to the harmful effects of secondhand smoke, which can lead to respiratory issues and other health problems. Maintaining a smoke-free environment is essential for their well-being.

Privacy Safeguarding: •



At Rooted in Community, we believe that dignity, privacy, and personal autonomy are essential to the emotional well-being and healthy development of the children and youth we serve. Caregivers are expected to uphold and protect the personal rights of each youth placed in their home.

- 1. Personal Privacy and Belongings. Each foster youth must be provided with:
 - A personal, secure space for storing their belongings. This may be a dresser, nightstand, storage bin, or closet space that is solely designated for their use.
 - Access to their items without unreasonable restrictions, unless such restrictions are necessary for the youth's safety and documented in the youth's case plan.
 - Caregivers are expected to respect the youth's personal space and teach age-appropriate boundaries that promote respect and safety within the household.
- 2. Prohibition of Surveillance in Bedrooms. To preserve the privacy of the youth in care, the use of video or audio surveillance equipment is strictly prohibited in:
 - Any bedroom occupied by a child over the age of 2 years old
 - Any bathroom or personal hygiene area, regardless of the child's age
 - This policy applies to all surveillance, including nanny cams, baby monitors, and home security systems.
 - Exceptions may only be granted under exceptional circumstances with written approval from the supervising agency and the child's legal guardian or court.
- 3. Respecting Confidentiality. Youth have a right to confidentiality regarding their personal history, trauma, medical needs, and family circumstances. Caregivers are required to:
 - Refrain from discussing a child's private information with individuals not directly involved in the child's care
 - Ensure that any case documentation is stored securely and is not accessible to unauthorized persons
- 4. Accountability and Reporting:
 - Violations of this privacy policy may result in a corrective action plan, reassessment of licensure status, or removal of the youth from the home, depending on the severity and intent of the violation
 - Any concerns about violations of privacy should be reported immediately to the assigned foster care worker or the Rooted in Community office.

Personal Possessions

- Youth in foster care have the right to maintain ownership and access to their personal possessions throughout placement.
- Caregivers must ensure that all items brought into the foster home, as well as gifts and belongings received or purchased during placement, are treated as the property of the child.
- These items must move with the child when they leave the home.
- Foster homes must provide safe and accessible storage for the child's belongings, respecting their privacy and autonomy.
- Items and clothing are tracked on the DHS-3377, Clothing Checklist form.
- Youth moving from your home must packed items in boxes, totes, duffel bags or suitcases.

Allowance and Money [1]

- Each foster child is entitled to receive a personal allowance, with the amount determined based on the child's age, developmental stage, and treatment needs.
- The monetary range is outlined in the foster care manual, FOM 905-3. Breakdown is between \$3.68-\$4.59 per day depending on the age of the youth.
- Allowance use and distribution are monitored by the caregiver.
- Any money that a foster child earns independently or receives as a gift remains fully their own property and must not be withheld or misused.
- Youth in foster care can have a bank account set up in their name with the caregiver if agreed upon by the team.

Clothing **

- Foster youth must have access to clothing that meets the minimum standards on the DHS-3377, Clothing Checklist form. both during their stay and upon leaving a foster home.
- This includes ensuring that the child arrives and departs the home with sufficient and seasonally appropriate clothing.
- All clothing the child brings with them and any items purchased or gifted during their stay remain the property of the child, unless they are returned to their biological family.
- Caregivers are responsible for maintaining adequate clothing throughout the placement.

Nutrition Expectations:

Caregivers are expected to provide the following to youth in their care:

- Regular, nutritious meals that support growth and health.
- Food that respects the youth's cultural, religious, and personal preferences, when possible.
- Access to special diets or accommodations if you have allergies, medical conditions, or other specific needs. Medical documentation of a youths allergies will be sought, however, any report of an allergy will be considered fact unless medical documentation states otherwise. Caregivers and case workers work together to ensure that the youth's school, substitute care providers, case aides and other important team members are notified of allergies.

Support and Resources 🛠

- WIC Program Available for youth under age 5 or parenting teens
- Nutrition Screenings From medical provider to assess specific needs of youth.
- Meal Programs School and community meals may be available to support you (such as Bridge card benefits)
- Local food drives and food pantries are available in the area as well!

