PHILIP L. BROWNING
Director

County of Los Angeles
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

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April 13, 2016

REQUEST FOR INFORMATION

The purpose of this Request for Information (RFI) is to determine the extent of interest from qualified community-based organizations (CBOs) to provide services for the Relative Support Services (RSS) Demonstration Project. The goal of the RSS Demonstration project is to improve the overall support available to relatives and non-related extended family members (NREFM) caring for children under the supervision of the Los Angeles County Department of Children and Family Services (DCFS), the Probation Department, and the Juvenile Court. Also relatives and NREFMs caregivers and their children in Los Angeles County may receive kinship support services.

The RSS Demonstration Project will be comprised of two distinct services: Relative Home Assessment Services (RHAS) and Relative Support Services (RSS).

RHAS SERVICES

Welfare and Institutions Code, section 16519.5 requires the California Department of Social Services (CDSS), in consultation with county child welfare agencies, foster parent associations, and other interested community parties, to implement a unified, family friendly, and child-centered resource family approval program (See Exhibit a-1) and resource family approval Forms (See Exhibit a-2) process. The resource family approval program will streamline the existing processes for licensing foster family homes for approving relatives and non-relative extended family members as foster care providers or guardians, and for approving adoptive families.

The County intends to contract with qualified, culturally and linguistically competent CBOs to assist relative and NREFM caregiver applicants in the resource family approval process and to assist any relative or NREFM resource families who have previously been approved.

In 2015, 16,763 Relative/NREFM caregiver assessments were conducted in Los Angeles County, including 10,814 initial assessments and 5,949 annual assessments (Attachment I).

The anticipated RHAS services are described in Attachment II, Relative Home Assessment Services (RHAS) Statement of Work.

RSS SERVICES

The County also intends to contract with qualified, culturally and linguistically competent CBOs to provide support services to resource family applicants, relative and NREFM caregivers, and the children residing with them. RSS contractors will collaborate with DCFS staff, other County and governmental agencies, RHAS contractors and other CBOs to provide services in one of the eight Service Planning Areas (SPAs) (See Attachment IV). In SPAs 3 and 6, two County-operated Kinship Centers will augment the RSS providers to create a comprehensive network of support services for relative and NREFM caregivers. RSS providers will have an agency office in a designated SPA available to navigate, provide and refer all relative and NREFM caregivers to Kinship Support Services.

For planning purposes, Interested Parties may refer to Attachment I for the number of resource family assessments by SPA in 2015. But be aware that these figures do not include the 9,800 + children under the care of the current 5,949 relative and NREFM caregivers (shown as under Annual Assessment in Attachment I). Nor do the figures in Attachment I include the number of informal relative and NREFM caregivers and the children under their care residing in Los Angeles County eligible for RSS services.

The anticipated RSS services are set forth in Attachment III, Relative Support Services (RSS) Statement of Work.

STATEMENT OF INFORMATION

This RFI is to solicit a Statement of Information (SOI) from Interested Parties that are able to provide services under the RSS Demonstration Project. Each Interested Party responding to this RFI must indicate their interest in one of three ways:

- Submit an SOI for Relative Home Assessment Services only
- Submit an SOI for Relative Support Services only
- Submit two SOIs, an SOI for Relative Home Assessment Services and an SOI for Relative Support Services

An Interested Party may submit only one SOI for each of the services.

An Interested Party must indicate the Service Planning Area (SPA) in which they are interested in providing services (See Attachment IV).

An Interested Party must meet the requirements for the service(s) they have interest in providing.

An Interested Party must submit SOI(s) on or before the SOI Submission Deadline: 12:00PM, Noon, May 9, 2016. Late submissions will not be accepted.

This RFI is issued for information and planning purposes. It does not constitute a Request for Proposals (RFP) or a promise to issue an RFP in the future. This RFI does not commit the County to contract for any services. The County will not pay for any information or administrative costs incurred in response to this RFI. Pending the results, the County reserves the right to either negotiate contracts with agencies that submit an SOI, release a contract solicitation, or take no further action.

RELATIVE HOME ASSESSMENT SERVICES INTERESTED PARTY REQUIREMENTS

Interested Party submitting an SOI to provide RHAS services must meet the following requirements:

1. Interested Party must not be prohibited from doing business in the State of California, or in the County of Los Angeles;

2. Interested Party must not be suspended, debarred, ineligible, or excluded; or have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts;

3. Interested Party must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009, and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property;

4. Interested Party must be able to obtain the required **Liability Insurance** coverage required by the County. The following is an **example** of insurance coverage requirements for a similar contract with the County of Los Angeles:

   Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

   Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

   Workers' Compensation and Employer's Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

Professional Liability: Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than $1 million per claim and $2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following this Agreement's expiration, termination or cancellation.

Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature;

5. Interested Party must have provided services for three of the last five years in the SPA where interested party wants to provide services;

6. Interested Party must have three years of experience in the last five years providing services to families in a community setting. This includes but is not limited to the prevention and aftercare of child abuse and neglect, or facilitating family visitation;

7. Interested Party must have three years of experience in the last five years providing services related to child welfare assessments for adults or children; and

8. Interested Party must have three years of experience in the last five years directly providing or provided through subcontractors, social services training, which may include but not limited to child care, parenting, child welfare, education, or child/youth development.

RELATIVE SUPPORT SERVICES INTERESTED PARTY REQUIREMENTS

Interested Party submitting an SOI to provide RSS services must meet the following requirements:

1. Interested Party must be a governmental entity or organized as a 501(c) (3) non-profit with exempt determination letters from the Internal Revenue Service and the California Franchise Tax Board;

2. Interested Party must not be prohibited from doing business in the State of California, or in the County of Los Angeles;

3. Interested Party must not be suspended, debarred, ineligible, or excluded; or have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts;

4. Interested Party must be in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026) or certify that they are exempted pursuant to Chapter 2.206 of the Los Angeles County Code. This ordinance was implemented on October 20, 2009, and requires that agencies contracting with the County be current with their annual tax payments for secured/real and unsecured/personal property;

5. Interested Party must be able to obtain the required **Liability Insurance** coverage required by the County. The following is an **example** of insurance coverage requirements for a similar contract with the County of Los Angeles:

   Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate:	$2 million
Products/Completed Operations Aggregate:	$1 million
Personal and Advertising Injury:	$1 million
Each Occurrence:	$1 million

   Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

   Workers' Compensation and Employer's Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If Contractor will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than 30 days advance written notice of cancellation of this coverage provision. If applicable to Contractor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

   Professional Liability: Insurance covering Contractor's liability arising from or related to this Contract, with limits of not less than $1 million per claim and $2 million aggregate. Further, Contractor understands and agrees it shall maintain such coverage for a period of not less than three years following this Agreement's expiration, termination or cancellation.

   Sexual Misconduct Liability: Insurance covering actual or alleged claims for sexual misconduct and/or molestation with limits of not less than $2 million per claim and $2 million aggregate, and claims for negligent employment, investigation, supervision, training or retention of, or failure to report to proper authorities, a person(s) who committed any act of abuse, molestation, harassment, mistreatment or maltreatment of a sexual nature;

6. Interested Party must have provided services for three of the last five years in the SPA where Interested Party wants to provide services. ; And

7. Interested Party must have three years of experience in the last five years providing services to families in a community setting. This includes but is not limited to the prevention and aftercare of child abuse and neglect or facilitating family visitation.

RHAS SERVICES STATEMENT OF INFORMATION FORMAT AND CONTENT

The RHAS SOI must include the following components, and is not to exceed 17 pages, 8 1/2'" x 11", single spaced, excluding any attachments:

1. **Introduction Letter** – The introduction letter must be on CBO's letterhead and include:
   a) CBO's full legal name
   b) Type of entity (public/private, for profit/nonprofit)
   c) Name and title of the individual authorized to make representations for the agency
   d) CBO's mailing address
   e) Contact individual's name, telephone, and email address
   f) Program Services to be provided: **RHAS**
   g) SPA where Interested Party is most interested in providing services
   h) Addresses of CBO Office Locations in Los Angeles County

2. **Experience, Capabilities and Budgets – Interested Party shall respond to each of the following:**

   a) Provide a description of your agency including but not limited to its mission, social services provided, community experience and staff expertise. (3 pages maximum)

   b) Provide a Budget for performing the RHAS services. Assume each RHAS Referral will require approximately 10 work hours and two home site visits to the home of the resource family applicant. Assume each Resource Family Annual Update will require four work hours and one home site visit. Include all equipment and equipment service fees needed to perform the RHAS services.

   c) Describe how your Agency would provide the Pre-Approval Training and Post-Approval Training to the target population including but not limited to: either directly providing or sub-contracting Training classes, arranging class locations, developing class schedules, and arranging child care and transportation provisions. (3 pages maximum)

   d) Provide a Budget for the required 20 hours per Applicant Pre-Approval Training.

   e) Provide a Budget for the required eight hours Relative/NREFM Resource Family Post-Approval Training.

   f) Describe how your Agency would provide the target population with culturally and linguistically competent (See Attachment VII) RHAS services including but not limited to mechanisms to ensure sensitivity to race, ethnicity, preferred language and multiple age ranges. (3 pages maximum)

   g) Explain how your Agency's experience providing Community-Based services for the target population in the SPA community would benefit your performance of RSS services including but not limited to collaboration with other CBOs in the SPA. (2 pages maximum)

   h) Explain how your Agency, when providing RHAS services, would incorporate the value and experience of key stakeholders who play an important role in the lives

of children including but not limited to Relative/NREFM caregivers and Parents. (3 pages maximum)

i) What are the major challenges that you perceive in providing RHAS services? (2 pages maximum)

3. **RHAS Interested Party Requirements Checklist (Attachment V)**

   RHAS Interested Party Requirements Checklist, Attachment V must be completed and signed by authorized Agency Representative.

RSS STATEMENT OF INFORMATION FORMAT AND CONTENT

The RSS SOI must include the following components, and is not to exceed 19 pages, 8 1/2'" x 11", single spaced, excluding any attachments and budgets:

1. **Introduction Letter** – The introduction letter must be on CBO's letterhead and include:
   a) CBO's full legal name
   b) Type of entity (public/private, for profit/nonprofit)
   c) Name and title of the individual authorized to make representations for the agency
   d) CBO's mailing address
   e) Contact individual's name, telephone, and email address
   f) Program Services to be provided: **RSS**
   g) SPA where Interested Party is most interested in providing services
   h) Addresses of CBO Office Locations in Los Angeles County

2. **Experience, Capabilities and Budgets – Interested Party shall respond to each of the following:**

   a) Provide a description of your Agency including but not limited to its mission, social services, community experience and staff expertise. (3 pages maximum)

   b) Provide a Budget for performing RSS services. Assume staff is comprised of three Para-professionals, one half-time CPD/PPS Supervisor, one half-time clerical support. Include all overhead, equipment and equipment service fees needed to perform the RSS services. Include costs for an outreach program and two) SPA recreational/educational events for the SPA target population.

      Note: Final RSS Budget will include additional budgeted funding for Basic Emergency Needs, and additional budgeted funding based on 30 percent of staff and overhead costs for subcontracting and RSS SPA Network development with CBOs.

   c) Describe your Agency's outreach program and recreational/education events for the target population. (2 pages maximum)

   d) Describe how your Agency would utilize the 30 percent of budgeted funding to develop a comprehensive RSS SPA Network with CBOs. (2 pages maximum)

   e) Describe how your Agency would provide the target population with culturally and linguistically competent RSS services including but not limited to mechanism to

ensure sensitivity to race, ethnicity, preferred language and multiple age ranges. Include how your Agency would provide services to children and youth by collaborating with community stakeholders including but not limited to: schools, faith based organizations and CBOs with mentorship programs. (4 pages maximum)

f) Explain how your Agency's experience providing social services in the SPA community would benefit your performance of RSS services including but not limited to collaboration with other CBOs in the SPA. (2 pages maximum)

g) Explain how your Agency, when providing RSS services, would incorporate the value and experience of key individuals who play an important role in the lives of children including but not limited to Relative/NREFM caregivers and Parents. (3 pages maximum)

h) What are the major challenges that you perceive in providing RSS services? (2 pages maximum)

3. **RSS Interested Party Requirements Checklist (Attachment VI)**

   RSS Interested Party Requirements Checklist, Attachment VI must be completed and signed by authorized Agency Representative.

DEADLINE FOR SUBMISSION OF ALL STATEMENTS OF INTEREST

The SOI shall be submitted at the following address by 12:00 P.M., Noon, PST, May 9, 2016. Late submissions will not be accepted.

County of Los Angeles
Department of Children and Family Services
Contracts Administration Division
Attention: Mary Naylor
425 Shatto Place, Room 400
Los Angeles, CA 90020

The outside of the envelope should be labeled: "**Relative Support Services-Demonstration Project" STATEMENT(S) OF INFORMATION**."

INFORMATIONAL MEETING

An informational meeting has been scheduled for April 20, 2016, from 2:00 p.m. to 4:30 p.m., at DCFS' Headquarters, 425 Shatto Place, 5th Floor Conference Room, Los Angeles, CA 90020.

DISCLAIMER:

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT

This RFI is issued for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for a contract and should not be construed as a Request for Proposals (RFP), or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the exclusive property of the County of Los Angeles. DCFS reserves the right to incorporate information received into any future solicitation or contract. Moreover, all responses to this RFI shall become a matter of public record, and should be regarded as such. Exceptions will be those sections marked "trade secret," "confidential," or "proprietary" as described in the California Government Code, Section 6250 et seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.

Relative Home Assessment Services (RHAS) Interested Party Requirements Checklist

Date: _____
CBO Name: _____ Phone Number: _____
CBO Address: _____
Contact Person's Name: _____ Phone Number: _____
Contact Person's Email: _____

Question Number	Question	Response
1	Is your CBO prohibited from doing business in the State of California, or in the County of Los Angeles?	Yes ☐ No ☐
2a	Is your CBO suspended, debarred, ineligible, or excluded from contracting with Los Angeles County?	Yes ☐ No ☐
2b	Does your CBO have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts?	Yes ☐ No ☐
3a	Is your CBO in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026)?	Yes ☐ No ☐
3b	Is your CBO exempted from the Defaulted Property Tax Reduction Program pursuant to Chapter 2.206 of the Los Angeles County Code?	Yes ☐ No ☐
4	Can your CBO obtain the required liability insurance coverage?	Yes ☐ No ☐
5	Has your CBO provided services for three of the last five years in the SPA where your CBO wants to provide services?	Yes ☐ No ☐
6	Does your CBO have three of years experience in the last five years providing services to families within a community setting? This includes but is not limited to prevention and aftercare of child abuse and neglect, or facilitating family visitation?	Yes ☐ No ☐
7	Does your CBO have three years of experience in the last five years providing services related to child welfare assessments for adults or children?	Yes ☐ No ☐
8	Does your CBO have three years of experience in the last five years directly providing or provided through subcontractors social services training, which may include but not be limited to child care, parenting, child welfare, education, or child/youth development?	Yes ☐ No ☐

The responses provided on this RHAS Interested Party Requirements Checklist are true to the best of my knowledge. Signature_____ Date_____
Title _____

Relative Support Services (RSS) Interested Party Requirements Checklist

Date: _____
CBO Name: _____ Phone Number: _____
CBO Address: _____
Contact Person's Name: _____ Phone Number: _____
Contact Person's Email: _____

Question Number	Question	Response
1	Is your CBO a 501 (c) (3) non-profit organization and have an exempt determination letters from the Internal Revenue Service and the California Franchise Tax Board?	Yes ☐ No ☐
2	Is your CBO prohibited from doing business in the State of California, or in the County of Los Angeles?	Yes ☐ No ☐
3a	Is your CBO suspended, debarred, ineligible, or excluded from contracting with Los Angeles County?	Yes ☐ No ☐
3b	Does your CBO have principals who are suspended, debarred, ineligible, or excluded from securing federally, State, or locally funded contracts?	Yes ☐ No ☐
4a	Is your CBO in compliance with the Defaulted Property Tax Reduction Program (Los Angeles County Ordinance No. 2009-0026)?	Yes ☐ No ☐
4b	Is your CBO exempted from the Defaulted Property Tax Reduction Program pursuant to Chapter 2.206 of the Los Angeles County Code?	Yes ☐ No ☐
5	Can your CBO obtain the required liability insurance coverage?	Yes ☐ No ☐
6	Has your CBO provided services in the SPA where CBO wants to provide services for three of the last five years?	Yes ☐ No ☐
7	Does your CBO have three years of experience in the last five years providing services to families in a community setting? This includes but is not limited to the prevention and aftercare of child abuse and neglect, or facilitating family visitation?	Yes ☐ No ☐

The responses provided on this RSS Interested Party Requirements Checklist are true to the best of my knowledge. Signature_____ Date_____

Title _____

2015 Relative/NREFM Assessments Data Attachment I

ASPA REPORT	Initial	Annual	Grand Total
SPA 1	**1326**	**723**	**2049**
Lancaster	768	364	1132
Palmdale	558	359	917
SPA 2	**1029**	**543**	**1572**
San Fernando Valley (Chatsworth)	568	253	821
Santa Clarita	262	188	450
West San Fernando Valley	199	102	301
SPA 3	**1596**	**1097**	**2693**
El Monte	180	133	313
Glendora	567	403	970
Pasadena	362	185	547
Pomona	487	376	863
SPA 4	**107**	**33**	**140**
Metro North	107	33	140
SPA 5	**59**	**30**	**89**
West Los Angeles	59	30	89
SPA 6	**2524**	**901**	**3425**
Compton	339	164	503
Vermont Corridor	886	540	1426
Wateridge	1299	197	1496
SPA 7	**1424**	**750**	**2174**
Belvedere	551	371	922
Santa Fe Springs	873	379	1252
SPA 8	**2103**	**963**	**3066**
South County	1345	587	1932
Torrance	758	376	1134
Countywide	**31**	**45**	**76**
American Indian	11	31	42
Asian Pacific Project	15	9	24
Deaf Services Unit	5	5	10
NO SPA	**615**	**864**	**1479**
BSP Medical Placement	17	57	74
NO OFFICE INDICATED	598	807	1405
Grand Total	**10814**	**5949**	**16763**

Attachment-II

COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

STATEMENT OF WORK

RELATIVE HOME ASSESSMENT SERVICES (RHAS)

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1.0 PREAMBLE

The County of Los Angeles (County) seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and financial security of individuals, families, businesses and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: 1) Accountability; 2) A Can-Do Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

2.0 BACKGROUND

Of the approximately 18,000 children in out-of-home care in Los Angeles County, over 9,800 children reside with 5,700 Relative or Non-Related Extended Family Member (NREFM) caregivers. This does not include informal arrangements without the involvement of child protective services. Though there is no definitive data, it is estimated that this population may be six times larger than those relatives involved with the Los Angeles County Department of Children and Family Services (DCFS). The Los Angeles County Blue Ribbon Commission on Child Protection (BRCCP) 2014 Final Report citing U.S. Department of Health and Human Services 2001, Gordon 2003, Lawrence-Webb 2006 and Wilder Research 2012 revealed Relatives/NREFM caregivers to be inadequately supported in fiscal, social services and legal areas.

2.1 RELATIVE SUPPORT SERVICES DEMONSTRATION PROJECT

On June 9, 2015, the County of Los Angeles Board of Supervisors passed the Supervisor Sheila Kuehl and Supervisor Mark Ridley Thomas introduced Board Motion: SUPPORTING OUR RELATIVE CAREGIVERS [Exhibit XX] that directed DCFS, in consultation with the Chief Executive Officer, the Office of Child Protection, Department of Social Services (DPSS) and Community and Senior Citizens (CSS), to report back on the following areas:

1. DCFS, DPSS and CSS programs and services provided to relative caregivers, service gap analysis and identification of where additional support is needed.

2. Using the Prevention Initiative Demonstration Project solicitation model, DCFS to issue a Request for Information leading to contracts with qualified Community Based Organizations (CBOs) in prevention, after care and family visitation services to develop kinship support programs.

3. DCFS referrals received from the State Ombudsman, foster parents, birth parents or other types of caregivers in 2014.

4. DCFS analysis to establishing a 24/7 Caregiver Call Center.

DCFS reported in a February 2, 2016, Board Letter [Exhibit A-3] following Stakeholder Meetings in each of the five Supervisorial Districts, analysis of a Relative Caregiver Needs Assessment Survey sent to each Relative/NREFM caregiver, review of its current kinship support practices, and implementation plans for Adoption and Safe Families Act (ASFA) program transition to the Resource Family Approval (RFA) Program. The Board received and filed the Board Letter report that expanded the Relative Support Services (RSS) Demonstration Project to include both RSS contracts and Relative Home Assessment Services (RHAS) contracts in each of the eight Services Planning Areas (SPAs) in Los Angeles County. As stated, DCFS will facilitate negotiated contracts through release of a Request for Information (RFI) to solicit interest by qualified, culturally and linguistically competent CBOs in providing RSS services, RHAS services or both.

2.2 RESOURCE FAMILY APPROVAL PROGRAM

When the County of Los Angeles DCFS detains children for reasons of child safety, Relative/NREFM caregivers are often first secured as resource families for placement. Consistent with Assembly Bill 403 (Stone), the County strives to ensure children in foster care have their day-to-day physical, mental, and emotional needs met, that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self-sufficient, successful adults. Relative/NREFM caregivers become vital partners in a child's future.

Welfare and Institutions Code section 16519.5 requires the California Department of Social Services (CDSS), in consultation with County child welfare agencies, foster parent associations, and other interested community parties, to implement a unified, family friendly, and child-centered Resource Family Approval (RFA) Program process to replace the existing processes for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers or guardians, and approving adoptive families.

The County will work through contracts with qualified and culturally competent Community Based Organizations (CBOs) to assist a **Relative/NREFM caregiver applicant for Resource Family Approval (Applicant)** and any **Relative/NREFM Resource Family** who has been approved earlier.

Through consultation with the parent(s), DCFS may explore the availability of multiple Applicants to minimize disruption to the child(ren)'s education and social network at a challenging time in their lives and the lives of their parent(s). CDSS issued RFA Program regulations, each of these Applicants will be assessed for their suitability, commitment and qualifications to provide a home for the child(ren).

By an RHAS Referral from DCFS, the Contractor will provide the Relative/NREFM caregiver, now Applicant, an overview of the child welfare processes and information resources; conduct a home environment assessment; correct Applicant home site conditions, if reasonable, to meet RFA Program regulations; provide directly or by subcontract RFA Pre-Approval and Post-Approval Training; assist the Applicant with documents retrieval critical to the RFA process; conduct a RSS assessment and refer the Applicant to the appropriate RSS CBO contractor; document, communicate and testify as needed, Contractor findings.

3.0 DEFINITIONS

The following words as used herein shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

3.1 Applicant – means an individual who has submitted an application for Resource Family Approval.

3.2 Children Social Worker (CSW) – means the Social Worker employed with the DCFS to manage caseloads for children who are under the supervision and custody of DCFS.

3.3 Community Based Organizations (CBO) – means a public or private non-profit organization that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs, and whose services consistent with the vision, values and goals of the County.

3.4 Contractor Project Director (CPD) – means the individual designated by the Contractor to administer the Contract operations after the Contract award.

3.5 County Program Managers (CPMs) – means the County representatives responsible for daily management of the Contract operations and the oversight of monitoring activities, compliance with the requirements of the Contract, and the delivery of services.

3.6 Documented Alternative Plan (DAP), as related to RFA – means a written plan, pursuant to RFA Program 07-04, approved by the County describing a resource Family's use of an acceptable alternative to a specific requirement.

3.7 Home Environment Assessment – means a component of the Resource Family Approval process which requires an Applicant to meet standards that include, but are not limited to, home and grounds, outdoor activity space, storage requirements, fire clearance, and capacity determination.

3.8 Para-Professional Staff (PSS) – means staff primary responsible for the daily interaction with and providing services to the target population identified in the RHAS contract.

3.9 Resource Family Approval Applicant Home Environment Corrective Action Plan (CAP), - means a written plan that details a RFA Applicant's commitment to remedy deficiencies in the delivery of the services as cited by the county

3.10 Resource Family Approval Contractor's Corrective Action Plan (CAP), – means a written plan that details a contractor's commitment to remedy deficiencies in the delivery of the contracted services as cited by the county.

3.11 Resource Family Approval Training – means training required by the RFA Program and County for an Applicant to be approved as a Resource Family.

3.12 Resource Family Approval Post-Approval Training – means training required by the RFA Program and County for Relative/NREFM caregivers to transition or continue to be a Resource Family.

3.13 Relative/Non-Related Extended Family Member (NREFM) Caregiver – means individual with custody of children providing foster care under formal or informal circumstances.

3.14 Relative Home Assessment Services (RHAS) – means contract services to assist the County in the Resource Family Approval Program process.

3.15 Relative Home Assessment Services (RHAS) Referrals – means DCFS referrals to RHAS contractors to initiate and perform RHAS contract services.

3.16 Relative Home Assessment Services (RHAS) Training – means County provided training to RHAS Contractors prior to the start of services to the target population.

3.17 Relative Support Services (RSS) – means services supporting Relative/NREFM caregivers and the children under their custody.

3.18 Relative Support Services (RSS) Demonstration Project – means the County approved project to improve and enhance support services to Relative/NREFM caregivers and the children in their custody as facilitated through the RSS Contract and the RHAS contract.

3.19 Relative Support Services Assessment – means assessment of support services needed by an Applicant, Relative/NREFM and children in their custody as conducted by the RHAS Contractor and the RSS Contractor.

3.20 Resource Family – means an individual or couple approved by the County as Relative/NREFM caregivers.

3.21 Resource Family Approval (RFA) Program – means State of California single process for approving families for foster care, legal guardianship, and adoption.

3.22 Service Planning Areas (SPA) – means the eight (8) geographic areas of Los Angeles County used for social services planning and delivery.

3.23 Subcontractors – mean the agencies with whom County Contractors may contract to perform services.

4.0 COUNTY'S GENERAL RESPONSIBILITIES

4.1 County shall designate two (2) Program Managers (CPMs) to coordinate the delivery of services of this Contract with the Contractor, including but not limited to assigning the RHAS Referrals.

4.2 CPMs or designee shall provide two (2), one-day Relative Home Assessment Services Training sessions per year to Contractor's staff.

4.3 The CPMs or designee will have full authority to monitor Contractor's performance in the day-to-day operation of this Contract.

4.4 The CPMs or designee will provide direction to Contractor in areas relating to DCFS policy, information and procedural requirements.

4.5 The CPMs or designee are not authorized to make changes in the terms and conditions of this Contract and are not authorized to obligate the County in any way whatsoever beyond the terms of this Contract.

5.0 CONTRACTOR'S GENERAL RESPONSIBILITIES

5.1 Contractor shall maintain an office with a telephone in the agency's name where Contractor conducts business. Contractor's office shall be staffed during normal business hours, Monday through Saturday from 8:00 A.M. to 5:00 P.M., by at least one employee who can respond to inquiries and complaints. In addition, Contractor shall provide an answering system or service, or an after-hours contact to receive calls when the office is closed, in accordance with subsection 9.2.

5.2 Contractor shall furnish its staff with all equipment, office furnishings, and supplies to comply with the requirements of this Contract, including, but not limited to office space, computers, software, cell phone and proper supplies.

5.3 Contractor agrees that any work it performs beyond this Contract shall be deemed a gratuitous act by the Contractor and, therefore, Contractor shall have no claim against County. Contractor shall immediately report any requests it receives from any County staff for services beyond this Contract.

5.4 Contractor shall provide the staff in sufficient numbers to ensure the delivery of services specified in this Contract.

6.0 CONTRACTOR STAFF

Contractor shall ensure its staff and sub-contracted staff conforms to the following staff requirements to meet service requirements detailed in the Statement of Work (SOW):

6.1 Contractor shall ensure that criminal clearances and background checks have been conducted for its staff and its sub-contracted staff prior to providing subcontracted services. Staff who don't pass background checks shall not perform work under this Contract. Contractor shall maintain copies of all criminal clearances and background checks, and shall provide copies to County at the request of the CPMs. Regardless of whether its staff passes or fails, the cost of background investigations are the Contractor's responsibility.

6.2 Contractor shall obtain written verification of the required education requirements and licenses for its staff, including verification for education requirements earned by staff in foreign countries consistent with the U.S. Secretary of Education authorized accrediting agency.

6.3 Contractor's staff shall be able to read, write, speak and understand English in order to conduct business with the County. The ability to read, write, speak and understand other languages may apply as specified herein.

6.4 Contractor shall make available upon request, staff that are able to read, write and understand Spanish and other languages in order to communicate with Applicants and Relative/NREFM caregivers.

6.5 Contractor staff shall report all incidents involving children, including serious behavior incidents, serious injuries, and any incidents of abuse or neglect in accordance with Part II, Section 8.0, Child Abuse Prevention Reporting, of this Contract.

6.6 Contractor staff shall not perform Contract services while under the influence of any alcoholic beverage, medication, narcotic, or other substance which may impair Contractor staff's physical or mental performance.

7.0 CONTRACTOR PROJECT DIRECTOR (CPD)

7.1 The CPD or alternate(s) shall manage and oversee the daily Contract operations and delivery of services.

7.2 The CPD shall provide the CPMs with contact information where they may be reached Monday through Saturday from 8:00 A.M. to 5:00 P.M., except holidays. In addition, Contractor shall provide an answering system or service, or an after-hours and weekend contact to receive calls when the office is closed, and on weekends.

7.3 The CPD shall provide CPMs with duty roster and cell phone contact numbers for all staff on duty to provide RHAS contract services.

7.4 The CPD shall respond within 24 hours to all calls, emails, and/or reports regarding Contractor's performance issues, unless otherwise directed by the CPMs.

7.5 The CPD shall respond to CPMs requests to meet, address and resolve performance issues, and shall be available to attend such meetings.

7.6 The CPD shall investigate any performance issues submitted by the County and report back to the CPMs within 48 hours in accordance with Section 15.0, Quality Assurance Monitoring and Corrective Action Plan (CAP) as needed or as directed by the CPMs.

7.7 The CPD shall attend and successfully complete the County provided Relative Home Assessment Services Training prior to working with DCFS clients.

7.8 The CPD shall supervise staff, facilitate staff training, and provide staff with technical program support, such as updating cell phone communication/documentation linkages and assess the quality of interaction between staff and DCFS clients.

7.9 The CPD shall provide the CPMs with a Weekly Reconciliation Record of RHAS Referrals, Exhibit XX no later than the Tuesday following each week.

7.10 The CPD shall provide the CPMs with a Monthly Relative Home Assessment Services Completion Report, Exhibit XX within 10 business days following the end of each month.

7.11 CPD and alternates shall meet the following minimum requirements:

7.11.1 A Bachelor's Degree in Social Work, Psychology and or a related Behavioral Science Degree from an accredited University or College.

7.11.2 Two (2) years of professional experience in the field of social work, behavioral science or social science whereby the same tasks as specified herein this SOW were performed in a social services agency.

8.0 PARA-PROFESSIONAL STAFF (PPS)

8.1 PPS shall attend and successfully complete the DCFS provided Relative Home Assessment Services Training as described in Exhibit XX prior to working with DCFS clients**.**

8.2 PPS shall provide RHAS contract services for Applicants and Relative/NREFM Resource Families per Relative Home Assessment Services Training.

8.3 PPS shall travel throughout the County as needed to direct or provide the delivery of RHAS contract services.

8.4 PPS shall receive RHAS Referrals from the CPD unless otherwise agreed to by CPMs.

8.5 PPS shall contact the Applicant and initiate RHAS contract services within five calendar (5) days of each DCFS RHAS Referral.

8.6 PPS shall notify CPD and CPMs if repeated attempts, (three attempts per day for five consecutive days) to contact Applicant or Relative/NREFM Resource Family has failed.

8.7 PPS shall make additional appointments and return to home of Applicant or Relative/NREFM Resource Family as need to perform RHAS Components.

8.8 PPS shall provide feedback and documentation of the Relative Home Assessment Services including: Home Environment Report, Attachment XX, and Relative Support Services Assessment Report, Attachment XX to the case-carrying DCFS CSW within 45 days following the RHAS Referral unless otherwise instructed by the CPD in consultation with the CPMs.

8.9 PPS shall meet the following minimum requirements:

8.9.1 32 units from an accredited University, College or Community College, with at least 16 Units in Social work, Social Sciences, Humanities, Public Administration or Public Health.

8.9.2 Three (3) years full time experience at an agency providing social services to children or families.

9.0 TARGET POPULATION

The Relative Home Assessment Services Demonstration project will focus its services towards these target groups: 1) Applicant or Relative/NREFM Resource Family of children under custody of DCFS and Probation Department; and 2) Children taken into custody by DCFS and Probation Department and placed with Applicant or Relative/NREFM Resource Family.

9.1 LOCATION

Home of the Applicant or Relative/NREFM Resource Family.

9.2 HOURS OF SERVICE

Monday through Saturday 8:00 A.M. to 5:00 P.M. After-hours and Sunday by arrangement with Applicant or Relative/NREFM Resource Family, or with 24 hour advance notification from CPMs via CPD.

10.0 SCOPE OF WORK

Contractor shall provide the Relative Home Assessment Services specified in this Contract whenever children are detained for placement with a Relative/NREFM caregiver Resource Family Applicant; when children are replaced from another Resource Family, a Probation Department placement, foster or group home placement; or when Resource Family Annual Updates are needed as referred by DCFS.

10.1 In conjunction with DCFS Children's Social Worker (CSW), the CBO shall actualize said services through consultation with the parent(s), seek out via referrals, the availability of multiple Applicants to minimize disruption to the child(ren)'s education and social network at a challenging time in their lives and the lives of their parent(s). Using the RFA Program regulations, each of these Applicants will be assessed for their suitability, commitment and qualifications to provide a home for the child(ren).

10.2 The Contractor will provide Relative/NREFM caregivers (Applicant), an overview of the child welfare processes and information resources; conduct a home environment assessment; Applicant home site conditions, if reasonable, to meet RFA Program regulations; provide directly or by subcontract RFA Pre-Approval and Post-Approval Training; assist the Applicant with documents retrieval critical to the RFA process; conduct a Relative Support Services (RSS) assessment and refer the Applicant to the appropriate RSS CBO contractor; document, communicate and testify as needed, Contractor findings.

11.0 RELATIVE HOME ASSESSMENT SERVICES REFERRAL PROCESS

11.1 CPMs will directly contact the CPD to assign RHAS Referrals that will include Applicant contact information.

11.2 CPD will record the RHAS Referrals and make assignments to their PPS to commence with RHAS contract services.

11.3 When more than one Contractor per SPA is contracted, County will assign cases to Contractors on a rotational basis, unless otherwise modified because of a Contractor CAP.

11.4 Contractors who are also a County contracted Foster Family Agency (FFA) shall not accept placement, as an FFA, of a child moved from an Applicant or Resource Family that the County contracted FFA has provided RHAS contract services for without prior approval from DCFS' Senior Deputy Director or Chief Deputy Director.

12.0 RELATIVE HOME ASSESSMENT SERVICES COMPONENTS

12.1 APPLICANT ORIENTATION

12.1.1 PPS shall conduct a face-to-face discussion with the Applicant, on the following topics, including but not limited to:

- Relative/NREFM caregiver as a Resource Family – What it means,
- Resource Family Approval Program – Overview (ref: RFA Program, Version 2, 10/15/2015),
- RFA Nondiscrimination of Applicants Policy (ref: RFA Program Section 05-01),
- RFA Applicant Qualifications, Requirement, Documentation and Information (ref: RFA Program Sections 05-02 to 05-04),
- RFA Assessment and Approval Process (ref: RFA Sections 06-1 to 06-05),
- Requirements for Resource Families (ref: RFA Program Section 10-01 to 10-15),
- Child's Personal Rights (ref: RFA Program Section 10-08 You Have Rights Too!),
- Child Safety
    - "Child Safety Seats Save Lives", Safe Sleep (ref: RFA Program 10-01 (3), (8),
    - Pool Safety (ref: RFA Program 10-02 (b), (c), (d), (e),

- Carbon Monoxide Information (ref: RFA Program 10-01 (2), (A), (B),
- Preschool Programs,
- Psychotropic Medication Documents,
- Megan's Law / Adam Walsh,
- Other significant adults who may have contact with placed child(ren),
- Emergency Procedures / Practices

➢ Funding Resources available to Resource Families
- Foster Care Payments for Relatives, YOUAKIM
- Relative Care – Financial Assistance to Relative Caregivers (ARC)
- Regional Center Rate for Dual Agency
- Supplemental Security Income (SSI)
- CalWORKS

➢ Scheduling Applicant's Pre-Approval Training classes,

➢ Assistance for Edmund D. Edelman Children's Court appearances,

➢ Annual Update, Approval Training, and Rescinding Approval (ref: RFA Program Section 8),

➢ Relative Support Services (RSS) Assessment

➢ Link children and families to RSS Community Based Organizations Support Services Network,

➢ RSS Community Based Organizations (CBO) Support Services Network,

➢ Resources for the Relative/NREFM Caregiver Resource Family (ref: Relative/NREFM Caregiver Resource Family Information Packet),

➢ 211 Help Starts Here

12.1.2 PPS shall report findings on Attachment XX RFA-03(A) Resource Family Home Environment Checklist within 45 days of RHAS Referral.

12.2 ON-SITE HOME ENVIRONMENT ASSESSMENT - CORRECTIVE ACTION PLAN AND DOCUMENTED ALTERNATIVE PLAN

12.2.1 PPS shall conduct on-site caregiver home inspection(s) to ascertain compliance per RFA Program Section 10, Requirements for Resource Families and complete RFA-03 (A) Resource Family Approval Home Environment Checklist:

Section 10.1 Home and Grounds
Section 10.2 Outdoor Activity Space
Section 10.3 Storage Requirements
Section 10.4 Fire Clearance
Section 10.9 Telephones
Section 10.15 Cooperation and Compliance

12.2.2 PPS shall provide photo document compliance/non-compliance per RFA Program regulations.

12.2.3 PPS shall develop, as needed, a DCFS RFA CAP1, RFA Applicant, Home Environment Corrective Action Plan.

12.2.4 PPS shall develop, as needed, a DCFS RFA DAP1, RFA Applicant, Home Environment Documented Alternative Plan pursuant to RFA Program Section 07-04.

12.2.5 PPS shall ensure that Smoke and Carbon Monoxide Alarms and age/weight appropriate car seats are immediately provided to Applicant.

12.2.6 PPS shall ensure that a list of emergency telephone numbers is prominently displayed in an Applicant's home for immediate reference per RFA Program 10-05 Emergency Procedures.

12.2.7 PPS will arrange purchase, delivery and set-up for furnishings, supplies and services that will enable the Applicant Home to become RFA Program compliant, as needed per the developed DCFS RFA CAP1, RFA Applicant, Home Environment Corrective Action Plan and/or DCFS RFA DAP1, RFA Applicant, Home Environment Documented Alternative Plan as approved by DCFS.

12.2.8 PPS shall make appointment and return to verify and photo document that the DCFS RFA CAP1, RFA Applicant, Home Environment Corrective Action Plan and/or DCFS RFA DAP1, RFA Applicant, Home Environment Documented Alternative Plan has been successfully implemented, as needed.

12.2.9 PPS shall report findings on Attachment XX RFA-03(A) Resource Family Home Environment Checklist within 45 days of the RHAS Referral.

12.2.10 For Annual Update of Resource Family Approval, PPS shall report findings on Attachment XX RFA-06(B) Resource Family Annual Update within 45 days of the RHAS Referral.

12.3 RFA PROGRAM PRE-APPROVAL AND POST APPROVAL TRAINING SERVICES

12.3.1 Contractor shall directly provide or subcontract with County approved subcontractor(s) to provide to each Applicant a minimum 24-hours,

RFA Program Pre-Approval Training curriculum consistent with RFA Program Section 06-06 as approved by the County.

12.3.2 Contractor shall provide County completion verification of the RFA Program Pre-Approval Training curriculum by each Applicant within 45 calendar days following RHAS Referral by DCFS**.**

12.3.3 Contractor shall directly provide or subcontract with County approved subcontractor(s) to provide to each Relative/NREFM Resource Family a minimum eight-hours, RFA Program Pre-Approval Training curriculum consistent with RFA Program Section 08-02, as approved by the County.

12.3.4 Contractor shall provide County completion verification of the RFA Program Post-Approval Training curriculum by each Relative/NREFM Resource Family within 45 days following RHAS Referral by DCFS.

12.3.5 Contractor shall provide Pre-Approval and Post-Approval Training to Out-of County Applicants or Relative/NREFM by request of CPMs.

12.4 RELATIVE SUPPORT SERVICES (RSS) ASSESSMENT

The RSS component shall serve as the base (initiation of referrals) for engaging the target population in this service approach for out-of-home placements of children under the Court Jurisdiction and supervision of DCFS. The referral process will consist of the following:

12.4.1 The referrals will originate from DCFS to County RSS Contractors.

12.4.2 During the initial visit to Applicant's home, the PPS will conduct an RSS Assessment, record the results on DCFS RSS Assessment Form 1.

