

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
CHILD AND FAMILY SERVICES AGENCY
Family Licensing Division**



Foster Parent Agreement

Agency Responsibilities:

1. Provide all available placement information including special supervision needs if applicable (Procedure A of "Relationship with Resource Parents" (RRP) policy)
2. Involve foster parents as partners in case and service planning
3. Assist Foster parents in advocating for all service needs for the child (e.g. school, medical)
4. Consider foster parents schedule whenever possible, while making appointments for child
5. All removals of children from foster parent's home will be done according to law.
6. Provide 24 hour crisis services-Tool kit in handbook
7. Ensure timely and accurate stipends/reimbursements
8. Provide respite services
9. Assist with transportation when extenuating circumstances make it necessary
10. Provide procedures for foster parents to request emergency removals for safety/crisis reasons
11. Provide clear process, procedures, and supportive services to prevent placement disruptions (Procedure B – RRP policy)
12. Provide quality, relevant, and competency based in-service training, including training on policy updates
13. Provide internal grievance process and information about appeal/fair hearing processes for placement changes, investigations, and service delivery
14. Provide clear guidance and information around emergency preparedness
15. Approve requests for travel and other activities within ten (10)days
16. Work with foster parents to develop permanency options and consider foster parents as potential options
17. Notify foster parents about court and administrative reviews
18. Provide feedback and transparency about concerns and usage of a foster parent's home

Shared Responsibilities:

1. Mutual respect
2. Planning towards permanency
3. Open lines of communication
4. Adherence to Practice Model

Foster Parent Responsibilities:

1. Follow policy requirements of foster parents (Procedure C, RRP policy)
2. Informing agency about unusual incidents (including arrests, charges, and investigations)
3. Follow confidentiality policy
4. Maintain a current license; this includes attending 30 hours of in-service training every two years, notifying the agency of any household changes, and maintaining relevant insurance such as auto insurance
5. Follow appropriate medication procedures (procedure K, RRP policy)
6. Support a positive relationship with the child's birth family
7. Participate as part of the child's team
8. Foster for only one agency at a time
9. Have a back-up person (AI on back-up person)
10. Follow policy on overnight visits (AI on overnight visits)
11. Follow the procedures to request the removal of a child
12. Provide child specific supervision
13. Support the child in practicing his/her own faith
14. Have an emergency disaster plan
15. Notify the agency when going out of town (AI on travel)
16. Provide transportation for the child as outlined in CFSA policy (Procedure B, RRP)

Family Licensing/Training Worker
Child and Family Services Agency

Date

Foster Parent

Date

Foster Parent

Date