Social Media Posting Limitations

At Rooted in Community, we recognize that social media is an important way to connect, share, and build community. However, for children in foster care, **privacy, dignity, and safety must always come first**. The expectations for responsible use of social media platforms by foster caregivers in alignment with Michigan policy and best practices in child welfare are listed below:

1. Protecting Child Identity & Privacy 🔒

Foster parents should not post on any public or private social media accounts, blogs, or websites:

- The child's full name, initials, or nickname
- Photos or videos that show the child's face or make them identifiable
- Any details about the child's case, background, history, or reasons for placement
- The child's location, school, or services (e.g., therapy, medical care)

2. No Case Details or Agency Information

- Do not share updates about court hearings, legal decisions, reunification status, or visits
- Do not share criticism of birth parents, agency staff, or the child's case plan
- Do not share confidential information that compromises the child's permanence and stability

3. Photos & Consent 📷

- Do not post any image in which a child is identifiable, including group shots, family photos, or background appearances, unless the child is de-identified (face turned, blurred, or cropped).
- Never tag or geolocate photos with foster children.
- Photos for scrapbooks or private memory books are encouraged for the child's personal history—but should not be made public.

4. Digital Communication 🤝

- Foster parents should not follow, message, or communicate with case members through social media. This includes team members, foster youth, biological parents.
- There are many supportive caregiver support groups on social media. Please ensure if you
 belong to these groups that the group itself is private, it has moderators that restrict
 confidential information from being shared.

5. Advocating or Sharing General Information @

- Please share general advocacy posts about foster care, awareness days, or agency events.
- Use uplifting, educational, or supportive content that promotes fostering.

6. Reporting & Monitoring

- Inform a Rooted team member if unauthorized photos of the child appear online,
- Remove any posts or photos upon request by the agency or DHHS.
- Stay current with agency updates on acceptable digital use.

Final Note

Social media can uplift or harm—and in foster care, even unintentional posts can put a child at risk. We trust our caregivers to honor each child's story with the **discretion**, **respect**, **and confidentiality** they deserve.

If you have questions about what is appropriate to post, please reach out to a Rooted team member.

Psychotropic Medication:



What Are Psychotropic Medications?

Psychotropic medications are prescribed to manage emotional, behavioral, or mental health conditions such as depression, anxiety, ADHD, or mood disorders.

Who Can Consent?

Consent for psychotropic medication must be provided by:

- Temporary Court Wards: The child's legal parent or guardian.
- State Wards (MCI Wards): The assigned foster care worker.
- Permanent Court Wards: The court.
- Youth Aged 18 or Older: Themselves, unless deemed legally incompetent.

Note: Foster parents and relative caregivers are not authorized to consent to psychotropic medications.

Required Form: DHS-1643

The DHS-1643 form, "Psychotropic Medication Informed Consent," must be completed for:

- Initiating a new psychotropic medication.
- Documenting existing medications upon the child's entry into care (within 45 days).
- Annual renewal of consent.
- Dosage increases beyond previously approved levels.
- Legal status changes (e.g., from temporary to permanent ward).

Caregiver Responsibilities

- Monitoring: Observe the child for side effects or behavioral changes.
- Communication: Inform the foster care specialist immediately about:
 - New prescriptions.
 - Dosage changes.
 - Missed or refused medication.
 - o Discontinuation of medication.
 - Any adverse reactions.
- Appointments: Ensure the child attends all medical and psychiatric appointments.
- Documentation: Discuss medication adherence and any concerns during monthly home visits with the foster care specialist.

Emergencies

In urgent situations where immediate medication is necessary:

- A physician may administer the medication without prior consent.
- Documentation justifying the emergency treatment must be obtained within 7 calendar days.
- If ongoing medication is required for post-emergency, the standard consent process must be initiated.

Support and Resources

For questions or assistance:

- Foster Care Psychotropic Medication Oversight Unit (FC-PMOU)
 - Phone: 1-844-764-PMOU (7668)
 - Email: PsychotropicMedicationInformedConsent@michigan.gov
 - Website: MDHHS FC-PMOU https://www.michigan.gov/mdhhs/adult-child-serv/information-andresources/contacts/pmou

Water Safety Requirements for Caregivers

Caregivers must ensure safe supervision of children near any bodies of water including pools, hot tubs, lakes, ponds, or bathtubs.

- Swimming pools and hot tubs must be:
 - Enclosed by a fence or locked cover
 - o Inaccessible to children without adult supervision
 - Properly maintained to prevent injury or health risks
 - Foster homes with swimming pools or other bodies of water on the premises must have rescue equipment available at all times.
 - o Any exterior door leading directly to a body of water must be equipped with an alarm.