12.4.3 Within 24 hours, the PPS will electronically forward the DCFS RSS Assessment Form 1 to the RSS CBO contractor for the SPA.

12.4.4 The PPS will provide the Applicant with the name, location and contact information for the RSS CBO contractor.

12.5 DOCUMENT REQUEST AND RETRIEVAL ASSISTANCE

At the instruction of the DCFS CSW, PPS will facilitate the request and retrieval of documents on behalf of the County such that Resource Family Assessment by the CSW of child placement in the Applicant's home may be made. This includes but is not limited to:

12.5.1 Transporting Applicant to/from Live Scan locations, health and mental health screening.

12.5.2 Facilitating the requests for documents authorized on behalf of the Caregiver by phone/mail/online. Should document request require a

fee, Contractor shall be reimbursed for such fee through monthly contract invoicing process.

12.6 APPEALS HEARING, JUVENILE COURT HEARING AVAILABILITY

12.6.1 At the request of DCFS, CPD or PPS shall make themselves available to testify at State Appeals Hearings as to the Relative Home Assessment Services provided by Contractor.

12.6.2 CPD or PPS shall make themselves available to testify before the Los Angeles County Juvenile Dependency Court as to the Relative Home Assessment Services provided by Contractor.

13.0 GREEN INITIATIVES

Contractor shall use reasonable efforts to initiate "green" practices for environmental and energy conservation benefits. Contractor shall notify CPMs of Contractor's proposed green initiative outlined in their proposal and any new green initiatives prior to the Contract commencement.

14.0 QUALITY ASSURANCE MONITORING

14.1 Contractor shall produce and implement a Quality Assurance Plan (QAP) to monitor and evaluate its performance and ensure Contract requirements are met. QAP must be approved by DCFS and be in place at start of Contract. Updates to QAP must be approved by DCFS.

14.2 Contractor shall incorporate the use of Exhibit B, Performance Requirements Summary in its QAP and include a plan to ensure uninterrupted service in the event of a strike by either party's employees or other potential disruption in services.

14.3 Contractor shall provide a copy of its QAP to each CPM when the Contract commences, and as changes occur, and shall maintain documentation of its scheduled (quarterly or semi-annual) monitoring and evaluation activities.

14.4 Contractor shall: 1) immediately notify each CPM of any difficulty, problem, or incidents which may impact or delay the progress or completion of work; and 2) work with each CPM to resolve such issues to avoid further problems.

14.5 Contractor shall work with each CPM to quickly resolve any issues that emerge regarding Contractor's performance.

14.6 Contractor shall meet regularly and as needed with CPMs to discuss QAP.

14.7 Each CPM, or authorized designee, will monitor Contractor's performance in accordance with Part II, Section 24.0, County's Quality Assurance Plan, of the Contract, and Exhibit B, Performance Requirements Summary.

14.8 If service delivery is deficient or Contract requirements are not met, the CPM(s) will notify CPD by User Compliant Report (URC), Attachment XX. Contractor shall respond within two (2) business days of receipt.

14.9 Contractor shall design and administer a survey to RHAS applicants to obtain feedback regarding their experiences and suggestions for improvement at least 60 days after RHAS services end. A draft of the survey shall be submitted for approval to the RHAS CPM within 60 days of contract award. Contractor shall discuss with the RHAS CPM the method(s) used to obtain this feedback. Contractor shall summarize results and forward to the County CPM twice a year.

15.0 DATA COLLECTION

Contractor shall collect, manage and submit data as directed by the County to demonstrate outcomes inclusive of any additional guidelines set forth by DCFS. Contractor shall work with County to develop and implement tracking systems which include participant characteristics and demographics, collection and reporting of data on the outcomes and objectives, method of monitoring the quality of services provided, and survey instruments. Contractor shall perform data entry to support these activities.

16.0 CONTRACTOR RECORDS

Contractor shall maintain records documenting the services it provides to Applicants and Resource Families under this Contract. At a minimum, Contractor's records shall include the following forms for each RHAS Referral:

- RHAS Referrals Log, Exhibit XX
- RFA-01 (A) Resource Family Application
- RFA-03(A) Resource Family Home Environment Checklist
- DCFS RFA CAP1, RFA Applicant, Home Environment Corrective Action Plan
- DCFS RFA DAP1, RFA Applicant, Home Environment Documented Alternative Plan
- RFA-06(B) Resource Family Annual Update
- DCFS RSS Assessment Form 1,
- Weekly reconciliation record of RHAS Referrals Exhibit XX
- Photo documentation related to case assignment
- Caregiver Rights receipt Exhibit XX
- Child's Personal Rights receipt, Exhibit XX

16.1 Contractor shall maintain all records in accordance with Part II, Section 48.0, Records Retention and Inspection/Audit Settlement of this Contract.

16.2 Contractor shall maintain records pertaining to the procurement of supplies, furnishings and services provided to Applicants.

16.3 Contractor shall maintain cell phone records pertaining to the services of this Contract.

16.4 Contractor shall immediately make all records available for County to review upon request.

17.0 MONTHLY REPORTS

The CBO Monthly Relative Home Assessment Services Completion Report must be in the format of, Exhibit XX and shall be submitted by the ___ of each month to:

County of Los Angeles
Department of Children and Family Services
10355 Slusher Drive #2
Santa Fe Springs, CA, 90670
Attention: RHAS Program Manager

PERFORMANCE REQUIREMENTS SUMMARY

	REQUIRED SERVICE	PERFORMANCE INDICATOR	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE
1	Contractor must contact and initiate RHAS at Applicant home site within five calendar days of RHAS Referral from County unless repeated contact attempts result in no response and CPD and CPMs are notified.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	If standard is not met for two consecutive months, County has option to modify RHAS Referral rotation to other Contractor(s) to improve overall response time for SPA.
2	Contractor must complete Orientation, Home Environment Assessment, Home Environment CAP/DAP, Pre-Approval Training and RSS Assessment/CBO referral for each Applicant with 45 calendar days of RHAS Referral unless otherwise directed by County	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	If standard is not met for two consecutive months, County has option to modify RHAS Referral rotation to other Contractor(s) to improve overall response time for SPA.
3	Contractor must complete Annual Update of Home Environment Assessment, Home Environment CAP/DAP, Post-Approval Training for each Relative/NREFM Resource Family within 45 calendar days of RHAS Referral unless otherwise directed by County.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	If standard is not met for two consecutive months, County has option to modify RHAS Referral rotation to other Contractor(s) to improve overall response time for SPA.
4	Contractor must be available for State Hearing appearances.	Standard: 100% Compliance	Monthly Relative Home Assessment Services Completion Report	If standard is not met, once, County may exercise option to modify RHAS Referral rotation to other Contractor(s) for a specified duration. Upon second time Standard is not met, County may exercise option to suspend RHAS Referral rotation for a specified duration.
5	Contractor shall achieve Relative/NREFM caregiver service satisfaction standards with regard to Contractor performance.	Standard 100% Compliance	Client Satisfaction Survey	If standard is not met, once, County may exercise option to modify RHAS Referral rotation to other Contractor(s) for a specified duration. Upon second time Standard is not met, County may exercise option to suspend RHAS Referral rotation for a specified duration.

Attachment-III

COUNTY OF LOS ANGELES
DEPARTMENT OF CHILDREN AND FAMILY SERVICES

STATEMENT OF WORK

RELATIVE SUPPORT SERVICES (RSS)

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1.0 PREAMBLE

The County of Los Angeles seeks to collaborate with its community partners to enhance the capacity of the health and human services system to improve the lives of children and families. These efforts require, as a fundamental expectation, that the County's contracting partners share the County and community's commitment to provide health and human services that support achievement of the County's Strategic Plan Mission, Values, Goals and Performance Outcomes.

The County's vision is to improve the quality of life in the County by providing responsive, efficient and high quality public services that promote the self-sufficiency, well-being and prosperity of individuals, families business and communities. This philosophy of teamwork and collaboration is anchored in the County's shared values of: Accountability; 2) A Can-Do-Attitude; 3) Compassion; 4) Customer Orientation; 5) Integrity; 6) Leadership; 7) Professionalism; 8) Respect for Diversity; and 9) Responsiveness.

These shared values are encompassed in the County's Strategic Plan's three Goals: 1) Operational Effectiveness/Fiscal Sustainability; 2) Community Support and Responsiveness; and 3) Integrated Services Delivery. Improving the well-being of children and families requires coordination, collaboration and integration of services across functional and jurisdictional boundaries, by and between County departments/agencies and community and contracting partners.

2.0 BACKGROUND

Of the approximately 18,000 children in out-of-home care in Los Angeles County, over 9,800 children reside with 5,700 Relative or Non-Related Extended Family Member (NREFM) caregivers. This does not include informal arrangements without the involvement of child protective services. Though there is no definitive data, it is estimated that this population may be six times larger than those relatives involved with the Los Angeles County Department of Children and Family Services (DCFS). The Los Angeles County Blue Ribbon Commission on Child Protection (BRCCP) 2014 Final Report citing U.S. Department of Health and Human Services 2001, Gordon 2003, Lawrence-Webb 2006 and Wilder Research 2012 revealed Relatives/NREFM caregivers to be inadequately supported in fiscal, social services and legal areas.

2.1 RELATIVE SUPPORT SERVICES DEMONSTRATION PROJECT

On June 9, 2015, the County of Los Angeles Board of Supervisors passed the Supervisor Sheila Kuehl and Supervisor Mark Ridley Thomas introduced Board Motion: SUPPORTING OUR RELATIVE CAREGIVERS [Exhibit A-3] that directed DCFS, in consultation with the Chief Executive Officer, the Office of Child Protection, Department of Social Services (DPSS) and Community and Senior Citizens (CSS), to report back on the following areas:

1. DCFS, DPSS and CSS programs and services provided to relative caregivers, service gap analysis and identification of where additional support is needed.

2. Using the Prevention Initiative Demonstration Project solicitation model, DCFS to issue a Request for Information leading to contracts with qualified Community Based Organizations (CBOs) in prevention, after care and family visitation services to develop kinship support programs.

3. DCFS referrals received from the State Ombudsman, foster parents, birth parents or other types of caregivers in 2014.

4. DCFS analysis to establishing a 24/7 Caregiver Call Center.

DCFS reported in a February 2, 2016 Board Letter [Exhibit A-4] following Stakeholder Meetings in each of the five Supervisorial Districts, analysis of a Relative Caregiver Needs Assessment Survey sent to each Relative/NREFM caregiver, review of its current kinship support practices, and implementation plans for Adoption and Safe Families Act (ASFA) program transition to the Resource Family Approval (RFA) Program. The Board received and filed the Board Letter report that expanded the RSS Demonstration Project to include both RSS contracts and Relative Home Assessment Services (RHAS) contracts in each of the eight Services Planning Areas (SPAs) in Los Angeles County. As stated, DCFS will facilitate negotiated contracts through release of a Request for Information (RFI) to solicit interest by qualified, culturally and linguistically competent CBOs in providing RSS services, RHAS services or both.

2.2 RELATIVE SUPPORT SERVICES

When the County of Los Angeles Department of Children and Family Services (DCFS) detains children for reasons of child safety, Relative/NREFM caregivers are often first secured as resource families for placement. Consistent with Assembly Bill 403 (Stone), the County strives to ensure children in foster care have their day-to-day physical, mental, and emotional needs met, that they have the greatest chance to grow up in permanent and supportive homes; and that they have the opportunity to grow into self-sufficient, successful adults. Relative/NREFM caregivers become vital partners in a child's future.

Welfare and Institutions Code section 16519.5 requires the California Department of Social Services, in consultation with county child welfare agencies, foster parent associations, and other interested community parties, to implement a unified, family friendly, and child-centered Resource Family Approval (RFA) Program process to replace the existing processes for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers and guardians, and approving adoptive families.

The County will work through RHAS contracts with qualified and culturally competent Community Based Organizations (CBOs) to assist a Relative/NREFM caregiver applicant for Resource Family Approval (Applicant) and any Relative/NREFM Resource Family who has been approved earlier. As part of their home assessment services and responsibilities, the RHAS Contractor will conduct an RSS assessment with the Applicant and refer them to the appropriate RSS contractor.

Concurrently, the County will work through RSS contracts with qualified and culturally competent Community Based Organizations (CBOs) to provide support service to Applicants and all Relative/NREFM caregivers who have primary care of children residing with them. For Applicants, the RSS Contractor provides continuity in the form of specialized kinship support services. Through a partnership with the County, RSS Contractors will collaborate with DCFS staff, RHAS Contractors, other CBOs and in SPAs 3 and 6, two County operated Kinship Centers to create a comprehensive network of support services for Relative/NREFM caregivers.

2.3 RELATIVE SUPPORT SERVICES DEMONSTRATION PROJECT GOALS

RSS Contractors will have the unique opportunity to create and lead SPA based networks of kinship support services provided by themselves and other CBOs to Relative/NREFM caregivers in Los Angeles County. RSS Contractors will utilize the input and skills of parents and experienced Relative/NREFM caregivers to formulate and evolve better client outreach and effective kinship support service networks for their SPAs, leading to measurable performance outcomes.

The short and intermediate-range goals for the RSS Demonstration Project include supporting a greater number of Relative/NREFM caregivers, both DCFS involved and those with informal child placement arrangements; and the retention of DCFS involved Relative/NREFM caregivers to become resource families for future placements.

Long-range goals include the increased rate of permanency for children who could not be reunited with parents. Too often children are growing to adulthood in foster care. Improving the permanency rate would indicate success for the RFA Program strategy as well as for the RSS Demonstration Project. Longitudinal studies may show that improved kinship support services to Relative/NREFM caregivers will eventually result in positive youth outcomes in education and career success.

3.0 DEFINITIONS

The following words as used herein shall be construed to have the following meanings, unless otherwise apparent from the context in which they are used:

3.1 Applicant – means an individual who has submitted an application for Resource Family Approval.

3.2 Children's Social Worker (CSW) - means a Social Worker who is employed with the Department of Children and Family Services (DCSF) and manages a caseload of children that are under the Juvenile Dependency Court Jurisdiction and supervised by DCFS.

3.3 Community Based Organizations - means a public or private non-profit organization that is representative of a community or a significant segment of a community, and is engaged in meeting human, educational, environmental, or public safety community needs, and whose services are consistent with the vision, values and goals of the county.

3.4 Contractor Project Director - means the individual designated by the Contractor to administer the Contract operations after the Contract award.

3.5 Corrective Action Plan (CAP) - means a written plan that details a contractor's commitment to remedy deficiencies in the delivery of the contracted services as cited by the county.

3.6 Documented Alternative Plan (DAP), as related to RFA – means a written plan, pursuant to RFA Program 07-04, approved by the County describing a resource Family's use of an acceptable alternative to a specific requirement

3.7 Para-Professional Staff - means a contractor's staff that has primary responsible for daily interaction of the target population identified in the RSS contract.

3.8 Relative/Non-Related Extended Family Member (NREFM) Caregiver – means an individual with custody of children providing foster care under formal or informal circumstances.

3.9 Relative Support Services (RSS) – means services supporting Relative/NREFM caregivers and the children under their custody.

3.10 Relative Support Services Assessment - means assessment of support services needed by an Applicant, Relative/NREFM and children in their custody as conducted by the RHAS Contractor and the RSS Contractor.

3.11 Relative Home Assessment Services (RHAS) – means contract services that assist the County in the Resource Family Approval Program process.

3.12 Relative Support Services (RSS) Demonstration Project – means a County approved project to improve and enhance support services to Relative/NREFM caregivers and the children in their custody.

3.13 Relative Support Services (RSS) Training - means training provided to RSS Contractors prior to rendering services under the contract.

3.14 Services Planning Areas (SPA) - means the eight (8) geographic areas of Los Angeles County used for social services planning and delivery.

3.15 Subcontractors – means agencies that contract with the Prime Contractor for the provision of services required under this contract.

4.0 COUNTY'S GENERAL RESPONSIBILITIES

County shall provide a Program Manager (CPM), identified on Exhibit XX– County's Administration, to coordinate the delivery of services of this Contract with the RSS Contractor.

4.1 CPM or designee shall provide two, one-day Relative Support Services Training sessions per year to Contractor's staff.

4.2 The CPM or designee will have full authority to monitor Contractor's performance in the day-to-day operation of this Contract.

4.3 The CPM or designee will provide direction to Contractor in areas relating to DCFS policy, information and procedural requirements.

4.4 The CPM is not authorized to make changes in the terms and conditions of this Contract and is not authorized to obligated the County in any way whatsoever beyond the terms of this Contract.

5.0 CONTRACTOR'S GENERAL RESPONSIBILITIES

Contractor shall maintain an office with a telephone in the agency's name where Contractor conducts business. Contractor's office shall be staffed during normal business hours, Monday through Saturday, from 8:00 A.M. to 5:00 P.M. by at least one employee who can respond to inquiries and complaints. In addition, Contractor shall provide an answering system or service, or an after-hours contact to receive calls when the office is closed, in accordance with Section 9.0 subsection 9.2.

5.1 Contractor shall furnish its staff with all equipment, office furnishings, supplies to comply with the requirements of this Contract, including, but not limited to office space, computers, software, cell phone and proper supplies.

5.2 Contractor shall subcontract with CBOs to develop a SPA network of RSS. Contractor will be provided an additional 30% of their Staff and Overhead cost for subcontracting use.

5.3 Contractor shall provide subcontracts required to perform RSS contract services for County approval prior to execution of subcontracts.

5.4 Contractor agrees that any work it performs beyond this Contract shall be deemed a gratuitous act by the Contractor and, therefore, Contractor shall have no claim against County. Contractor shall immediately report any requests it receives from any County staff for services beyond this Contract.

5.5 As specified in Sections 6.0, 7.0 & 8.0, the Contractor shall provide staff in sufficient numbers to ensure the delivery of services identified herein this SOW.

6.0 CONTRACTOR STAFF

Contractor shall ensure its staff and sub-contracted staff conform to the following staff requirements to meet service requirements detailed in this Statement of Work (SOW):

6.1 Contractor shall ensure that criminal clearances and background checks have been conducted for its staff and its sub-contracted staff prior to providing Contract services. Staff who does not pass the background check shall not perform work on this contract. Contractor shall maintain copies of all criminal clearances and background checks, and shall provide copies to County at the request of the CPM. Regardless of whether its staff passes or fails, the cost of background investigations are the Contractor's responsibility.

6.2 Contractor shall obtain written verification of the required educational requirements and licenses for its staff, including verification for educational requirements earned by staff in foreign countries consistent with the U.S. Secretary of Education authorized accrediting agency.

6.3 Contractor staff shall be able to read, write, speak and understand English in order to conduct business with the County. The ability to read, write, speak and understand other languages may apply as specified in this SOW.

6.4 Contractor shall make available upon request, staff able to read, write and understand Spanish, and as needed, other languages in order to communicate with Relative/NREFM caregivers.

6.5 Contractor staff shall report all incidents involving children, including serious behavioral incidents, serious injuries, and any incidents of abuse or neglect in accordance with Part II, Section 8.0, Child Abuse Prevention Reporting, of this Contract.

6.6 Contractor staff shall not perform Contract services while under the influence of any alcoholic beverage, medication, narcotic, or other substance which may impair Contractor staff's physical or mental performance.

7.0 CONTRACTOR PROJECT DIRECTOR (CPD)

7.1 The CPD or alternate(s) shall manage and oversee the daily Contract operations and delivery of services.

7.2 The CPD shall provide the CPM with contact information where they may be reached Monday through Saturday from 9:00 A.M. to 6:00 P.M., except holidays. In addition, Contractor shall provide an answering system or service, or an after-hours and Sunday/holiday contact to receive calls when the office is closed, and on Sunday/holidays.

7.3 The CPD shall provide CPM with a duty roster and cell phone contact numbers for all staff on duty to provide RSS contract services.

7.4 The CPD shall respond within 24 hours to all calls, emails, and/or reports regarding Contractor's performance issues, unless otherwise directed by the CPM.

7.5 The CPD shall respond to CPM's requests to meet, address and resolve performance issues, and shall be available to attend such meetings as scheduled.

7.6 The CPD shall investigate any performance issues submitted by the County and report back to the CPM within 48 hours and provide a Corrective Action Plan (CAP) as needed, in accordance with Section 14.0, Quality Assurance Monitoring, or as directed by the CPM.

7.7 The CPD shall attend and successfully complete the County-provided Relative Support Services Training prior to working with Relative/NREFM caregivers.

7.8 The CPD shall supervise staff, facilitate staff training, and provide staff with technical program support, such as updating cell phone communication/documentation linkages and assessing the quality of interaction between staff and Relative/NREFM caregivers.

7.9 The CPD shall provide the CPM with a Weekly Reconciliation Record of RSS Activities, Exhibit XX no later than the Tuesday following each week.

7.10 The CPD shall provide the CPM with a Monthly Relative Support Services Report, Exhibit XX within the first 10 business days of the following month.

7.11 CPD and alternates shall meet the following minimum requirements:

7.11.1 A Bachelor's Degree in Social Work, Psychology and or a related Behavioral Science Degree from an accredited University or College.

7.11.2 Two (2) years of professional experience in the field of social work, behavioral science or social science performing specialized kinship support services in a social services agency.

8.0 PARA-PROFESSIONAL STAFF (PPS)

8.1 PPS shall attend and successfully complete the DCFS provided Relative Support Services Training as described in Exhibit XX prior to working with Relative/NREFM caregivers.

8.2 PPS shall provide RSS contract services for Relatives/NREFM caregivers per Relative Support Services Training.

8.3 PPS shall travel throughout the County as needed to direct or provide the delivery of RSS contract services.

8.4 PPS shall receive RSS assignments from the CPD unless otherwise agreed to by CPM.

8.5 PPS shall contact the Applicant and initiate RSS contract services within 48 hours of each Relative Support Services Assessment Referral from the RHAS Contractor, CPD or CPM.

8.6 PPS shall provide feedback and documentation of RSS activities

8.7 PPS shall meet the following minimum requirements:

8.7.1.1 32 units from an accredited University, College or Community College, with at least 16 Units in Social work, Social Sciences, Humanities, Public Administration or Public Health.

8.7.1.2 Two (2) years of professional experience in the field of social work, behavioral science or social science as indicated in Section 7.0, Subsection 7.11.2.

9.0 TARGET POPULATION

The RSS Demonstration Project will focus its services towards the following target groups:1) Relative/NREFM caregivers residing in Los Angeles County; 2) Children under the care of Relative/NREFM caregivers residing in Los Angeles County; 3) Out-of-County Relative/NREFM caregivers; and 4) Children under the custody of DCFS living with Out-of County Relative/NREFM caregivers; 5) Children in Kin GAP program; 6) Children receiving benefits through DCFS; and 7) Children with previously opened DCFS cases.

9.1 LOCATION

The service delivery sites shall include but are not limited to: 1) Home of Relative/NREFM caregiver; 2) RSS Contractor Office; and 3) Other RSS Network CBO offices.

9.2 HOURS OF SERVICE

Monday through Saturday 8:00 A.M. to 5:00 P.M. After-hours and Sunday by arrangement with Applicant or Relative/NREFM Resource Family, or with 24 hour advance notification from CPM via CPD.

10.0 SCOPE OF WORK

Contractor shall provide the Relative Support Services specified in this Contract to all Relative/NREFM caregivers in Los Angeles County, the children under the care of those Relative/NREFM caregivers, and Out-of County Relative/NREFM caregivers and their placed children who are under the custody of DCFS.

11.0 RELATIVE SUPPORT SERVICE REFERRAL PROCESS

Contractor shall provide contract services when the Relative/NREFM caregiver is referred by DCFS, or Relative/NREFM caregiver directly requests support services in the following manner:

11.1 After conducting the Relative/NREFM Support Services Assessment, the RHAS Contractor PPS will refer the Applicant to the RSS Contractor.

11.2 For Out-of-County cases, the CPM will refer Relative/NREFM and their children to a nearby SPA RSS Contractor for support services.

11.3 Relative/NREFM may be referred to the Contractor through the DCFS Hotline, Warm Line or community service referral system approved or operated by the County.

11.4 Los Angeles County Relative/NREFM caregivers may respond directly to Contractor outreach efforts.

11.5 Los Angeles County Relative/NREFM caregivers may self-refer and contact Contractor to receive services.

11.6 CPD will receive and record RSS referrals, and assign their PPS to commence with RSS contract services.

11.7 For Out-of-County referrals from the CPM, when more than one contractor per SPA is contracted, CPM will assign cases to Contractors on a rotational basis, unless otherwise modified because of a Contractor CAP.

12.0 RELATIVE SUPPORT SERVICES COMPONENTS

Contractor shall provide RSS contract services including but not limited to:

12.1 <u>RELATIVE SUPPORT SERVICES NETWORK DEVELOPMENT</u>

Contractor is responsible for identifying available support services for Relative/NREFM caregivers in the SPA. When key support services are not available, the Contractor in consultation with the CPM may elect to develop that support service in the SPA or to provide that service directly.

12.2 <u>RELATIVE/NREFM CAREGIVER OUTREACH PROGRAM</u>

Contractor shall develop and facilitate outreach campaigns to all Relative/NREFM caregivers and children informing them of available support services and contact information in the SPA. This may include coordination and collaboration with other SPA RSS Contractors and CBOs.

12.3 <u>FAMILY VISITATION CENTER</u>

Contractor shall provide agency office space for child visitations consistent with DCFS child case plan, including but not limited to parents, children, child relatives, Relative/NREFM caregivers, DCFS and other government agencies.

12.4 SERVICES NAVIGATION FOR RELATIVE/NREFM CAREGIVERS

Contractor shall develop and use a support services navigation protocol assisting Relative/NREFM caregivers to acquire requested services; including but not limited to an overview of governmental assistance, available community resources, and service referrals to CBOs to address all inquiries.

12.5 KEY RELATIVE SUPPORT SERVICES IN THE SPA NETWORK

12.5.1 RSS Directly Provided by Contractor

12.5.1.1 Assistance with Basic Emergency Needs including but not limited to food, transportation, one time financial assistance, emergency need vouchers. Contractor will conduct an assessment using Exhibit XX, DCFS RSS-2 Relative/NREFM Caregiver Emergency Needs Assessment;

12.5.1.2 Advocacy, including but not limited to assistance with child education, adoption and guardianship issues;

12.5.1.3 Assistance with eligibility for governmental benefits including but not limited to ARC, AB 12, CalFresh, CalWORKS, Family Caregiver Support Program, Housing, direct referrals to governmental agencies providing benefits, coordination with County Department liaisons;

12.5.1.4 Relative/NREFM caregiver activities, including but not limited to: a minimum of two events open to all Relative/NREFM caregivers and their children;

12.5.2 RSS referred to other CBOs in the SPA Network, coordinated and developed by the Contractor

12.5.2.1 Respite and Child Care including but not limited to listings of available resources in the SPA;

12.5.2.2 Support groups and training, including but not limited to listings and schedules of support groups and training available in the SPA;

12.5.2.3 Family Support services, including but not limited to activities to support economic stability/social connection with caregivers and caregiver/parenting classes;

12.5.2.4 Educational advocacy, including but not limited to child school guidance, IEP support;

12.5.2.5 Youth Mentorship programs;

12.5.2.6 Child tutoring, including but not limited to listing of tutoring resources available by school districts and other community and faith-based organizations;

12.5.2.7 Legal assistance, including but not limited to referral to no and low cost legal resources in the SPA;

12.5.2.8 Health/Mental health services and other social services, including but not limited to governmental agencies and private agencies in the SPA;

12.5.2.9 Child Behavioral Intervention and Counseling including referrals to both private and public agencies in the SPA;

12.5.2.10 Permanency Counseling, including but not limited to legal guardianship, adoption and permanency related issues;

12.5.2.11 Transportation services including but not limited to CBO directly transporting clients to/from important appointments, transportation vouchers and passes.

12.7 RSS ASSESSMENT AND SUPPORT SERVICES REVIEW

12.7.1 Review of RSS Assessment and verification of a DCFS involved case, referral from RHAS Contractor or CPM. Completion of Exhibit XX DCFS RSS-3 Relative/NREFM Caregiver Support Services Provided.

12.7.2 RSS Assessment for non-DCFS Relative/NREFM caregiver who has informal custody of child, signed declaration by Relative/NREFM caregiver. Completion of Exhibit XX DCFS RSS-3 Relative/NREFM Caregiver Support Services Provided.

13.0 GREEN INITIATIVES

Contractor shall use reasonable efforts to initiate “green” practices for environmental and energy conservation benefits. Contractor shall notify CPM of Contractor’s proposed green initiative outlined in their proposal and any new green initiatives prior to the Contract commencement.

14.0 QUALITY ASSURANCE MONITORING

14.1 Contractor shall produce and implement a Quality Assurance Plan (QAP) to monitor and evaluate its performance and ensure Contract requirements are met. QAP must be approved by DCFS and be in place at start of contract. Updates to QAP must be approved by DCFS.

14.2 Contractor shall incorporate the use of Exhibit B, Performance Requirements Summary in its QAP and include a plan to ensure uninterrupted service in the event of a strike by either party’s employees or other potential disruption in services.

14.3 Contractor shall provide a copy of its QAP to each CPM when the Contract commences, and as changes occur, and shall maintain documentation of its scheduled (quarterly or semi-annual) monitoring and evaluation activities.

14.4 Contractor shall: 1) immediately notify each CPM of any difficulty, problem, or incidents which may impact or delay the progress or completion of work; and 2) work with each CPM to resolve such issues to avoid further problems.

14.5 Contractor shall work with each CPM to quickly resolve any issues that emerge regarding Contractor's performance.

14.6 Each CPM, or authorized designee, will monitor Contractor's performance in accordance with Part II, Section 24.0, County's Quality Assurance Plan, of the Contract, and Exhibit B, Performance Requirements Summary.

14.7 If service delivery is deficient or Contract requirements are not met, the CPM(s) will notify CPD by User Compliant Report (UCR), Attachment XX. Contractor shall respond within 48 business hours of receipt.

15.0 DATA COLLECTION

Contractor shall collect, manage and submit data as directed by the County to demonstrate outcomes inclusive of any additional guidelines set forth by DCFS. Contractor shall work with County to develop and implement tracking systems which include participant characteristics and demographics, collection and reporting of data on the outcomes and objectives, method of monitoring the quality of services provided, and survey instruments. Contractor shall perform data entry to support these activities.

16.0 CONTRACTOR RECORDS

Contractor shall maintain records documenting the services provided to Applicants and Resource Families under this Contract. At a minimum, Contractor's records shall include the following forms for each RHAS Referral:

16.1 DCFS RSS Assessment Form 1;

16.2 DCFS RSS-2 Relative/NREFM Caregiver Emergency Needs Assessment;

16.3 DCFS RSS-3 Relative/NREFM Caregiver Support Services Provided.

16.4 Contractor shall maintain a database of RSS resource providers in their contract SPA.

16.5 Contractor shall maintain all records in accordance with Part II, Section 48.0 Records Retention and Inspection/Audit Settlement of this Contract.

16.6 Contractor shall maintain records pertaining to the procurement of supplies, furnishings and services provided to Applicants.

16.7 Contractor shall maintain cell phone records pertaining to the services of this Contract.

16.8 Contractor shall immediately make all records available for County to review upon request.

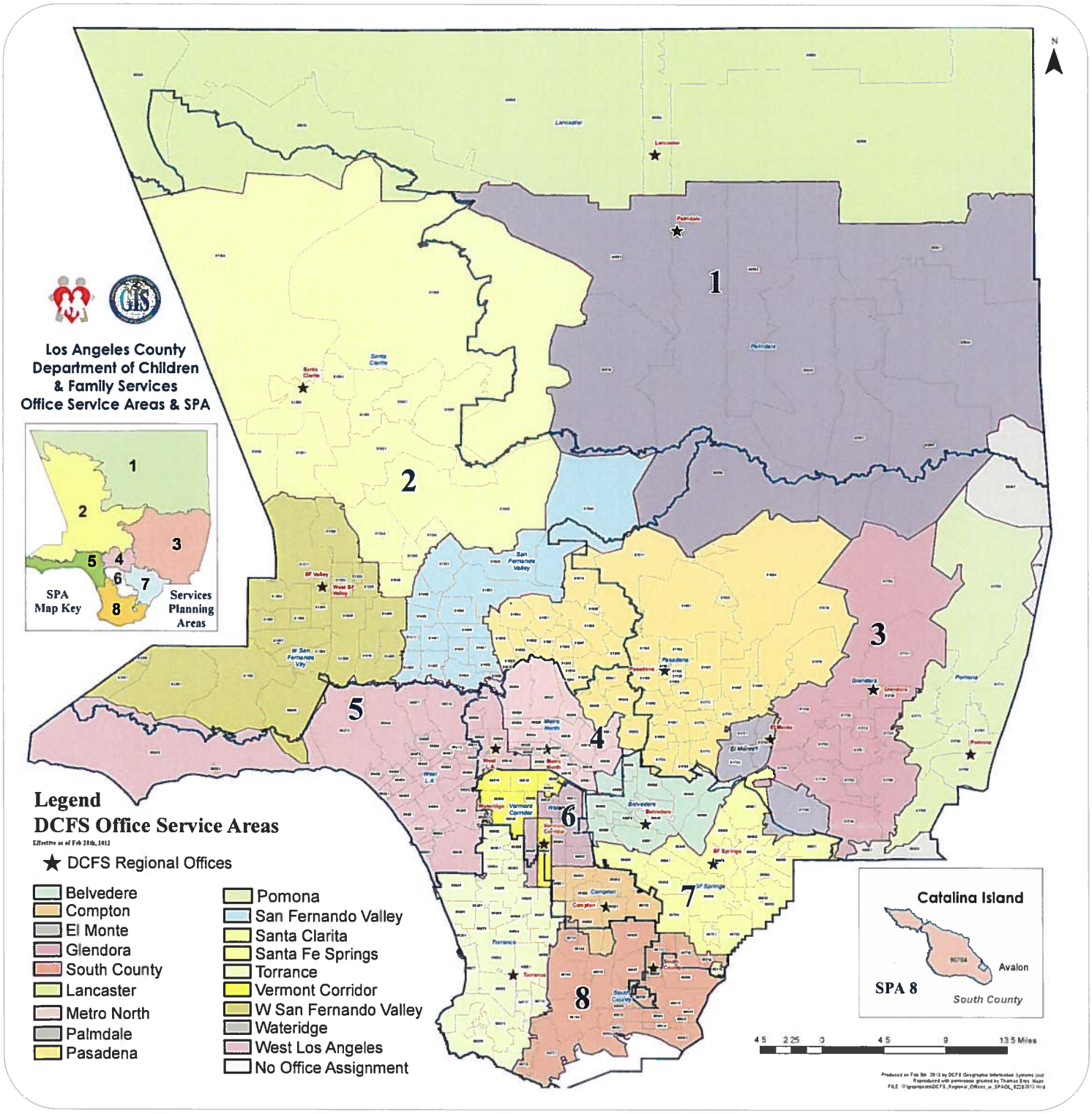
17.0 MONTHLY REPORTS

Monthly Relative Support Services Activities Report, Exhibit XX.

PERFORMANCE REQUIREMENTS SUMMARY Exhibit-B

	REQUIRED SERVICE	PERFORMANCE INDICATOR	COMPLIANCE MONITORING METHOD	REMEDIES FOR NON-COMPLIANCE WITH PERFORMANCE
1	Contractor must contact and initiate RSS within two calendar days of referral from RHAS contractor or County CPM	All referrals evaluated at 100% Compliance	Standard is measured monthly	If standard is not met two consecutive months, County may exercise option to increase RSS subcontracting funding percentage to other SPA CBOs for a specified duration
2	Contractor must develop RSS Network of SPA Resources for all RSS Components identified in Section 11.0 within 6 months following the start of the contract	CBO operation must be in 100% compliance of this service need	CPM will conduct a special 6 month technical review	If the standard is not met within six months after the start of RSS contract, County may exercise the option to increase RSS subcontracting funding percentages to other SPA CBOs.
3	Contractor must utilize a minimum of 30% annually; of County contract Budget in subcontracts with other SPA CBOs to ensure availability of RSS in the SPA Network.	This Standard must be in 100% compliance	Standard is measured at sixth month of first contract year, and beginning of each subsequent contract year	County may exercise option to increase RSS sub-contracting funding percentage to other SPA CBOs
4	Contractor must ensure all DCFS involved Relative/NREFM caregivers are contacted at least twice per year and offered RSS contract services.	This Standard must be in 100% compliance	Standard is measured monthly	If standard is not met, once, County may exercise option to increase RSS sub-contracting funding percentage to other SPA CBOs for a specified duration. Upon second time Standard is not met, County may exercise option to additionally increase RSS sub-contracting to other SPA CBO for a specified duration.
5	Contractor must ensure two events (1 caregiver/family appreciation day, and, 2) a community resource fair for relative/NREFMs) open to all Relative/NREFM caregivers and their children are conducted each contract year.	This Standard is TBD compliance	Standard is measured annual review	If standard is not met, once, County may exercise option to increase RSS sub-contracting funding percentage to other SPA CBOs for a specified duration. Upon second time Standard is not met, County may exercise option to additionally increase RSS sub-contracting to other SPA CBO for a specified duration.

ATTACHMENT IV



Resource Family Approval Program

VERSION 2
EFFECTIVE DATE: 10/15/2015

Prepared by:

California Department of Social Services

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ARTICLE I. RESOURCE FAMILY APPROVAL PROGRAM

SECTION 1: Purpose

(a) The purpose of the Resource Family Approval Program is to implement a unified, family-friendly, and child-centered resource family approval process to replace the existing multiple processes for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers, and approving families for legal guardianship or adoption.

(b) A Resource Family shall be considered eligible to provide foster care for related and unrelated children in out-of-home placement, shall be considered and approved for adoption or legal guardianship, and shall not have to undergo any additional approval or licensure.

SECTION 2: Authority, Other Applicable Provisions, and Historical Program Notes

02-01: Authority

(a) **Federal Authority.** Title IV-E, Section 471(a)(10) of the Social Security Act requires that the state of California establish a state authority responsible for establishing and maintaining standards for foster family homes and child care institutions which are reasonably in accord with recommended standards of national organizations concerned with standards for such institutions or homes, including standards related to admission policies, safety, sanitation, and protection of civil rights.

(b) **State Authority.** Welfare and Institutions Code section 16519.5 requires the California Department of Social Services, in consultation with county child welfare agencies, foster parent associations, and other interested community parties, to implement a unified, family friendly, and child-centered resource family approval process to replace the existing multiple processes for licensing foster family homes and approving relatives and non-relative extended family members as foster care providers, guardians and approving adoptive families. *(Added by Stats. 2007, c. 464 (A.B. 340), § 3. Amended by Stats. 2011, c. 32 (A.B. 106), § 69, eff. June 29, 2011; Stats. 2012, c. 35 (S.B. 1013), § 136, eff. June 27, 2012; Stats. 2013, c. 21, § 42, eff. June 27, 2013; Stats. 2014, c. 772 (S.B. 1460), § 21, eff. January 1, 2015.)*

02-02: Interstate Compact on Placement of Children

(a) The Interstate Compact on Placement of Children (ICPC) is set forth in the Family Code commencing with Section 7900 et seq. and hereby adopted and entered into with all other

jurisdictions joining therein. It further designates the California Department of Social Services as the "appropriate public authority" responsible for administration of ICPC.

(b) The ICPC is a contract among member states and U.S. territories authorizing them to work together to ensure that children who are placed across state lines for foster care or adoption receive adequate protection and support services. The ICPC establishes procedures for the placement of children and fixes the responsibility for agencies and individuals involved in placing children.

(c) Nothing herein shall supersede any timelines, requirements, or provisions set forth by Family Code section 7900 et seq, MPP 31-510, or regulations adopted by the Association of Administrators of the Interstate on the Placement of Children (AAICPC).

02-03: Tribally Approved Homes

(a) Tribally approved homes are not required to adhere to the standards set forth in these Written Directives. They shall continue to adhere to their existing standards.

02-04: Historical Program Notes

(a) **Early Implementation Phase:** The Department is authorized to select up to five counties to participate in the early implementation phase of the Resource Family Approval Program. The early implementation phase is authorized to continue through the end of the third full fiscal year following the date that the last initial early implementation county implements the Resource Family Approval Program. The early implementation phase shall continue until June 30, 2018 or as specified in Assembly Bill (AB) 403 upon its passage.

(b) **Initial Early Implementing Counties:** The following five counties have volunteered to participate in the early implementation phase of the Resource Family Approval Program: San Luis Obispo, Kings, Santa Barbara, Santa Clara, and San Francisco.

(1) Effective November 1, 2013, San Luis Obispo County initiated early implementation of the Resource Family Approval Program.
(2) Effective January 15, 2014, Kings County initiated early implementation of the Resource Family Approval Program.
(3) Effective March 1, 2014, Santa Barbara County initiated early implementation of the Resource Family Approval Program.
(4) Effective July 31, 2014, Santa Clara County initiated early implementation of the Resource Family Approval Program.
(5) Effective August 1, 2014, San Francisco County initiated early implementation of the Resource Family Approval Program

(c) **Subsequent Early Implementing Counties:** Additional counties may participate in early implementation of the Resource Family Approval Program upon authorization by the

Department.

(d) **Statewide Implementation:** The Resource Family Approval Program will be authorized in all counties effective July 1, 2017. All counties must implement the program on or before July 1, 2019 or as specified in AB 403 upon its passage.

(e) **Written Directives:** The Department has issued Written Directives to administer the Resource Family Approval Program. The Written Directives are contained herein in Article II.

(1) Version and Effective Date

- **Version 1: Effective November 1, 2013** (Revision Date: 11/22/2013)
  - Authorized and approved by Greg Rose, Deputy Director, for the Children and Family Services Division and Dave Dodds, Deputy Director, for the Community Care Licensing Division.
- **Version 2: Effective October 8, 2015** (Revision Date: 09/01/2015)
  - Authorized and approved by Greg Rose, Deputy Director for the Children and Family Services Division and Pam Dickfoss, Deputy Director for the Community Care Licensing Division.

ARTICLE II: WRITTEN DIRECTIVES

The provisions contained in this article are the Written Directives governing the Resource Family Approval Program.

SECTION 3: Written Directives, Definitions, and Forms

03-01: Written Directives

(a) The Written Directives are the written processes, standards, and requirements issued by the Department to implement the Resource Family Approval Program.

(b) The Written Directives:
  (1) Have the same force and effect as regulations.
  (2) Ensure Counties use the same standards for Resource Family Approval.

(c) A County shall implement, enforce, and comply with the Written Directives and all other applicable laws and policy interpretations by the Department.

(d) A County may not implement policies and procedures that conflict with or attempt to supersede the Written Directives.

(e) The Written Directives may be modified to address policy and program issues identified by participating counties or the Department. If the Written Directives are modified during the early implementation phase, counties will have 30 calendar days to implement any changes. The historical notes (version number, revision date, and effective date) pertaining to the Written Directives are contained in Section 02-02.

03-02: Definitions

(a) The following definitions shall apply whenever the terms are used throughout this document.
  (1) “Adoption Assistance Program” or “AAP” means a program of financial or medical assistance to facilitate the adoption of children who otherwise would remain in long-term foster care.
  (2) “Adoptive parent” means a person who has obtained an order of adoption of a minor child or, in the case of an adult adoption, an adult.
  (3) “Adult” means a person who is 18 or older.
  (4) “Allegation” means information which asserts or indicates that a Resource Family may not have met or may not be meeting the requirements of one or more of the Written Directives or any applicable laws.
  (5) "Alternative Caregiver" means a person who is at least 18 years old and has a criminal record clearance who cares for a child in either the Resource Family’s home or in the alternative caregiver’s home when the Resource Family is away from his or her home for more than 24 hours at a time.

(6) "Applicant" means an individual or individuals who have submitted an application for Resource Family Approval.
(7) "Associated individual" means an individual associated to the Resource Family's home or to the proposed Resource Family's home who resides in the home or is otherwise required to be background cleared as set forth in Welfare and Institutions Code section 16519.5(d).
(8) "Birth Parent" means a biological parent or, in the case of a person previously adopted, an adoptive parent.
(9) "Capacity" means the number of children and nonminor dependents for whom a Resource Family is approved to provide care and supervision.
(10) "Child" means a person who is under 18 placed with or who is being considered for placement with a Resource Family by a placement agency with or without a court order.
(11) "Child Abuse Central Index" or "CACI" means the California Department of Justice maintained statewide, multi-jurisdictional, centralized index of child abuse investigation reports. These reports pertain to alleged incidents of physical abuse, sexual abuse, mental or emotional abuse or severe neglect. Each child protection agency (police, sheriff, county welfare, and probation departments) is required by law to forward to the California Department of Justice a report of every child abuse incident it investigates, unless an incident is determined to be unfounded.
(12) "Compelling Reason" means a decision to place a child with an applicant prior to approval as a Resource Family based upon the best interest of the child, to include maintaining a child's family-like connections.
(13) "Complainant" means a person who makes an allegation or provides information to a County concerning a Resource Family which is considered to be a complaint. If an administrative action is pending, "complainant" may also mean the County or Department as that term is typically used in an administrative action.
(14) "Complaint" means one or more allegations made concerning a Resource Family.
(15) "Comprehensive Assessment" means an evaluation of an applicant using the home environment assessment, background check, psychosocial assessment and any other factors set forth in the Written Directives for purposes of determining the applicant's suitability as a Resource Family.
(16) "Conviction" means a plea or verdict of guilty or a conviction following a plea of nolo contendere, notwithstanding a subsequent order pursuant to Penal Code sections 1203.4 and 1203.4a permitting the person to withdraw his or her pleas of guilty and to enter a plea of not guilty, or setting aside the verdict of guilty, or dismissing the accusation, information, or indictment.
(17) "Corrective action plan" means a plan developed jointly by the Resource Family and the County which describes how the Resource Family is not meeting the requirements of one or more of the Written Directives or any applicable law, and the steps the Resource Family and the County will take to ensure that the Resource Family meets the requirements of the Written Directives or any applicable law.
(18) "County" means a county that enters into a Memorandum of Understanding with the Department for the operation of the Resource Family Approval Program within that county's geographic area.
(19) "Department" means the California Department of Social Services.

(20) "Documented Alternative Plan" or "DAP" means a written plan, pursuant to Section 07-04, approved by the County describing a Resource Family's use of an acceptable alternative to a specific requirement.
(21) "Emergency placement" means a placement of a child or nonminor dependent with a relative or nonrelative extended family member prior to the Resource Family approval in an emergency situation.
(22) "Foster Care" means 24-hour out-of-home care provided to children or nonminor dependents whose families are unable or unwilling to care for them and who are in need of temporary or long-term substitute parenting.
(23) "Home environment assessment" means a component of the Resource Family Approval process which requires an applicant to meet standards that include, but are not limited to, home and grounds, outdoor activity space, storage requirements, fire clearance, and capacity determination.
(24) "ICPC" means the Interstate Compact on the Placement of Children.
(25) "Inconclusive" means that the investigation concluded that the allegation in a complaint is not substantiated or unfounded.
(26) "Infant" means a "child" under two years of age.
(27) "Kinship Guardianship Assistance Payment Program" or "Kin-GAP" means a program of financial assistance or medical assistance (Medi-Cal) to facilitate the achievement of permanency for foster children through legal guardianship by a relative caregiver.
(28) "Legal Division" means the legal division of the California Department of Social Services.
(29) "Memorandum of Understanding" means the contract that contains the terms and conditions entered into between the Department and the County for the operation of the Resource Family Approval Program.
(30) "Nonminor Dependent" or "NMD" means a foster child who is at least 18 years of age and not more than 21 years of age, as defined in Welfare and Institutions Code section 11400.
(31) "Nonrelative extended family member" or "NREFM" means an adult who has an established familial relationship with a relative of the child or a familial or mentoring relationship with a child as described in Welfare and Institutions Code section 362.7.
(32) "Occasional Short-Term Babysitter" means a person who cares for a child in or out of a Resource Family's home on an occasional basis for no more than 24 hours at a time.
(33) "Permanency Assessment" is a component of the Resource Family Approval process which meets standards that include, but are not limited to, an applicant's completion of the following: caregiver training, psychosocial assessment, and any other activities that relate to a resource family's ability to achieve permanency with a child.
(34) "Quality Parenting Initiative Partnership Plan" means the document that describes the roles of a Resource Family and a County in mutually supporting a child or nonminor dependent in care and meets the case plan objectives.

(35) "Reasonable and Prudent Parent Standard" means the careful and sensible parental decisions that maintain a child's health, safety, and best interests, as defined in Welfare and Institutions Code section 362.04.

(36) "Relative" means an adult who is related to a child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand" or the spouse of any of these persons even if the marriage was terminated by death or dissolution, as defined in Welfare and Institutions Code section 11400.

(37) "Rescind" means an administrative action by a County or the Department to revoke approval of a Resource Family.

(38) "Respite Care" means temporary care for periods not to exceed 72 hours and not provided for the purpose of routine, ongoing child care, as defined in Welfare and Institutions Code section 16501(b), in the home of a licensed, certified, or approved foster caregiver.

(39) "Resource Family Approval Program" or "program" means the single process for approving families for foster care, legal guardianship, and adoption.

(40) "Resource Family" means an individual or couple that a County determines to have successfully met the application and assessment criteria necessary for providing care for a child or nonminor dependent who is under the jurisdiction of the juvenile court, or otherwise in the care of a county child welfare agency or probation department, including, but not limited to all of the following:

(A) An understanding of the safety, permanence, and well-being needs of children and nonminor dependents who have been victims of child abuse and neglect and a capacity and willingness to meet those needs, including the need for protection, services and the willingness to make use of support resources offered by the agency, or a support structure in place, or both.

(B) An understanding of children's or nonminor dependents' needs and development, effective parenting skills or knowledge about parenting, and a capacity to act as a reasonable and prudent parent in day-to-day decision making.

(C) An understanding of his or her role as a Resource Family and the capacity to work cooperatively with the County and other service providers in implementing a child's or nonminor dependent's case plan.

(D) The financial ability within the household to ensure the stability and financial security of the family.

(E) An ability and willingness to maintain the least restrictive and most familylike environment that serves the needs of the child.

(41) "Respondent" means the applicant, Resource Family parent(s), or excluded individual that is the subject of an administrative action.

(42) "Risk Assessment" means a County's consideration of factors regarding an applicant that include, but are not limited to, physical and mental health, alcohol and other substance use and abuse, and family and domestic violence history.

(43) "Serious complaint" means a complaint containing an allegation which may involve:

(A) Conduct described in Section 11165.5 of the Penal Code by any person, or

(B) Death or serious bodily injury, or risk of death or serious bodily injury, to any person.

(44) "Serious incident" means an incident reported by a Resource Family pursuant to Section 10-06 which may involve:
  (A) Conduct described in Section 11165.5 of the Penal Code by any person, or
  (B) Death or serious bodily injury, or risk of death or serious bodily injury, to any person.

(45) "Sibling Group" means a group of two or more children related by blood, adoption, or affinity through a common legal or biological parent, to include step-siblings, and half-siblings. (Welf. & Inst. Code §§ 362.1 and 16002.)

(46) "Substantiated" means that the investigation concluded that based on a preponderance of the evidence, meaning that it is more likely than not, the allegation in a complaint occurred.

(47) "Unfounded" means that the investigation concluded that the allegation in the complaint is false, meaning that there is no credible evidence that the allegation in the complaint occurred.

(48) "Written Assessment" means a summary, analysis, and determination of an applicant's capacity to foster, adopt, or provide legal guardianship of a child or nonminor dependent based on all the information gathered through the Resource Family application and assessment processes.

(49) "Written Directives" means the written processes, standards, and requirements issued by the Department to implement the Resource Family Approval Program.

03-03: Forms

(a) A County shall use the following Resource Family Approval forms:
  (1) Form RFA-01(A): Resource Family Application
  (2) Form RFA-01(B): Resource Family Criminal Records Statement
  (3) Form RFA-02: Resource Family Criminal Background Check
  (4) Form RFA-03(A): Resource Family Home Environment Checklist
  (5) Form RFA-03(B): Resource Family Home Environment Checklist Annual Update
  (6) Form RFA-04: Resource Family Risk Assessment (or a different form or document that contains the same information)
  (7) Form RFA-05: Resource Family Initial Approval (optional)
  (8) Form RFA-06: Resource Family Annual Update

SECTION 4: General Requirements for Counties

04-01: Memorandum of Understanding

(a) The Department shall enter into a Memorandum of Understanding with a County that contains terms and conditions for participation in the Resource Family Approval Program.

04-02: Implementation Plan

(a) A County shall submit an Implementation Plan for operation of the program to the Department within the timeframes established by the Department.

(b) The Implementation Plan shall include the following:
- (1) Program statement and vision.
- (2) Program goals, objectives and outcomes.
- (3) The County's organizational structure, including program and probation staff roles and responsibilities.
- (4) Description of a plan for maintaining program staff and probation qualifications, skills, and program expertise.
- (5) If applicable, identification of the role of any contracted licensed adoption agencies that will be involved with the implementation or operation of the program, including a description of activities to be performed, as well as their staff qualifications, skills, and expertise.
- (6) Description of the County plan for tribal outreach and participation.
- (7) Resource Family Approval process, including plans for out of county approvals.
- (8) Proposed Resource Family assessment tools.
- (9) Training plan for program and probation staff, and for Resource Families.
- (10) Procedures for monitoring of Resource Families.
- (11) Procedures for due process regarding denied or rescinded approvals or other adverse actions.
- (12) Timeline for implementation.
- (13) Termination plan.
- (14) Any other information needed for implementation.

(c) A County shall consult with the County probation department in the development of the Implementation Plan.

04-03: Program Staff

(a) A County shall ensure that program staff:
- (1) Have the education and experience necessary to administer the Resource Family Approval Program competently.
- (2) Are appropriately trained to perform assigned responsibilities for the Resource Family Approval Program.
- (3) Have been provided with a copy of the Written Directives for the Resource Family Approval Program.

(b) A County shall designate a Resource Family Approval Project Manager to be responsible for the day-to-day administration of the Resource Family Approval Program and to serve as point of contact to the Department.

04-04: Reporting Requirements

(a) A County shall submit program information and data to the Department as determined by the Department.

(b) The Department shall inform Counties of the data elements and information that the Counties must collect for the purpose of meeting the reporting requirements of Welfare and Institutions Code section 16519.5(f)(9), and shall give Counties no less than 30 calendar days' notice of the date on which such information should be submitted to the Department.

(c) A County shall report to the Department on a quarterly basis the number of prospective Resource Families with a child or nonminor dependent placed in a home pending completion of Resource Family Approval, whose psychosocial assessment or caregiver training has exceeded 90 calendar days of the date of placement, as specified in Section 07-02(d) or 07-03(b), and summarize the reasons for the delay.

(d) A County shall provide the Department with a log of Resource Families that were approved, denied, and rescinded on a quarterly basis.

04-05: Confidentiality

(a) A County shall comply with Welfare and Institutions Code section 10850 and Part 2 Chapter 7 of the Family Code to assure that all applications and records concerning individuals made or kept by any officer or agency in connection with the administration of the Resource Family Approval Program will be kept confidential. A County shall maintain the confidentiality of all information and records in accordance with current laws, written directives, and policies.

(b) Each County office shall comply with its own confidentiality policies, procedures, and guidelines. The location of those guidelines shall be made known to all employees. The County agrees to inform all of its employees, agents, and subcontractors of the confidentiality provisions of this section.

(c) Information pursuant to Sections 06-03 and 06-04 and contained in Section 06-07 shall be maintained in a confidential case file.

04-06: Implementation of Resource Family Approval Program by a County

(a) Upon implementation of the Resource Family Approval program in a County, that County may not accept new applications for the licensure of foster family homes, the approval of relative and nonrelative extended family members, or the approval of prospective adoptive homes.

(b) If the County is considering a relative or nonrelative extended family member that lives outside their physical jurisdiction, the approval process shall occur as follows:
  (1) If the relative or nonrelative extended family member lives in a county participating in the RFA program, the placing county shall coordinate with the host county the roles and responsibilities for approval and monitoring of the relative or nonrelative extended family member.
  (2) If the relative or nonrelative extended family member lives in a non-participating county, the placing county may assess the family in compliance with the relative or nonrelative extended family member approval standards or the RFA standards.
    (A) If the county proceeds with the RFA standards, they are responsible for ensuring the family meets all RFA requirements, including the training requirements.
    (B) If the relative or nonrelative extended family member was approved as a Resource Family and accepts placement of non-related children concurrently with their relative children, the RFA placing county shall continue to assume monitoring responsibility of the family.
    (C) When the RFA county no longer has jurisdiction over the relative child, the relative or nonrelative extended family member with resource family approval may transfer their approval to their physical county of jurisdiction in compliance with Section 12.

SECTION 5: Resource Family Application Process

05-01: Nondiscrimination of Applicants

Consistent with Civil Code section 51, any adult shall be permitted to apply for Resource Family Approval regardless of age, sex, race, religion, color, national origin, disability, marital status, actual or perceived sexual orientation, medical condition, genetic information, or ancestry.

05-02: Applicant Qualifications

(a) An applicant shall be at least 18 years of age.

(b) An applicant shall be in good physical and mental health.
  (1) Good health shall be verified by a health screening performed by a licensed health professional issued not more than 180 days prior to the date of the application and a test for tuberculosis not more than one year old.
  (2) Other adults residing in the home shall provide verification that they have completed a test for tuberculosis not more than one year old.
  (3) Good mental health may be verified by using the psychosocial assessment or any other assessments, tools, or information as set forth in Section 6 that show the applicant has not engaged in conduct that poses a risk or threat to the health and safety, protection, or well-being of a child or nonminor dependent as a result of the applicant's mental health history or diagnosis.

(c) An applicant shall demonstrate all of the following:
- (1) (A) An understanding of the safety, permanence, and well-being needs of children and nonminor dependents who have been victims of child abuse and neglect.
  - (B) A capacity and willingness to meet those needs, including the need for protection.
  - (C) A willingness to make use of support resources offered by the agency, or a support structure in place, or both.
- (2) (A) An understanding of children's or nonminor dependents' needs and development, effective parenting skills or knowledge about parenting.
  - (B) A capacity to act as a reasonable and prudent parent in day-to-day decision making.
- (3) (A) An understanding of his or her role as a Resource Family.
  - (B) A capacity to work cooperatively with the County and other service providers in implementing a child's or nonminor dependent's case plan.
- (4) The financial ability within the household to ensure the stability and financial security of the family.
- (5) An ability and willingness to maintain the least restrictive and most family-like environment that serves the needs of a child or nonminor dependent.
- (6) (A) An understanding of the rights of children or nonminor dependents in care.
  - (B) His or her responsibility to safeguard those rights.
- (7) Knowledge and willingness to prepare a child for adulthood or to prepare a nonminor dependent for the transition to independent living.
- (8) An understanding of and an ability and willingness to participate in the Quality Parenting Initiative Partnership Plan.

05-03: Applicant Requirements

(a) To become a Resource Family, an applicant must comply with the following requirements:
- (1) (A) Participate in the psychosocial assessment, pursuant to Section 06-05, which includes a comprehensive inquiry into the applicant's personal history, family history, and family dynamics.
  - (B) Consent to release all requested evaluative reports and records, including physical and mental health.
- (2) Allow a home environment assessment, pursuant to Section 06-02, of conditions in the home that affect the health, safety, and well-being of a child or nonminor dependent.
- (3) (A) Provide the names and contact information for three individuals who can attest to the applicant's character and ability to provide a safe environment for a child or nonminor dependent.
  - (B) If an applicant is unable to provide three references, the applicant shall document the reasons why and the County may determine whether or not to proceed with approval process.

(4) Consent to background checks pursuant to Section 06-03, including completing and submitting form RFA-01(B): Resource Family Criminal Records Statement and the out-of-state child abuse and neglect registry form.
(5) Attend pre-approval trainings as specified in Section 06-06 and as required by the County.

(b) Prior to conducting a comprehensive assessment pursuant to Section 6, a County shall require an applicant to complete, sign, and submit form RFA-01 (A): Resource Family Application and provide supporting documentation.

(c) If a child or nonminor dependent is placed in the home of a relative or NREFM prior to approval on an emergency basis pursuant to Section 07-02, the County shall require the relative or NREFM applicant to complete, sign, and submit form RFA-01 (A), Resource Family Application, within five business days of the child being placed in the home.

(d) A County shall require an applicant to provide the following supporting documentation with the application:
(1) Proof of identity.
(2) Consent for the County to obtain a Department of Motor Vehicles report on each applicant and all adults living in the home who may frequently transport children or nonminor dependents.
(3) Verification of good physical and mental health, including a health screening by a licensed health professional that was issued not more than 180 days prior to the date of application and a test for tuberculosis not more than one year old for all adults residing in the home.
(4) If employed, verification of current employment.
(5) Verification of the applicant's current income and disclosure of expenses.
(6) Documents verifying that the applicant owns or rents the home in which the applicant resides.
(7) History of the applicant's prior or present status as an approved relative or nonrelative extended family member, a certified family home, or an employee, volunteer, or licensee of a community care facility.

(e) A County may not charge an applicant an application processing fee.

(f) A County shall advise an applicant that if he or she moves to a new home location, the Resource Family is required to notify the county 30 days prior to moving or as soon as the information is available and that the Resource Family will be subject to an approval update as required by Section 08-04.

05-04: Documentation and Information

(a) A County shall discuss and address questions regarding the following with an applicant:
- (1) Benefits associated with foster care, Adoption Assistance Program (AAP), Kin-GAP, Approved Relative Caregiver (ARC) funding, and any other assistance that may apply.
- (2) Personal Rights of foster children, including how to access additional information and resources that address these personal rights.
- (3) The applicant's right to a due process hearing.
- (4) Access to health, mental health, and dental care through Medi-Cal, in home supportive services, and developmental or other services based on the needs of a child or nonminor dependent in the care of a Resource Family.
- (5) The Reasonable and Prudent Parent Standard.
- (6) The Quality Parenting Initiative Partnership Plan, if applicable.

SECTION 6: Resource Family Assessment and Approval Processes

06-01: Comprehensive Assessment

(a) A comprehensive assessment shall include activities and tools to assess an applicant's suitability as a Resource Family.
- (1) The comprehensive assessment shall include:
  - (A) Home environment assessment pursuant to Section 06-02.
  - (B) Background checks assessment pursuant to Section 06-03.
  - (C) Psychosocial assessment pursuant to Section 06-05.
  - (D) Pre-approval training pursuant to Section 06-06.
- (2) Tools, such as questionnaires and forms, may be used to complete the comprehensive assessment.
- (3) As deemed appropriate and necessary by a County, an applicant may be required to complete additional activities and tools to help determine an applicant's ability to be approved as a Resource Family.

(b) An applicant shall be assessed on the basis of his or her ability to meet all applicant qualifications and the following:
- (1) Honor the child's or nonminor dependent's natural connections.
- (2) Parent a child or nonminor dependent needing placement in a family setting.
- (3) Provide a safe, nurturing, and stable home.
- (4) Provide permanence to a child or nonminor dependent or prepare a child or nonminor dependent for permanence, including reunification.

06-02: Home Environment Assessment

(a) A Resource Family home environment assessment shall include all of the following:
- (1) The results of a background checks assessment pursuant to Section 06-03.
- (2) A health and safety assessment of the building and grounds, outdoor activity space, and storage areas of the applicant's home to determine compliance with Section 10.
- (3) A fire clearance pursuant to subsections (b) and (c).
- (4) A capacity determination pursuant to subsections (d), (e), and (f).

(b) The County shall require an applicant to have any necessary fire clearance for his or her home when the applicant intends to provide care to either of the following:
- (1) A child or nonminor dependent who is non-ambulatory.
- (2) More than six children or nonminor dependents in the home.

(c) If a fire clearance for a home is necessary, a County shall request that an applicant obtain a fire clearance from the city or County fire department, district providing fire protection services, or State Fire Marshal's Office having jurisdiction in the area where the home to be approved is located, and provide the fire clearance to the County.

(d) A County shall ensure that the number of children and nonminor dependents that an applicant intends to have reside in a home be no more than the total number of children and nonminor dependents that an applicant can properly care for as determined by the County.
- (1) The capacity may not exceed six, which includes foster children, nonminor dependents, and adoptive, biological, and legal guardianship children residing in the home.
  - (A) Residency is determined as living in a home for more than 30 days.
- (2) If exceptional circumstances are documented in a child's or nonminor dependent's case file to permit an applicant to care for more children or nonminor dependents, a County may grant an approval for an applicant to care for more children or nonminor dependents, in order to place sibling groups, as long as all of the following conditions are met:
  - (A) The Resource Family is not a specialized foster care home as defined in Welfare and Institutions Code 17710(i).
  - (B) The home is sufficient in size to accommodate the needs of all children and nonminor dependents in the home.

(e) When determining the capacity of a home, a County shall consider the following:
- (1) An applicant's ability to comply with applicable laws and the Written Directives.
- (2) The number of children or nonminor dependents, in addition to children already living in a home, for whom the applicant is capable of providing care and supervision and that the home can accommodate.
- (3) Any other household members who live in the home and his or her individual needs.
- (4) Circumstances in the family environment that may affect the ability of an applicant to provide care and supervision to a child or nonminor dependent.

(5) Physical features of a home, including available living space, which are necessary in order to comply with applicable laws and the Written Directives.

(f) A County may approve an applicant to care for fewer children or nonminor dependents than the applicant has requested when the County determines that the applicant's responsibilities would not allow the applicant to provide the necessary care and supervision for children or nonminor dependents.

(1) When a County approves a capacity different than that requested by an applicant, the County shall provide written notification to the applicant that specifies the reasons for the limitation and the applicant's right to appeal the decision.

06-03A: Background Checks Assessment

(a) A County shall conduct background checks of an applicant and all adults in the home, and not exempted from fingerprinting, as set forth in Welfare and Institutions Code Section 16519.5(d), which include:

(b) A County shall conduct background checks of an applicant and all adults living in the home, which include:

(1) Completion and submission of form RFA-01(B): Resource Family Criminal Records Statement.

(2) A fingerprint-based criminal records check to obtain state and federal criminal record information pursuant to Family Code section 8712.

(A) If the criminal record of an applicant or any other person in the household indicates any conviction or arrest other than a minor traffic violation, the agency shall request the applicant or other person in the household provide the agency with a certified copy of court records and a crime report for each conviction or arrest, or a certified letter from a law enforcement agency that the report does not exist. If the law enforcement agency or court will not release the record to the applicant or other person in the household, or the county determines that it is too burdensome for the applicant or other person in the household to obtain the record, the county shall request the record. The applicant or other person in the household to whom the conviction or arrest pertains shall submit a written signed statement concerning the circumstances of each conviction or arrest.

(i) A County is authorized to obtain any arrest or conviction records or reports from any law enforcement agency as necessary to the performance of its duties as provided in Health and Safety Code section 1522(e). The County or Department will be considered to be a repository of juvenile court records as set forth in Welfare and Institutions Code section 827(a)(1).

(B) An investigation of the facts regarding prior arrests or convictions may lead to a denial of resource family approval.

(3) Child Abuse Central Index check pursuant to Health and Safety Code section 1522.1.

(4) If the applicant or any adult living in the home has lived in another state within five years before seeking Resource Family Approval, an out-of-state child abuse and neglect registry check must be conducted using licensing form LIC 198B.
(5) Child Welfare Services/Case Management System check.
(6) Megan's Law registered sex offender check.
(7) Department of Motor Vehicles check on the applicant and any adults living in the home who may frequently transport a child or nonminor dependent.
(8) Legal Administrative Action Records System (LAARS) check.
(9) Licensing Information System (LIS) Check.

(c) A criminal records check may be conducted on any person over 14 years of age living in the home who the social worker believes may have a criminal record.
(1) The criminal record of the minor may not be used as the sole reason to deny an application. It may be used to as part of the comprehensive assessment of the applicant's ability to become a resource family.
(2) For purposes of this subsection, a criminal records check may not be conducted on a child or nonminor dependent in the care, custody, and control of the county child welfare or probation departments.

(d) For emergency placements with a relative or NREFM, a county shall conduct background checks pursuant to Section 07-02.

(e) A County may request additional background information based on subsection (a)(1) through (9) as deemed necessary.

(f) A County may not grant or continue a Resource Family approval to an applicant or a Resource Family parent whose criminal record indicates a conviction for any of the offenses specified in Health and Safety Code section 1522(g).

(g) Criminal records exemptions may be granted by the director of a County using the exemption criteria specified in Health and Safety Code section 1522(g) if a County has been granted permission by the director of the Department to issue criminal records exemptions pursuant to Welfare and Institutions Code section 361.4.

(h) A County shall verify that a subsequent arrest notification (rap back) service is in place for all adults living in the home. If there are new adults living in the home, a background clearance shall be completed for each new adult living in the home, including a subsequent arrest notification service.

(i) An applicant shall cooperate with the County in discussing the results of his or her background check.

(j) Any action which the County is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, notwithstanding a subsequent order pursuant to Sections 1203.4

and 1203.4a of the Penal Code permitting the person to withdraw his or her plea of guilty and to enter a plea of not guilty, or setting aside the verdict of guilty, or dismissing the accusation, information, or indictment. For purposes of this section, the record of a conviction, or a copy thereof certified by the clerk of the court or by a judge of the court in which the conviction occurred, shall be conclusive evidence of the conviction.

(k) The County may cease any further review of an application where the individual has had a previous application denial within the preceding year, or where the individual has had a previous rescission, revocation, exemption denial, or exemption rescission, or exclusion by the Department or County within the preceding two years. However, the County may continue to review an application if it has determined that the reasons for the previous denial, rescission, revocation, or exclusion were due to circumstances or conditions which either have been corrected or are no longer in existence. If an individual was excluded from a Resource Family home or facility licensed by the Department, the County shall cease review of the individual's application unless the excluded individual has been reinstated pursuant to Government Code Section 11522. The cessation of review shall not constitute a denial of the application for purposes of this section or any other law.

06-03B: Exemption Criteria

(a) After a review of the criminal record information, the County or Department may grant an exemption from disqualification for resource family approval or presence in a resource family home, if:
- (1) The applicant, Resource Family or affected individual requests an exemption, and
- (2) The affected person presents substantial and convincing evidence satisfactory to the County or Department that he or she has been rehabilitated and presently is of such good character as to justify the granting of resource family approval or presence in a resource family home.
- (3) The County or Department shall notify the affected individual of his or her right to request an exemption.

(b) The County or Department shall consider factors including, but not limited to, the following as evidence of good character and rehabilitation:
- (1) The nature of the crime.
- (2) Period of time since the crime was committed and number of offenses.
- (3) Circumstances surrounding the commission of the crime that would demonstrate that repetition is not likely.
- (4) Activities since conviction, including employment or participation in therapy, education or treatment, that would indicate changed behavior.
- (5) Granting by the Governor of a full and unconditional pardon.
- (6) Character references.
- (7) A certificate of rehabilitation from a superior court.
- (8) Evidence of honesty and truthfulness as revealed in exemption application documents and interviews.

(9) Evidence of honesty and truthfulness as revealed in the exemption application interviews and conversations between the person and the County or Department.

(c) No exemption shall be granted for a crime that is listed in subsection (g) of Health and Safety Code section 1522.

(d) The County or Department may deny an exemption request if:
(1) The applicant or affected individual fails to provide documents requested, or
(2) The applicant or affected individual fails to cooperate in the exemption process.

(e) The reasons for any exemption granted, denied, or rescinded shall be in writing and kept by the County or Department.

(f) The County or Department may grant a criminal record exemption that places conditions on the person's continued approval or presence in the home.

(g) A person shall be permitted to transfer a criminal record clearance or exemption that was granted for foster care through the County or Department pursuant to the procedures specified in Health and Safety Code section 1552(h).

(h) If the County or Department denies a person's request for an exemption, denies a request to transfer a criminal record exemption, or rescinds an exemption, the County or Department shall provide the individual with a right to an administrative hearing to contest the County's or Department's decision.

(i) The County or Department shall take the following actions if a criminal record exemption is not granted:

(1) For initial applicants, denial of the application for Resource Family approval.
(2) For currently approved individuals, rescission of the Resource Family approval or exclusion of the individual.
(3) For all other individuals who are required to have a criminal record clearance or exemption, exclusion of the affected individual pursuant to Welfare and Institutions Code section 16519.5(g), or if the affected individual continues to reside or is regularly present in the home, then denial of the application or rescission of the approval.

06-04: Permanency Assessment

(a) A resource family permanency assessment shall include all of the following:
(1) Verification that the applicant completed pre-approval training.
(2) The results of a psychosocial assessment of the applicant.
(3) Verification of the completion of any other activities related to the applicant's ability to achieve permanency with the child.

06-05: Psychosocial Assessment

(a) A County shall conduct interviews as follows:
- (1) A minimum of three face-to-face interviews with each applicant.
  - (A) If more than one applicant, an individual interview with each applicant and a joint interview with all applicants must occur.
  - (B) At a minimum, at least one additional interview with all applicants, either separately or jointly.
  - (C) One of the required interviews may occur during the training or classroom environment, during the assessment for placement prior to approval, or during a home environment assessment.
- (2) A minimum of one separate face-to-face interview with all other persons living in the home of an applicant.
- (3) Additional interviews as deemed necessary by the County.

(b) If an applicant refuses to participate, or is unable to ensure all other adults living in the home participate in the interviews as required in subsection (a), the County shall deny the Resource Family application.
- (1) If an adult living in the home, other than the applicant, is unable to participate in an interview due to a compelling circumstance, the county shall determine if the interview is necessary to assess the applicant's ability to be approved as a Resource Family.

(c) The majority of interviews shall take place in the home of an applicant and shall include observation of the family environment, and if applicable, any parent-child interaction.

(d) At a minimum, the following information shall be gathered to complete the psychosocial assessment of an applicant:
- (1) Childhood upbringing and experiences.
- (2) Adult experiences and personal characteristics.
- (3) A risk assessment, which shall include:
  - (A) Past and current alcohol and other substance use and abuse history.
  - (B) Physical, emotional, sexual abuse and family domestic violence history.
  - (C) Past and current physical and mental health of the applicant.
- (4) Current marital status and history of marriages, domestic partnerships, or significant relationships.
- (5) Children living in or out of the home.
  - (A) Name.
  - (B) Gender.
  - (C) Date of birth.
  - (D) Relationship to applicant.
  - (E) General health.
  - (F) Past and current behavioral issues.
  - (G) If children are not living in the home, the reason.

(H) Custody arrangements and disputes.
(6) Parenting approaches.
(A) Family values.
(B) Lifestyles, activities, and home environment.
(C) Parenting practices and discipline procedures.
(7) Social support system.
(8) Employment.
(9) Financial situation.
(A) Ability within the home to ensure the stability and financial security of the family.
(B) Understanding of legal and financial responsibilities when caring for a child or nonminor dependent.
(10) Motivation to become a Resource Family.
(11) Characteristics and demographics of a child or nonminor dependent best served by the Resource Family.
(12) Discussion of the results of the background checks.

(e) A county may contract with a licensed adoption agency to complete the psychosocial assessment. A psychosocial assessment completed by a licensed adoption agency shall be reviewed by the county and included as part of the county's comprehensive assessment of an applicant.

06-06: Pre-Approval Training

(a) A County shall ensure that an applicant completes a minimum of 12 hours of pre-approval training prior to Resource Family Approval.

(b) Pre-approval training may be delayed for an applicant who accepts a child or nonminor dependent into his or her home prior to Resource Family Approval, pursuant to Section 07-02 or 07-03.
(1) The applicant shall complete the pre-approval training as required within 90 calendar days of placement of the child or nonminor dependent in the home, unless good cause exists for the pre-approval training to be further delayed as approved by the County.
(2) The applicant is not eligible for an Aid to Families with Dependent Children-Foster Care payment until the applicant completes pre-approval training, complies with the Written Directives, receives Resource Family Approval, and meets any other Title IV-E eligibility criteria.

(c) Pre-approval training shall include:
(1) A Resource Family orientation, which includes the requirements set forth in Sections 6 and 10.
(2) An overview of the child protective system.
(3) Role of the resource family, including working cooperatively with service providers and agencies to develop and implement the case plan.

(4) Child and adolescent development and the effects of child abuse and neglect on ~~child~~ development.
(5) Positive discipline and the importance of self-esteem.
(6) Common health issues of foster children including administration of psychotropic medications.
(7) A current certificate verifying completion of an age-appropriate Cardio-Pulmonary Resuscitation and First Aid course.
(8) Accessing education and health services available to foster children or nonminor dependents in care.
(9) Personal rights of foster youth.
(10) Options for permanency.
(11) Birth parent relationships and safety issues regarding contact, as applicable.
(12) Instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.
(13) Basic instruction on the existing laws and procedures regarding the safety of foster youth at school and the ensuring of a harassment and violence free school environment.
(14) Any other training a County determines to be appropriate.

(d) A County shall provide an applicant with pre-approval training or shall require that an applicant attend pre-approval training provided by qualified sources that may include colleges, hospitals, foster parent associations, adult schools, and certified foster parent instructors.
(1) When a County does not provide the pre-approval training, the County shall provide an applicant with information as to where the training is available.

(e) Nothing in this section shall preclude a county from requiring Resource Family training in excess of the requirements in this section.

06-07: Written Assessment

(a) A County shall complete a written assessment of the applicant.

(b) A copy of the written assessment shall be:
(1) Provided to the applicant.
(2) Retained in the County case file.

(c) The written assessment shall be a summary and analysis of the comprehensive assessment and a determination of an applicant's capacity to foster, adopt, or provide legal guardianship of a child or nonminor dependent based on all the information gathered through the application and assessment processes.

(d) The written assessment of an applicant shall include:

(1) A summary of the results of the comprehensive assessment pursuant to Section 06-01.
(2) Identifying information about the applicant and any children and adults living in the home.
(3) The reasons the applicant pursued becoming a Resource Family.
(4) A summary and evaluation of the applicant's personal history.
(5) The results of the background checks on the applicant and any other adults in the home, to include:
  (A) Exemptions granted.
  (B) Results of the background checks.
(6) Risk assessment pursuant to Section 06-05(d)(3).
(7) A summary of or documentation verifying pre-approval training was completed by the applicant.
(8) Determination of the applicant's commitment and capability to meet the needs of a child or nonminor dependent placed in his or her home to include, but not be limited to:
  (A) Strengths and weaknesses of the applicant.
  (B) Preference of type of care the applicant would like to provide; adoption, legal guardianship, or foster care.
  (C) Understanding of the needs, safety, permanence, and well-being of children or nonminor dependents, including those who have been victims of abuse or neglect.
  (D) Ability and willingness to participate in the Quality Parenting Initiative Partnership Plan, if applicable.
(9) Capacity determination: The number of children or nonminor dependents the county determines the applicant is capable of providing care.
(10) An evaluation and determination of whether the applicant's home is safe and in compliance with the requirements contained in Section 06-02 and 10.
(11) A summary of the applicant's understanding of the legal and financial responsibilities for providing care to a child or nonminor dependent.
(12) A statement that the applicant has been provided with information about the foster care payment rates, Kin-GAP, and AAP.
(13) The characteristics of a child or nonminor dependent the applicant may best serve.
(14) Any resources, services, or training which would assist an applicant in meeting the needs of a child or nonminor dependent.

(e) The County shall approve or deny the applicant in the written assessment and provide the reasons for its determination.

SECTION 7: Placement Prior to Resource Family Approval

07-01: General

(a) The provisions of this section outline the requirements an individual, couple, or family must meet to receive a placement of a child or nonminor dependent prior to Resource Family Approval.

(b) Placement of a child or nonminor dependent may be made prior to Resource Family Approval, if either of the following situations apply:
  (1) The placement is made with a relative or NREFM on an emergency basis.
  (2) There is a compelling reason for the placement based on the needs of the child or nonminor dependent.

(c) In addition to the requirements in Sections 07-02 and 07-03, an individual or couple who receives a child prior to approval shall meet all the requirements in Sections 06-01, 06-02, 06-03, 06-04, 06-05, and 06-06 in order to be approved as a Resource Family.

(d) Placement of a child or nonminor dependent pursuant to Section 07-02 or 07-03 does not ensure approval as a Resource Family.

07-02: Emergency Placement with Relative or Nonrelative Extended Family Member

(a) Prior to the emergency placement of a child or nonminor dependent with a relative or NREFM, a County shall:
  (1) Conduct a criminal records check of all adults living in the home pursuant to Welfare and Institutions Code section 16504.5.
  (2) Consider the results of a Child Abuse Central Index check consistent with Health and Safety Code section 1522.1 for all adults living in the home.
  (3) Inspect the home and grounds and determine that they are free of conditions that may pose an undue risk to health and safety of the child or nonminor dependent.

(b) Within five business days after a child or nonminor dependent is placed with a relative or NREFM, a County shall:
  (1) Ensure the relative/NREFM completes an application and provides supporting documentation.
  (2) Conduct a face-to-face interview with each relative or NREFM applicant and each child or nonminor dependent placed in the home.
  (3) Perform a home environment assessment pursuant to 06-02.
    (A) A County shall document when the home environment assessment of the relative or NREFM applicant is conducted pursuant to 06-02 in the case file by using form RFA-03: Resource Family Home Environment Checklist.
    (B) If necessary, require the relative or nonrelative extended family member to obtain a fire clearance for the home as required by Section 06-02.

(c) Within ten business days after a child or nonminor dependent is placed with a relative or NREFM, the County shall conduct a background check assessment of the relative or NREFM applicant and all adults living in the home pursuant to Section 06-03(a)(1)-(7).

(d) A County shall complete a permanency assessment pursuant to Section 06-04 within 90 calendar days of the date the child or nonminor dependent was placed with a relative or NREFM, unless good cause exists.
   (1) If good cause exists, the County shall document the reasons for the delay and generate a timeframe for completion.