Bathtub and Indoor Water Safety: 👙



• Bathing environments must be free from slip hazards and set at a safe water temperature to avoid burns.

Outdoor Water Safety: C

- Life jackets are required when boating or when children are near large bodies of water.
- Supervision must be constant and appropriate to the child's age and swimming ability.

Foster Home Inspections: 👗

- Licensing workers inspect water hazards, and caregivers may be asked to demonstrate how they manage supervision and restrict access to water sources.
- Foster homes may be required to submit corrective action plans if water safety is a concern.

Safe Sleep Practices: <

- 1. Back to Sleep: Always place infants on their backs for all sleep times—naps and nighttime.
- 2. Approved Sleep Surfaces: Use a safety-approved crib, bassinet, or portable crib (e.g., Pack 'n Play) with a firm mattress and a tightly fitted sheet. Avoid placing infants to sleep in car seats, swings, or other sitting devices.
- 3. Clutter-Free Crib: Keep the sleeping area free from pillows, blankets, stuffed animals, bumper pads, and other soft items.
- 4. Head Uncovered: Ensure the infant's head remains uncovered during sleep.
- 5. Room Sharing Without Bed Sharing: Place the infant's sleep area in the same room as the caregiver but on a separate surface. Bed sharing is not allowed.
- 6. Avoid Overheating: Dress infants in appropriate sleep clothing, such as a wearable blanket or sleep sack, and keep the room at a comfortable temperature.
- 7. Smoke-Free Environment: Maintain a smoke-free environment around the infant at all times.
- 8. Supervision: Regularly monitor the infant during sleep for breathing, sleep position, and signs of distress.

Additional Requirements: 🗐

- Training: Caregivers must complete training on safe sleep practices as part of their licensing requirements.
- Medical Exceptions: If an infant cannot sleep on their back due to a medical condition, a
 physician's written instructions are required.
- Repositioning: If an infant rolls onto their stomach or side and cannot roll back, reposition them onto their back.

After-Hours Support: 📞

At Rooted in Community, we recognize that parenting, especially in foster care, can bring unexpected challenges at any time, including outside of traditional business hours. While we are deeply committed to supporting caregivers and youth, our team members also have personal responsibilities and may not be immediately available by phone or in person after hours.

Because safety is our top priority, we have developed the following guidance to ensure caregivers have resources available when urgent needs arise:

- If there is an immediate threat to safety, please contact 911 for police assistance. First responders are trained to manage and stabilize unsafe environments.
- If a youth is experiencing a mental health crisis and may need further evaluation or stabilization, the nearest emergency room can complete a mental health assessment. Based on the evaluation, the hospital may place a 72-hour mental health hold if deemed necessary.
 - For support for suicidal ideation and virtual assessment, 988 can be called for support at any time.
- For urgent mental health support at home, Muskegon County's Health West Mobile Crisis
 Team is available after hours. They offer in-home crisis intervention for youth and families and
 can be contacted at:
 - o Health West Crisis Line: 231-722-4357
- For urgent health-related concerns, Hackley Community Care provides an after-hours emergency line. Caregivers can call for medical advice or guidance on next steps related to physical health needs:
 - Hackley After-Hours Line: 231-737-1335
- For concerns of abuse or neglect, calling the DHHS centralized intake number can offer assistance and, if standards are met, have an on-call CPS worker come to the home.
 - Centralized Intake Line: 855-444-3911

Proactive Safety Planning:

If a caregiver, youth, or Rooted in Community team member is aware of heightened risk factors or potential crises that may arise during times when the agency is closed:

- A personalized safety plan can be developed in advance between caregivers, assigned workers, and supervisors.
- The safety plan will outline specific instructions, emergency contacts, and steps to help ensure the safety of all involved.
- Planning ahead is essential to help manage risks and ensure that all youth and caregivers feel supported even when immediate Rooted in Community staff support is not available.
- We highly recommend that all caregivers save each of the phone numbers above in their phone for quick access in case of an emergency.

By partnering together, creating safety plans, and utilizing available community resources, we can work toward safe and supportive outcomes for everyone involved.

*Calling 211 connects people to a **free, confidential information and referral service** that helps individuals and families find support in their community including emergency housing, food assistance, mental health, substance use services, employment services, childcare and more!

*Kids Belong is a local organization that supports caregiving families through connection and resources such as their foster care closet, school supplies and more! Kidsbelong.org or on Facebook!