(e) The relative or NREFM applicant is not eligible for an Aid to Families with Dependent Children-Foster Care payment until the applicant completes pre-approval training, complies with the Written Directives, receives Resource Family Approval, and meets any other Title IV-E eligibility criteria.

07-03: Placement Based on Compelling Reason

(a) Prior to placing a child or nonminor dependent with an applicant for a compelling reason, a County shall:
   (1) Conduct a home environment assessment of the applicant pursuant to Section 06-02 and 10.
   (2) Complete the risk assessment of the applicant pursuant to 06-05(d)(3).
   (3) Conduct background checks of the applicant and all adults living in the home pursuant to 06-03.

(b) After the placement of a child or nonminor dependent with an applicant based on a compelling reason, a County shall complete a psychosocial assessment and ensure pre-approval training is completed within 90 calendar days of the date the child or nonminor dependent was placed in the home, unless good cause exists.
   (1) If good cause exists, the County shall document the reasons for the delay and generate a timeframe for completion.

(c) When placement is made based on compelling reason, the applicant is not eligible for an Aid to Families with Dependent Children-Foster Care payment until the applicant completes pre-approval training, complies with the Written Directives, receives Resource Family Approval, and meets any other Title IV-E eligibility criteria.

(d) A compelling reason may include, but is not limited to, the following:
   (1) The unique needs of the child or nonminor dependent.
   (2) The best interest of the child or nonminor dependent to maintain his or her family or family-like connections with the resource family.

07-04: Documented Alternative Plan

(a) On a case-by-case basis, a County may approve a Documented Alternative Plan (DAP) for a non-safety home environment standard for Resource Family Approval in a relative home for a specific relative child in care.

(b) The County shall ensure that the DAP:

(1) Provides equal protection in terms of safety, sanitation, and personal rights of the child and nonminor dependent.
(2) Demonstrates how the intent of the Written Directives will be met.
(2) Would not be detrimental to the health and safety of any child or nonminor dependent in the home.
(3) Is submitted to the County as a written request from the Resource Family together with evidence supporting the request.

(c) The County shall provide a copy of the DAP to an applicant or a Resource Family.

SECTION 8: Annual Update, Approval Training, and Rescinding Approval

08-01: Annual Update of Resource Family Approval

(a) At least annually a County shall update the approval of a Resource Family by using form RFA-06: Resource Family Annual Update.
(1) The update shall begin no sooner than 60 days prior to their anniversary date and shall be completed no later than 30 days after.

(b) The annual update shall include an updated home environment and psychosocial assessment of the Resource Family to address any changes that have occurred in the Resource Family's circumstances, including, but not limited to:
(1) A change in the number of people residing in the home.
(A) Any additions to the resource family's home, including when the resource family becomes a guardian or conservator for any child or other person.
(B) Any adult moving in or out of the home.
(C) Except for a nonminor dependent, anyone living in the home who reaches their 18th birthday.
(D) A change in marital status.
(2) A change in the physical or mental health of a child, nonminor dependent or any other residents in the home, including the Resource Family.
(3) A move to a new home location within the County, to another early implementation County, to a non-participating county, or returning to the approving County.
(4) If the resource family operates a family day care home as defined in Health and Safety Code section 1596.78.

(c) The annual update shall ensure that the resource family has completed all post- approval training as required.
(1) If post-approval training has not been completed, the county shall work with the family to develop a reasonable timeframe to complete the training.
(A) The update as described in paragraph (1) of subparagraph (a) may not be completed until the post-approval training has been completed.
(B) Post-approval training may be completed at any time after a family is approved as a resource family.

(d) If the annual update was conducted prior to the resource family's initial annual approval date, the new updated assessment shall begin a new annual period.

(e) As part of the annual update, a County shall:
- (1) Ask the Resource Family to verify that all information on the approved application and written assessment is current and updated.
- (2) Conduct a home environment assessment using form RFA 03(B) to ensure compliance with Section 10.
- (3) Verify that a subsequent arrest notification (rap back) service is in place for all adults living in the home.
- (4) If there are new adults in the home, a background clearance must be completed for each new adult living in the home, including a subsequent arrest notification service.
- (5) Report and address any significant changes to the psychosocial assessment.
- (6) Interview all individuals living in the home.
- (7) If an individual is unavailable or refuses to be interviewed, a County shall document the reasons why, and determine whether to re-approve based on the circumstances given.
- (8) Ensure post-approval training has been completed pursuant to Section 08-02.
  - (A) If training is not current and complete, the County shall develop a plan for compliance.

(f) A County shall provide a copy of the annual update to the Resource Family upon completion.

(g) An update to an existing approval may be completed earlier than annually if in the county's judgment changes have occurred in the family's circumstances that warrant such an update.

08-02: Post-Approval Training

(a) A County shall ensure a Resource Family completes a minimum of 8 hours of post-approval training, provided by qualified sources that may include those listed in Section 06-06(d), and which shall include one or more of the following:
- (1) Trauma informed care and attachment.
- (2) Core Practice Model.
- (3) Crisis intervention.
- (4) Behavior Management.
- (5) Supporting children and nonminor dependents in school.
- (6) Effects of drug and alcohol abuse on children and nonminor dependents.
- (7) Administration of psychotropic medications.
- (8) Emancipation and independent living.

(b) In addition to the training specified in subsection (a), the Resource Family shall maintain a current certificate for CPR and first aid.

(c) Nothing in this section shall preclude a county from requiring Resource Family training in excess of the requirements in this section.

08-03: Rescinding and Denying Approval of a Resource Family, Exclusions, and Related Actions

(a) A Resource Family maintains his or her approval status unless approval is rescinded by the County.

(b) The County or Department may deny an application, rescind approval, or exclude an individual for any of the following reasons:
- (1) Violation of any applicable law or the Written Directives.
- (2) Aiding, abetting, or permitting the-violation of any applicable law or the Written Directives.
- (3) Conduct that poses a risk or threat to the health and safety, protection, or well-being of a child or nonminor dependent.
- (4) The conviction of the Resource Family applicant, parent, or associated individual, at any time before or during his or her approval, of a crime as defined in Section 1522 of the Health and Safety Code.
- (5) Engaging in acts of financial malfeasance, including but not limited to, improper use or embezzlement of the money or property of a child or nonminor dependent or fraudulent appropriation for personal gain of money or property, or willful or negligent failure to provide services.

(c) Additional grounds for denial of a Resource Family application may include:
- (1) Failure to meet Resource Family qualifications set forth in Section 05-02(c).
- (2) Inability to provide adequate references.
- (3) Incomplete application.
- (4) Failure to attend pre-approval training.
- (5) Failure to receive a criminal clearance or exemption.
- (6) Failure to meet the home environment assessment standards.
- (7) Psychosocial assessment results that in the county's judgment are incompatible with the definition of a Resource Family.
- (8) Failure to comply with Section 10-15.
- (9) False or misleading statements made to the County or the Department to obtain or maintain any resource family related approval.

(d) A County shall provide a Resource Family applicant, parent, or associated individual with due process as specified in these Written Directives and in Section 16519.5 et seq. of the Welfare and Institutions Code.

(e) If a Resource Family moves to a nonparticipating county, the new county of residence shall deem the family approved for licensing, relative or nonrelative extended family member approval, guardianship, and adoption purposes, under the following conditions:
- (1) The new home and grounds, outdoor activity areas, and storage areas meet applicable standards, unless the family is subject to a corrective action plan.

(2) There has been a criminal record clearance of all adults residing in the home and exemptions granted, using the exemption criteria currently used for foster care licensing, as specified in Health and Safety Code section 1522(g).
   (A) A program-affiliated individual who moves to a nonparticipating county may not transfer his or her subsequent arrest notification from a participating county to the nonparticipating county.

08-04: Approval Update Due to Relocation of Resource Family

(a) Within 30 calendar days of being notified that a Resource Family has moved, the County shall update the Resource Family approval pursuant to Section 08-01.

SECTION 9: Monitoring, Investigation, and Oversight

09-01: Monitoring Resource Families

(a) A County shall monitor Resource Families through the following:
   (1) Conducting annual updates as required by Section 08-01.
   (2) Conducting periodic evaluations and home environment assessments, as necessary.
   (3) Investigating complaints against a Resource Family.
   (4) Developing corrective action plans to correct identified deficiencies.
   (5) Requiring a Resource Family to comply with corrective action plans.
   (6) Investigating possible address matches of registered sex offenders as provided for in All County Letter (ACL) 13-64.

(b) A County shall ensure that a social worker, who identifies a condition that may adversely impact the health and safety of a child or nonminor dependent, takes appropriate actions and reports his or her observations to the County Resource Family Project Manager.

(c) The Department shall monitor that a County is:
   (1) Investigating complaints.
   (2) Identifying deficiencies in Resource Families that do not comply with applicable law and the Written Directives.
   (3) Developing and monitoring corrective action plans to address any deficiencies.
   (4) Denying applications or rescinding approvals, consistent with Section 08-03.
   (5) Conducting Resource Family Approval annual updates.

09-02: Investigating Complaints and Serious Incident Reports

09-02A: Complaints

Complaint/Complainant

(a) A County shall evaluate any information presented by any person concerning a Resource Family to determine whether or not the Resource Family may not have met or may not be meeting the requirements of one or more of the Written Directives or any applicable law, regardless of whether or not the information is presented in the form of an allegation.

(b) A resource family worker who monitors or investigates a Resource Family may not be considered a complainant when providing information regarding that Resource Family.

Evaluation of Complaint for Investigation

(c) The County shall investigate an allegation unless, after a preliminary review, the County determines the allegation could not have occurred, or is part of a pattern and practice of harassment.
   (1) A decision not to investigate an allegation shall be approved by a supervising staff member.

(d) The County shall review any adverse action taken by the Department against a license, TrustLine registration, or other approval held by a Resource Family to determine if the Resource Family did not conform to the Written Directives or any applicable law.
   (1) All allegations identified in an adverse action taken by the Department shall be documented as a complaint and investigated.
   (2) The County or Department may rely on an investigation conducted by a government entity in lieu of conducting a separate investigation into the allegations, when appropriate.

Confidentiality

(e) A County shall consider the identity of every complainant as confidential, and may not disclose to a Resource Family or make public the identity of any complainant, unless explicitly authorized to do so by the complainant. If more than one complainant is associated with a complaint, the County may not reveal to the Resource Family or make public any information concerning the complaint which would reveal the identity of any complainant who has not explicitly authorized the County to allow his or her identity to be known.

Documentation of Complaint

(f) The County shall document:
   (1) In the Resource Family's file all information received and evaluated pursuant to subsection (a), regardless of whether or not it is determined to be an allegation.

(2) In its complaint log maintained pursuant to this section, all complaints received concerning a Resource Family.

Reporting Requirement

(g) The County shall notify the Department of a serious complaint by the close of the next business day.

(h) Upon completion of its serious complaint investigation, the County shall notify the Department if it intends to develop a corrective action plan and the final disposition of the investigation.

Who Conducts the Investigation

(i) The county staff member conducting the investigation may not be any of the following:
- (1) The social worker of any child or nonminor dependent placed with the Resource Family.
- (2) Any person who has any direct relationship with, or interest in, the Resource Family or any complainant, or who has any conflict of interest with any aspect of the investigation.
- (3) A staff member responsible for granting the approval of the Resource Family.
  - (A) If a qualified staff member is unavailable to conduct a timely investigation, the staff member responsible for granting the approval of the Resource Family may conduct the investigation. The County shall document the circumstances which constitute the necessity and ensure that all documentation and evidence gathered during the investigation is reviewed by a supervising staff member prior to the findings being delivered to the Resource Family.

(j) If, during the course of an investigation, the staff member conducting the investigation discovers that he or she has a conflict of interest, then the staff member shall immediately report the conflict to a supervising staff member, who may transfer responsibility for the investigation to another staff member.

<u>Prior to Visiting the Home</u>

(k) Prior to visiting the Resource Family home, the person conducting the investigation shall do the following:
- (1) Review all information maintained on file concerning the Resource Family.
- (2) Interview any complainant whom he or she believes may possess additional information regarding the complaint.

Visiting the Home

(l) The County shall conduct an unannounced visit to the Resource Family home within ten calendar days of receipt of a complaint, unless the tenth calendar day after the receipt of

the complaint is not a business day, in which case the County shall have until the following business day to conduct the visit.

(m) Notwithstanding subsection (l), if a County has, on three separate occasions at different hours of the day, unsuccessfully conducted an unannounced visit to the Resource Family home, and it appears that further attempts to make an unannounced visit will not be successful, then the County may schedule the visit with the Resource Family home under the following circumstances:
- (1) Doing so would not have a significant adverse effect upon the investigation or jeopardize the health and safety of any child or nonminor dependent placed with the Resource Family.
- (2) The County has documented each attempt to make an unannounced visit to the home.
- (3) A supervising staff member approves the scheduling of the visit.
- (4) When scheduling the visit, the County may not disclose to the Resource Family that a complaint has been received concerning the Resource Family.

(n) If the County schedules the visit, the County shall document, in the complaint log maintained pursuant to subsection (v), the unsuccessful unscheduled visits and the supervising staff member's approval to schedule the visit.

(o) When visiting a Resource Family home, the County shall ensure that the Resource Family is aware of their rights and responsibilities during the investigation process, including all appeal rights for any actions which may result.

(p) The County may not disclose the receipt of a complaint to the Resource Family prior to making the visit to the home.

(q) The ten-day visit to the Resource Family home may be delayed under the following circumstances:
- (1) Law enforcement requests that the visit be delayed as it would adversely affect a law enforcement investigation.
- (2) The visit would endanger the health and safety of any child or nonminor dependent placed with the Resource Family.
- (3) The visit would increase the possibility of evidence being destroyed.

Investigation of the Complaint

(r) When investigating a complaint, the County may take all reasonable steps to ascertain the validity of the complaint, including, but not limited to, the following:
- (1) Assessing the home environment.
- (2) Conducting interviews of any person who may have knowledge of the circumstances described in the complaint.
- (3) Obtaining and/or reviewing any relevant records.
- (4) Observing any child or nonminor dependent placed with the Resource Family in the home.

(5) Coordinating with the caseworker of any child or nonminor dependent placed in the home to have a medical professional examine the child or nonminor dependent.
  (A) A nonminor dependent may not be examined by a medical professional without the nonminor dependent's consent.
(6) Making additional unannounced visits to the home as needed.

(s) Before interviewing a minor who is not a dependent or ward of the juvenile court, the County shall make a reasonable effort to obtain the permission of the minor's parent, guardian or authorized representative, unless doing so would adversely affect the investigation.
  (1) If the County interviews a minor who is not a dependent or ward of the juvenile court without first obtaining the permission of the minor's parent, guardian or authorized representative, the County shall document the circumstances which necessitated that action.
  (2) The County shall document all actions taken during the course of an investigation, including, but not limited to, all information obtained pursuant to subsection (r).

Completion of Investigation

(t) Upon completion of the investigation of a complaint, the County shall make a finding for each allegation as either substantiated, inconclusive, or unfounded.
  (1) The County shall immediately notify the Resource Family of its findings in writing.
  (2) When the complainant is known to the County, the County shall notify the complainant of its findings.
  (3) A complaint which is determined to be unfounded is confidential, and the County may not make public any information concerning such a complaint under any circumstances.
  (4) A complaint which is determined to be substantiated or inconclusive is not confidential, but a County may not make public any information concerning such a complaint which would violate the confidentiality of the Resource Family.
  (5) At the conclusion of the complaint investigation, the final disposition of the complaint shall be reviewed and approved by a supervising county staff member.

Unrelated Deficiencies

(u) If, during the course of an investigation, the County discovers, or receives information which indicates, that the Resource Family may not be conforming to applicable laws or the Written Directives which are unrelated to the complaint under investigation, the County shall take appropriate action in response.

Complaint Log

(v) A County shall maintain a complaint log, which shall be available for review by the Department, and which shall contain the following information for each complaint:
  (1) The Resource Family involved.
  (2) The complaint allegations.

(3) Date the complaint is received.
(4) Identity of the investigator.
(5) Whether the investigator is the worker who performed the approval.
(6) Date the ten-day visit to the Resource Family home is due.
(7) If the ten-day visit to the Resource Family home was scheduled, the date and time of each attempted unannounced visit, and the supervising staff member's approval to schedule the visit.
(8) Date the ten-day visit is made.
(9) Disposition of each complaint allegation.
(10) If the complaint cannot be resolved within 60 days after the ten-day visit, a notation that further investigation is required.

09-02B: Investigating Incident Reports

(a) The County shall investigate all serious incidents reported by a Resource Family, and all incidents which indicate that the Resource Family may not have met or may not be meeting applicable laws or the Written Directives.

(b) The County may investigate any incident reported by a Resource Family that is not considered to be a serious incident.

(c) After preliminary review of an incident report received from a Resource Family, the County shall notify the Resource Family if additional information is needed.

(d) Upon receipt of a serious incident report, the County shall notify the Department of the serious incident by the close of the next business day.

(e) The County shall, upon completion of its investigation, notify the Department if it intends to develop a corrective action plan as a result of the incident.

(f) When investigating an incident, the County may take all reasonable steps to ascertain whether the incident was the result of the Resource Family not meeting applicable laws or the Written Directives, and the impact, if any, the incident may have on the appropriateness of any placement. These steps may include, but are not limited to:
(1) Visiting the Resource Family home.
(2) Assessing the home environment.
(3) Conducting interviews of any person who may have knowledge of the incident.
(4) Obtaining and/or reviewing any relevant records.
(5) Observing any child or nonminor dependent placed with the Resource Family in the home.
(6) Coordinating which the caseworker of any child or nonminor dependent placed in the home to have a medical professional examine the child or nonminor dependent. A nonminor dependent may not be examined by a medical professional without the nonminor dependent's consent.
(7) Making additional visits to the home as needed.

(g) If, during the course of an investigation, the County discovers, or receives information which indicates, that the Resource Family may not be meeting applicable laws or the Written Directives which are unrelated to the incident under investigation, the County shall take appropriate action in response.

09-02C: Cross-Reporting Investigation Results

(a) If, after an investigation of a complaint or incident, a County determines that a Resource Family has not met or is not meeting applicable laws or the Written Directives, the County shall immediately notify the following of its findings:
- (1) Any agency responsible for placing a child or nonminor dependent with the Resource Family.
- (2) If licensed as a child day care home or a community care facility, the Community Care Licensing Division of the Department.

09-03: Oversight of the Resource Family Approval Program

(a) The Department shall provide ongoing oversight of a County's operations related to the Resource Family Approval Program.

(b) The Department shall provide a County with periodic training, as appropriate, to ensure proper administration by the counties.

(c) The Department may, without prior notice, inspect, review, and monitor implementation of the program in a county, including all activities, procedures, records, and forms related to the program.

(d) The Department shall review a random sample of Resource Families in a County for compliance with applicable laws and the Written Directives, which may include a home environment visit.
- (3) The Department's review shall include the following Resource Family information:
  - (A) Application.
  - (B) Background checks, including any exemptions.
  - (C) Annual updates.
  - (D) Complaints and investigations.
  - (E) Enforcement actions and administrative reviews.
  - (F) Reports of serious complaints and incidents involving Resource Families.
  - (G) Any other information deemed necessary to evaluate compliance with applicable laws and the Written Directives.

(e) The Department's review shall occur on an annual basis or more often if the Department becomes aware that a County is experiencing a disproportionate number of complaints against individual Resource Families.

(f) The Department may conduct an independent review of complaints or incidents and change the findings depending on the results of the Department investigation.

(g) The Department shall investigate unresolved complaints against a County.

(h) The Department shall require a County to comply with a corrective action plan if it is not operating the program in accordance with applicable laws and the Written Directives.

(i) A County shall comply with a corrective action plan to correct program deficiencies within the time approved by the Department.

(j) A County shall assess County performance in related areas of the California Child and Family Services Review System and remedy identified problems.

(k) A County shall conduct additional interface with the Department as necessary in the course of the program, including the following:
   (1) Providing the Department with timely, and when requested, immediate access to any written information, files, and data pertaining to the program as determined by the Department.
   (2) Responding in a timely manner, or immediately as requested by the Department, to requests, inquiries, and meetings.
   (3) Notifying the Department in writing when a County is not complying, or believes that a County is unable to comply with ~~the~~ applicable laws~~,~~ or the Written Directives, and describe the circumstances resulting in the non-compliance.

SECTION 10: Requirements for Resource Families

10-01: Home and Grounds

(a) The home and grounds of a Resource Family shall meet the following requirements:
   (1) The home shall be clean, safe, sanitary, and in good repair.
   (2) Except for a home with a sprinkler system, a home shall have an approved, commercially manufactured, and functioning carbon monoxide detector and smoke alarm or smoke detector installed in the hallway of each sleeping area in the home. A detector and alarm shall be audible in each bedroom.
      (A) A carbon monoxide detector shall meet the standards set forth in Chapter 8 (commencing with Section 13260) of Part 2 of Division 12 of the Health and Safety Code.
      (B) A smoke alarm or smoke detector shall meet the standards set forth in Section 13113.7 of the Health and Safety Code.
   (3) All outdoor and indoor passageways, stairways, inclines, ramps, and open porches in and on the grounds of the home shall be free of obstruction.

(4) At least one toilet, sink, and tub or shower shall be maintained in a safe, clean, and operating condition.
  (A) Bathrooms shall be located inside the home.
  (B) Faucets to be used by a child or nonminor dependent for personal care and grooming shall deliver hot water at a safe temperature.
  (C) Individual privacy shall be available in all toilet, bath, and shower areas.
(5) Fireplaces, open-faced heaters, or woodstoves shall be maintained to ensure safety.
(6) A safe and comfortable temperature shall be maintained in the home.
(7) There shall be lighting as necessary in all rooms and other areas of the home and grounds to ensure comfort and safety.
(8) BEDROOMS: Bedrooms in the home shall meet, at a minimum, the following requirements:
  (A) No more than two children or two nonminor dependents, or one child and one nonminor dependent, may share a bedroom.
  (B) In bedrooms shared by a Resource Family and infant, no more than two infants shall share the room.
    (i) Only infants may share a bedroom with a Resource Family.
  (C) Children of opposite sexes may share a bedroom under the following circumstances:
    (i) Each child is under five years of age.
    (ii) A minor parent may share a bedroom with his or her child.
    (iii) Upon request from a transgender child or transgender child's authorized representative, a Resource Family may permit a transgender boy to share a bedroom with a boy or a transgender girl to share a bedroom with a girl.
      a. A Resource Family shall evaluate the compatibility, health and safety, and the best interests of each child in determining whether to permit the children to share a bedroom.
      b. A Resource Family should consult with the transgender child about what information the child wishes to disclose and to whom, and should not disclose information about the child's gender identity against the child's wishes, unless compelled to do so by law or court order.
  (D) A child and nonminor dependent may share a bedroom under the following circumstances:
    (i) The child and nonminor dependent are siblings.
    (ii) The child and nonminor dependent have been sharing a bedroom prior to the nonminor turning 18 and remain compatible to share the bedroom.
    (iii) A nonminor dependent parent may share a bedroom with his or her child.
    (iv) The child is 16 years of age or older.
  (E) No room that is commonly used for other purposes shall be used as a bedroom. Such rooms shall include but not be limited to, halls, stairways, unfinished attics or basements, garages, storage areas, sheds, or similar detached buildings.

(F) A room commonly used for other purposes that is converted to a bedroom may be used as a bedroom if the converted bedroom does not pose a hazard to health and safety. If a County suspects that there is a hazard to health and safety, a Resource Family may be required to have the converted bedroom inspected by a local building inspector.

(G) No bedroom shall be used as a public passageway to another room.

(H) Each bedroom shall have at least one operable window or door that ensures safe, direct, emergency exit to the outside. If security window bars are used, the window is considered operable only if the window bars have a safety release device that meets all state and local requirements. If the home of a Resource Family is in a high-rise building, the Resource Family is subject to the rules and regulations set forth by the State Fire Marshal.

(I) Each child or nonminor dependent shall be provided with an individual bed which is equipped with a clean and comfortable mattress, clean linens, blankets, and pillows, as needed, all in good repair.

- (i) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use at all times.
- (ii) Beds shall be arranged to allow easy passage between beds and easy entrance into the room.

(J) Bunk beds of more than two tiers may not be used.

- (i) Bunk beds shall have railings on both sides of the upper tier to prevent falling.
- (ii) A child under six years of age or who is unable to climb into or out of the upper tier unassisted may not be permitted to use the upper tier.

(K) Each infant, or child requiring a crib, shall be provided with a safe and sturdy bassinet or crib as appropriate to the age and size of the infant or child. The following shall apply to cribs:

- (i) Tiered or stacked cribs, or cribs with drop sides, may not be used.
- (ii) Crib slats may not pose the danger of an infant or child being trapped.
- (iii) Crib mattresses shall be clean, comfortable, and fit properly in the crib.
- (iv) Linen shall be changed at least once per week or more often when necessary to ensure that clean linen is in use at all times.
- (v) An infant or child who can climb out of a crib shall be provided with an age-appropriate bed.

(L) Each bedroom shall have portable or permanent closets and drawer space to accommodate the child's or nonminor dependent's clothing and personal belongings.

(M) The County may enter into a documented alternative plan (DAP) with the Resource Family pursuant to Section 07-04 that authorizes alternative ways the Resource Family may comply with subsections (A)-(L) above, provided that the DAP demonstrates all of the following:

- (i) How the intent of the written directive(s) will be met,
- (ii) How the DAP is not detrimental to the health and safety of any child or nonminor dependent.

(iii) That the DAP is in the best interests of children and nonminor dependents in care.

(b) A Resource Family who intends to accept a child or nonminor dependent with a developmental, mental, or physical disability shall make necessary modifications to the home and grounds to provide protection and assistance and to maximize the potential of a child or nonminor dependent for self-sufficiency.

(c) A Resource Family may not smoke or permit any other person to smoke inside the home, and, when a child or nonminor dependent is present, on the outdoor grounds of the home.

10-02: Outdoor Activity Space

(a) If a Resource Family provides a yard or outdoor activity space, the Resource Family shall comply with the following requirements:
(1) A yard or outdoor activity space shall be free from hazards that endanger the health and safety of a child or a nonminor dependent.

(b) A Resource Family shall ensure that swimming pools, fixed-in-place wading pools, hot tubs, spas, or similar bodies of water are inaccessible if he or she accepts placement of any of the following individuals:
(1) A child under ten years of age.
(2) A child, who is developmentally, mentally, or physically disabled.
(3) A nonminor dependent, who is developmentally, mentally, or physically disabled.
(4) A minor or nonminor dependent parent's child, who is under ten years of age or developmentally, mentally, or physically disabled.

(c) A Resource Family shall use the reasonable and prudent parent standard, as set forth in Section 10-12, when deciding whether a child should have access to fish ponds, fountains, creeks, and similar bodies of water.

(d) A Resource Family shall ensure the inaccessibility of swimming pools, fixed in-place wading pools, hot tubs, spas, or similar bodies of water by using at least one of the safety features described in paragraphs (1) or (2):
(1) The pool shall be isolated from access to the home by an enclosure, as defined in Health and Safety Code section 115921, and as specified in Health and Safety Code section 115923 and does not obscure the pool from view.
(A) If removable mesh pool fencing is used as the enclosure as provided in Health and Safety Code section 115922(a)(2), an applicant or a Resource Family shall ensure that it is installed and maintained according to the manufacturer's specifications.
(2) The pool shall be equipped with an approved safety pool cover.
(A) A pool safety net that meets the American Society for Testing and Materials specifications (F 1346) is considered an approved safety pool cover.
(B) Pool covers shall be supported by flotation devices.

(3) When a County determines that it is not possible for a Resource Family to comply with paragraphs (1) or (2), the home shall be equipped with exit alarms on doors and windows that provide direct access to the pool.
(4) A Resource Family may use other means of protection, if the degree of protection afforded is equal to or greater than any of the devices described in paragraphs (1) through (3). The other means of protection shall be approved in writing by a County.
(5) If the home has an above-ground pool, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible, and if the pool is less than 60 inches in height, by the use of an enclosure. Any enclosure, whether or not it includes the above-ground pool structure itself, shall meet the requirements of subsection (d)(1).
(6) All pools that cannot be emptied after each use shall have an operative pump and filtering system.

(e) A Resource Family shall ensure that an adult who is able to swim provides supervision at all times when a child, including any individual listed in subsection (b), is using a pool or a body of water in case rescue of the child or individual is required.

10-03: Storage Requirements

(a) Except as specified in subsections (c) and (d), a Resource Family shall store medicines, disinfectants and cleaning solutions where they are inaccessible to a child or nonminor dependent.

(b) A Resource Family shall store poisons, firearms, and other dangerous items or weapons in a locked storage area.
(1) In lieu of locked storage of firearms, a Resource Family may use trigger locks or remove the firing pin.
(2) Ammunition and firing pins shall be stored and locked separately from firearms.

(c) A Resource Family shall apply the reasonable and prudent parent standard, as specified in Section 10-12, in determining if it is age and developmentally appropriate for a child to have access to and use the following items:
(1) Household kitchen knives and appliances for use in meal preparation.
(2) Medications necessary for self-administration by the child.
(3) Disinfectants and cleaning solutions for use in performing household chores.

(d) A Resource Family shall permit a nonminor dependent to have access to the following items:
(1) Household kitchen knives and appliances for use in meal preparation.
(2) Medications necessary for self-administration by the nonminor dependent.
(3) Disinfectants and cleaning solutions for use in performing household chores.

(e) In allowing a child or a nonminor dependent to access and use the items specified in subsections (c) and (d), a Resource Family shall ensure that the safety of a child, a nonminor dependent, and others in the home is maintained.

(f) A Resource Family shall store and dispose of waste in a manner that will not permit the transmission of communicable disease or odors, create a nuisance, or provide a breeding place or food source for insects or rodents.

10-04: Fire Clearance

(a) A Resource Family shall have any necessary fire clearance for his or her home when the Resource Family intends to provide care to any of the following:
   (1) A child or nonminor dependent who is non-ambulatory.
   (2) More than six children or nonminor dependents in the home.

(b) If a fire clearance for a home is necessary, a Resource Family shall obtain a fire clearance from the city or County fire department, district providing fire protection services, or State Fire Marshal's Office that has jurisdiction in the area where the home is located and provide a copy of the fire clearance to the County.

10-05: Emergency Procedures

(a) A Resource Family shall place emergency telephone numbers in a prominent location in the home.

(b) A Resource Family shall ensure that an occasional short-term babysitter and an alternative caregiver knows where the emergency numbers are located.

(c) At the time of placement of a child or nonminor dependent with a Resource Family, and every six months after placement, the Resource Family shall discuss and practice emergency procedures for the home with the child or nonminor dependent as age and developmentally appropriate.

(d) A Resource Family shall review the emergency procedures with an occasional short-term babysitter or an alternative caregiver.

10-06: Reporting Requirements

(a) A Resource Family shall make a report to the County and the placement agency for a child or a nonminor dependent when any of the following events occur:
   (1) Death of a child or a nonminor dependent.
   (2) Any suspected child abuse or neglect, as defined in Penal Code section 11165.6, or any suspected physical, sexual, or emotional abuse of a child or a nonminor dependent.

(3) Any injury to or illness of a child or a nonminor dependent that requires emergency medical or mental health treatment or hospitalization.
(4) Any incident that involves a child or a nonminor dependent and threatens the physical or emotional health or safety of the child, the nonminor dependent, or any individual in the home.
(5) Any unusual absence of a child or, for a nonminor dependent, any prolonged absence or failure of the nonminor dependent to return to the home that lasts more than 72 hours.
(6) Removal of a child or a nonminor dependent from the home under emergency circumstances, which may include:
    (A) Removal by a law enforcement officer when a child or nonminor dependent is arrested.
    (B) Removal for emergency medical or mental health care.
(7) Relocation by the authorized representative for a child or nonminor dependent.
(8) Communicable disease outbreak as reported to the Resource Family by a health professional or by the local health authority.
(9) Poisonings, which shall also be reported immediately to the local fire authority.
    (A) If a Resource Family is located in an area that does not have organized fire services, the Resource Family shall make a report to the State Fire Marshal within 24 hours after the event occurs.
(10) Fires or explosions which occur in or on the premises of the home.
(11) If the Resource Family operates a family day care home as defined in Health and Safety Code section 1596.78.
(12) All changes in the composition of the Resource family household, including, but not limited to:
    (A) Any additions to the Resource Family, including when the Resource Family becomes a legal guardian or conservator for any child or other person.
    (B) Any adult moving in or out of the home.
    (C) Except for a nonminor dependent, anyone living in the home who reaches his or her 18th birthday.

(b) A Resource Family shall make the report required in subsection (a) by telephone, e-mail, or fax within 24 hours after the event occurs or within the next business day for the County and the next business day for the placement agency for a child or a nonminor dependent.

(c) A Resource Family shall submit a written report to the County and the placement agency for a child or a nonminor dependent when any of the events specified in subsections (a)(1) through (11) occur and the initial report was made by telephone or did not include all of the information required on the written report. This written report shall be submitted within seven calendar days after the event occurs and include the following information:
(1) The name, age, gender, and date of admission of the child or nonminor dependent.
(2) Date and nature of the incident.
(3) Attending physician's name, findings, and treatment, if any.
(4) Current status of the incident.

(d) When there is a change in the mailing address for a Resource Family that does not also include a change in the location of the home, the Resource Family shall notify the County and the placement agency for a child or a nonminor dependent by telephone, e-mail, or fax within ten (10) business days following the change.

(e) When there is a change in the location of the home, a Resource Family shall notify the County and the placement agency for a child or a nonminor dependent by telephone, e-mail, or fax 30 calendar days prior to the move or as soon as the information is available.

10-07: Records for Children and Nonminor Dependents

(a) A Resource Family shall maintain separate, complete, and current records in the home for a child. The child's file shall include the following records:
- (1) The name of the child, birth date, and date of placement in the home.
- (2) A summary of the health and education information and records, including mental health information or records as described in Welfare and Institutions Code section 16010.
- (3) The Resource Family shall be responsible for maintaining information and records provided by physicians and educators including, but not limited to, immunization records and any official grade or progress reports.
- (4) Written authorization for the Resource Family to obtain medical and dental care in an emergency if the placement agency cannot be reached.
- (5) The needs and services plan for the child.
- (6) An itemized inventory list of cash resources, personal property, and valuables of the child.

(b) A Resource Family shall maintain separate, complete, and current records in the home for a nonminor dependent. The nonminor dependent's file shall include the following records:
- (1) The name of the nonminor dependent, birth date, and date of placement in the home.
- (2) The pre-placement appraisal as described in Health and Safety Code section 1501.1(d).
- (3) The transitional independent living plan.
- (4) If the cash resources, personal property, and valuables of the nonminor dependent are entrusted to the Resource Family, then an itemized inventory list of these items.
- (5) A copy of the personal rights accorded to a nonminor dependent.

(c) A nonminor dependent shall have access to his or her records in a manner that ensures the confidentiality of other records maintained in the home.

(d) A Resource Family is not responsible for obtaining and maintaining the nonminor dependent's health and educational information, but may assist the nonminor dependent with any recordkeeping that the nonminor dependent requests of the Resource Family. This health and education information may include, but not be limited to:
- (1) School records.

(2) Immunization records.
(3) Medical records.

(e) Upon the request of a nonminor dependent, a Resource Family shall assist the nonminor dependent in obtaining and keeping his or her own records. These records may include, but not be limited to:
(1) A certified birth certificate.
(2) A Social Security card.
(3) A California or other state identification card or driver's license.
(4) A proof of citizenship or residency status; or for an alien, evidence of an approved petition for special immigrant juvenile status pursuant to Title 8, C.F.R. Section 204.11.
(5) Death certificates of parents, if applicable.
(6) A proof of county dependency status for education aid applications.
(7) Written information concerning the nonminor dependent's dependency or delinquency case including: information about the nonminor dependent's family history; the nonminor dependent's placement history; the names, phone numbers, and addresses of siblings and other relatives; and the procedures for inspecting the documents described under Welfare and Institutions Code section 827.

(f) All records for a child specified in subsection (a) or a nonminor dependent specified in subsection (b) shall be available to the County or Department to inspect, audit, and copy upon demand during business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements:
(1) The County or Department representative may not remove any current emergency or health-related records unless the same information is otherwise readily available in another document or format.
(2) Prior to removing any records, the County or Department representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the Resource Family.
(3) The County or Department representative shall return the records to the home undamaged and in good order within three business days following the date the records were removed.

(g) If a child or nonminor dependent is removed or discharged from the home, a Resource Family shall distribute the child's or nonminor dependent's records as follows:
(1) The child's or nonminor dependent's placement agency shall receive originals and any copies of all records.
(2) The child's or nonminor dependent's authorized representative, if applicable, shall receive copies of all records.
(3) The nonminor dependent shall receive copies of all records.

(h) A Resource Family shall maintain all information and records regarding a child or nonminor dependent in a confidential manner and not disclose any confidential information except as otherwise authorized by law.

10-08: Personal Rights

(a) A Resource Family shall ensure that each child and each nonminor dependent is accorded the personal rights specified in Welfare and Institutions Code section 16001.9.

(b) In addition, a Resource Family shall ensure that each child is accorded the following personal rights:

(1) To be free from corporal or unusual punishment; infliction of pain; humiliation; intimidation; ridicule; coercion; threat; physical, sexual, mental, or other abuse; or other actions of a punitive nature including interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, medication, or aids to physical functioning.

(2) To make and receive confidential telephone calls and send and receive unopened mail and electronic communication, unless prohibited by court order.

(A) Unless prohibited by court order or the placement agency for the child, a child may acquire, possess, and use his or her own cellular telephone.

(3) To have access to letter writing material.

(4) To be accorded dignity in his or her personal relationships with other persons in the home.

(5) To be free from unreasonable searches of person.

(6) Not to be restrained or placed in any restraining device.

(7) To be provided with and allowed to acquire, possess, and use adequate personal items, which includes his or her own:

(A) Clothes, provided the clothes are age-appropriate, do not violate school standards when worn during school activities, and are in accordance with the gender identity of the child.

(B) Toiletries and personal hygiene products, including enclosed razors used for shaving, as age and developmentally appropriate.

(C) Belongings, including items that were a gift to the child.

(8) Provided the rights of others are not infringed upon, to have visitors that include:

(A) Relatives, unless prohibited by court order.

(B) The authorized representative for the child.

(C) Other visitors, unless prohibited by court order or by the authorized representative for the child.

(9) To be informed, and to have his or her authorized representative informed, by the Resource Family of the provisions of law regarding complaints, the address and telephone number of the County, and about the confidentiality of complaints.

(10) To be accorded the independence appropriate to the age, maturity, and capability of the child consistent with the child's needs and services plan or the Transitional Independent Living Plan (TILP), if applicable.

(11) To have private or personal information, including any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records, and information relating to the biological family of the child, maintained in confidence.

(A) A Resource Family shall disclose information about the child to his or her biological family, Juvenile Court, the child's social worker, placement worker, probation officer, physician, psychiatrist, CASA, attorney, authorized representative, and County, unless such disclosure is prohibited by court order.

(B) As needed to ensure appropriate care, supervision, or education of the child, a Resource Family shall disclose information to respite care providers, occasional short-term babysitters, alternative caregivers, school officials, and other persons, unless such disclosure is prohibited by court order.

(c) In addition, a Resource Family shall ensure that each nonminor dependent is accorded the following personal rights:

(1) The rights specified in subsections (b)(1) through (6).

(2) To be provided with and allowed to acquire, possess, maintain, and use adequate personal items which include his or her own:

(A) Clothes.

(B) Toiletries and personal hygiene products.

(C) Belongings, including gifts to the nonminor dependent, furniture, equipment, and supplies, for his or her personal living space in accordance with his or her interests, needs, and tastes.

(3) To have adequate privacy for visitors that include:

(A) Relatives, unless prohibited by court order.

(B) The placement agency.

(C) Other visitors, unless prohibited by court order.

(4) To be informed by the Resource Family of the provisions of law regarding complaints, the address and telephone number of the County, and about the confidentiality of complaints.

(5) To have the independence appropriate to the status of a nonminor dependent as a legal adult, consistent with the needs and services plan or the Transitional Independent Living Plan for the nonminor dependent.

(6) To have private or personal information, including any medical condition or treatment, psychiatric diagnosis or treatment, history of abuse, educational records, and information relating to the biological family of the nonminor dependent, maintained in confidence.

(A) There shall be no release of confidential information without the prior written consent of a nonminor dependent, and this information must only be released to the extent permitted by law.

(i) A Resource Family shall, with the consent of a nonminor dependent, only disclose relevant and necessary information about the nonminor dependent.

(ii) A Resource Family shall disclose information about a nonminor dependent to the biological family, Juvenile Court, the nonminor dependent’s social worker, placement worker, probation officer, physician, psychiatrist, CASA, attorney, authorized representative, and County, unless such disclosure is prohibited by court order.

(iii) As needed to ensure appropriate care, supervision, or education of a nonminor dependent, a Resource Family shall disclose information to school officials and other persons, unless such disclosure is prohibited by court order.

(7) To access information regarding available educational, training, and employment options of his or her choosing.

(8) To select, obtain, prepare, and store food of his or her own choosing.

(9) To select, obtain, or decline medical, dental, vision, and mental health care and related services at his or her discretion.

(10) To leave or depart the home at any time at his or her discretion.

(11) To acquire, possess, maintain, and use a personal vehicle for transportation.

(12) To acquire, possess, and use his or her cellular telephone.

(d) In ensuring the rights of a child or a nonminor dependent, a Resource Family is not required to take any action that would impair the health and safety of a child, a nonminor dependent, or others in the home.

(1) A Resource Family is not prohibited from taking the following actions for the protection of a child, a nonminor dependent, or others in the home:

(A) Establishing house rules, including rules regarding visitation that shall apply to all visitors.

(B) Locking exterior doors and windows as long as a child or a nonminor dependent can enter or exit the home.

(e) At the following times, a Resource Family shall ensure a child or a nonminor dependent is verbally notified of his or her rights, as specified in this section and in Welfare and Institutions Code section 16001.9, and provided with a written copy of these rights and information regarding agencies a child or a nonminor dependent may contact concerning violation of these rights:

(1) Upon placement in the home.

(2) Upon the request of a child or a nonminor dependent.

10-09: Telephones

(a) A Resource Family shall have cellular telephone, Internet telephone, or landline telephone service in the home at all times.

(b) Telephone service shall be accessible to a child or a nonminor dependent at all times.

(c) A Resource Family is not required to purchase a cellular telephone for a child or nonminor dependent or pay for cellular telephone service.

10-10: Transportation

(a) A Resource Family shall ensure that a child or a nonminor dependent is provided with transportation for the following situations:
   (1) Health-related services.
   (2) School.
   (3) Extracurricular, enrichment, and social activities, provided the transportation to these activities is reasonable.

(b) When determining if the transportation to an activity for a child or nonminor dependent is reasonable, the Resource Family may consider the location, frequency, cost for transportation, and time necessary to provide transportation.

(c) A Resource Family shall ensure that all individuals who transport a child or a nonminor dependent use vehicles that are in safe operating condition.

(d) A Resource Family is prohibited from smoking, or permitting any individual to smoke a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle that is regularly used for providing transportation to a child or nonminor dependent.

(e) A Resource Family shall ensure that a child is provided with transportation under the following additional conditions:
   (1) A Resource Family may not allow a child to be transported by a person the Resource Family knows or reasonably should know does not have a valid driver's license.
   (2) Transportation shall be provided in accordance with any other arrangements specified in the needs and services plan or Transitional Independent Living Plan for a child or included in the written placement agreement between a Resource Family and the placement agency.

(f) A Resource Family shall ensure that a nonminor dependent is provided with transportation under the following additional conditions:

(1) Except for the transportation described in subsection (a), transportation shall be provided by arrangement between a Resource Family and the nonminor dependent.
(2) Transportation shall be provided in accordance with ~~any~~ the transitional independent living plan for the nonminor dependent.
(3) A nonminor dependent shall be permitted to arrange for his or her transportation.
(4) A nonminor dependent may, but may not be required to, provide transportation to others.

10-11: Food and Nutrition

(a) A Resource Family shall provide or ensure nutritious meals, snacks, and beverages and meet any special dietary needs documented in the needs and services plan for a child or a nonminor dependent, or as recommended by the physician of a child or a nonminor dependent.
(1) The quantity and quality of food available to household members shall be equally available to a child or a nonminor dependent.

(b) A Resource Family shall invite a child or a nonminor dependent to participate in all household meals.

(c) A Resource Family shall ensure that a child~~,~~ and ~~a~~ nonminor dependent are provided with the following:
(1) Age-appropriate food, snacks, and beverages.
(2) At least three meals per day.

(d) A Resource Family shall ensure that an infant is held during bottle-feeding. A bottle given to an infant able to hold his or her own bottle shall be unbreakable. A bottle may not be propped up for an infant.

(e) A Resource Family may encourage a child, as age and developmentally appropriate, to learn meal preparation, but may not require a child to prepare meals.

(f) A Resource Family shall ensure that a nonminor dependent is provided with access to food, snacks, and beverages under the following additional conditions:
(1) As agreed upon with a Resource Family, a nonminor dependent shall be permitted to plan meals, grocery shop, and store and prepare food.
(2) A nonminor dependent shall have access to all meal preparation areas, appliances, and utensils for meal preparation.
(3) A nonminor dependent may prepare meals.
(4) A Resource Family may not require a nonminor dependent to prepare meals.

10-12: Reasonable and Prudent Parent Standard

(a) A Resource Family shall be responsible for applying the reasonable and prudent parent standard in providing care and supervision to a child.
  (1) Except for circumstances that involve a child, the reasonable and prudent parent standard does not apply to a nonminor dependent.
  (2) Applying the reasonable and prudent parent standard may not result in denying the rights of a child as specified in Welfare and Institutions Code section 16001.9 or contradict court orders or the needs and services plan for the child.

(b) In applying the reasonable and prudent parent standard, a Resource Family shall consider:
  (1) The age, maturity, and developmental level of a child.
  (2) The nature and inherent risks of harm of the activity.
  (3) The best interests of a child based on information known by the Resource Family.

(c) A Resource Family shall consider information provided or known about a child when determining the best interests of the child. This information includes the history, behavioral tendencies, mental and physical health, medications, abilities and limitations, developmental level of, and court orders for the child. The social worker, physician, counselor, and educator of a child are valuable resources for obtaining this information.

10-13: Responsibility for Providing Care and Supervision

(a) A Resource Family shall provide care and supervision that meets the needs of a child or a nonminor dependent.
  (1) If the Resource Family provides care for a minor or nonminor dependent parent and his or her child, the Resource Family shall work with the minor or nonminor dependent parent and a representative from the county child welfare agency or probation department to develop a shared responsibility plan as described in Welfare and Institutions Code sections 11465(d)(3) and 16501.25(b).

(b) A Resource Family shall provide care and supervision in accordance with the needs and services plan of a child or nonminor dependent, the placement agreement, and transitional independent living plan, if applicable.

(c) A Resource Family may arrange for other care and supervision of a child that includes:
  (1) ***An occasional short-term babysitter.***
    (A) If a Resource Family anticipates being absent from the home for no more than 24 hours at a time, on an occasional basis, the Resource Family is permitted to arrange for an occasional short-term babysitter to provide care and supervision to a child.
    (B) A Resource Family shall apply the reasonable and prudent parent standard, as specified in Section 10-12, in determining and selecting an appropriate babysitter for occasional short-term use.

(C) An occasional short-term babysitter may be under 18 years of age, but shall have the maturity, experience, and ability necessary to provide adequate care and supervision to a child.

(D) A child or a nonminor dependent may act as an occasional short-term babysitter. However, the caregiver shall apply the reasonable and prudent parent standard to determine whether that is appropriate. Under no circumstances shall a child or nonminor dependent be required to babysit.

(E) When a child is in the care of an occasional short-term babysitter, a Resource Family shall ensure that the babysitter knows how to contact the Resource Family in case of an emergency.

(2) ***An alternative caregiver.***

(A) If a Resource Family anticipates being absent from the home for longer than 24 hours, on an occasional basis, the Resource Family is permitted to arrange for an alternative caregiver to provide care and supervision to a child unless prohibited by the social worker, probation officer, or court order.

(B) A Resource Family shall apply the reasonable and prudent parent standard, as specified in Section 10-12, in determining and selecting an appropriate alternative caregiver.

(C) At a minimum, an alternative caregiver must:

(i) Be 18 or older.

(ii) Have a background check that includes the following:

a. Child Abuse Central Index check pursuant to Health and Safety Code section 1522.1.

b. Fingerprint-based information check, which includes the receipt of a state and federal criminal offender record information search pursuant to Health and Safety Code section 1522.

c. Have the willingness and ability to comply with applicable laws and Section 10.

d. Have the willingness and ability to provide care and supervision to a child, taking into consideration the age, maturity, behavioral tendencies, mental and physical health, medications, abilities and limitations, developmental level of, and court orders for a child.

(D) The care and supervision during a Resource Family's absence may occur in the Resource Family's home or an alternative caregiver's home.

(i) If an alternative caregiver will provide care and supervision in his or her home, a Resource Family shall use the reasonable and prudent parent standard to determine that the alternative caregiver's home is safe and appropriate for the child and the child's personal rights will be respected.

(E) Prior to a Resource Family's absence from the home that will not exceed 72 hours, the Resource Family shall provide verbal or written notification to the social worker or probation officer for a child.

(i) This notification shall include:

a. The dates the Resource Family plans to be absent from the home.

b. The name, telephone number, and address, if applicable, of the alternative caregiver.

c. An emergency telephone number where the Resource Family can be reached in his or her absence.

(F) Prior to a Resource Family's absence from the home that will exceed 72 hours, the Resource Family shall provide the notification specified in subsection (c)(2)(E)(i) and receive prior approval of the absence from the social worker or probation officer for a child.

(G) Before entrusting a child to an alternative caregiver, the Resource Family shall provide the alternative caregiver with the following information:

(i) Information about the emotional, behavioral, medical, or physical conditions of a child, if any.

(ii) Any medication for which an alternative caregiver must assist a child with self-administration, consistent with instructions from the child's physician, when available.

(iii) The name and telephone number of the social worker or probation officer for a child and the Resource Family's emergency contact information.

(3) ***Respite care.***

(A) A Resource Family may use respite care, which is not to exceed 72 hours per session.

(B) Respite care may be provided by a caregiver who is an approved relative or NREFM, a licensed foster family home or small family home, or a certified family home.

(d) ***Leaving a Child Alone.***

(1) A Resource Family may leave a child alone without adult supervision.

(2) If a Resource Family anticipates being absent from the home on an occasional basis, the Resource Family may leave a child alone without adult supervision, but may not leave a child unsupervised overnight unless the child is acting as an occasional short-term babysitter pursuant to paragraph (1).

(3) A Resource Family shall apply the reasonable and prudent parent standard as set forth in Section 10-12, to determine the appropriateness of leaving a child alone without adult supervision.

(4) Before leaving a child alone, a Resource Family shall ensure that the child knows the following:

(A) Where emergency numbers are posted.

(B) Emergency procedures.

(C) Where and how to contact the Resource Family.

(e) ***Licensed child care.***

(A) A Resource Family may arrange for a child to be cared for by a licensed child day care facility, as defined in Health and Safety Code section 1596.750, or a licensed family day care home, as defined in Health and Safety Code section 1596.78.

(f) A Resource Family may permit a child to participate in extracurricular, enrichment, and social activities as specified in Section 10-14.

(g) A Resource Family who chooses to leave a child in a parked vehicle shall do the following:
- (1) Comply with the requirements of Vehicle Code section 15620.
- (2) Apply the reasonable and prudent parent standard, as specified in Section 10-12, to determine whether it is appropriate to leave a child in a parked vehicle.

(h) A Resource Family is responsible for ensuring care and supervision of the children of a minor parent placed in the home.
- (1) A Resource Family shall provide direct care and supervision of the children of a minor parent during the hours that the minor parent is unavailable or unable to provide care and supervision.

(i) Unless restricted by the needs and services plan or court order, a Resource Family shall permit and facilitate connections between a child and his or her relatives and nonrelative extended family members, and other caring and committed adults.
- (1) In permitting and facilitating these connections, a Resource Family is not required to take any action that would impair the health and safety of the child.

(j) A Resource Family shall provide care and supervision to a nonminor dependent under the following additional requirements:
- (1) A Resource Family shall provide care and supervision in accordance with a nonminor dependent's needs and services plan and Transitional Independent Living Plan.
- (2) A Resource Family shall assist a nonminor dependent with developing the skills necessary for self-sufficiency, including the following:
  - (A) Financial literacy.
  - (B) Nutrition and healthy food choices, grocery shopping, and meal preparation.
  - (C) Identifying a suitable home and home maintenance.
  - (D) Child care.
  - (E) Automotive maintenance.
  - (F) Educational and career development.
  - (G) Obtaining medical, dental, vision, and mental health care.
  - (H) Access to community resources.
  - (I) Developing and reaching goals.
  - (J) Self-care, including laundry.
  - (K) Drug and alcohol abuse awareness and prevention.
  - (L) Safe sex and reproductive health information.
- (3) A Resource Family may arrange for other care and supervision of a nonminor dependent as follows:
  - (A) If a Resource Family anticipates being absent from the home, the Resource Family is permitted to leave a nonminor dependent in the home alone and may leave a nonminor dependent in the home alone without adult supervision overnight.

(i) In making the decision to leave the nonminor dependent home alone, a Resource Family shall maintain the health and safety of the nonminor dependent.

(ii) A Resource Family shall consider the maturity, experience, and ability of a nonminor dependent when leaving the nonminor dependent in the home alone.

(iii) Before leaving a nonminor dependent in the home alone, a Resource Family shall ensure that the nonminor dependent knows where and how to contact the Resource Family.

a. The location of emergency telephone numbers.

b. Emergency procedures.

c. Where and how to contact the Resource Family.

(B) Unless prohibited by the placement agency for a nonminor dependent, a Resource Family may leave a nonminor dependent in the home alone for more than 72 hours.

(i) Prior to a Resource Family's absence from the home that will exceed 72 hours, the Resource Family shall provide verbal or written notification to, and receive prior approval from, the placement agency for the nonminor dependent.

(ii) Notification to the placement agency shall include:

a. The dates the Resource Family plans to be absent from the home.

b. An emergency telephone number where the Resource Family can be reached in their absence.

(C) A Resource Family is responsible for ensuring that a nonminor dependent parent provides care and supervision for the nonminor dependent's children.

(i) A Resource Family shall provide direct care and supervision of the children of a nonminor dependent parent during the hours that the nonminor dependent parent is unavailable or unable to provide care and supervision.

(k) Unless restricted by the needs and services plan, Transitional Independent Living Plan, or court order, a Resource Family shall encourage a nonminor dependent to seek, select, and maintain permanent connections between the nonminor dependent and his or her relatives, nonrelative extended family members, and other caring and committed adults.

(1) In encouraging a nonminor dependent's connections, a Resource Family is not required to take any action that would impair the health and safety of a nonminor dependent.

10-14: Extracurricular, Enrichment and Social Activities

(a) A Resource Family shall permit and promote a child's participation in extracurricular, enrichment, and social activities, as specified in Welfare and Institutions Code sections 362.05 and 727.

(b) A child or a nonminor dependent shall be entitled to participate in extracurricular, enrichment, and social activities, including the following:
- (1) Sports
- (2) School activities, such as band, dances, and field trips.
- (3) Leisure time, such as bike riding, socializing with friends, shopping, and movies.
- (4) 4-H activities.
- (5) Scouting.
- (6) Sleepovers with friends.
- (7) Babysitting.
- (8) Having visitors in the home.
- (9) Use of computer equipment, if available.
- (10) Use of a cell phone, if available.

(c) A Resource Family shall apply the reasonable and prudent parent standard, as specified in Section 10-12, in determining whether to permit a child to participate in appropriate extracurricular, enrichment, and social activities.

(d) For a child age 16 or older or a nonminor dependent, a Resource Family shall provide access to information regarding available vocational and postsecondary educational options. The information may include, but is not limited to, the following:
- (1) Admission criteria for universities, community colleges, trade or vocational schools.
- (2) Informational brochures and Internet research on postsecondary or vocational schools or programs, independent living skills programs, employment-related programs, and other local resources to assist youth.
- (3) Campus tours.
- (4) Community or school-sponsored events promoting postsecondary or vocational schools or programs, internships, volunteerism, or employment.
- (5) Financial aid information, including information about federal, state and school-specific aid, state and school-specific scholarships, grants and loans, as well as aid available specifically to a current or former foster child and contact information for the Student Aid Commission.
- (6) Career options, requirements, and salary information for trade, vocational, or professional careers.

(e) A Resource Family may access the following information in providing assistance to a child or a nonminor dependent interested in attending college:
- (1) Application for admission.
  - (A) An application for California community colleges can be found online at http://www.cccapply.org.

(B) An application for California State Universities can be found online at http://www.csumentor.edu.
(C) An application for Universities of California can be found online at http://universityofcalifornia.edu/admissions.

(2) Contact with a Foster Youth Success Initiative (FYSI) Liaison.
(A) FYSI liaisons at all California community colleges can be found online at http://extranet.cccco.edu/Divisions/StudentServices/FosterYouthSuccessInitiatives.aspx.

(3) Financial aid.
(A) A Free Application for Federal Student Aid (FAFSA) can be found online at: http://www.fafsa.ed.gov/options.htm.
(B) An application for a Board of Governors fee waiver for California community colleges can be found online at http://www.icanaffordcollege.com.
(C) An application for the Chafee Education and Training Voucher grant program for foster youth can be found online at https://www.chafee.csac.ca.gov/default.aspx.

(4) Participation in Extended Opportunity Programs and Services (EOPS) and Disability Support Programs and Services (DSPS).

(5) Placement in college courses.

(6) College orientation and course planning.

(7) Enrollment.

(8) Payment of fees.

(9) Access to miscellaneous higher education resources.
(A) General college planning information can be found online at http://www.college.gov/prepare-for-college.
(B) A listing of California community colleges can be found online at http://californiacommunitycolleges.cccco.edu/maps/alphaList.asp.
(C) Information about academic support, such as Guardian or Renaissance Scholar programs available to foster youth attending college, can be found online at http://www.cacollegepathways.org/programs.php.

10-15: Cooperation and Compliance

(a) A Resource Family may not make or disseminate any false or misleading statements in regard to Resource Family Approval or operation of the home. This includes, but is not limited to, information regarding a Resource Family, family members, adults living in the home, persons who currently provide or may provide care or supervision to a child or nonminor dependent, or any of the services provided to a child or nonminor dependent.

(b) A Resource Family shall comply and maintain compliance with all applicable laws and the Written Directives.

(c) A Resource Family shall cooperate with the County, Department, or other service providers in completing any requirements, qualifications, or training as set forth in the Written Directives or as directed by the County.

SECTION 11: Due Process

11-01: Applicability and Jurisdiction

(a) Except as otherwise provided herein, all citations are to California law.

(b) The Department is the agency of the State of California responsible for the administration of the Resource Family Approval program.

(c) A Resource Family parent, applicant, or associated individual who has received notice of a denial or rescission of approval, notice of an exemption denial or rescission, or notice of an exclusion, is accorded the right to a state hearing and other due process rights as set forth herein and in Welfare and Institutions Code section 16519.5 et seq.

11-02: Notice of Action

(a) The County or Department shall provide the Resource Family parent, applicant, or excluded individual with written notice of the basis of the denial or rescission of approval, denial or rescission of an exemption, or exclusion, and of the right to appeal.

(b) Adequate notice includes all of the following:
- (1) A written notice informing the affected individual(s) of the action the County intends to take.
- (2) The reasons for the intended action.
- (3) Any applicable statutory or regulatory authority.
- (4) Notice of the right to submit a written appeal and timelines for appeal.
- (5) The address to where the appeal must be submitted.
- (6) The effective date of the action and whether an appeal stays the effective date until completion of an administrative action. The effective date of the action shall be no less than 10 days from the date of the notice, unless a Temporary Suspension Order or immediate exclusion order has been imposed.

11-03: Resolution Prior to Notice of Action

(a) The County shall have authority to address any concerns with a Resource Family prior to or in lieu of issuing a notice of action in order to assist an applicant or Resource Family in obtaining or maintaining approval. The County may require a Resource Family parent, applicant, or associated individual to participate in any of the following:
   (1) Conformance conferences or meetings.
   (2) Correction of any condition in the home that may adversely impact the health and safety, protection, or well-being of a child or nonminor dependent.
   (3) Submission of any required documentation.
   (4) The completion of classes, trainings, or counseling.
   (5) Any other action deemed necessary by the County.

(b) The attempt to resolve concerns prior to issuance of a notice of action shall not preclude the County or Department from issuing a notice of action at a later date.

11-04: Service of Process

(a) A County may serve a notice of action by personal service or by first class mail.

(b) Service by mail of a notice or other writing on a resource family, applicant, or excluded individual in a procedure provided herein is effective if served to the last mailing address on file with the County or Department. If the last day for performance of any action required herein falls on a holiday, then such period shall be extended to the next day which is not a holiday.

11-05: Acknowledgement of Appeal

(a) Upon receipt of an appeal, the County shall date stamp the appeal or otherwise log in the appeal with the date the appeal is received.

(b) The County shall serve an acknowledgement of appeal by first class mail upon the person who is the subject of a notice of action.

(c) The acknowledgement of appeal shall include notice of the duty to notify the County, or Department if applicable, in writing of any change in mailing address, until the hearing process has been completed or terminated.

11-06: Selection of Hearing Forum

(a) Upon receipt of an appeal, the County representative(s) shall consult with the Legal Division and determine whether the matter is to be heard by an administrative law judge at the Department's State Hearings Division or an administrative law judge at the Office of Administrative Hearings, as set forth below. This determination shall be made at the sole discretion of the County in consultation with the Legal Division and is not subject to rehearing or review in the administrative hearing.

(b) **State Hearing Division Matters.** The following matters shall be heard by an administrative law judge at the State Hearings Division, unless a determination is made by the County in consultation with the Legal Division that factors as described in subsection 11-06(d) require that the matter be heard at the Office of Administrative Hearings. The County may opt to have Legal Division representation at State Hearing Division Matters.
- (1) Application denials.
- (2) Denial, rescission, or exclusion actions based upon criminal conduct or a conviction.

(c) **Office of Administrative Hearing Matters.** The following matters shall be heard by an administrative law judge at the Office of Administrative Hearings, unless a determination is made by the County in consultation with the Legal Division that factors as described in subsection 11-06(d) require that the matter be heard at the State Hearings Division.
- (1) Dual-license matters where the applicant, parent, or individual holds another type of license issued by the Department.
- (2) Rescissions or exclusion actions that are not based solely on criminal conduct or a conviction.
- (3) A temporary suspension order was issued as a result of an immediate and substantial risk to the health and safety of a child.

(d) The following factors shall be used by the County in consultation with the Legal Division in determining that the matter should not be heard in the forum designated in subsections (b) or (c).
- (1) Office of Administrative Hearings is the preferred forum when the matter involves complex issues or evidentiary considerations such as, but not limited to, the following:
  - (A) Where testimony from expert witnesses to address abuse or neglect is anticipated or where motions to exclude evidence may be required.
  - (B) Where evidence of abuse, neglect, conduct, or other violations includes medical, mental health, coroner's office, or other records, and evidentiary or admissibility disputes are anticipated.
  - (C) Where the matter involves allegations of abuse, neglect, conduct, or other violations such that there is a need for evidentiary technical rules at hearing as set forth in the Administrative Procedures Act.

(D) Where multiple parties, facility types, licensure, certification, or TrustLine registration are involved, or multiple actions types are involved in the matter such that bifurcation or separate hearings may be necessary.

(2) State Hearings Division is the preferred forum when the matter involves issues or evidentiary considerations such as, but not limited to, the following:

(A) Where the allegations at issue can be proved using documentary evidence alone.

(B) Where the Respondent has made admissions to the allegations at issue, and no significant dispute is anticipated as to those admissions.

(C) Where the allegations at issue can be proved using demonstrative or real evidence, and there is no significant dispute anticipated as to the content or admissibility of that evidence.

(D) Where witness testimony is expected but the matter does not involve allegations of abuse, neglect, conduct, or other violations that require a need for multiple days of hearing and evidentiary technical rules as set forth in the Administrative Procedures Act.

11- 07: Child Hearsay Rule

(a) The out-of-court statements made by a child under twelve years of age who is the subject or victim of an allegation at issue constitutes admissible evidence at an administrative hearing, provided there is no fraud, deceit or undue influence in obtaining the statements, and the time, content, and circumstances of the statements are sufficiently reliable so as to constitute the sole basis for a finding of fact.

11-08: Exclusions on Evidence Regarding Alleged Victim

(a) In any proceeding in which a child or nonminor dependent is the victim in an allegation of inappropriate sexual conduct, specific instances of the victim's sexual conduct with individuals other than the alleged perpetrator is subject to all of the following limitations:

(1) The evidence is not discoverable unless it is to be offered at a hearing to attack the credibility of the victim as provided for under subsection (b). This paragraph is intended only to limit the scope of discovery; it is not intended to affect the methods of discovery allowed by statute.

(2) The evidence is not admissible at the hearing unless offered to attack the credibility of the victim as provided for under subsection (b).

(3) Reputation or opinion evidence regarding the sexual behavior of the victim is not admissible for any purpose.

(b) Evidence of specific instances of a victim's sexual conduct with individuals other than the alleged perpetrator is presumed inadmissible absent an offer of proof establishing its relevance and reliability and that its probative value is not substantially outweighed by the

probability that its admission will create substantial danger of undue prejudice or confuse the issue.

(c) Subsection (a) shall not be applicable to evidence of the victim's sexual conduct with the alleged perpetrator.

(d) This section shall also apply to victims in an allegation of inappropriate sexual conduct who were previously placed in a resource family home as a child or dependent minor, but who are now adults.

11- 09: Applicability of Precedential Decisions

(a) The Department's Precedential Decisions contain a significant legal or policy determination of general application that is likely to recur. The administrative law judge is required to apply the principles of the Department's Precedential Decision(s) if the facts or issues are similar to the matter at hand.

(b) The Department's designation of a Precedential Decision is not subject to judicial review.

11-10: Burdens and Inferences at Hearing

(a) In all proceedings conducted in accordance with the procedures set forth herein, the standard of proof shall be by the preponderance of the evidence, and the burden of proof shall be on the County or Department.

(b) Where criminal misconduct is proven, whether or not it resulted in a conviction, negative character inferences are presumed and the burden is on Respondent to rebut the presumption.

11-11: Considerations of Rehabilitation and Good Character

(a) In addition to the exemption criteria set forth in Section 06-03B, the following additional factors shall establish a rebuttable presumption that Respondent is not presently rehabilitated and of good character:

(1) False or misleading statements on forms, letters, other documents, or in conversations between the person or others and the County or Department, in order to obtain or maintain home approval, or to obtain or maintain a criminal record exemption. This includes Respondent's knowing failure to disclose criminal conduct or child abuse or neglect history, when required to do so in application documents or interviews.

(2) Respondent is currently on criminal probation.

(3) Respondent's statements or testimony denies or minimizes guilt, or attempts to impeach a conviction.
(4) Respondent has not sought ongoing counseling, treatment or aftercare where such aftercare is determined to be necessary, for an alcohol or substance abuse problem.
(5) Respondent has not paid full restitution or interest to a victim, or only paid it when faced with jail or another consequence.
(6) Respondent's statements or testimony fails to accept full responsibility for criminal conduct that resulted in a conviction, or Respondent fails to express remorse for the conduct that is the subject of an allegation at issue.
(7) Respondent has a recent conviction within the last 5 years for fraud or theft from a government program within the Department's jurisdiction.

(b) The following facts shall establish a conclusive presumption that Respondent is not of good character:
(1) Respondent knowingly fails to fully disclose his or her criminal conviction history in application documents or interviews.

11- 12: Decision

(a) Rulings on the admissibility of evidence made during an administrative hearing must be made on the record and when appropriate, should be included in a decision or proposed decision. The decision or proposed decision shall be in writing and shall include a statement of the factual and legal basis for the decision and any other basis as required in any applicable law. In addition the decision or proposed decision shall include, but not be limited to, the following:
(1) A concise and explicit statement of the underlying facts of record that support the decision.
(2) Any determinations on the weight of evidence or determinations of credibility that affect the findings and conclusions.
(3) If the factual basis for the decision includes a determination based substantially on the credibility of a witness, the statement shall identify any specific evidence of the observed demeanor, manner, or attitude of the witness or content of the witness testimony that supports the determination.

11-13: Reinstatement or Reduction in Penalty

(a) An individual who has been excluded for life may petition for reinstatement after two years have elapsed from the date of the notification of the exclusion order pursuant to Government Code section 11522. The County or Department shall provide the individual with a copy of Government Code section 11522 with the exclusion order.

SECTION 12: Relocation of Resource Families

(a) Resource families approved under initial implementation of the program, who move within an early implementation County or who move to another early implementation County, shall retain their resource family status if the new building and grounds, outdoor activity areas, and storage areas meet home environment standards.

(1) The County may allow a program-affiliated individual to transfer his or her subsequent arrest notification if the individual moves from one early implementation County to another early implementation County, as specified in Health and Safety Code section 1522(h).

(b) The approval of a resource family who moves to a nonparticipating county remains in full force and effect pending a determination by the county approval agency or the Department, as appropriate, whether the new building and grounds and storage areas meet applicable standards, and whether all adults residing in the home have a criminal records clearance or exemptions granted, using the exemption criteria used for foster care licensing, as specified in Health and Safety Code section 1522(g). Upon this determination, the nonparticipating county shall either approve the family as a relative or nonrelative extended family member, as applicable, or the County or Department shall license the family as a foster family home.

(1) Subject to the requirements in subsection (b), the family shall continue to be approved for guardianship and adoption. Nothing in this section shall limit a county or adoption agency from determining that the family is not approved for guardianship or adoption based on changes in the family's circumstances or psychosocial assessment.

SECTION 13: Adoption Requirements for Approved Resource Families

(a) A written assessment of a Resource Family as set forth in Section 06-07 shall be considered sufficient for meeting the requirements of Title 22, Division 2, Subchapter 5 Article 11.

(b) An approved written assessment of a Resource Family may not be used as a substitute for the assessment of an applicant proceeding with any type of adoption other than the adoption of a foster child.

(c) The following shall be provided to a Resource Family pursuing adoption:

(1) Information, resources and services described in Section 35179 of Title 22 California Code of Regulations Division 2 Subchapters 1 through 9.

(2) The availability of post adoption services.

(3) Availability of services to facilitate contact between the parties to the adoption, before or after the adoption is completed, including the development of a postadoption contact agreement pursuant to Family Code section 8616.5.

(4) Information regarding reimbursement for non-recurring adoption expenses.

(d) Upon filing of a petition for adoption, a county adoption agency, licensed adoption agency or department may, at the time of filing a favorable report with the court, require the petitioners to pay a fee of five hundred dollars ($500) pursuant to Family Code 8716.

(e) Before finalizing an adoption, the county shall include in the resource family's file verification of all marriages and dissolutions of individuals proceeding with an adoption.

(1) If a prospective adoptive parent is not lawfully separated from that person's spouse, consent of the spouse shall be obtained in accordance with Family Code section 8603.

(f) Except as provided in subdivision (b) of Section 8601 of the Family Code, a prospective adoptive parent shall be at least 10 years older than the prospective adoptive child placed in the resource family's home.

ARTICLE III: APPENDIXES

APPENDIX A: Implementing Statute

Resource Family Approval

Welfare and Institutions Code Section 16519.5

(a) The State Department of Social Services, in consultation with county child welfare agencies, foster parent associations, and other interested community parties, shall implement a unified, family friendly, and child-centered resource family approval process to replace the existing multiple processes for licensing foster family homes, approving relatives and nonrelative extended family members as foster care providers, and approving adoptive families.
(b) (1) Counties shall be selected to participate on a voluntary basis as early implementation counties for the purpose of participating in the initial development of the approval process. Early implementation counties shall be selected according to criteria developed by the department in consultation with the County Welfare Directors Association. In selecting the five early implementation counties, the department shall promote diversity among the participating counties in terms of size and geographic location.
(2) Additional counties may participate in the early implementation of the program upon authorization by the department.
(c) (1) For the purposes of this section, “resource family” means an individual or couple that a participating county determines to have successfully met both the home approval standards and the permanency assessment criteria adopted pursuant to subdivision (d) necessary for providing care for a related or unrelated child who is under the jurisdiction of the juvenile court, or otherwise in the care of a county child welfare agency or probation department. A resource family shall demonstrate all of the following:
(A) An understanding of the safety, permanence, and well-being needs of children who have been victims of child abuse and neglect, and the capacity and willingness to meet those needs, including the need for protection, and the willingness to make use of support resources offered by the agency, or a support structure in place, or both.
(B) An understanding of children’s needs and development, effective parenting skills or knowledge about parenting, and the capacity to act as a reasonable, prudent parent in day-to-day decisionmaking.
(C) An understanding of his or her role as a resource family and the capacity to work cooperatively with the agency and other service providers in implementing the child’s case plan.
(D) The financial ability within the household to ensure the stability and financial security of the family.
(E) An ability and willingness to maintain the least restrictive and most familylike environment that serves the needs of the child.
(2) Subsequent to meeting the criteria set forth in this subdivision and designation as a resource family, a resource family shall be considered eligible to provide foster care for related and unrelated children in out-of-home placement, shall be considered approved for adoption or guardianship, and shall not have to undergo any additional approval or licensure as long as the family lives in a county participating in the program.
(3) Resource family assessment and approval means that the applicant meets the standard for home approval, and has successfully completed a permanency assessment. This approval is in lieu of the existing foster care license, relative or nonrelative extended family member approval, and the adoption home study approval.
(4) Approval of a resource family does not guarantee an initial or continued placement of a child with a resource family.
(d) Prior to implementation of this program, the department shall adopt standards pertaining to home approval and permanency assessment of a resource family.
(1) Resource family home approval standards shall include, but not be limited to, all of the following:
(A) (i) Criminal records clearance of all adults residing in the home, pursuant to Section 8712 of the Family Code, utilizing a check of the Child Abuse Central Index (CACI), a check of the Child Welfare Services/Case Management System (CWS/CMS), and receipt of a fingerprint-based state and federal criminal offender record information search response . The criminal history information shall include subsequent state and federal arrest and disposition notifications pursuant to Section 11105.2 of the Penal Code.
(ii) Consideration of any substantiated allegations of child abuse or neglect against either the applicant or any other adult residing in the home. An approval may not be granted to applicants whose criminal record indicates a conviction for any of the offenses specified in subdivision (g) of Section 1522 of the Health and Safety Code.
(iii) Exemptions from the criminal records clearance requirements set forth in this section may be granted by the director or the early implementation county, if that county has been granted permission by the director to issue criminal records

exemptions pursuant to Section 361.4, using the exemption criteria currently used for foster care licensing as specified in subdivision (g) of Section 1522 of the Health and Safety Code.
(B) Buildings and grounds and storage requirements set forth in Sections 89387 and 89387.2 of Title 22 of the California Code of Regulations.
(C) In addition to the foregoing requirements, the resource family home approval standards shall also require the following:
(i) That the applicant demonstrate an understanding about the rights of children in care and his or her responsibility to safeguard those rights.
(ii) That the total number of children residing in the home of a resource family shall be no more than the total number of children the resource family can properly care for, regardless of status, and shall not exceed six children, unless exceptional circumstances that are documented in the foster child's case file exist to permit a resource family to care for more children, including, but not limited to, the need to place siblings together.
(iii) That the applicant understands his or her responsibilities with respect to acting as a reasonable and prudent parent, and maintaining the least restrictive and most familylike environment that serves the needs of the child.
(D) The results of a caregiver risk assessment are consistent with the factors listed in subparagraphs (A) to (D), inclusive, of paragraph (1) of subdivision (c). A caregiver risk assessment shall include, but not be limited to, physical and mental health, alcohol and other substance use and abuse, and family and domestic violence.
(2) The resource family permanency assessment standards shall include, but not be limited to, all of the following:
(A) The applicant shall complete caregiver training.
(B) The applicant shall complete a psychosocial evaluation.
(C) The applicant shall complete any other activities that relate to a resource family's ability to achieve permanency with the child.
(e) (1) A child may be placed with a resource family that has received home approval prior to completion of a permanency assessment only if a compelling reason for the placement exists based on the needs of the child.
(2) The permanency assessment shall be completed within 90 days of the child's placement in the approved home, unless good cause exists based upon the needs of the child.
(3) If additional time is needed to complete the permanency assessment, the county shall document the extenuating circumstances for the delay and generate a timeframe for the completion of the permanency assessment.
(4) The county shall report to the department on a quarterly basis the number of families with a child in an approved home whose permanency assessment goes beyond 90 days and summarize the reasons for these delays.
(5) A child may be placed with a relative, as defined in Section 319, or nonrelative extended family member, as defined in Section 362.7, prior to home approval and completion of the permanency assessment only on an emergency basis if all of the following requirements are met:
(A) Consideration of the results of a criminal records check conducted pursuant to Section 16504.5 of the relative or nonrelative extended family member and of every other adult in the home.
(B) Consideration of the results of the Child Abuse Central Index (CACI) consistent with Section 1522.1 of the Health and Safety Code of the relative or nonrelative extended family member, and of every other adult in the home.
(C) The home and grounds are free of conditions that pose undue risk to the health and safety of the child.
(D) For any placement made pursuant to this paragraph, the county shall initiate the home approval process no later than five business days after the placement, which shall include a face-to-face interview with the resource family applicant and child.
(E) For any placement made pursuant to this paragraph, AFDC-FC funding shall not be available until the home has been approved.
(F) Any child placed under this section shall be afforded all the rights set forth in Section 16001.9.
(f) The State Department of Social Services shall be responsible for all of the following:
(1) Selecting early implementation counties, based on criteria established by the department in consultation with the County Welfare Directors Association.
(2) Establishing timeframes for participating counties to submit an implementation plan, enter into terms and conditions for participation in the program, train appropriate staff, and accept applications from resource families.
(3) Entering into terms and conditions for participation in the program by counties.
(4) Administering the program through the issuance of written directives that shall have the same force and effect as regulations. Any directive affecting Article 1 (commencing with Section 700) of Chapter 7 of Title 11 of the California Code of Regulations shall be approved by the Department of Justice. The directives shall be exempt from the rulemaking provisions of the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340)) of Part 1 of Division 3 of Title 2 of the Government Code.
(5) Approving and requiring the use of a single standard for resource family home approval and permanency assessment.