When a Child Leaves Your Home: *

First and foremost, we want to thank you for opening your hearts and homes to the children who need care and connection during vulnerable times. Being a caregiver is an extraordinary and selfless act that brings immeasurable impact—and we recognize it also brings unique challenges, especially when a child transitions from your home.

When a child leaves, whether to reunify with family, move to another home, or pursue permanency through adoption or guardianship, it can stir a wide range of emotions. Feelings of grief, loss, pride, uncertainty, and love often coexist in this space. These feelings are natural and valid.

Understanding Caregiver Grief

Saying goodbye is never easy. Research has shown that caregivers often experience a grieving process similar to other types of loss. This can include sadness, guilt, longing, and even questioning. These reactions are not only normal—they are a testament to the deep connections you have formed.

You Are Not Alone: Support Is Available

At Rooted in Community, we are committed to walking alongside you during and after transitions. As part of our ongoing support:

- **Follow-Up and Check-Ins**: Our team will provide compassionate follow-up after a placement leaves. We will reach out to check on your wellbeing and help process the transition.
- **Emotional Support and Resources**: We can connect you with grief support resources, peer support groups, counseling referrals, and opportunities to engage with other caregiving families who understand the unique journey of fostering.
- Connection to Community: We believe healing happens in connection. You will continue to be part of our fostering community, with access to agency-hosted gatherings, educational opportunities, and mutual support spaces.

Parenting and Reunification Realities

Parenting looks different across families. What may be considered safe, stable, and nurturing in one household may not look the same in another. The foster care system is designed to prioritize reunification when it is safe to do so. This means children may return home once minimum standards of safety have been met, even if those standards differ from what you have provided. When reunification occurs, the foster care case remains open for at least 90 days, during which weekly home visits and resources are offered to help support and stabilize the reunified family.

Updates About the Child

We understand that caregivers often wonder how children are doing after they leave. When possible and appropriate, we will provide updates about the child's wellbeing. However, please know that in some cases, confidentiality or circumstances may limit the information we are able to share. Even so, the bonds you have created with the child are lasting. The love and care you provided remain part of their story forever.

You are able to remain connected to the child through relationships you have authentically built with their family members or the next placement during this process.

Your Connection is Lifelong

Your investment in a child's life does not end when they leave your home. The stability, affection, and memories you offered contribute to their foundation as they continue to grow. Likewise, your experience and care remain valued and cherished by our agency and community.

Common Acronyms:



3130: Initial Home Study (general foster home licensing) Initial licensing recommendation report submitted by the agency.	DCWL: Division of Child Welfare Licensing. Team of state employees who provide a range of services to agencies and foster homes, including reviewing licensed foster home reports.	The Act/Act 116: Act Number 116 of the public Acts of 1973 Amended, pertains to the regulation of Child Care Organizations. Pink and Green book rules were developed from this area of law.
4004: Foster Home Reevaluation (general foster homes) occurs at 6 month mark after original license is issued, and each year after. Every 3 years a new application is submitted with this report as well.	CCWIS: Comprehensive Child Welfare Information System. State system currently transitioning all information from the MiSacwis System. Soon all areas of child welfare case information will be kept within CCWIS.	DHHS: Department and Health and Human Services. Each county has a DHHS office that provides public assistance to community members, investigates fraud, and manages the child welfare of their county.
4005/SE : Special Evaluation Report (general foster homes) occurs whenever there is suspected green book violation after licensure.	CWLM: Child Welfare Licensing Module. State system that all general foster home reports and information is stored. This module is a part of the larger CCWIS system.	CPS: Child Protective Services. Team members employed through DHHS that seek to verify the safety and wellbeing of children.
3130A: Relative Placement Home Study (relative and fictive kin initial and renewal home study) Occurs within 30 days of placement and each year after.	MiSacwis: Michigan Statewide Automated Child Welfare Information System. The state is replacing MiSacwis in incremental, modulars to CCWIS.	MIC: Maltreatment in Care. CPS team members specifically hired to investigated suspected abuse or neglect of children who are in foster care.
5770 : Relative Placement Safety Screen (relative and fictive kin) Occurs before placement, during a household member change or address change.	Green Book: Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children. Contains all state rules that each licensed foster home must follow (even when children are not placed in the home).	CPL: Child Protection Law Act 238 of 1975 which defines abuse/neglect. Describes that legal ramifications of CPS and requires certain citizens to be mandated reporters, such as child welfare workers and foster parents.
HV: Home Visit. A visit where a team member comes to your home.	TC/LM: Telephone Call/Left Message. Frequently seen in team member reports.	FC: Foster Care or Foster Child. Either in reference to a worker or youth in care.
3130A Addendum: (relative and fictive kin) Occurs whenever a CPS-MIC	Pink Book: Licensing Rules for Child Placing Agencies. Contains all state rules that	GMC: Good Moral Character. Publication that lists several potential convictions that