(6) Adopting and requiring the use of standardized documentation for the home approval and permanency assessment of resource families.
(7) Requiring counties to monitor resource families including, but not limited to, all of the following:
(A) Investigating complaints of resource families.
(B) Developing and monitoring resource family corrective action plans to correct identified deficiencies and to rescind resource family approval if compliance with corrective action plans is not achieved.
(8) Ongoing oversight and monitoring of county systems and operations including all of the following:
(A) Reviewing the county's implementation of the program.
(B) Reviewing an adequate number of approved resource families in each participating county to ensure that approval standards are being properly applied. The review shall include case file documentation, and may include onsite inspection of individual resource families. The review shall occur on an annual basis, and more frequently if the department becomes aware that a participating county is experiencing a disproportionate number of complaints against individual resource family homes.
(C) Reviewing county reports of serious complaints and incidents involving approved resource families, as determined necessary by the department. The department may conduct an independent review of the complaint or incident and change the findings depending on the results of its investigation.
(D) Investigating unresolved complaints against participating counties.
(E) Requiring corrective action of counties that are not in full compliance with the terms and conditions of the program.
(9) Preparing or having prepared, and submitting to the Legislature, a report on the results of the initial phase of implementation of the program. The report shall include all of the following:
(A) An analysis, utilizing available data, of state and federal data indicators related to the length of time to permanency including reunification, guardianship and adoption, child safety factors, and placement stability.
(B) An analysis of resource family recruitment and retention elements, including resource family satisfaction with approval processes and changes regarding the population of available resource families.
(C) An analysis of cost, utilizing available data, including funding sources.
(D) An analysis of regulatory or statutory barriers to implementing the program on a statewide basis.
(g) Counties participating in the program shall be responsible for all of the following:
(1) Submitting an implementation plan, entering into terms and conditions for participation in the program, consulting with the county probation department in the development of the implementation plan, training appropriate staff, and accepting applications from resource families within the timeframes established by the department.
(2) Complying with the written directives pursuant to paragraph (4) of subdivision (f).
(3) Implementing the requirements for resource family home approval and permanency assessment and utilizing standardized documentation established by the department.
(4) (A) Ensuring staff have the education and experience necessary to complete the home approval and permanency assessment competently.
(B) A county may contract with a licensed adoption agency to complete the permanency assessment. A permanency assessment completed by a licensed adoption agency shall be reviewed and approved by the county.
(5) Approving and denying resource family applications, including all of the following:
(A) Rescinding home approvals and resource family approvals where appropriate, consistent with the established standard.
(B) Providing an applicant and disapproved resource family requesting review of that decision with due process pursuant to the department's regulations.
(C) Notifying the department of any decisions denying a resource family's application or rescinding the approval of a resource family.
(6) Updating resource family approval annually.
(7) Monitoring resource families through all of the following:
(A) Ensuring that social workers who identify a condition in the home that may not meet the approval standards set forth in subdivision (d) while in the course of a routine visit to children placed with a resource family take appropriate action as needed.
(B) Requiring resource families to comply with corrective action plans as necessary to correct identified deficiencies. If corrective action is not completed as specified in the plan, the county may rescind the resource family approval.
(C) Requiring resource families to report to the county child welfare agency any incidents consistent with the reporting requirements for licensed foster family homes.
(8) Investigating all complaints against a resource family and taking action as necessary. This shall include investigating any incidents reported about a resource family indicating that the approval standard is not being maintained.
(A) The child's social worker shall not conduct the formal investigation into the complaint received concerning a family

providing services under the standards required by subdivision (d). To the extent that adequate resources are available, complaints shall be investigated by a worker who did not initially perform the home approval or permanency assessment.
(B) Upon conclusion of the complaint investigation, the final disposition shall be reviewed and approved by a supervising staff member.
(C) The department shall be notified of any serious incidents or serious complaints or any incident that falls within the definition of Section 11165.5 of the Penal Code. If those incidents or complaints result in an investigation, the department shall also be notified as to the status and disposition of that investigation.
(9) Performing corrective action as required by the department.
(10) Assessing county performance in related areas of the California Child and Family Services Review System, and remedying problems identified.
(11) Submitting information and data that the department determines is necessary to study, monitor, and prepare the report specified in paragraph (9) of subdivision (f).
(h) (1) Approved relatives and nonrelative extended family members, licensed foster family homes, or approved adoptive homes that have completed the license or approval process prior to full implementation of the program shall not be considered part of the program. The otherwise applicable assessment and oversight processes shall continue to be administered for families and facilities not included in the program.
(2) Upon implementation of the program in a county, that county may not accept new applications for the licensure of foster family homes, the approval of relative and nonrelative extended family members, or the approval of prospective adoptive homes.
(i) The department may waive regulations that pose a barrier to implementation and operation of this program. The waiver of any regulations by the department pursuant to this section shall apply to only those counties participating in the program and only for the duration of the program.
(j) Resource families approved under initial implementation of the program, who move within an early implementation county or who move to another early implementation county, shall retain their resource family status if the new building and grounds, outdoor activity areas, and storage areas meet home approval standards. The State Department of Social Services or early implementation county may allow a program-affiliated individual to transfer his or her subsequent arrest notification if the individual moves from one early implementation county to another early implementation county, as specified in subdivision (h) of Section 1522 of the Health and Safety Code.
(k) (1) The approval of a resource family who moves to a nonparticipating county remains in full force and effect pending a determination by the county approval agency or the department, as appropriate, whether the new building and grounds and storage areas meet applicable standards, and whether all adults residing in the home have a criminal records clearance or exemptions granted, using the exemption criteria used for foster care licensing, as specified in subdivision (g) of Section 1522 of the Health and Safety Code. Upon this determination, the nonparticipating county shall either approve the family as a relative or nonrelative extended family member, as applicable, or the department shall license the family as a foster family home.
(2) Subject to the requirements in paragraph (1), the family shall continue to be approved for guardianship and adoption. Nothing in this subdivision shall limit a county or adoption agency from determining that the family is not approved for guardianship or adoption based on changes in the family's circumstances or permanency assessment.
(3) A program-affiliated individual who moves to a nonparticipating county may not transfer his or her subsequent arrest notification from a participating county to the nonparticipating county.
(l) Implementation of the program shall be contingent upon the continued availability of federal Social Security Act Title IV-E (42 U.S.C. Sec. 670) funds for costs associated with placement of children with resource families assessed and approved under the program.
(m) A child placed with a resource family shall be eligible for AFDC-FC payments. A resource family shall be paid an AFDC-FC rate pursuant to Sections 11460 and 11461. Sharing ratios for nonfederal expenditures for all costs associated with activities related to the approval of relatives and nonrelative extended family members shall be in accordance with Section 10101.
(n) The Department of Justice shall charge fees sufficient to cover the cost of initial or subsequent criminal offender record information and Child Abuse Central Index searches, processing, or responses, as specified in this section.
(o) Approved resource families under this program shall be exempt from all of the following:
(1) Licensure requirements set forth under the Community Care Facilities Act, commencing with Section 1500 of the Health and Safety Code, and all regulations promulgated thereto.
(2) Relative and nonrelative extended family member approval requirements set forth under Sections 309, 361.4, and 362.7, and all regulations promulgated thereto.
(3) Adoptions approval and reporting requirements set forth under Section 8712 of the Family Code, and all regulations promulgated thereto.

(p) Early implementation counties shall be authorized to continue through the end of the 2016–17 fiscal year, or through the end of the third full fiscal year following the date that counties commence implementation, whichever of these dates is later. The program is authorized in all counties effective July 1, 2017. The program shall be implemented by each county on or before July 1, 2019.
(q) Notwithstanding any other law, on and after July 1, 2017, a licensed foster family agency shall require a certified family home applicant to meet the resource family approval standards and requirements set forth in this article and in the written directives adopted pursuant to paragraph (4) of subdivision (f), prior to certification.
(Amended by Stats. 2014, Ch. 772, Sec. 21. Effective January 1, 2015.)

APPENDIX B: Referenced Statutes

Family Code

Family Code § 8601

(a) Except as otherwise provided in subdivision (b), a prospective adoptive parent or parents shall be at least 10 years older than the child.
(b) If the court is satisfied that the adoption of a child by a stepparent, or by a sister, brother, aunt, uncle, or first cousin and, if that person is married, by that person and that person's spouse, is in the best interest of the parties and is in the public interest, it may approve the adoption without regard to the ages of the child and the prospective adoptive parent or parents.
(Enacted by Stats. 1992, Ch. 162, Sec. 10. Operative January 1, 1994.)

Family Code § 8603

(a) A married person, not lawfully separated from the person's spouse, shall not adopt a child without the consent of the spouse, provided that the spouse is capable of giving that consent.
(b) The consent of the spouse shall not establish any parental rights or responsibilities on the part of the consenting spouse unless he or she has consented to adopt the child in a writing filed with the court and is named in the final decree as an adoptive parent. The court shall not name the consenting spouse as an adoptive parent in the final decree unless the consenting spouse has filed a written consent to adopt the child with the court and has an approved adoption home study.
(c) The court may dispense with the consent of a spouse who cannot be located after diligent search, or a spouse determined by the court to lack the capacity to consent. A spouse for whom consent was dispensed shall not be named as an adoptive parent in the final decree.
(Amended by Stats. 2014, Ch. 763, Sec. 7. Effective January 1, 2015.)

Family Code § 8712

(a) The department, county adoption agency, or licensed adoption agency shall require each person who files an application for adoption to be fingerprinted and shall secure from an appropriate law enforcement agency any criminal record of that person to determine whether the person has ever been convicted of a crime other than a minor traffic violation. The department, county adoption agency, or licensed adoption agency may also secure the person's full criminal record, if any, with the exception of any convictions for which relief has been granted pursuant to Section 1203.49 of the Penal Code. Any federal-level criminal offender record requests to the Department of Justice shall be submitted with fingerprint images and related information required by the Department of Justice for the purposes of obtaining information as to the existence and content of a record of an out-of-state or federal conviction or arrest of a person or information regarding any out-of-state or federal crimes or arrests for which the Department of Justice establishes that the person is free on bail, or on his or her own recognizance pending trial or appeal. The Department of Justice shall forward to the Federal Bureau of Investigation any requests for federal summary criminal history information received pursuant to this section. The Department of Justice shall review the information returned from the Federal Bureau of Investigation and shall compile and disseminate a response to the department, county adoption agency, or licensed adoption agency.
(b) Notwithstanding subdivision (c), the criminal record, if any, shall be taken into consideration when evaluating the prospective adoptive parent, and an assessment of the effects of any criminal history on the ability of the prospective adoptive parent to provide adequate and proper care and guidance to the child shall be included in the report to the court.
(c) (1) Under no circumstances shall the department, county adoption agency, or licensed adoption agency give final approval for an adoptive placement in any home where the prospective adoptive parent or any adult living in the prospective adoptive home has either of the following:

(A) A felony conviction for child abuse or neglect, spousal abuse, crimes against a child, including child pornography, or for a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault and battery. For purposes of this subdivision, crimes involving violence means those violent crimes contained in clause (i) of subparagraph (A), and subparagraph (B), of paragraph (1) of subdivision (g) of Section 1522 of the Health and Safety Code.
(B) A felony conviction that occurred within the last five years for physical assault, battery, or a drug- or alcohol-related offense.
(2) This subdivision shall become operative on October 1, 2008, and shall remain operative only to the extent that compliance with its provisions is required by federal law as a condition of receiving funding under Title IV-E of the federal Social Security Act (42 U.S.C. Sec. 670 and following).
(d) Any fee charged by a law enforcement agency for fingerprinting or for checking or obtaining the criminal record of the applicant shall be paid by the applicant. The department, county adoption agency, or licensed adoption agency may defer, waive, or reduce the fee when its payment would cause economic hardship to prospective adoptive parents detrimental to the welfare of the adopted child, when the child has been in the foster care of the prospective adoptive parents for at least one year, or if necessary for the placement of a special-needs child.
(Amended by Stats. 2014, Ch. 708, Sec. 1. Effective January 1, 2015.)

Family Code § 9200

(a) The petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, and any power of attorney and deposition filed in the office of the clerk of the court pursuant to this part is not open to inspection by any person other than the parties to the proceeding and their attorneys and the department, except upon the written authority of the judge of the superior court. A judge of the superior court may not authorize anyone to inspect the petition, relinquishment or consent, agreement, order, report to the court from any investigating agency, or power of attorney or deposition or any portion of any of these documents, except in exceptional circumstances and for good cause approaching the necessitous. The petitioner may be required to pay the expenses for preparing the copies of the documents to be inspected.
(b) Upon written request of any party to the proceeding and upon the order of any judge of the superior court, the clerk of the court shall not provide any documents referred to in this section for inspection or copying to any other person, unless the name of the child's birth parents or any information tending to identify the child's birth parents is deleted from the documents or copies thereof.
(c) Upon the request of the adoptive parents or the child, a clerk of the court may issue a certificate of adoption that states the date and place of adoption, the child's birth date, the names of the adoptive parents, and the name the child has taken. Unless the child has been adopted by a stepparent, the certificate shall not state the name of the child's birth parents.

Health and Safety Code

Health & Safety Code §1522

The Legislature recognizes the need to generate timely and accurate positive fingerprint identification of applicants as a condition of issuing licenses, permits, or certificates of approval for persons to operate or provide direct care services in a community care facility, foster family home, or a certified family home of a licensed foster family agency. Therefore, the Legislature supports the use of the fingerprint live-scan technology, as identified in the long-range plan of the Department of Justice for fully automating the processing of fingerprints and other data by the year 1999, otherwise known as the California Crime Information Intelligence System (CAL-CII), to be used for applicant fingerprints. It is the intent of the Legislature in enacting this section to require the fingerprints of those individuals whose contact with community care clients may pose a risk to the clients' health and safety. An individual shall be required to obtain either a criminal record clearance or a criminal record exemption from the State Department of Social Services before his or her initial presence in a community care facility or certified family home.
(a) (1) Before and, as applicable, subsequent to issuing a license or special permit to any person or persons to operate or manage a community care facility, the State Department of Social Services shall secure from an appropriate law enforcement agency a criminal record to determine whether the applicant or any other person specified in subdivision (b)

has ever been convicted of a crime other than a minor traffic violation or arrested for any crime specified in Section 290 of the Penal Code, or for violating Section 245, 273ab, or 273.5 of the Penal Code, subdivision (b) of Section 273a of the Penal Code, or, prior to January 1, 1994, paragraph (2) of Section 273a of the Penal Code, or for any crime for which the department is prohibited from granting a criminal record exemption pursuant to subdivision (g).
(2) The criminal history information shall include the full criminal record, if any, of those persons, and subsequent arrest information pursuant to Section 11105.2 of the Penal Code.
(3) Except during the 2003–04 to the 2014–15 fiscal years, inclusive, neither the Department of Justice nor the State Department of Social Services may charge a fee for the fingerprinting of an applicant for a license or special permit to operate a facility providing nonmedical board, room, and care for six or less children or for obtaining a criminal record of the applicant pursuant to this section.
(4) The following shall apply to the criminal record information:
(A) If the State Department of Social Services finds that the applicant, or any other person specified in subdivision (b), has been convicted of a crime other than a minor traffic violation, the application shall be denied, unless the director grants an exemption pursuant to subdivision (g).
(B) If the State Department of Social Services finds that the applicant, or any other person specified in subdivision (b), is awaiting trial for a crime other than a minor traffic violation, the State Department of Social Services may cease processing the criminal record information until the conclusion of the trial.
(C) If no criminal record information has been recorded, the Department of Justice shall provide the applicant and the State Department of Social Services with a statement of that fact.
(D) If the State Department of Social Services finds after licensure that the licensee, or any other person specified in paragraph (1) of subdivision (b), has been convicted of a crime other than a minor traffic violation, the license may be revoked, unless the director grants an exemption pursuant to subdivision (g).
(E) An applicant and any other person specified in subdivision (b) shall submit fingerprint images and related information to the Department of Justice for the purpose of searching the criminal records of the Federal Bureau of Investigation, in addition to the criminal records search required by this subdivision. If an applicant and all other persons described in subdivision (b) meet all of the conditions for licensure, except receipt of the Federal Bureau of Investigation's criminal offender record information search response for the applicant or any of the persons described in subdivision (b), the department may issue a license if the applicant and each person described in subdivision (b) has signed and submitted a statement that he or she has never been convicted of a crime in the United States, other than a traffic infraction, as prescribed in paragraph (1) of subdivision (a) of Section 42001 of the Vehicle Code. If, after licensure, or the issuance of a certificate of approval of a certified family home by a foster family agency, the department determines that the licensee or any other person specified in subdivision (b) has a criminal record, the department may revoke the license, or require a foster family agency to revoke the certificate of approval, pursuant to Section 1550. The department may also suspend the license or require a foster family agency to suspend the certificate of approval pending an administrative hearing pursuant to Section 1550.5.
(F) The State Department of Social Services shall develop procedures to provide the individual's state and federal criminal history information with the written notification of his or her exemption denial or revocation based on the criminal record. Receipt of the criminal history information shall be optional on the part of the individual, as set forth in the agency's procedures. The procedure shall protect the confidentiality and privacy of the individual's record, and the criminal history information shall not be made available to the employer.
(G) Notwithstanding any other law, the department is authorized to provide an individual with a copy of his or her state or federal level criminal offender record information search response as provided to that department by the Department of Justice if the department has denied a criminal background clearance based on this information and the individual makes a written request to the department for a copy specifying an address to which it is to be sent. The state or federal level criminal offender record information search response shall not be modified or altered from its form or content as provided by the Department of Justice and shall be provided to the address specified by the individual in his or her written request. The department shall retain a copy of the individual's written request and the response and date provided.
(b) (1) In addition to the applicant, this section shall be applicable to criminal record clearances and exemptions for the following persons:
(A) Adults responsible for administration or direct supervision of staff.
(B) Any person, other than a client, residing in the facility or certified family home.
(C) Any person who provides client assistance in dressing, grooming, bathing, or personal hygiene. Any nurse assistant or home health aide meeting the requirements of Section 1338.5 or 1736.6, respectively, who is not employed, retained, or contracted by the licensee, and who has been certified or recertified on or after July 1, 1998, shall be deemed to meet the criminal record clearance requirements of this section. A certified nurse assistant and certified home health aide who will be providing client assistance and who falls under this exemption shall provide one copy of his or her current certification,

prior to providing care, to the community care facility. The facility shall maintain the copy of the certification on file as long as care is being provided by the certified nurse assistant or certified home health aide at the facility or certified family home. Nothing in this paragraph restricts the right of the department to exclude a certified nurse assistant or certified home health aide from a licensed community care facility or certified family home pursuant to Section 1558.
(D) Any staff person, volunteer, or employee who has contact with the clients.
(E) If the applicant is a firm, partnership, association, or corporation, the chief executive officer or other person serving in like capacity.
(F) Additional officers of the governing body of the applicant, or other persons with a financial interest in the applicant, as determined necessary by the department by regulation. The criteria used in the development of these regulations shall be based on the person's capability to exercise substantial influence over the operation of the facility.
(2) The following persons are exempt from the requirements applicable under paragraph (1):
(A) A medical professional as defined in department regulations who holds a valid license or certification from the person's governing California medical care regulatory entity and who is not employed, retained, or contracted by the licensee if all of the following apply:
(i) The criminal record of the person has been cleared as a condition of licensure or certification by the person's governing California medical care regulatory entity.
(ii) The person is providing time-limited specialized clinical care or services.
(iii) The person is providing care or services within the person's scope of practice.
(iv) The person is not a community care facility licensee or an employee of the facility.
(B) A third-party repair person or similar retained contractor if all of the following apply:
(i) The person is hired for a defined, time-limited job.
(ii) The person is not left alone with clients.
(iii) When clients are present in the room in which the repair person or contractor is working, a staff person who has a criminal record clearance or exemption is also present.
(C) Employees of a licensed home health agency and other members of licensed hospice interdisciplinary teams who have a contract with a client or resident of the facility and are in the facility at the request of that client or resident's legal decisionmaker. The exemption does not apply to a person who is a community care facility licensee or an employee of the facility.
(D) Clergy and other spiritual caregivers who are performing services in common areas of the community care facility or who are advising an individual client at the request of, or with the permission of, the client or legal decisionmaker, are exempt from fingerprint and criminal background check requirements imposed by community care licensing. This exemption does not apply to a person who is a community care licensee or employee of the facility.
(E) Members of fraternal, service, or similar organizations who conduct group activities for clients if all of the following apply:
(i) Members are not left alone with clients.
(ii) Members do not transport clients off the facility premises.
(iii) The same organization does not conduct group activities for clients more often than defined by the department's regulations.
(3) In addition to the exemptions in paragraph (2), the following persons in foster family homes, certified family homes, and small family homes are exempt from the requirements applicable under paragraph (1):
(A) Adult friends and family of the licensed or certified foster parent, who come into the home to visit for a length of time no longer than defined by the department in regulations, provided that the adult friends and family of the licensee or certified parent are not left alone with the foster children. However, the licensee or certified parent, acting as a reasonable and prudent parent, as defined in paragraph (2) of subdivision (a) of Section 362.04 of the Welfare and Institutions Code, may allow his or her adult friends and family to provide short-term care to the foster child and act as an appropriate occasional short-term babysitter for the child.
(B) Parents of a foster child's friend when the foster child is visiting the friend's home and the friend, licensed or certified foster parent, or both are also present. However, the licensee or certified parent, acting as a reasonable and prudent parent, may allow the parent of the foster child's friend to act as an appropriate short-term babysitter for the child without the friend being present.
(C) Individuals who are engaged by any licensed or certified foster parent to provide short-term care to the child for periods not to exceed 24 hours. Caregivers shall use a reasonable and prudent parent standard in selecting appropriate individuals to act as appropriate occasional short-term babysitters.
(4) In addition to the exemptions specified in paragraph (2), the following persons in adult day care and adult day support centers are exempt from the requirements applicable under paragraph (1):
(A) Unless contraindicated by the client's individualized program plan (IPP) or needs and service plan, a spouse,

significant other, relative, or close friend of a client, or an attendant or a facilitator for a client with a developmental disability if the attendant or facilitator is not employed, retained, or contracted by the licensee. This exemption applies only if the person is visiting the client or providing direct care and supervision to the client.
(B) A volunteer if all of the following applies:
(i) The volunteer is supervised by the licensee or a facility employee with a criminal record clearance or exemption.
(ii) The volunteer is never left alone with clients.
(iii) The volunteer does not provide any client assistance with dressing, grooming, bathing, or personal hygiene other than washing of hands.
(5) (A) In addition to the exemptions specified in paragraph (2), the following persons in adult residential and social rehabilitation facilities, unless contraindicated by the client's individualized program plan (IPP) or needs and services plan, are exempt from the requirements applicable under paragraph (1): a spouse, significant other, relative, or close friend of a client, or an attendant or a facilitator for a client with a developmental disability if the attendant or facilitator is not employed, retained, or contracted by the licensee. This exemption applies only if the person is visiting the client or providing direct care and supervision to that client.
(B) Nothing in this subdivision shall prevent a licensee from requiring a criminal record clearance of any individual exempt from the requirements of this section, provided that the individual has client contact.
(6) Any person similar to those described in this subdivision, as defined by the department in regulations.
(c) (1) Subsequent to initial licensure, a person specified in subdivision (b) who is not exempted from fingerprinting shall obtain either a criminal record clearance or an exemption from disqualification pursuant to subdivision (g) from the State Department of Social Services prior to employment, residence, or initial presence in the facility. A person specified in subdivision (b) who is not exempt from fingerprinting shall be fingerprinted and shall sign a declaration under penalty of perjury regarding any prior criminal convictions. The licensee shall submit fingerprint images and related information to the Department of Justice and the Federal Bureau of Investigation, through the Department of Justice, for a state and federal level criminal offender record information search, or comply with paragraph (1) of subdivision (h). These fingerprint images and related information shall be sent by electronic transmission in a manner approved by the State Department of Social Services and the Department of Justice for the purpose of obtaining a permanent set of fingerprints, and shall be submitted to the Department of Justice by the licensee. A licensee's failure to prohibit the employment, residence, or initial presence of a person specified in subdivision (b) who is not exempt from fingerprinting and who has not received either a criminal record clearance or an exemption from disqualification pursuant to subdivision (g) or to comply with paragraph (1) of subdivision (h), as required in this section, shall result in the citation of a deficiency and the immediate assessment of civil penalties in the amount of one hundred dollars ($100) per violation per day for a maximum of five days, unless the violation is a second or subsequent violation within a 12-month period in which case the civil penalties shall be in the amount of one hundred dollars ($100) per violation for a maximum of 30 days, and shall be grounds for disciplining the licensee pursuant to Section 1550. The department may assess civil penalties for continued violations as permitted by Section 1548. The fingerprint images and related information shall then be submitted to the Department of Justice for processing. Upon request of the licensee, who shall enclose a self-addressed stamped postcard for this purpose, the Department of Justice shall verify receipt of the fingerprints.
(2) Within 14 calendar days of the receipt of the fingerprint images, the Department of Justice shall notify the State Department of Social Services of the criminal record information, as provided for in subdivision (a). If no criminal record information has been recorded, the Department of Justice shall provide the licensee and the State Department of Social Services with a statement of that fact within 14 calendar days of receipt of the fingerprint images. Documentation of the individual's clearance or exemption from disqualification shall be maintained by the licensee and be available for inspection. If new fingerprint images are required for processing, the Department of Justice shall, within 14 calendar days from the date of receipt of the fingerprints, notify the licensee that the fingerprints were illegible, the Department of Justice shall notify the State Department of Social Services, as required by Section 1522.04, and shall also notify the licensee by mail, within 14 days of electronic transmission of the fingerprints to the Department of Justice, if the person has no criminal history recorded. A violation of the regulations adopted pursuant to Section 1522.04 shall result in the citation of a deficiency and an immediate assessment of civil penalties in the amount of one hundred dollars ($100) per violation per day for a maximum of five days, unless the violation is a second or subsequent violation within a 12-month period in which case the civil penalties shall be in the amount of one hundred dollars ($100) per violation for a maximum of 30 days, and shall be grounds for disciplining the licensee pursuant to Section 1550. The department may assess civil penalties for continued violations as permitted by Section 1548.
(3) Except for persons specified in subdivision (b) who are exempt from fingerprinting, the licensee shall endeavor to ascertain the previous employment history of persons required to be fingerprinted. If it is determined by the State Department of Social Services, on the basis of the fingerprint images and related information submitted to the Department of Justice, that subsequent to obtaining a criminal record clearance or exemption from disqualification pursuant to

subdivision (g), the person has been convicted of, or is awaiting trial for, a sex offense against a minor, or has been convicted for an offense specified in Section 243.4, 273a, 273ab, 273d, 273g, or 368 of the Penal Code, or a felony, the State Department of Social Services shall notify the licensee to act immediately to terminate the person's employment, remove the person from the community care facility, or bar the person from entering the community care facility. The State Department of Social Services may subsequently grant an exemption from disqualification pursuant to subdivision (g). If the conviction or arrest was for another crime, except a minor traffic violation, the licensee shall, upon notification by the State Department of Social Services, act immediately to either (A) terminate the person's employment, remove the person from the community care facility, or bar the person from entering the community care facility; or (B) seek an exemption from disqualification pursuant to subdivision (g). The State Department of Social Services shall determine if the person shall be allowed to remain in the facility until a decision on the exemption from disqualification is rendered. A licensee's failure to comply with the department's prohibition of employment, contact with clients, or presence in the facility as required by this paragraph shall result in a citation of deficiency and an immediate assessment of civil penalties in the amount of one hundred dollars ($100) per violation per day and shall be grounds for disciplining the licensee pursuant to Section 1550.
(4) The department may issue an exemption from disqualification on its own motion pursuant to subdivision (g) if the person's criminal history indicates that the person is of good character based on the age, seriousness, and frequency of the conviction or convictions. The department, in consultation with interested parties, shall develop regulations to establish the criteria to grant an exemption from disqualification pursuant to this paragraph.
(5) Concurrently with notifying the licensee pursuant to paragraph (3), the department shall notify the affected individual of his or her right to seek an exemption from disqualification pursuant to subdivision (g). The individual may seek an exemption from disqualification only if the licensee terminates the person's employment or removes the person from the facility after receiving notice from the department pursuant to paragraph (3).
(d) (1) Before and, as applicable, subsequent to issuing a license or certificate of approval to any person or persons to operate a foster family home or certified family home as described in Section 1506, the State Department of Social Services or other approving authority shall secure California and Federal Bureau of Investigation criminal history information to determine whether the applicant or any person specified in subdivision (b) who is not exempt from fingerprinting has ever been convicted of a crime other than a minor traffic violation or arrested for any crime specified in subdivision (c) of Section 290 of the Penal Code, for violating Section 245, 273ab, or 273.5, subdivision (b) of Section 273a, or, prior to January 1, 1994, paragraph (2) of Section 273a, of the Penal Code, or for any crime for which the department is prohibited from granting a criminal record exemption pursuant to subdivision (g). The State Department of Social Services or other approving authority shall not issue a license or certificate of approval to any foster family home or certified family home applicant who has not obtained both a California and Federal Bureau of Investigation criminal record clearance or exemption from disqualification pursuant to subdivision (g).
(2) The criminal history information shall include the full criminal record, if any, of those persons.
(3) Neither the Department of Justice nor the State Department of Social Services may charge a fee for the fingerprinting of an applicant for a license, special permit, or certificate of approval described in this subdivision. The record, if any, shall be taken into consideration when evaluating a prospective applicant.
(4) The following shall apply to the criminal record information:
(A) If the applicant or other persons specified in subdivision (b) who are not exempt from fingerprinting have convictions that would make the applicant's home unfit as a foster family home or a certified family home, the license, special permit, certificate of approval, or presence shall be denied.
(B) If the State Department of Social Services finds that the applicant, or any person specified in subdivision (b) who is not exempt from fingerprinting is awaiting trial for a crime other than a minor traffic violation, the State Department of Social Services or other approving authority may cease processing the criminal record information until the conclusion of the trial.
(C) For purposes of this subdivision, a criminal record clearance provided under Section 8712 of the Family Code may be used by the department or other approving agency.
(D) To the same extent required for federal funding, an applicant for a foster family home license or for certification as a family home, and any other person specified in subdivision (b) who is not exempt from fingerprinting, shall submit a set of fingerprint images and related information to the Department of Justice and the Federal Bureau of Investigation, through the Department of Justice, for a state and federal level criminal offender record information search, in addition to the criminal records search required by subdivision (a).
(5) Any person specified in this subdivision shall, as a part of the application, be fingerprinted and sign a declaration under penalty of perjury regarding any prior criminal convictions or arrests for any crime against a child, spousal or cohabitant abuse, or any crime for which the department cannot grant an exemption if the person was convicted and shall submit these fingerprints to the licensing agency or other approving authority.

(6) (A) Subsequent to initial licensure or certification, a person specified in subdivision (b) who is not exempt from fingerprinting shall obtain both a California and Federal Bureau of Investigation criminal record clearance, or an exemption from disqualification pursuant to subdivision (g), prior to employment, residence, or initial presence in the foster family or certified family home. A foster family home licensee or foster family agency shall submit fingerprint images and related information of persons specified in subdivision (b) who are not exempt from fingerprinting to the Department of Justice and the Federal Bureau of Investigation, through the Department of Justice, for a state and federal level criminal offender record information search, or to comply with paragraph (1) of subdivision (h). A foster family home licensee's or a foster family agency's failure to either prohibit the employment, residence, or initial presence of a person specified in subdivision (b) who is not exempt from fingerprinting and who has not received either a criminal record clearance or an exemption from disqualification pursuant to subdivision (g), or comply with paragraph (1) of subdivision (h), as required in this section, shall result in a citation of a deficiency, and the immediate civil penalties of one hundred dollars ($100) per violation per day for a maximum of five days, unless the violation is a second or subsequent violation within a 12-month period in which case the civil penalties shall be in the amount of one hundred dollars ($100) per violation for a maximum of 30 days, and shall be grounds for disciplining the licensee pursuant to Section 1550. A violation of the regulation adopted pursuant to Section 1522.04 shall result in the citation of a deficiency and an immediate assessment of civil penalties in the amount of one hundred dollars ($100) per violation per day for a maximum of five days, unless the violation is a second or subsequent violation within a 12-month period in which case the civil penalties shall be in the amount of one hundred dollars ($100) per violation for a maximum of 30 days, and shall be grounds for disciplining the foster family home licensee or the foster family agency pursuant to Section 1550. The State Department of Social Services may assess penalties for continued violations, as permitted by Section 1548. The fingerprint images shall then be submitted to the Department of Justice for processing.

(B) Upon request of the licensee, who shall enclose a self-addressed envelope for this purpose, the Department of Justice shall verify receipt of the fingerprints. Within five working days of the receipt of the criminal record or information regarding criminal convictions from the Department of Justice, the department shall notify the applicant of any criminal arrests or convictions. If no arrests or convictions are recorded, the Department of Justice shall provide the foster family home licensee or the foster family agency with a statement of that fact concurrent with providing the information to the State Department of Social Services.

(7) If the State Department of Social Services or other approving authority finds that the applicant, or any other person specified in subdivision (b) who is not exempt from fingerprinting, has been convicted of a crime other than a minor traffic violation, the application or presence shall be denied, unless the director grants an exemption from disqualification pursuant to subdivision (g).

(8) If the State Department of Social Services or other approving authority finds after licensure or the granting of the certificate of approval that the licensee, certified foster parent, or any other person specified in subdivision (b) who is not exempt from fingerprinting, has been convicted of a crime other than a minor traffic violation, the license or certificate of approval may be revoked by the department or the foster family agency, whichever is applicable, unless the director grants an exemption from disqualification pursuant to subdivision (g). A licensee's failure to comply with the department's prohibition of employment, contact with clients, or presence in the facility as required by paragraph (3) of subdivision (c) shall be grounds for disciplining the licensee pursuant to Section 1550.

(e) (1) The State Department of Social Services shall not use a record of arrest to deny, revoke, or terminate any application, license, employment, or residence unless the department investigates the incident and secures evidence, whether or not related to the incident of arrest, that is admissible in an administrative hearing to establish conduct by the person that may pose a risk to the health and safety of any person who is or may become a client.

(2) The department shall not issue a criminal record clearance to a person who has been arrested for any crime specified in Section 290 of the Penal Code, or for violating Section 245, 273ab, or 273.5, or subdivision (b) of Section 273a, of the Penal Code, or, prior to January 1, 1994, paragraph (2) of Section 273a of the Penal Code, or for any crime for which the department is prohibited from granting a criminal record exemption pursuant to subdivision (g), prior to the department's completion of an investigation pursuant to paragraph (1).

(3) The State Department of Social Services is authorized to obtain any arrest or conviction records or reports from any law enforcement agency as necessary to the performance of its duties to inspect, license, and investigate community care facilities and individuals associated with a community care facility.

(f) (1) For purposes of this section or any other provision of this chapter, a conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that the State Department of Social Services is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, when the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, notwithstanding a subsequent order pursuant to Sections 1203.4 and 1203.4a of the Penal Code permitting the person to withdraw his or her plea of guilty and to enter a plea of not guilty, or setting aside the verdict of guilty, or

dismissing the accusation, information, or indictment. For purposes of this section or any other provision of this chapter, the record of a conviction, or a copy thereof certified by the clerk of the court or by a judge of the court in which the conviction occurred, shall be conclusive evidence of the conviction. For purposes of this section or any other provision of this chapter, the arrest disposition report certified by the Department of Justice, or documents admissible in a criminal action pursuant to Section 969b of the Penal Code, shall be prima facie evidence of the conviction, notwithstanding any other law prohibiting the admission of these documents in a civil or administrative action.
(2) For purposes of this section or any other provision of this chapter, the department shall consider criminal convictions from another state or federal court as if the criminal offense was committed in this state.
(g) (1) After review of the record, the director may grant an exemption from disqualification for a license or special permit as specified in paragraph (4) of subdivision (a), or for a license, special permit, or certificate of approval as specified in paragraphs (4), (7), and (8) of subdivision (d), or for employment, residence, or presence in a community care facility as specified in paragraphs (3), (4), and (5) of subdivision (c), if the director has substantial and convincing evidence to support a reasonable belief that the applicant and the person convicted of the crime, if other than the applicant, are of good character as to justify issuance of the license or special permit or granting an exemption for purposes of subdivision (c). Except as otherwise provided in this subdivision, an exemption shall not be granted pursuant to this subdivision if the conviction was for any of the following offenses:
(A) (i) An offense specified in Section 220, 243.4, or 264.1, subdivision (a) of Section 273a, or, prior to January 1, 1994, paragraph (1) of Section 273a, Section 273ab, 273d, 288, or 289, subdivision (c) of Section 290, or Section 368, of the Penal Code, or was a conviction of another crime against an individual specified in subdivision (c) of Section 667.5 of the Penal Code.
(ii) Notwithstanding clause (i), the director may grant an exemption regarding the conviction for an offense described in paragraph (1), (2), (7), or (8) of subdivision (c) of Section 667.5 of the Penal Code, if the employee or prospective employee has been rehabilitated as provided in Section 4852.03 of the Penal Code, has maintained the conduct required in Section 4852.05 of the Penal Code for at least 10 years, and has the recommendation of the district attorney representing the employee's county of residence, or if the employee or prospective employee has received a certificate of rehabilitation pursuant to Chapter 3.5 (commencing with Section 4852.01) of Title 6 of Part 3 of the Penal Code. This clause shall not apply to foster care providers, including relative caregivers, nonrelated extended family members, or any other person specified in subdivision (b), in those homes where the individual has been convicted of an offense described in paragraph (1) of subdivision (c) of Section 667.5 of the Penal Code.
(B) A felony offense specified in Section 729 of the Business and Professions Code or Section 206 or 215, subdivision (a) of Section 347, subdivision (b) of Section 417, or subdivision (a) of Section 451 of the Penal Code.
(C) Under no circumstances shall an exemption be granted pursuant to this subdivision to any foster care provider applicant if that applicant, or any other person specified in subdivision (b) in those homes, has a felony conviction for either of the following offenses:
(i) A felony conviction for child abuse or neglect, spousal abuse, crimes against a child, including child pornography, or for a crime involving violence, including rape, sexual assault, or homicide, but not including other physical assault and battery. For purposes of this subparagraph, a crime involving violence means a violent crime specified in clause (i) of subparagraph (A), or subparagraph (B).
(ii) A felony conviction, within the last five years, for physical assault, battery, or a drug- or alcohol-related offense.
(iii) This subparagraph shall not apply to licenses or approvals wherein a caregiver was granted an exemption to a criminal conviction described in clause (i) or (ii) prior to the enactment of this subparagraph.
(iv) This subparagraph shall remain operative only to the extent that compliance with its provisions is required by federal law as a condition for receiving funding under Title IV-E of the federal Social Security Act (42 U.S.C. Sec. 670 et seq.).
(2) The department shall not prohibit a person from being employed or having contact with clients in a facility on the basis of a denied criminal record exemption request or arrest information unless the department complies with the requirements of Section 1558.
(h) (1) For purposes of compliance with this section, the department may permit an individual to transfer a current criminal record clearance, as defined in subdivision (a), from one facility to another, as long as the criminal record clearance has been processed through a state licensing district office, and is being transferred to another facility licensed by a state licensing district office. The request shall be in writing to the State Department of Social Services, and shall include a copy of the person's driver's license or valid identification card issued by the Department of Motor Vehicles, or a valid photo identification issued by another state or the United States government if the person is not a California resident. Upon request of the licensee, who shall enclose a self-addressed envelope for this purpose, the State Department of Social Services shall verify whether the individual has a clearance that can be transferred.
(2) The State Department of Social Services shall hold criminal record clearances in its active files for a minimum of three years after an employee is no longer employed at a licensed facility in order for the criminal record clearance to be

transferred.
(3) The following shall apply to a criminal record clearance or exemption from the department or a county office with department-delegated licensing authority:
(A) A county office with department-delegated licensing authority may accept a clearance or exemption from the department.
(B) The department may accept a clearance or exemption from any county office with department-delegated licensing authority.
(C) A county office with department-delegated licensing authority may accept a clearance or exemption from any other county office with department-delegated licensing authority.
(4) With respect to notifications issued by the Department of Justice pursuant to Section 11105.2 of the Penal Code concerning an individual whose criminal record clearance was originally processed by the department or a county office with department-delegated licensing authority, all of the following shall apply:
(A) The Department of Justice shall process a request from the department or a county office with department-delegated licensing authority to receive the notice only if all of the following conditions are met:
(i) The request shall be submitted to the Department of Justice by the agency to be substituted to receive the notification.
(ii) The request shall be for the same applicant type as the type for which the original clearance was obtained.
(iii) The request shall contain all prescribed data elements and format protocols pursuant to a written agreement between the department and the Department of Justice.
(B) (i) On or before January 7, 2005, the department shall notify the Department of Justice of all county offices that have department-delegated licensing authority.
(ii) The department shall notify the Department of Justice within 15 calendar days of the date on which a new county office receives department-delegated licensing authority or a county's delegated licensing authority is rescinded.
(C) The Department of Justice shall charge the department, a county office with department-delegated licensing authority, or a county child welfare agency with criminal record clearance and exemption authority, a fee for each time a request to substitute the recipient agency is received for purposes of this paragraph. This fee shall not exceed the cost of providing the service.
(5) (A) A county child welfare agency with authority to secure clearances pursuant to Section 16504.5 of the Welfare and Institutions Code and to grant exemptions pursuant to Section 361.4 of the Welfare and Institutions Code may accept a clearance or exemption from another county with criminal record and exemption authority pursuant to these sections.
(B) With respect to notifications issued by the Department of Justice pursuant to Section 11105.2 of the Penal Code concerning an individual whose criminal record clearance was originally processed by a county child welfare agency with criminal record clearance and exemption authority, the Department of Justice shall process a request from a county child welfare agency with criminal record and exemption authority to receive the notice only if all of the following conditions are met:
(i) The request shall be submitted to the Department of Justice by the agency to be substituted to receive the notification.
(ii) The request shall be for the same applicant type as the type for which the original clearance was obtained.
(iii) The request shall contain all prescribed data elements and format protocols pursuant to a written agreement between the State Department of Social Services and the Department of Justice.
(i) The full criminal record obtained for purposes of this section may be used by the department or by a licensed adoption agency as a clearance required for adoption purposes.
(j) If a licensee or facility is required by law to deny employment or to terminate employment of any employee based on written notification from the state department that the employee has a prior criminal conviction or is determined unsuitable for employment under Section 1558, the licensee or facility shall not incur civil liability or unemployment insurance liability as a result of that denial or termination.
(k) The State Department of Social Services may charge a fee for the costs of processing electronic fingerprint images and related information.
(l) Amendments to this section made in the 1999 portion of the 1999–2000 Regular Session shall be implemented commencing 60 days after the effective date of the act amending this section in the 1999 portion of the 1999–2000 Regular Session, except that those provisions for the submission of fingerprints for searching the records of the Federal Bureau of Investigation shall be implemented 90 days after the effective date of that act.
(Amended by Stats. 2014, Ch. 824, Sec. 1. Effective January 1, 2015.)

Health & Safety Code § 1529.2

(a) In addition to the foster parent training provided by community colleges, foster family agencies shall provide a program

of training for their certified foster families.
(b) (1) Every licensed foster parent shall complete a minimum of 12 hours of foster parent training, as prescribed in paragraph (3), before the placement of any foster children with the foster parent. In addition, a foster parent shall complete a minimum of eight hours of foster parent training annually, as prescribed in paragraph (4). No child shall be placed in a foster family home unless these requirements are met by the persons in the home who are serving as the foster parents.
(2) (A) Upon the request of the foster parent for a hardship waiver from the postplacement training requirement or a request for an extension of the deadline, the county may, at its option, on a case-by-case basis, waive the postplacement training requirement or extend any established deadline for a period not to exceed one year, if the postplacement training requirement presents a severe and unavoidable obstacle to continuing as a foster parent. Obstacles for which a county may grant a hardship waiver or extension are:
(i) Lack of access to training due to the cost or travel required.
(ii) Family emergency.
(B) Before a waiver or extension may be granted, the foster parent should explore the opportunity of receiving training by video or written materials.
(3) The initial preplacement training shall include, but not be limited to, training courses that cover all of the following:
(A) An overview of the child protective system.
(B) The effects of child abuse and neglect on child development.
(C) Positive discipline and the importance of self-esteem.
(D) Health issues in foster care.
(E) Accessing education and health services available to foster children.
(F) The right of a foster child to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
(G) Instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.
(H) Basic instruction on the existing laws and procedures regarding the safety of foster youth at school and the ensuring of a harassment and violence free school environment contained in the California Student Safety and Violence Prevention Act of 2000 (Article 3.6 (commencing with Section 32228) of Chapter 2 of Part 19 of Division 1 of Title 1 of the Education Code).
(4) The postplacement annual training shall include, but not be limited to, training courses that cover all of the following:
(A) Age-appropriate child development.
(B) Health issues in foster care.
(C) Positive discipline and the importance of self-esteem.
(D) Emancipation and independent living skills if a foster parent is caring for youth.
(E) The right of a foster child to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
(F) Instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.
(5) Foster parent training may be attained through a variety of sources, including community colleges, counties, hospitals, foster parent associations, the California State Foster Parent Association's Conference, adult schools, and certified foster parent instructors.
(6) A candidate for placement of foster children shall submit a certificate of training to document completion of the training requirements. The certificate shall be submitted with the initial consideration for placements and provided at the time of the annual visit by the licensing agency thereafter.
(c) Nothing in this section shall preclude a county from requiring county-provided preplacement or postplacement foster parent training in excess of the requirements in this section.

Health & Safety Code § 1596.750

"Child day care facility" means a facility that provides nonmedical care to children under 18 years of age in need of personal services, supervision, or assistance essential for sustaining the activities of daily living or for the protection of the individual on less than a 24-hour basis. Child day care facility includes day care centers, employer-sponsored child care

centers, and family day care homes.

Health & Safety Code § 1596.78

(a) "Family day care home" means a home that regularly provides care, protection, and supervision for 14 or fewer children, in the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away, and is either a large family day care home or a small family day care home.
(b) "Large family day care home" means a home that provides family day care for 7 to 14 children, inclusive, including children under the age of 10 years who reside at the home, as set forth in Section 1597.465 and as defined in regulations.
(c) "Small family day care home" means a home that provides family day care for eight or fewer children, including children under the age of 10 years who reside at the home, as set forth in Section 1597.44 and as defined in regulations.

Health & Safety Code § 115921(c)

(c) "Enclosure" means a fence, wall, or other barrier that isolates a swimming pool from access to the home.

Health & Safety Code § 115922(a)(2)

(2) The pool shall incorporate removable mesh pool fencing that meets American Society for Testing and Materials (ASTM) Specifications F 2286 standards in conjunction with a gate that is self-closing and self-latching and can accommodate a key lockable device.

Health & Safety Code § 115923

An enclosure shall have all of the following characteristics:
(a) Any access gates through the enclosure open away from the swimming pool, and are self-closing with a self-latching device placed no lower than 60 inches above the ground.
(b) A minimum height of 60 inches.
(c) A maximum vertical clearance from the ground to the bottom of the enclosure of two inches.
(d) Gaps or voids, if any, do not allow passage of a sphere equal to or greater than four inches in diameter.
(e) An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over.

Penal Code

Penal Code § 11165.5

As used in this article, the term "abuse or neglect in out-of-home care" includes physical injury or death inflicted upon a child by another person by other than accidental means, sexual abuse as defined in Section 11165.1, neglect as defined in Section 11165.2, unlawful corporal punishment or injury as defined in Section 11165.4, or the willful harming or injuring of a child or the endangering of the person or health of a child, as defined in Section 11165.3, where the person responsible for the child's welfare is a licensee, administrator, or employee of any facility licensed to care for children, or an administrator or employee of a public or private school or other institution or agency. "Abuse or neglect in out-of-home care" does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

(Amended by Stats. 2007, Ch. 393, Sec. 1. Effective January 1, 2008.)

Penal Code § 11165.6

As used in this article, the term "child abuse or neglect" includes physical injury or death inflicted by other than accidental means upon a child by another person, sexual abuse as defined in Section 11165.1, neglect as defined in Section 11165.2, the willful harming or injuring of a child or the endangering of the person or health of a child, as defined in

Section 11165.3, and unlawful corporal punishment or injury as defined in Section 11165.4. “Child abuse or neglect” does not include a mutual affray between minors. “Child abuse or neglect” does not include an injury caused by reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment as a peace officer.

Welfare and Institution Code

Welf. & Inst. Code § 319

(a) At the initial petition hearing, the court shall examine the child’s parents, guardians, or other persons having relevant knowledge and hear the relevant evidence as the child, the child’s parents or guardians, the petitioner, or their counsel desires to present. The court may examine the child, as provided in Section 350.
(b) The social worker shall report to the court on the reasons why the child has been removed from the parent’s physical custody, the need, if any, for continued detention, the available services and the referral methods to those services that could facilitate the return of the child to the custody of the child’s parents or guardians, and whether there are any relatives who are able and willing to take temporary physical custody of the child. The court shall order the release of the child from custody unless a prima facie showing has been made that the child comes within Section 300, the court finds that continuance in the parent’s or guardian’s home is contrary to the child’s welfare, and any of the following circumstances exist:
(1) There is a substantial danger to the physical health of the child or the child is suffering severe emotional damage, and there are no reasonable means by which the child’s physical or emotional health may be protected without removing the child from the parent’s or guardian’s physical custody.
(2) There is substantial evidence that a parent, guardian, or custodian of the child is likely to flee the jurisdiction of the court.
(3) The child has left a placement in which he or she was placed by the juvenile court.
(4) The child indicates an unwillingness to return home, if the child has been physically or sexually abused by a person residing in the home.
(c) If the matter is continued pursuant to Section 322 or for any other reason, the court shall find that the continuance of the child in the parent’s or guardian’s home is contrary to the child’s welfare at the initial petition hearing or order the release of the child from custody.
(d) (1) The court shall also make a determination on the record, referencing the social worker’s report or other evidence relied upon, as to whether reasonable efforts were made to prevent or eliminate the need for removal of the child from his or her home, pursuant to subdivision (b) of Section 306, and whether there are available services that would prevent the need for further detention. Services to be considered for purposes of making this determination are case management, counseling, emergency shelter care, emergency in-home caretakers, out-of-home respite care, teaching and demonstrating homemakers, parenting training, transportation, and any other child welfare services authorized by the State Department of Social Services pursuant to Chapter 5 (commencing with Section 16500) of Part 4 of Division 9. The court shall also review whether the social worker has considered whether a referral to public assistance services pursuant to Chapter 2 (commencing with Section 11200) and Chapter 7 (commencing with Section 14000) of Part 3, Chapter 1 (commencing with Section 17000) of Part 5, and Chapter 10 (commencing with Section 18900) of Part 6 of Division 9 would have eliminated the need to take temporary custody of the child or would prevent the need for further detention.
(2) If the child can be returned to the custody of his or her parent or guardian through the provision of those services, the court shall place the child with his or her parent or guardian and order that the services shall be provided. If the child cannot be returned to the physical custody of his or her parent or guardian, the court shall determine if there is a relative who is able and willing to care for the child, and has been assessed pursuant to paragraph (1) of subdivision (d) of Section 309.
(3) In order to preserve the bond between the child and the parent and to facilitate family reunification, the court shall consider whether the child can be returned to the custody of his or her parent who is enrolled in a certified substance abuse treatment facility that allows a dependent child to reside with his or her parent. The fact that the parent is enrolled in a certified substance abuse treatment facility that allows a dependent child to reside with his or her parent shall not be, for that reason alone, prima facie evidence of substantial danger. The court shall specify the factual basis for its conclusion that the return of the child to the custody of his or her parent would pose a substantial danger or would not pose a substantial danger to the physical health, safety, protection, or physical or emotional well-being of the child.
(e) If a court orders a child detained, the court shall state the facts on which the decision is based, specify why the initial

removal was necessary, reference the social worker's report or other evidence relied upon to make its determination whether continuance in the home of the parent or legal guardian is contrary to the child's welfare, order temporary placement and care of the child to be vested with the county child welfare department pending the hearing held pursuant to Section 355 or further order of the court, and order services to be provided as soon as possible to reunify the child and his or her family if appropriate.
(f) (1) If the child is not released from custody, the court may order that the child shall be placed in the assessed home of a relative, in an emergency shelter or other suitable licensed place, in a place exempt from licensure designated by the juvenile court, or in the assessed home of a nonrelative extended family member as defined in Section 362.7 for a period not to exceed 15 judicial days. A runaway and homeless youth shelter licensed by the State Department of Social Services pursuant to Section 1502.35 of the Health and Safety Code shall not be a placement option pursuant to this section.
(2) As used in this section, "relative" means an adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words "great," "great-great," or "grand," or the spouse of any of these persons, even if the marriage was terminated by death or dissolution. However, only the following relatives shall be given preferential consideration for placement of the child: an adult who is a grandparent, aunt, uncle, or sibling of the child.
(3) The court shall consider the recommendations of the social worker based on the assessment pursuant to paragraph (1) of subdivision (d) of Section 309 of the relative's home, including the results of a criminal records check and prior child abuse allegations, if any, prior to ordering that the child be placed with a relative. The court shall order the parent to disclose to the social worker the names, residences, and any known identifying information of any maternal or paternal relatives of the child. The social worker shall initiate the assessment pursuant to Section 361.3 of any relative to be considered for continuing placement.
(g) (1) At the initial hearing upon the petition filed in accordance with subdivision (c) of Rule 5.520 of the California Rules of Court or anytime thereafter up until the time that the minor is adjudged a dependent child of the court or a finding is made dismissing the petition, the court may temporarily limit the right of the parent or guardian to make educational or developmental services decisions for the child and temporarily appoint a responsible adult to make educational or developmental services decisions for the child if all of the following conditions are found:
(A) The parent or guardian is unavailable, unable, or unwilling to exercise educational or developmental services rights for the child.
(B) The county placing agency has made diligent efforts to locate and secure the participation of the parent or guardian in educational or developmental services decisionmaking.
(C) The child's educational and developmental services needs cannot be met without the temporary appointment of a responsible adult.
(2) If the court limits the parent's educational rights under this subdivision, the court shall determine whether there is a responsible adult who is a relative, nonrelative extended family member, or other adult known to the child and who is available and willing to serve as the child's educational representative before appointing an educational representative or surrogate who is not known to the child.
(3) If the court cannot identify a responsible adult to make educational decisions for the child and the appointment of a surrogate parent, as defined in subdivision (a) of Section 56050 of the Education Code, is not warranted, the court may, with the input of any interested person, make educational decisions for the child. If the child is receiving services from a regional center, the provision of any developmental services related to the court's decision must be consistent with the child's individual program plan and pursuant to the provisions of the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500)). If the court cannot identify a responsible adult to make developmental services decisions for the child, the court may, with the input of any interested person, make developmental services decisions for the child. If the court makes educational or developmental services decisions for the child, the court shall also issue appropriate orders to ensure that every effort is made to identify a responsible adult to make future educational or developmental services decisions for the child.
(4) Any temporary appointment of a responsible adult and temporary limitation on the right of the parent or guardian to make educational or developmental services decisions for the child shall be specifically addressed in the court order. Any order made under this section shall expire at the conclusion of the hearing held pursuant to Section 361 or upon dismissal of the petition. Upon the entering of disposition orders, any additional needed limitation on the parent's or guardian's educational or developmental services rights shall be addressed pursuant to Section 361.
(5) Nothing in this section in any way removes the obligation to appoint surrogate parents for students with disabilities who are without parental representation in special education procedures as required by state and federal law, including Section 1415(b)(2) of Title 20 of the United States Code, Section 56050 of the Education Code, Section 7579.5 of the Government Code, and Rule 5.650 of the California Rules of Court.

(6) If the court appoints a developmental services decisionmaker pursuant to this section, he or she shall have the authority to access the child's information and records pursuant to subdivision (u) of Section 4514 and subdivision (y) of Section 5328, and to act on the child's behalf for the purposes of the individual program plan process pursuant to Sections 4646, 4646.5, and 4648 and the fair hearing process pursuant to Chapter 7 (commencing with Section 4700), and as set forth in the court order.
(Amended by Stats. 2014, Ch. 219, Sec. 1. Effective January 1, 2015.)

Welf. & Inst. Code § 361.4

(a) Prior to placing a child in the home of a relative, or the home of any prospective guardian or other person who is not a licensed or certified foster parent, the county social worker shall visit the home to ascertain the appropriateness of the placement.
(b) (1) Whenever a child may be placed in the home of a relative, or the home of any prospective guardian or other person who is not a licensed or certified foster parent, the court or county social worker placing the child shall cause a state-level criminal records check to be conducted by an appropriate government agency through the California Law Enforcement Telecommunications System (CLETS) pursuant to Section 16504.5. The criminal records check shall be conducted with regard to all persons over 18 years of age living in the home, and on any other person over 18 years of age, other than professionals providing professional services to the child, known to the placing entity who may have significant contact with the child, including any person who has a familial or intimate relationship with any person living in the home. A criminal records check may be conducted pursuant to this section on any person over 14 years of age living in the home who the county social worker believes may have a criminal record. Within 10 calendar days following the criminal records check conducted through the California Law Enforcement Telecommunications System, the social worker shall ensure that a fingerprint clearance check of the relative and any other person whose criminal record was obtained pursuant to this subdivision is initiated through the Department of Justice to ensure the accuracy of the criminal records check conducted through the California Law Enforcement Telecommunications System and shall review the results of any criminal records check to assess the safety of the home. The Department of Justice shall forward fingerprint requests for federal-level criminal history information to the Federal Bureau of Investigation pursuant to this section.
(2) An identification card from a foreign consulate or foreign passport shall be considered a valid form of identification for conducting a criminal records check and fingerprint clearance check under this subdivision and under subdivision (c).
(c) Whenever a child may be placed in the home of a relative, or a prospective guardian or other person who is not a licensed or certified foster parent, the county social worker shall cause a check of the Child Abuse Central Index pursuant to subdivision (a) of Section 11170 of the Penal Code to be requested from the Department of Justice. The Child Abuse Central Index check shall be conducted on all persons over 18 years of age living in the home. For any application received on or after January 1, 2008, if any person in the household is 18 years of age or older and has lived in another state in the preceding five years, the county social worker shall check the other state's child abuse and neglect registry to the extent required by federal law.
(d) (1) If the results of the California and federal criminal records check indicates that the person has no criminal record, the county social worker and court may consider the home of the relative, prospective guardian, or other person who is not a licensed or certified foster parent for placement of a child.
(2) If the criminal records check indicates that the person has been convicted of a crime that the Director of Social Services cannot grant an exemption for under Section 1522 of the Health and Safety Code, the child shall not be placed in the home. If the criminal records check indicates that the person has been convicted of a crime that the Director of Social Services may grant an exemption for under Section 1522 of the Health and Safety Code, the child shall not be placed in the home unless a criminal records exemption has been granted by the county, based on substantial and convincing evidence to support a reasonable belief that the person with the criminal conviction is of such good character as to justify the placement and not present a risk of harm to the child pursuant to paragraph (3).
(3) (A) A county may issue a criminal records exemption only if that county has been granted permission by the Director of Social Services to issue criminal records exemptions. The county may file a request with the Director of Social Services seeking permission for the county to establish a procedure to evaluate and grant appropriate individual criminal records exemptions for persons described in subdivision (b). The director shall grant or deny the county's request within 14 days of receipt. The county shall evaluate individual criminal records in accordance with the standards and limitations set forth in paragraph (1) of subdivision (g) of Section 1522 of the Health and Safety Code, and in no event shall the county place a child in the home of a person who is ineligible for an exemption under that provision.

(B) The department shall monitor county implementation of the authority to grant an exemption under this paragraph to ensure that the county evaluates individual criminal records and allows or disallows placements according to the standards set forth in paragraph (1) of subdivision (g) of Section 1522 of the Health and Safety Code.
(4) The department shall conduct an evaluation of the implementation of paragraph (3) through random sampling of county exemption decisions.
(5) The State Department of Social Services shall not evaluate or grant criminal records exemption requests for persons described in subdivision (b), unless the exemption request is made by an Indian tribe pursuant to subdivision (f).
(6) If a county has not requested, or has not been granted, permission by the State Department of Social Services to establish a procedure to evaluate and grant criminal records exemptions, the county shall not place a child into the home of a person described in subdivision (b) if any person residing in the home has been convicted of a crime other than a minor traffic violation, except as provided in subdivision (f).
(e) Nothing in this section shall preclude a county from conducting a criminal background check that the county is otherwise authorized to conduct using fingerprints.
(f) The State Department of Social Services shall evaluate a request from an Indian tribe to exempt a crime that is exemptible under Section 1522 of the Health and Safety Code, if needed, to allow placement into an Indian home that the tribe has designated for placement under the federal Indian Child Welfare Act (25 U.S.C. Sec. 1901 et seq.). However, if the county with jurisdiction over the child that is the subject of the tribe's request has established an approved procedure pursuant to paragraph (3) of subdivision (d), the tribe may request that the county evaluate the exemption request. Once a tribe has elected to have the exemption request reviewed by either the State Department of Social Services or the county, the exemption decision may only be made by that entity. Nothing in this subdivision limits the duty of a county social worker to evaluate the home for placement or to gather information needed to evaluate an exemption request.
(Amended by Stats. 2014, Ch. 772, Sec. 10. Effective January 1, 2015.)

Welf. & Inst. Code § 362.04

(a) For purposes of this section:
(1) "Caregiver" means any licensed certified foster parent, approved relative caregiver, or approved nonrelative extended family member, or approved resource family.
(2) "Reasonable and prudent parent" or "reasonable and prudent parent standard" means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interest.
(3) "Short term" means no more than 24 consecutive hours.
(b) Every caregiver may arrange for occasional short-term babysitting of their foster child and allow individuals to supervise the foster child for the purposes set forth in Section 362.05, or on occasions, including, but not limited to, when the foster parent has a medical or other health care appointment, grocery or other shopping, personal grooming appointments, special occasions for the foster parents, foster parent training classes, school-related meetings (such as parent-teacher conferences), business meetings, adult social gatherings, or an occasional evening out by the foster parent.
(c) Caregivers shall use a reasonable and prudent parent standard in determining and selecting appropriate babysitters for occasional short-term use.
(d) The caregiver shall endeavor to provide the babysitter with the following information before leaving the child for purposes of short-term care:
(1) Information about the child's emotional, behavioral, medical or physical conditions, if any, necessary to provide care for the child during the time the foster child is being supervised by the babysitter.
(2) Any medication that should be administered to the foster child during the time the foster child is being supervised by the babysitter.
(3) Emergency contact information that is valid during the time the foster child is being supervised by the babysitter.
(e) Babysitters selected by the caregiver to provide occasional short-term care to a foster child under the provisions of this section shall be exempt from any department regulation requiring health screening or cardiopulmonary resuscitation certification or training.
(f) Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section. Policies that are not consistent with this section include those that are incompatible with, contradictory to, or more restrictive than this section.
(Amended by Stats. 2014, Ch. 772, Sec. 11. Effective January 1, 2015.)

Welf. & Inst. Code § 362.05

(a) Every child adjudged a dependent child of the juvenile court shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. No state or local regulation or policy may prevent, or create barriers to, participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to dependent children have policies consistent with this section and that those agencies promote and protect the ability of dependent children to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity in consideration of the child's age, maturity, and developmental level.
(b) A group home administrator or a facility manager, or his or her responsible designee, is encouraged to consult with social work or treatment staff members who are most familiar with the child at the group home in applying and using the reasonable and prudent parent standard.

Welf. & Inst. Code § 362.7

When the home of a nonrelative extended family member is being considered for placement of a child, the home shall be evaluated, and approval of that home shall be granted or denied, pursuant to the same standards set forth in the regulations for the licensing of foster family homes that prescribe standards of safety and sanitation for the physical plant and standards for basic personal care, supervision, and services provided by the caregiver.
A "nonrelative extended family member" is defined as an adult caregiver who has an established familial relationship with a relative of the child, as defined in paragraph (2) of subdivision (c) of Section 361.3, or a familial or mentoring relationship with the child. The county welfare department shall verify the existence of a relationship through interviews with the parent and child or with one or more third parties. The parties may include relatives of the child, teachers, medical professionals, clergy, neighbors, and family friends.
(Amended by Stats. 2013, Ch. 294, Sec. 1. Effective January 1, 2014.)

Welf. & Inst. Code § 727

(a) (1) If a minor or nonminor is adjudged a ward of the court on the ground that he or she is a person described by Section 601 or 602, the court may make any reasonable orders for the care, supervision, custody, conduct, maintenance, and support of the minor or nonminor, including medical treatment, subject to further order of the court.
(2) In the discretion of the court, a ward may be ordered to be on probation without supervision of the probation officer. The court, in so ordering, may impose on the ward any and all reasonable conditions of behavior as may be appropriate under this disposition. A minor or nonminor who has been adjudged a ward of the court on the basis of the commission of any of the offenses described in subdivision (b) or paragraph (2) of subdivision (d) of Section 707, Section 459 of the Penal Code, or subdivision (a) of Section 11350 of the Health and Safety Code, shall not be eligible for probation without supervision of the probation officer. A minor or nonminor who has been adjudged a ward of the court on the basis of the commission of any offense involving the sale or possession for sale of a controlled substance, except misdemeanor offenses involving marijuana, as specified in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, or of an offense in violation of Section 32625 of the Penal Code, shall be eligible for probation without supervision of the probation officer only when the court determines that the interests of justice would best be served and states reasons on the record for that determination.
(3) In all other cases, the court shall order the care, custody, and control of the minor or nonminor to be under the supervision of the probation officer who may place the minor or nonminor in any of the following:
(A) The approved home of a relative or the approved home of a nonrelative, extended family member, as defined in Section 362.7. If a decision has been made to place the minor in the home of a relative, the court may authorize the relative to give legal consent for the minor's medical, surgical, and dental care and education as if the relative caretaker were the custodial parent of the minor.
(B) The approved home of a resource family as defined in Section 16519.5.
(C) A suitable licensed community care facility, except a runaway and homeless youth shelter licensed by the State Department of Social Services pursuant to Section 1502.35 of the Health and Safety Code.

(D) With a foster family agency to be placed in a suitable licensed foster family home or certified family home that has been certified by the agency as meeting licensing standards.
(E) (i) Every minor adjudged a ward of the juvenile court who is residing in a placement as defined in subparagraphs (A) to (D), inclusive, shall be entitled to participate in age-appropriate extracurricular, enrichment, and social activities. A state or local regulation or policy shall not prevent, or create barriers to, participation in those activities. Each state and local entity shall ensure that private agencies that provide foster care services to wards have policies consistent with this section and that those agencies promote and protect the ability of wards to participate in age-appropriate extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver, as defined in paragraph (1) of subdivision (a) of Section 362.04, shall use a reasonable and prudent parent standard, as defined in paragraph (2) of subdivision (a) of Section 362.04, in determining whether to give permission for a minor residing in foster care to participate in extracurricular, enrichment, and social activities. A group home administrator, a facility manager, or his or her responsible designee, and a caregiver shall take reasonable steps to determine the appropriateness of the activity taking into consideration the minor's age, maturity, and developmental level.
(ii) A group home administrator or a facility manager, or his or her responsible designee, is encouraged to consult with social work or treatment staff members who are most familiar with the minor at the group home in applying and using the reasonable and prudent parent standard.
(F) For nonminors, an approved supervised independent living setting as defined in Section 11400, including a residential housing unit certified by a licensed transitional housing placement provider.
(4) The minor or nonminor shall be released from juvenile detention upon an order being entered under paragraph (3), unless the court determines that a delay in the release from detention is reasonable pursuant to Section 737.
(b) (1) To facilitate coordination and cooperation among agencies, the court may, at any time after a petition has been filed, after giving notice and an opportunity to be heard, join in the juvenile court proceedings any agency that the court determines has failed to meet a legal obligation to provide services to a minor, for whom a petition has been filed under Section 601 or 602, to a nonminor, as described in Section 303, or to a nonminor dependent, as defined in subdivision (v) of Section 11400. In any proceeding in which an agency is joined, the court shall not impose duties upon the agency beyond those mandated by law. The purpose of joinder under this section is to ensure the delivery and coordination of legally mandated services to the minor. The joinder shall not be maintained for any other purpose. Nothing in this section shall prohibit agencies that have received notice of the hearing on joinder from meeting prior to the hearing to coordinate services.
(2) The court has no authority to order services unless it has been determined through the administrative process of an agency that has been joined as a party, that the minor, nonminor, or nonminor dependent is eligible for those services. With respect to mental health assessment, treatment, and case management services pursuant to Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code, the court's determination shall be limited to whether the agency has complied with that chapter.
(3) For the purposes of this subdivision, "agency" means any governmental agency or any private service provider or individual that receives federal, state, or local governmental funding or reimbursement for providing services directly to a child, nonminor, or nonminor dependent.
(c) If a minor has been adjudged a ward of the court on the ground that he or she is a person described in Section 601 or 602, and the court finds that notice has been given in accordance with Section 661, and if the court orders that a parent or guardian shall retain custody of that minor either subject to or without the supervision of the probation officer, the parent or guardian may be required to participate with that minor in a counseling or education program, including, but not limited to, parent education and parenting programs operated by community colleges, school districts, or other appropriate agencies designated by the court.
(d) The juvenile court may direct any reasonable orders to the parents and guardians of the minor who is the subject of any proceedings under this chapter as the court deems necessary and proper to carry out subdivisions (a), (b), and (c) including orders to appear before a county financial evaluation officer, to ensure the minor's regular school attendance, and to make reasonable efforts to obtain appropriate educational services necessary to meet the needs of the minor.
If counseling or other treatment services are ordered for the minor, the parent, guardian, or foster parent shall be ordered to participate in those services, unless participation by the parent, guardian, or foster parent is deemed by the court to be inappropriate or potentially detrimental to the minor.
(Amended by Stats. 2014, Ch. 772, Sec. 13.5. Effective January 1, 2015.)

Welf. & Inst. Code § 827

(a) (1) Except as provided in Section 828, a case file may be inspected only by the following:

(A) Court personnel.
(B) The district attorney, a city attorney, or city prosecutor authorized to prosecute criminal or juvenile cases under state law.
(C) The minor who is the subject of the proceeding.
(D) The minor's parents or guardian.
(E) The attorneys for the parties, judges, referees, other hearing officers, probation officers, and law enforcement officers who are actively participating in criminal or juvenile proceedings involving the minor.
(F) The county counsel, city attorney, or any other attorney representing the petitioning agency in a dependency action.
(G) The superintendent or designee of the school district where the minor is enrolled or attending school.
(H) Members of the child protective agencies as defined in Section 11165.9 of the Penal Code.
(I) The State Department of Social Services, to carry out its duties pursuant to Division 9 (commencing with Section 10000), and Part 5 (commencing with Section 7900) of Division 12, of the Family Code to oversee and monitor county child welfare agencies, children in foster care or receiving foster care assistance, and out-of-state placements, Section 10850.4, and paragraph (2).
(J) Authorized legal staff or special investigators who are peace officers who are employed by, or who are authorized representatives of, the State Department of Social Services, as necessary to the performance of their duties to inspect, license, and investigate community care facilities, and to ensure that the standards of care and services provided in those facilities are adequate and appropriate and to ascertain compliance with the rules and regulations to which the facilities are subject. The confidential information shall remain confidential except for purposes of inspection, licensing, or investigation pursuant to Chapter 3 (commencing with Section 1500) and Chapter 3.4 (commencing with Section 1596.70) of Division 2 of the Health and Safety Code, or a criminal, civil, or administrative proceeding in relation thereto. The confidential information may be used by the State Department of Social Services in a criminal, civil, or administrative proceeding. The confidential information shall be available only to the judge or hearing officer and to the parties to the case. Names that are confidential shall be listed in attachments separate to the general pleadings. The confidential information shall be sealed after the conclusion of the criminal, civil, or administrative hearings, and may not subsequently be released except in accordance with this subdivision. If the confidential information does not result in a criminal, civil, or administrative proceeding, it shall be sealed after the State Department of Social Services decides that no further action will be taken in the matter of suspected licensing violations. Except as otherwise provided in this subdivision, confidential information in the possession of the State Department of Social Services may not contain the name of the minor.
(K) Members of children's multidisciplinary teams, persons, or agencies providing treatment or supervision of the minor.
(L) A judge, commissioner, or other hearing officer assigned to a family law case with issues concerning custody or visitation, or both, involving the minor, and the following persons, if actively participating in the family law case: a family court mediator assigned to a case involving the minor pursuant to Article 1 (commencing with Section 3160) of Chapter 11 of Part 2 of Division 8 of the Family Code, a court-appointed evaluator or a person conducting a court-connected child custody evaluation, investigation, or assessment pursuant to Section 3111 or 3118 of the Family Code, and counsel appointed for the minor in the family law case pursuant to Section 3150 of the Family Code. Prior to allowing counsel appointed for the minor in the family law case to inspect the file, the court clerk may require counsel to provide a certified copy of the court order appointing him or her as the minor's counsel.
(M) A court-appointed investigator who is actively participating in a guardianship case involving a minor pursuant to Part 2 (commencing with Section 1500) of Division 4 of the Probate Code and acting within the scope of his or her duties in that case.
(N) A local child support agency for the purpose of establishing paternity and establishing and enforcing child support orders.
(O) Juvenile justice commissions as established under Section 225. The confidentiality provisions of Section 10850 shall apply to a juvenile justice commission and its members.
(P) Any other person who may be designated by court order of the judge of the juvenile court upon filing a petition.
(2) (A) Notwithstanding any other law and subject to subparagraph (A) of paragraph (3), juvenile case files, except those relating to matters within the jurisdiction of the court pursuant to Section 601 or 602, that pertain to a deceased child who was within the jurisdiction of the juvenile court pursuant to Section 300, shall be released to the public pursuant to an order by the juvenile court after a petition has been filed and interested parties have been afforded an opportunity to file an objection. Any information relating to another child or which could identify another child, except for information about the deceased, shall be redacted from the juvenile case file prior to release, unless a specific order is made by the juvenile court to the contrary. Except as provided in this paragraph, the presiding judge of the juvenile court may issue an order prohibiting or limiting access to the juvenile case file, or any portion thereof, of a deceased child only upon a showing by a preponderance of evidence that release of the juvenile case file or any portion thereof is detrimental to the safety, protection, or physical or emotional well-being of another child who is directly or indirectly connected to the juvenile case

that is the subject of the petition.
(B) This paragraph represents a presumption in favor of the release of documents when a child is deceased unless the statutory reasons for confidentiality are shown to exist.
(C) If a child whose records are sought has died, and documents are sought pursuant to this paragraph, no weighing or balancing of the interests of those other than a child is permitted.
(D) A petition filed under this paragraph shall be served on interested parties by the petitioner, if the petitioner is in possession of their identity and address, and on the custodian of records. Upon receiving a petition, the custodian of records shall serve a copy of the request upon all interested parties that have not been served by the petitioner or on the interested parties served by the petitioner if the custodian of records possesses information, such as a more recent address, indicating that the service by the petitioner may have been ineffective.
(E) The custodian of records shall serve the petition within 10 calendar days of receipt. If any interested party, including the custodian of records, objects to the petition, the party shall file and serve the objection on the petitioning party no later than 15 calendar days of service of the petition.
(F) The petitioning party shall have 10 calendar days to file any reply. The juvenile court shall set the matter for hearing no more than 60 calendar days from the date the petition is served on the custodian of records. The court shall render its decision within 30 days of the hearing. The matter shall be decided solely upon the basis of the petition and supporting exhibits and declarations, if any, the objection and any supporting exhibits or declarations, if any, and the reply and any supporting declarations or exhibits thereto, and argument at hearing. The court may solely upon its own motion order the appearance of witnesses. If no objection is filed to the petition, the court shall review the petition and issue its decision within 10 calendar days of the final day for filing the objection. Any order of the court shall be immediately reviewable by petition to the appellate court for the issuance of an extraordinary writ.
(3) Access to juvenile case files pertaining to matters within the jurisdiction of the juvenile court pursuant to Section 300 shall be limited as follows:
(A) If a juvenile case file, or any portion thereof, is privileged or confidential pursuant to any other state law or federal law or regulation, the requirements of that state law or federal law or regulation prohibiting or limiting release of the juvenile case file or any portions thereof shall prevail. Unless a person is listed in subparagraphs (A) to (O), inclusive, of paragraph (1) and is entitled to access under the other state law or federal law or regulation without a court order, all those seeking access, pursuant to other authorization, to portions of, or information relating to the contents of, juvenile case files protected under another state law or federal law or regulation, shall petition the juvenile court. The juvenile court may only release the portion of, or information relating to the contents of, juvenile case files protected by another state law or federal law or regulation if disclosure is not detrimental to the safety, protection, or physical or emotional well-being of a child who is directly or indirectly connected to the juvenile case that is the subject of the petition. This paragraph shall not be construed to limit the ability of the juvenile court to carry out its duties in conducting juvenile court proceedings.
(B) Prior to the release of the juvenile case file or any portion thereof, the court shall afford due process, including a notice of and an opportunity to file an objection to the release of the record or report to all interested parties.
(4) A juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be disseminated by the receiving agencies to any persons or agencies, other than those persons or agencies authorized to receive documents pursuant to this section. Further, a juvenile case file, any portion thereof, and information relating to the content of the juvenile case file, may not be made as an attachment to any other documents without the prior approval of the presiding judge of the juvenile court, unless it is used in connection with and in the course of a criminal investigation or a proceeding brought to declare a person a dependent child or ward of the juvenile court.
(5) Individuals listed in subparagraphs (A), (B), (C), (D), (E), (F), (H), and (I) of paragraph (1) may also receive copies of the case file. In these circumstances, the requirements of paragraph (4) shall continue to apply to the information received.
(b) (1) While the Legislature reaffirms its belief that juvenile court records, in general, should be confidential, it is the intent of the Legislature in enacting this subdivision to provide for a limited exception to juvenile court record confidentiality to promote more effective communication among juvenile courts, family courts, law enforcement agencies, and schools to ensure the rehabilitation of juvenile criminal offenders as well as to lessen the potential for drug use, violence, other forms of delinquency, and child abuse.
(2) Notwithstanding subdivision (a), written notice that a minor enrolled in a public school, kindergarten to grade 12, inclusive, has been found by a court of competent jurisdiction to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Section 290 of the Penal Code, assault or battery, larceny, vandalism, or graffiti shall be provided by the court, within seven days, to the superintendent of the school district of attendance. Written notice shall include only the offense found to have been committed by the minor and the disposition of the minor's case. This notice shall be expeditiously transmitted by the district superintendent to the principal at the school of attendance. The principal shall expeditiously disseminate the

information to those counselors directly supervising or reporting on the behavior or progress of the minor. In addition, the principal shall disseminate the information to any teacher or administrator directly supervising or reporting on the behavior or progress of the minor whom the principal believes needs the information to work with the pupil in an appropriate fashion, to avoid being needlessly vulnerable or to protect other persons from needless vulnerability.
Any information received by a teacher, counselor, or administrator under this subdivision shall be received in confidence for the limited purpose of rehabilitating the minor and protecting students and staff, and shall not be further disseminated by the teacher, counselor, or administrator, except insofar as communication with the juvenile, his or her parents or guardians, law enforcement personnel, and the juvenile's probation officer is necessary to effectuate the juvenile's rehabilitation or to protect students and staff.
An intentional violation of the confidentiality provisions of this paragraph is a misdemeanor punishable by a fine not to exceed five hundred dollars ($500).
(3) If a minor is removed from public school as a result of the court's finding described in subdivision (b), the superintendent shall maintain the information in a confidential file and shall defer transmittal of the information received from the court until the minor is returned to public school. If the minor is returned to a school district other than the one from which the minor came, the parole or probation officer having jurisdiction over the minor shall so notify the superintendent of the last district of attendance, who shall transmit the notice received from the court to the superintendent of the new district of attendance.
(c) Each probation report filed with the court concerning a minor whose record is subject to dissemination pursuant to subdivision (b) shall include on the face sheet the school at which the minor is currently enrolled. The county superintendent shall provide the court with a listing of all of the schools within each school district, within the county, along with the name and mailing address of each district superintendent.
(d) (1) Each notice sent by the court pursuant to subdivision (b) shall be stamped with the instruction: "Unlawful Dissemination Of This Information Is A Misdemeanor." Any information received from the court shall be kept in a separate confidential file at the school of attendance and shall be transferred to the minor's subsequent schools of attendance and maintained until the minor graduates from high school, is released from juvenile court jurisdiction, or reaches the age of 18 years, whichever occurs first. After that time the confidential record shall be destroyed. At any time after the date by which a record required to be destroyed by this section should have been destroyed, the minor or his or her parent or guardian shall have the right to make a written request to the principal of the school that the minor's school records be reviewed to ensure that the record has been destroyed. Upon completion of any requested review and no later than 30 days after the request for the review was received, the principal or his or her designee shall respond in writing to the written request and either shall confirm that the record has been destroyed or, if the record has not been destroyed, shall explain why destruction has not yet occurred.
(2) Except as provided in paragraph (2) of subdivision (b), no liability shall attach to any person who transmits or fails to transmit any notice or information required under subdivision (b).
(e) For purposes of this section, a "juvenile case file" means a petition filed in any juvenile court proceeding, reports of the probation officer, and all other documents filed in that case or made available to the probation officer in making his or her report, or to the judge, referee, or other hearing officer, and thereafter retained by the probation officer, judge, referee, or other hearing officer.
(f) The persons described in subparagraphs (A), (E), (F), (H), (K), (L), (M), and (N) of paragraph (1) of subdivision (a) include persons serving in a similar capacity for an Indian tribe, reservation, or tribal court when the case file involves a child who is a member of, or who is eligible for membership in, that tribe.
(Amended by Stats. 2014, Ch. 57, Sec. 1. Effective January 1, 2015.)

Welf. & Inst. Code § 10850

(a) Except as otherwise provided in this section, all applications and records concerning any individual made or kept by any public officer or agency in connection with the administration of any provision of this code relating to any form of public social services for which grants-in-aid are received by this state from the United States government shall be confidential, and shall not be open to examination for any purpose not directly connected with the administration of that program, or any investigation, prosecution, or criminal or civil proceeding conducted in connection with the administration of that program. The disclosure of any information that identifies by name or address any applicant for or recipient of these grants-in-aid to any committee or legislative body is prohibited, except as provided in subdivision (b).
(b) Except as otherwise provided in this section, no person shall publish or disclose or permit or cause to be published or disclosed any list of persons receiving public social services. Any county welfare department in this state may release lists

of applicants for, or recipients of, public social services, to any other county welfare department or the State Department of Social Services, and these lists or any other records shall be released when requested by any county welfare department or the State Department of Social Services. These lists or other records shall only be used for purposes directly connected with the administration of public social services. Except for those purposes, no person shall publish, disclose, or use or permit or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient.

(c) Any county welfare department and the State Department of Social Services shall provide any governmental entity that is authorized by law to conduct an audit or similar activity in connection with the administration of public social services, including any committee or legislative body so authorized, with access to any public social service applications and records described in subdivision (a) to the extent of the authorization. Those committees, legislative bodies, and other entities may only request or use these records for the purpose of investigating the administration of public social services, and shall not disclose the identity of any applicant or recipient except in the case of a criminal or civil proceeding conducted in connection with the administration of public social services.

(d) This section shall not prohibit the furnishing of this information to other public agencies to the extent required for verifying eligibility or for other purposes directly connected with the administration of public social services, or to county superintendents of schools or superintendents of school districts only as necessary for the administration of federally assisted programs providing assistance in cash or in-kind or services directly to individuals on the basis of need. Any person knowingly and intentionally violating this subdivision is guilty of a misdemeanor.

(e) In the context of a petition for the appointment of a conservator for a person who is receiving or has received aid from a public agency, as indicated above, or in the context of a criminal prosecution for a violation of Section 368 of the Penal Code both of the following shall apply:

(1) An adult protective services employee or ombudsman may answer truthfully at any proceeding related to the petition or prosecution, when asked if he or she is aware of information that he or she believes is related to the legal mental capacity of that aid recipient or the need for a conservatorship for that aid recipient. If the adult protective services employee or ombudsman states that he or she is aware of such information, the court may order the adult protective services employee or ombudsman to testify about his or her observations and to disclose all relevant agency records.

(2) The court may order the adult protective services employee or ombudsman to testify about his or her observations and to disclose any relevant agency records if the court has other independent reason to believe that the adult protective services employee or ombudsman has information that would facilitate the resolution of the matter.

(f) The State Department of Social Services may make rules and regulations governing the custody, use, and preservation of all records, papers, files, and communications pertaining to the administration of the laws relating to public social services under their jurisdiction. The rules and regulations shall be binding on all departments, officials and employees of the state, or of any political subdivision of the state and may provide for giving information to or exchanging information with agencies, public or political subdivisions of the state, and may provide for giving information to or exchanging information with agencies, public or private, that are engaged in planning, providing, or securing social services for or on behalf of recipients or applicants; and for making case records available for research purposes, provided that making these case records available will not result in the disclosure of the identity of applicants for or recipients of public social services and will not disclose any personal information in a manner that would link the information disclosed to the individual to whom it pertains, unless the department has complied with subdivision (t) of Section 1798.24 of the Civil Code.