CHRI: Criminal History Record Information. This is obtained through fingerprinting process and is kept secure within state systems. Each caregiver of a foster youth will have fingerprinting completed.	Fictive Kin or Kinship: Individuals who have a strong relationship with children in foster care or, if a young child, a strong relationship with the biological parent of child in foster care. Not related by blood or marriage. Do not have to be licensed to provide care for children.	ART: Administrative Review Team. This team resides within DCWL and reviews GMC convictions based on the agency's review of rehabilitation and how this is related to caring for children in foster care.
CASA: Court Appointed Special Advocate. A community volunteer that serves to preserve the well0being of children in foster care. Not every child will have a CASA court appointed. These volunteers go through extensive training through the family court system.	DOC: Determination of Care. This is a supplement reimbursement stipend in addition to the daily foster care stipend. This is provided to caregivers who have youth with higher need or specialized care needs and exists to help eliminate the costs of the level of care needed.	ICPC: Interstate Compact on the Placement of Children. An agreement among states that ensures children placed in foster care have the ability to be placed across state lines when it is in their best interest and determines the state responsible for supervising care.
MYOI: Michigan Youth Opportunities Initiative. A program that helps older youth in foster care learn and achieve successful outcomes in their transition to adulthood. GAL: Guardian ad Litem.	FTM/TDM: Family Team Meeting/ Team Decision Meeting. Meetings that are held before court hearings and during points of change in the case. All team members are encouraged to attend to assist in planning for the well-being of the youth and family. LE/LEO: Law	ICWA: Indian Child Welfare Act. Federal law that establishes minimum standards for child welfare youth who are Native American. Created in response to the historical disproportionate removal of Native youths from their families and communities. DV: Domestic Violence.
Court appointed attorney assigned to youth in care. FOM: Michigan's Foster Care Online Manual (policy)	Enforcement/Officer. APPLA: Another Planned Permanency Living	Subsidy : financial assistance provided to caregivers in a reimbursement (non-taxed).
Semi-Annual: Transition Plan. A meeting held with youth 14 and older with their supports plan independence. PO: Protection Order	Arrangement 90 day: 90 Day Discharge planning meeting for youth and their supports before exiting the foster care program. SOP: Standard of Promptness.	TBRI: Trust Based Relational Intervention, a type of parenting style and therapeutic approach. SA: Sexual Abuse
SED: Severely Emotionally Disturbed, SED waivers provide high level of support and funds to secure placements for youth. Sib/Sib Split: Siblings who are separated while in foster care.	ISP/USP: Initial and Updated Service Plans created to provide an update and guide to services for youth and their parents. Psych Eval: Psychological Evaluation.	RTC: Residential Treatment Center- a group home setting for youth who require extra supervision and guidance to be safe within the community. TPR: Termination of Parental Rights.



I/we:	have been provided with copies of the following:	
•	Agency Program Statement Behavior Support Caregiver Training Communication Education File Management and Privacy of Records Grievance Handling and Compliance Medical and Dental Care Recruitment and Retention Plan Religion and Spirituality Unusual Incidents and Emergencies	
•	ments Provided: Act 116 of the Public Acts of 1973, amended, 722.11 of the Michigan Compiled Licensing Rules for Foster Family Homes and Foster Family Group Homes for Clicensing Rules for Child Placing Agencies Good Moral Character (CWL Pub 673 Rev. 9-16) Child Protection Law (DHHS Pub 3 Rev. 7-15) The Office of the Child Advocate pamphlet Foster Care Review Board pamphlet Foster Parent Bill of Rights Law Prudent Parenting Standards Caregiver Handbook (This!) Rooted Orientation Pertaining to You: general license, relative care or borrowed	Children
	by acknowledge that I have been provided with a copy of the above-mentioned owledge that I understand the responsibilities listed in each document and agree	
Foster	r Parent/Caregiver/Borrowed Bed	Date
Foster	r Parent/Caregiver/Borrowed Bed	Date

Licensing Worker

Date