(g) Any person, including every public officer and employee, who knowingly secures or possesses, other than in the course of official duty, an official list or a list compiled from official sources, published or disclosed in violation of this section, of persons who have applied for or who have been granted any form of public social services for which state or federal funds are made available to the counties is guilty of a misdemeanor.

(h) This section shall not be construed to prohibit an employee of a county welfare department from disclosing confidential information concerning a public social services applicant or recipient to a state or local law enforcement agency investigating or gathering information regarding a criminal act committed in a welfare department office, a criminal act against any county or state welfare worker, or any criminal act witnessed by any county or state welfare worker while involved in the administration of public social services at any location. Further, this section shall not be construed to prohibit an employee of a county welfare department from disclosing confidential information concerning a public social services applicant or recipient to a state or local law enforcement agency investigating or gathering information regarding a criminal act intentionally committed by the applicant or recipient against any off-duty county or state welfare worker in retaliation for an act performed in the course of the welfare worker's duty when the person committing the offense knows or reasonably should know that the victim is a state or county welfare worker. These criminal acts shall include only those that are in violation of state or local law. Disclosure of confidential information pursuant to this subdivision shall be limited to the applicant's or recipient's name, physical description, and address.

(i) The provisions of this section shall be operative only to the extent permitted by federal law and shall not apply to, but exclude, Chapter 7 (commencing with Section 14000) and Chapter 8 (commencing with Section 14200) of this division, and for which a grant-in-aid is received by this state from the United States government pursuant to Title XIX of the federal Social Security Act (42 U.S.C. Sec. 1396 et seq.).
(j) (1) Public social services, as defined in Section 10051, includes publicly funded health care services administered or supervised by the department or the State Department of Health Care Services, except that, as used in this section, it does not include the Medi-Cal program. This subdivision does not affect or alter the exclusions contained in subdivision (i) or the confidentiality provisions contained in Section 14100.2.
(2) This subdivision clarifies existing law.
(Amended by Stats. 2013, Ch. 658, Sec. 1. Effective January 1, 2014.)

Welf. & Inst. Code § 11400(t)

(t) "Whole family foster home" means a new or existing family home, approved relative caregiver or nonrelative extended family member's home, the home of a nonrelated legal guardian whose guardianship was established pursuant to Section 360 or 366.26, certified family home, or a host family home placement of a transitional housing placement provider, that provides foster care for a minor or nonminor dependent parent and his or her child, and is specifically recruited and trained to assist the minor or nonminor dependent parent in developing the skills necessary to provide a safe, stable, and permanent home for his or her child. The child of the minor or nonminor dependent parent need not be the subject of a petition filed pursuant to Section 300 to qualify for placement in a whole family foster home.

Welf. & Inst. Code § 11465

(a) When a child is living with a parent who receives AFDC-FC or Kin-GAP benefits, the rate paid to the provider on behalf of the parent shall include an amount for care and supervision of the child.
(b) For each category of eligible licensed community care facility, as defined in Section 1502 of the Health and Safety Code, the department shall adopt regulations setting forth a uniform rate to cover the cost of care and supervision of the child in each category of eligible licensed community care facility.
(c) (1) On and after July 1, 1998, the uniform rate to cover the cost of care and supervision of a child pursuant to this section shall be increased by 6 percent, rounded to the nearest dollar. The resultant amounts shall constitute the new uniform rate.
(2) (A) On and after July 1, 1999, the uniform rate to cover the cost of care and supervision of a child pursuant to this section shall be adjusted by an amount equal to the California Necessities Index computed pursuant to Section 11453, rounded to the nearest dollar. The resultant amounts shall constitute the new uniform rate, subject to further adjustment pursuant to subparagraph (B).
(B) In addition to the adjustment specified in subparagraph (A), on and after January 1, 2000, the uniform rate to cover the cost of care and supervision of a child pursuant to this section shall be increased by 2.36 percent, rounded to the nearest dollar. The resultant amounts shall constitute the new uniform rate.
(3) Subject to the availability of funds, for the 2000–01 fiscal year and annually thereafter, these rates shall be adjusted for cost of living pursuant to procedures in Section 11453.
(4) On and after January 1, 2008, the uniform rate to cover the cost of care and supervision of a child pursuant to this section shall be increased by 5 percent, rounded to the nearest dollar. The resulting amount shall constitute the new uniform rate.
(d) (1) Notwithstanding subdivisions (a) to (c), inclusive, the payment made pursuant to this section for care and supervision of a child who is living with a teen parent in a whole family foster home, as defined in Section 11400, shall equal the basic rate for children placed in a licensed or approved home as specified in subdivisions (a) to (d), inclusive, and subdivision (g), of Section 11461.
(2) The amount paid for care and supervision of a dependent infant living with a dependent teen parent receiving AFDC-FC benefits in a group home placement shall equal the infant supplement rate for group home placements.
(3) (A) The caregiver shall provide the county child welfare agency or probation department with a copy of the shared responsibility plan developed pursuant to Section 16501.25 and shall advise the county child welfare agency or probation department of any subsequent changes to the plan. Once the plan has been completed and provided to the appropriate agencies, the payment made pursuant to this section shall be increased by an additional two hundred dollars ($200) per month to reflect the increased care and supervision while he or she is placed in the whole family foster home.
(B) A nonminor dependent parent residing in a supervised independent living placement, as defined in subdivision (w) of Section 11400, who develops a written parenting support plan pursuant to Section 16501.26 shall provide the county child

welfare agency or probation department with a copy of the plan and shall advise the county child welfare agency or probation department of any subsequent changes to the plan. The payment made pursuant to this section shall be increased by an additional two hundred dollars ($200) per month after all of the following have been satisfied:
(i) The plan has been completed and provided to the appropriate county agency.
(ii) The plan has been approved by the appropriate county agency.
(iii) The county agency has determined that the identified responsible adult meets the criteria specified in Section 16501.27.
(4) In a year in which the payment provided pursuant to this section is adjusted for the cost of living as provided in paragraph (1) of subdivision (c), the payments provided for in this subdivision shall also be increased by the same procedures.
(5) A Kin-GAP relative who, immediately prior to entering the Kin-GAP program, was designated as a whole family foster home shall receive the same payment amounts for the care and supervision of a child who is living with a teen parent they received in foster care as a whole family foster home.
(6) On and after January 1, 2012, the rate paid for a child living with a teen parent in a whole family foster home as defined in Section 11400 shall also be paid for a child living with a nonminor dependent parent who is eligible to receive AFDC-FC or Kin-GAP pursuant to Section 11403.
(Amended by Stats. 2014, Ch. 770, Sec. 1. Effective January 1, 2015.)

Welf. & Inst. Code § 16001.9

(a) It is the policy of the state that all minors and nonminors in foster care shall have the following rights:
(1) To live in a safe, healthy, and comfortable home where he or she is treated with respect.
(2) To be free from physical, sexual, emotional, or other abuse, or corporal punishment.
(3) To receive adequate and healthy food, adequate clothing, and, for youth in group homes, an allowance.
(4) To receive medical, dental, vision, and mental health services.
(5) To be free of the administration of medication or chemical substances, unless authorized by a physician.
(6) To contact family members, unless prohibited by court order, and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASAs), and probation officers.
(7) To visit and contact brothers and sisters, unless prohibited by court order.
(8) To contact the Community Care Licensing Division of the State Department of Social Services or the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially, and to be free from threats or punishment for making complaints.
(9) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.
(10) To attend religious services and activities of his or her choice.
(11) To maintain an emancipation bank account and manage personal income, consistent with the child's age and developmental level, unless prohibited by the case plan.
(12) To not be locked in a room, building, or facility premises, unless placed in a community treatment facility.
(13) To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level, with minimal disruptions to school attendance and educational stability.
(14) To work and develop job skills at an age-appropriate level, consistent with state law.
(15) To have social contacts with people outside of the foster care system, including teachers, church members, mentors, and friends.
(16) To attend Independent Living Program classes and activities if he or she meets age requirements.
(17) To attend court hearings and speak to the judge.
(18) To have storage space for private use.
(19) To be involved in the development of his or her own case plan and plan for permanent placement.
(20) To review his or her own case plan and plan for permanent placement, if he or she is 12 years of age or older and in a permanent placement, and to receive information about his or her out-of-home placement and case plan, including being told of changes to the plan.
(21) To be free from unreasonable searches of personal belongings.
(22) To the confidentiality of all juvenile court records consistent with existing law.

(23) To have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.
(24) To have caregivers and child welfare personnel who have received instruction on cultural competency and sensitivity relating to, and best practices for, providing adequate care to lesbian, gay, bisexual, and transgender youth in out-of-home care.
(25) At 16 years of age or older, to have access to existing information regarding the educational options available, including, but not limited to, the coursework necessary for vocational and postsecondary educational programs, and information regarding financial aid for postsecondary education.
(26) To have access to age-appropriate, medically accurate information about reproductive health care, the prevention of unplanned pregnancy, and the prevention and treatment of sexually transmitted infections at 12 years of age or older.
(b) Nothing in this section shall be interpreted to require a foster care provider to take any action that would impair the health and safety of children in out-of-home placement.
(c) The State Department of Social Services and each county welfare department are encouraged to work with the Student Aid Commission, the University of California, the California State University, and the California Community Colleges to receive information pursuant to paragraph (23) of subdivision (a).
(Amended by Stats. 2013, Ch. 338, Sec. 2. Effective January 1, 2014.)

Welf. & Inst. Code § 16010

(a) When a child is placed in foster care, the case plan for each child recommended pursuant to Section 358.1 shall include a summary of the health and education information or records, including mental health information or records, of the child. The summary may be maintained in the form of a health and education passport, or a comparable format designed by the child protective agency. The health and education summary shall include, but not be limited to, the names and addresses of the child's health, dental, and education providers; the child's grade level performance; the child's school record; assurances that the child's placement in foster care takes into account proximity to the school in which the child is enrolled at the time of placement; the number of school transfers the child has already experienced; the child's educational progress, as demonstrated by factors, including, but not limited to, academic proficiency scores; credits earned toward graduation; a record of the child's immunizations and allergies; the child's known medical problems; the child's current medications, past health problems, and hospitalizations; a record of the child's relevant mental health history; the child's known mental health condition and medications; and any other relevant mental health, dental, health, and education information concerning the child determined to be appropriate by the Director of Social Services. The health and education summary may also include the name and contact information for the educational liaison, as described in subdivision (b) of Section 48853.5 of the Education Code, of the child's local educational agency. If any other law imposes more stringent information requirements, then that section shall prevail.
(b) Additionally, a court report or assessment required pursuant to subdivision (g) of Section 361.5, Section 366.1, subdivision (d) of Section 366.21, or subdivision (c) of Section 366.22 shall include a copy of the current health and education summary described in subdivision (a). With respect to a nonminor dependent, as described in subdivision (v) of Section 11400, a copy of the current health and education summary shall be included in the court report only if and when the nonminor dependent consents in writing to its inclusion.
(c) As soon as possible, but not later than 30 days after initial placement of a child into foster care, the child protective agency shall provide the caregiver with the child's current health and education summary as described in subdivision (a). For each subsequent placement of a child or nonminor dependent, the child protective agency shall provide the caregiver with a current summary as described in subdivision (a) within 48 hours of the placement. With respect to a nonminor dependent, as described in subdivision (v) of Section 11400, the social worker or probation officer shall advise the young adult of the social worker's or probation officer's obligation to provide the health and education summary to the new caregiver and the court, and shall discuss with the youth the benefits and liabilities of sharing that information.
(d) (1) Notwithstanding Section 827 or any other law, the child protective agency may disclose any information described in this section to a prospective caregiver or caregivers prior to placement of a child if all of the following requirements are met:
(A) The child protective agency intends to place the child with the prospective caregiver or caregivers.
(B) The prospective caregiver or caregivers are willing to become the adoptive parent or parents of the child.
(C) The prospective caregiver or caregivers have an approved adoption assessment or home study, a foster family home license, certification by a licensed foster family agency, or approval pursuant to the requirements in Sections 361.3 and 361.4.

(2) In addition to the information required to be provided under this section, the child protective agency may disclose to the prospective caregiver specified in paragraph (1), placement history or underlying source documents that are provided to adoptive parents pursuant to subdivisions (a) and (b) of Section 8706 of the Family Code.
(e) The child's caregiver shall be responsible for obtaining and maintaining accurate and thorough information from physicians and educators for the child's summary as described in subdivision (a) during the time that the child is in the care of the caregiver. On each required visit, the child protective agency or its designee family foster agency shall inquire of the caregiver whether there is any new information that should be added to the child's summary as described in subdivision (a). The child protective agency shall update the summary with the information as appropriate, but not later than the next court date or within 48 hours of a change in placement. The child protective agency or its designee family foster agency shall take all necessary steps to assist the caregiver in obtaining relevant health and education information for the child's health and education summary as described in subdivision (a). The caregiver of a nonminor dependent, as described in subdivision (v) of Section 11400, is not responsible for obtaining and maintaining the nonminor dependent's health and educational information, but may assist the nonminor dependent with any recordkeeping that the nonminor requests of the caregiver.
(f) At the initial hearing, the court shall direct each parent to provide to the child protective agency complete medical, dental, mental health, and educational information, and medical background, of the child and of the child's mother and the child's biological father if known. The Judicial Council shall create a form for the purpose of obtaining health and education information from the child's parents or guardians at the initial hearing. The court shall determine at the hearing held pursuant to Section 358 whether the medical, dental, mental health, and educational information has been provided to the child protective agency.

Welf. & Inst. Code § 16501(b)

(b) As used in this chapter, "respite care" means temporary care for periods not to exceed 72 hours. This care may be provided to the child's parents or guardians. This care shall not be limited by regulation to care over 24 hours. These services shall not be provided for the purpose of routine, ongoing child care.

Welf. & Inst. Code § 16501.25(b)

(b) (1) When the child of a teen parent is not subject to the jurisdiction of the dependency court but is in the full or partial physical custody of the teen parent, a written shared responsibility plan shall be developed. The plan shall be developed between the teen parent, caregiver, and a representative of the county child welfare agency or probation department, and in the case of a certified home, a representative of the agency providing direct and immediate supervision to the caregiver. Additional input may be provided by any individuals identified by the teen parent, the other parent of the child, if appropriate, and other extended family members. The plan shall be developed as soon as is practicably possible. However, if one or more of the above stakeholders are not available to participate in the creation of the plan within the first 30 days of the teen parent's placement, the teen parent and caregiver may enter into a plan for the purposes of fulfilling the requirements of subparagraph (A) of paragraph (3) of subdivision (d) of Section 11465, which may be modified at a later time when the other individuals become available.

Vehicle Code

Vehicle Code § 15620

(a) A parent, legal guardian, or other person responsible for a child who is 6 years of age or younger may not leave that child inside a motor vehicle without being subject to the supervision of a person who is 12 years of age or older, under either of the following circumstances:
(1) Where there are conditions that present a significant risk to the child's health or safety.
(2) When the vehicle's engine is running or the vehicle's keys are in the ignition, or both.
(b) A violation of subdivision (a) is an infraction punishable by a fine of one hundred dollars ($100), except that the court may reduce or waive the fine if the defendant establishes to the satisfaction of the court that he or she is economically disadvantaged and the court, instead, refers the defendant to a community education program that includes education on the dangers of leaving young children unattended in motor vehicles, and provides certification of completion of that program. Upon completion of that program, the defendant shall provide that certification to the court. The court may, at its discretion, require any defendant described in this section to attend an education program on the dangers of leaving young children unattended in motor vehicles.
(c) Nothing in this section shall preclude prosecution under both this section and Section 192 of the Penal Code, or Section 273a of that code, or any other provision of law.
(d) (1) Subdivision (b) and Section 40000.1 do not apply if an unattended child is injured or medical services are rendered on that child because of a violation described in subdivision (a).
(2) Nothing in this subdivision precludes prosecution under any other provision of law.

Resource Family Approval Forms----------Exhibit-A-2

CHILD'S/NMD'S NAME: _____ CASE # _____

APPLICANT'S NAME: _____ CHILD'S/NMD'S DOB: _____

RESOURCE FAMILY APPROVAL CRIMINAL BACKGROUND CHECKLIST

			Temporary Placement (W&IC 16519.5(e)(5) (A) and (B))		Live Scan Submitted (W&IC 16519.5 (d)(1)(A)(i) and (ii))			Live Scan Received (W&IC 16519.5 (d)(1)(A)(i) and ii))			Rapback			ICT	Exemptions (W&IC 16519.5 (d)(c)(A)(iii))		
Megan's Law Check/Date	Established Presence In Home	CWS/CMS	CLETS	CACI	DOJ	FBI	CACI	DOJ	FBI	CACCI	OTHER	DMV	Established	Effective Date Approved by DOJ	Exemption Requested by Applicant	Exemption Approved	Exemption Denied
Applicant(s)	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
Other Adult(s)																	
Adult(s) w/Significant Contact																	

CHILD'S/NMD'S NAME: _____ CASE # _____

APPLICANT'S NAME: _____ CHILD'S/NMD'S DOB: _____

RESOURCE FAMILY APPROVAL OUT-OF-STATE CHILD ABUSE REGISTRY CHECKLIST

	Resided Outside CA Within Last 5 Years		If Yes, Name of Other State(s)	Is Registry Maintained by Other State(s)?		If Yes, Date Requested Other State(s) Info	Date Received Other State(s) Info	Cleared (Date)	Not Cleared (Date)
Applicant(s)	YES	NO		YES	NO				
Other Adult(s)									
Adult(s) w/Significant Contact									
afsdfdas									
uuu									

RESOURCE FAMILY APPROVAL CRIMINAL RECORD STATEMENT

CONFIDENTIAL DOCUMENT -- FOR COUNTY USE ONLY

Instructions: Each Resource Family applicant and adult residing in the home must complete this Criminal Record Statement.

I. OUT-OF-STATE DISCLOSURE

- **Have you lived in a state other than California within the last five years?** ☐ YES ☐ NO

  If YES, identify each state: _____

II. CRIMINAL RECORD STATEMENT

- **Have you ever been convicted of a crime in California?** *You need not disclose any marijuana-related offenses covered by the marijuana reform legislation codified in Health and Safety Code sections 11361.5 and 11361.7.* ☐ YES ☐ NO

- **Have you ever been convicted of a crime in another state, federal court, military, or a jurisdiction outside of the U.S.?** *Criminal convictions from another state or federal court are considered the same as criminal convictions in California.* ☐ YES ☐ NO

- **Have you ever been arrested for a crime against a child or for spousal/cohabitant abuse?** ☐ YES ☐ NO

If YES, give details on a separate page indicating the nature and circumstances of each crime, date, and location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

- It happened a long time ago;
- It was only a misdemeanor;
- You didn't have to go to court (your attorney went for you);
- You had no jail time or the sentence was only a fine or probation;
- You received a certificate of rehabilitation; or
- The conviction was later dismissed, set aside or the sentence was suspended.

NOTE: *IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) MAY RESULT IN AN EXEMPTION DENIAL, APPLICATION DENIAL, OR RESCISSION OF APPROVAL.*

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.		
NAME OF RESOURCE FAMILY:		
YOUR FULL NAME (PRINT CLEARLY):		
RESIDENCE ADDRESS (STREET, CITY, ZIP):		
SOCIAL SECURITY NUMBER (SEE PRIVACY STATEMENT):	**DATE OF BIRTH:**	**DRIVER'S LICENSE NUMBER/STATE:**
SIGNATURE:	**DATE:**	**CITY WHERE SIGNED:**

DISCLOSURE OF CRIMINAL BACKGROUND

If you have been convicted of a crime in California, another state, or in federal court, provide the following information:

What was the offense? _____

In which state and city did you commit the offense?

When did this happen? _____

Explain what happened. (Use additional paper if needed) _____

Perjury Statement - I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

SIGNATURE	CITY AND COUNTY WHERE SIGNED	DATE

PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be approved, licensed, work at, or be present at a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1568.09, 1569.17 and 1596.871; Welfare and Institutions Code section 361.4) The licensing or approval agency will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the licensing or approval agency (Civil Code section 1798 et seq.). Under the California Public Records Act, the licensing or approval agency may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

RESOURCE FAMILY RISK ASSESSMENT

RESOURCE FAMILY INFORMATION

APPLICANT'S NAME: DATE:

ASSIGNED SOCIAL WORKER:

RISK ASSESSMENT GUIDELINES

Prior to the approval of a Resource Family, the social worker shall complete a caregiver risk assessment; which, at a minimum, considers the components listed below. Results of the risk assessment shall be consistent with the factors listed in sections 16519.5(d)(1)(A-D) of the Welfare and Institutions Code (Welf. & Inst. Code).

The results of this risk assessment do not necessarily determine the final approval or disapproval of a potential resource family.

AREAS ASSESSED

☐ **Physical Health**	Comments:
☐ **Mental Health**	Comments:
☐ **Substance Use/Abuse**	Comments:
☐ **Family/Domestic Violence History**	Comments:

RESOURCE FAMILY RISK ASSESSMENT

Summary of Risk Assessment

☐ The following evaluation(s) are necessary for completion of the Resource Family Assessment Process.

_____ _____ _____

☐ Based upon an assessmemt of the information obtained, there are no presenting risk factors at the time of assessment.

SOCIAL WORKER SIGNATURE: _____ _____
MONTH/DAY/YEAR

SUPERVISOR SIGNATURE: _____ _____
MONTH/DAY/YEAR

RESOURCE FAMILY ANNUAL UPDATE

RESOURCE FAMILY INFORMATION

NAME: ASSIGNED SOCIAL WORKER:

ADDRESS: APPROVAL DATE:

INTERVIEW DATE: REVIEW PERIOD: TO

ANNUAL UPDATE GUIDELINES

All Resource Family homes are required to have an annual update (based on their approval date) to maintain compliance with Resource Family Approval [Welfare and Institutions Code section 16519.5(g)(6)]. An update can be completed at any time prior to the annual review date if there are circumstances which may warrant an update. Examples of some circumstances include the following: change in marital status, significant change in health, a move to a new location, new adult living in the home, and/or birth of a child to the resource family. Please note any changes require an update in the comment area.

REVIEW

☐ **Training Hours** **Required:** ____ **Completed:** ____	Comments:
☐ **Interviews Completed**	Comments: ☐ _____ Name _____ Date ☐ _____ Name _____ Date ☐ _____ Name _____ Date ☐ _____ Name _____ Date ☐ _____ Name _____ Date ☐ _____ Name _____ Date
☐ **Documents Are Current** ☐ **Doucments To Be Updated** ___ **CPR/First Aid** ___ **Health Screen** ___ _____ ___ _____	Comments:
☐ **In-Home Inspection Completed*** ***Using Form RFA-03** Corrective Action Plan (?): Yes ☐ or No ☐ Documented Alternative Plan (?): Yes ☐ or No ☐	Comments: Corrective Action Plan: Completed ☐ Date: ____ Comments: Documented Alternative Plan: Completed ☐ Date: ____ Comments:

RESOURCE FAMILY ANNUAL UPDATE

☐ **Fire Clearance Applicable** ☐ **Fire Clearance Not Applicable**	Comments:
☐ Household Composition Changes: Yes ☐ or No ☐ Capacity: a) Current Number of Children in the Home _____ b) Approved Number of Placements _____ Total Capacity _____	Comments:
☐ **Background Checks*** Names of all adults living in the home: 1. _____ 2. _____ 3. _____ 4. _____ ***Required for each adult living in the home [Welf. & Inst. Code §16519.5 (d)(4)(A)(i)(ii)(iii)].**	**See attached form RFA-02.** Comments:

☐ **This Resource Family requires the following updates:** **Date Completed**

1) _____ _____
2) _____ _____
3) _____ _____
4) _____ _____

☐ **This Resource Family may benefit from the following trainings:**

1) _____
2) _____
3) _____

Comments:

RESOURCE FAMILY ANNUAL UPDATE

☐ This Resource Family **has** met re-approval standards as of _____ _____
MONTH/DAY/YEAR

☐ This Resource Family has **not** met re-approval standards as of _____
MONTH/DAY/YEAR

- ☐ A corrective action plan has been developed.
  (please see attached)
- ☐ The approval of this Resource Family has been rescinded.
  Effective as of _____
  MONTH/DAY/YEAR

Social Worker Signature: _____ _____
MONTH/DAY/YEAR

Supervisor Signature: _____ _____
MONTH/DAY/YEAR

❖ *A copy of this form will be provided to Resource Family upon completion.*

RESOURCE FAMILY ANNUAL UPDATE

EVALUATION AND RECOMMENDATION

***Include updates and an assessment of family's current functioning and ability to meet Resource Family standards. (Content shall support recommendation).**

RESOURCE FAMILY ANNUAL UPDATE

EVALUATION AND RECOMMENDATION Continued

RESOURCE FAMILY INITIAL APPROVAL

RESOURCE FAMILY INFORMATION

NAME: ASSIGNED SOCIAL WORKER:

ADDRESS: APPROVAL DATE:

INITIAL APPROVAL GUIDELINES

All Resource Family homes are required to have an initial approval after all home environment and permanency assessment activities have been successfully completed to ensure compliance with Resource Family Approval standards [Welfare and Institutions Code section 16519.5(c)(1)].

REVIEW

☐ **Orientation Attended** ☐ **Yes** or ☐ **No** **Date:**	Comments:
☐ **Documents Received** [Resource Family Approval Written Directives Section 5, subsection 05-03(d)(1-7)] ☐ RFA-01(A) Resource Family Application ☐ Supporting Documentation ___ Proof of Identity ___ DMV Reports ___ Health Screen ___ TB Certificate ___ Employment Verification ___ Income Verification ___ Verification of Property Ownership or Lease/ Rental Agreement ___ History as Licensed, Approved Caregiver, or Employee, Volunteer, or Licensee of Community Care Facility ☐ RFA-01(B) Resource Family Criminal Records Statement	Comments:
☐ **Personal Interviews Completed** [Resource Family Approval: Written Directives Section 6, Subsection 06-04(a-d]	Applicant #1: Date: _____ Date: _____ Date: _____ Applicant #2: Date: _____ Date: _____ Date: _____ Comments:

RESOURCE FAMILY INITIAL APPROVAL

☐ **Personal Interviews, Cont.**	Others living in the home Minor Children: Date _____ Comments: Other Adults: Date: _____ Comments:
☐ **Household Composition** **Capacity:** **a) Current Number of Children** _____ **b) Approved Number of Placements** _____ **Total Capacity (a + b)** 0	Comments
☐ **In-Home Inspection Completed*** *Using Form RFA-03 **Corrective Action Plan** ☐ **Yes or** ☐ **No** **Documented Alternative Plan:** ☐ **Yes or** ☐ **No** Resource Family Approval Written Directives Section 7, subsection 07-04(a-c)]	Comments: Corrective Action Plan Date to be completed by: _____ Completed ☐ Comments: Documented Alternative Plan Comments:

RESOURCE FAMILY INITIAL APPROVAL

☐ **Fire Clearance*** **Not Applicable** ☐ *Required if applicant will provide care for: 1) a child or nonminor dependent who is non-ambulatory, or 2) more than six children or nonminor dependents in the home. Resource Family Approval Written Directives Section 6, subsection 06-03.4(a)(1-2)]	Comments:
☐ **Household Composition*** Names of all adults living in the home: 1._____ 2._____ 3._____ *Required for each adult living in the home [Welf. & Inst. code § 16519.5(d)(1)(A)(i)-(iii)] Using RFA-01(B)	See attached Form RFA-02
☐ **Risk Assessment Completed*** *Using Form RFA-04	Comments:
☐ **Additional Activities and Tools** [Resource Family Approval Written Directives Section 6, subsection 06-01(a)(3) include, but are not limited to, such items as reports from licensed health professionals or psychologists.]	Comments:
☐ **Written Assessment Completed** [Resource Family Approval Written Directives Section 6, Subsection 06-06(d)(1-15)]	Comments:

RESOURCE FAMILY INITIAL APPROVAL

☐ **Training Completed** [Resource Family Approval Written Directives Section 6, subsections 06-05(a-d)] _____CPR/FirstAid Certificate	Applicant #1: Pre-Approval ☐ Comments: Applicant #2: Pre-Approval ☐ Comments:

☐ I certify that this applicant **has** met the standards for Resource Family Approval.

☐ I certify that this applicant **has not** met the standards for Resource Family Approval.

Social Worker Signature: _____ _____
MONTH/DATEYEAR

Supervisor Signature: _____ _____
MONTH/DATEYEAR

RESOURCE FAMILY INITIAL APPROVAL

EVALUATION AND RECOMMENDATION

***Provide a summary, analysis, and determination of the applicant(s) ability to foster, adopt, or provide legal guardianship based on all the information gathered through the approval process. (Content shall support recommendation.)**

RESOURCE FAMILY INITIAL APPROVAL

County of _____

Home:

Effective Date: **Capacity:**

In accordance with applicable provisions of the Welfare and Intuitions Codes section 16519.5 and the Resource Family Approval Program Written Directives, the County of _____ has issued

this Approval to

to provide a

Resource Family Home

at

This Approval is not transferable and is granted solely for the following:

_____ Authorized Representative of Approval Agency

PLEASE KEEP ON FILE IN RESOURCE FAMILY HOME

RESOURCE FAMILY HOME ENVIRONMENT CHECKLIST: ANNUAL UPDATE

Child/Nonminor Dependent
Name:_____ Case Number: _____

Resource Family Name: _____

CONTINUOUS HOME ENVIRONMENT REQUIREMENTS

Instructions: All of the requirements on pages 1 and 2 AND below must be answered YES, unless not applicable or an exception is granted, to approve the home for continued placement.

EMERGENCY PROCEDURES §10-05 RFA WD	YES	NO	*DAP	N/A
Emergency numbers are placed in a prominent location.				
TELEPHONES §10-09 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Cellular, internet, or landline telephone service is accessible at all times. (Pursuant to RFA WD §10-09)				
FIRE CLEARANCE §10-04 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Required for capacity greater than 6 or non-ambulatory clients. (Pursuant to RFA WD § 10-06)				
REPORTING REQUIREMENTS §10-06 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Death, abuse, injury or illness, prolonged absence, emergency removal of the child, AND communicable disease outbreak, poisonings, fires or explosions, daycare operation in the home, or any change in composition of the home have been properly reported to the approval and placement agencies. (Pursuant to RFA WD §10-06)				
RECORDS FOR CHILDREN AND NONMINOR DEPENDENTS §10-07 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Records of the child or nonminor dependent are maintained and appropriately stored in the home. (Pursuant to RFA WD §10-07)				
PERSONAL RIGHTS §10-08 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Each child and nonminor dependent is accorded the personal rights specified in Welf & Inst Code §16001.9. (Pursuant to RFA WD §10-08)				
TRANSPORTATION §10-08 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Transportation is provided for: health related services, school, and extracurricular activities. (Pursuant to RFA WD § 10-08)				
FOOD AND NUTRITION §10-11 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Nutritious meals and snacks are provided and special dietary needs are met. (Pursuant to RFA WD §10-11)				
REASONABLE AND PRUDENT PARENT STANDARD §10-12 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Reasonable and Prudent Parent Standard is applied as identified in Welf & Inst Code § 362.04, 362.05 and 727. (Pursuant to RFA WD §10-12)				
RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION §10-13 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Care and supervision is meeting the specified needs of the child or nonminor dependent. (Pursuant to RFA WD §10-13)				
ACTIVITIES § 10-14 RFA WD	**YES**	**NO**	***DAP**	**N/A**
Child or nonminor dependent is encouraged to participate in extracurricular and social activities. (Pursuant to RFA WD §10-14)				

*A Documented Alternative Plan (DAP) may only be used pursuant to RFA Written Directives section 07-04(a).

I certify the home of _____ as of _____
continues to meet the standards for approval as a Resource Family Home. Date

_____ _____
Signature (County CWS/Probation) Date

RESOURCE FAMILY APPROVAL HOME ENVIRONMENT CHECKLIST: ANNUAL UPDATE

Child/Nonminor Dependent
Name: _____ Case Number: _____
Resource Family Name: _____

DEFICIENCIES AND PLANS OF CORRECTION

When a violation of Written Directives is observed, the county worker has the responsibility to determine that length of time by which a correction must be made and to provide the Resource Family with reasonable assistance in meeting that standard. The basic factors to be considered in making this assessment are the potential consequences to the children or nonminor dependents placed in the home and the immediacy of the need to correct.

The types of deficiencies are as follows:

1. **Immediate Impact:** Deficiencies that, if not corrected, would have a direct and immediate risk to the health, safety or personal rights of the foster child. If placement is imminent, correction MUST BE MADE prior to placement of the child(ren) or nonminor dependent.

2. **Potential Impact:** Deficiencies that without correction could become a risk to the health, safety or personal rights of the child(ren) or nonminor dependent.

Examples of Immediate Impact Deficiencies:

For Initial Approval:

1. Home Environment: obstructed passageways inside or outside of the home, unsafe fireplaces, open face heaters, or woodstoves, insufficient lighting to ensure comfort and safety. [RFA WD § 10-01:(a)(1-7)]

2. Outdoor Activity Space: no fence, cover or other obstruction to prevent access to pools. (RFA WD § 06-03:2)

3. Storage Requirements: poisons, firearms, medicines, and other dangerous medicines are not stored in a locked area. (RFA WD § 06-03:3)

4. Telephones: no cellular, internet, or landline telephone services or such are readily available at all times. (RFA WD § 10-09)

5. Fire Clearance: if intending to serve non-ambulatory children or nonminor dependents or more than 6 children or nonminor dependents. (RFA WD § 06-03:4)

6. Criminal Record Clearance and Child Abuse Index Check: failure to obtain a CLETS clearance and submit a fingerprint or Criminal Record Clearance and Child Abuse Index Check for those individuals whom have frequent and routine contact with the children in care. (RFA WD § 06-02)

For annual assessment, all of the above and:

1. Reporting Requirements: failure to notify the Department regarding incidents of abuse, neglect, death, injury, etc. (RFA WD § 10-06)

2. Records for Children and Nonminor Dependents: failure to maintain the children's records. (RFA WD § 10-07)

3. Personal Rights: abuse, neglect, inappropriate use of restraints, the use of corporal punishment, and similar violations having a direct negative impact on either the physical or emotional wellbeing of the children in care. (RFA WD § 10-08)

4. Telephones: no cellular, internet, or landline telephone services or such are readily available at all times. (RFA WD § 10-09)

5 Transportation: failure to provide transportation to school, or health related appointments. (RFA WD § 10-10)

6. Food and Nutrition: failure to provide adequate or nutritious meals and snacks. (RFA WD § 10-11)

7. Responsibility for Care and Supervision: child requires a level of care that cannot be met by the caregiver without the provision of additional supports and services. (RFA WD § 10-13)

RESOURCE FAMILY APPROVAL HOME ENVIRONMENT CHECKLIST: ANNUAL UPDATE

Child/Nonminor Dependent
Name:_____ Case Number: _____

Resource Family Name:

Examples of Potential Impact Deficiencies:

1. Home Environment: conditions that may have a negative impact on the child or nonminor dependent if not corrected, such as multiple conditions that indicate an overall deterioration of the home; widespread neglect of maintenance; unsanitary living and food preparation areas. (RFA WD § 10-01:(a)(1-7)
2. Food and Nutrition: failure to provide adequate or nutritious meals and snacks. (RFA WD § 10-11)
3. Furniture, Fixtures, Equipment & Supplies: furnishings, should be considered as deficient only when they are clearly damaged to the extent they are not functional (e.g., a tear in the seat of a chair vs. exposed springs); no operable sink or shower; inadequate linens. (RFA WD § 10-01)

FOR ANNUAL ASSESSMENT, ALL OF THE ABOVE AND:

1. Reporting Requirements: failure to notify the Department regarding incidents of abuse, neglect, death, injury, etc. (RFA WD § 10-06)
2. Records for Children and Nonminor Dependents: failure to maintain the children's records. (RFA WD § 10-07)
3. Personal Rights: abuse, neglect, inappropriate use of restraints, the use of corporal punishment, and similar violations having a direct negative impact on either the physical or emotional wellbeing of the children in care. (RFA WD § 10-08)
4. Telephones: no cellular, internet, or landline telephone services or such are readily available at all times. (RFA WD § 10-09)
5. Transportation: failure to provide transportation to school, or health related appointments. (RFA WD § 10-10)
6. Food and Nutrition: failure to provide adequate or nutritious meals and snacks. (RFA WD § 10-11)
7. Responsibility for Care and Supervision: child requires a level of care that cannot be met by the caregiver without the provision of additional supports and services. (RFA WD § 10-13)

PLAN OF CORRECTION

When a county child welfare services or tribal agency worker has determined that a deficiency exists, the proposed caregiver and the worker will discuss each deficiency and develop a plan for correcting each deficiency. If the deficiency is not corrected during the visit, then the plan of correction must be in writing, with a copy provided to the caregiver, and shall include at least the following information:

1. Citation of the Written Directive section that is violated.
2. Description of the nature of the deficiency.
3. The actions to be taken by the applicant/Resource Family and the assistance to be provided by the County.
4. The date by which each deficiency shall be corrected.
5. The phone number of the county office responsible for approval of the home.

WHEN THERE IS A CHILD OR NONMINOR DEPENDENT IN THE HOME, THE WORKER MUST REQUIRE IMMEDIATE CORRECTION OF A DEFICIENCY IF THE DEFICIENCY WOULD POSE AN IMMEDIATE THREAT TO THE HEALTH AND SAFETY OF THE CHILD OR NONMINOR DEPENDENT. UNDER THESE SAME CIRCUMSTANCES, IF A CHILD OR NONMINOR DEPENDENT IS NOT IN CARE, AND PLACEMENT IS IMMINENT, CORRECTION SHOULD BE WITHIN 24 HOURS OR LESS, AND BEFORE PLACEMENT IS MADE. OTHERWISE, THE DATE FOR CORRECTING A DEFICIENCY SHALL NOT BE MORE THAN 30 CALENDAR DAYS FOLLOWING THE DATE OF THE VISIT, UNLESS THE WORKER DETERMINES THAT THE DEFICIENCY CANNOT BE CORRECTED IN 30 CALENDAR DAYS; IN THIS CASE, THE WORKER MUST DETERMINE AN APPROPRIATE COMPLETION DATE. *TITLE IV-E IS NOT AVAILABLE UNTIL THE MONTH IN WHICH CORRECTIONS ARE COMPLETED AND THE HOME FULLY MEETS THE APPROVAL STANDARDS.*

RESOURCE FAMILY APPROVAL HOME ENVIRONMENT CHECKLIST

Child/Nonminor Dependent
Name:_____ Case Number: _____
Resource Family Name: _____

Instructions: Pursuant to RFA Written Directives, in order to be approved, a Resource Family Home must meet the following requirements.

HOME ENVIRONMENT REQUIREMENTS

Instructions: The following statements on pages 1 and 2 must be answered YES, unless not applicable or an exception is granted, to approve the home for placement.

HOME ENVIRONMENT Sections 3 and 10 of the Resource Family Approval Written Directives	YES	NO	*DAP	N/A
An applicant's home is clean, safe, sanitary and in good repair. (Pursuant to RFA WD §10-01)				
Smoke detector(s) must be approved, commercially manufactured, functioning and installed in hallway(s) in each sleeping area. **Exceptions**: Homes with sprinklers. (Pursuant to RFA WD §10-01)				
Outdoor and indoor passageways, stairways, inclines, ramps, and open porches are free of obstruction. (Pursuant to RFA WD §10-01)				
Indoor bathroom with individual privacy & operational toilet, sink, tub/shower. Faucets for personal care have hot water at a safe temperature. (Pursuant to RFA WD §10-01)				
Fireplaces, open-faced heaters or woodstoves are safely operated. (Pursuant to RFA WD §10-01)				
Temperature of the home is safe and comfortable. (Pursuant to RFA WD §10-01)				
Necessary lighting in all rooms to ensure comfort and safety. (Pursuant to RFA WD §10-01)				
Bedrooms: No more than 2 children of the same sex shall share a bedroom. **Exceptions:** Children under 5 years, or minor parent and child, or based on gender identity. (Pursuant to RFA WD §10-01) (Does not apply to non-minor dependents.)				
Bedrooms: Not commonly used for another purpose, is not used as a passageway, has safe, direct emergency exit to outside, and has a bed with clean linens in good repair for each child. (Pursuant to RFA WD §10-01)				
Bedrooms: Bunk beds are not more than 2 tiers high, have railings on upper tier, and are not used for children under 6. (Pursuant to RFA WD §10-01)				
Bedrooms: Each bedroom has sufficient closet & drawer storage. (Pursuant to RFA WD §10-01)				
Each infant is supplied with an age and size appropriate, safe & sturdy bassinet or crib, with a clean comfortable mattress, is not tiered or stacked, and crib slats do not pose a risk of trapping the infant. (Pursuant to RFA WD §10-01)				
OUTDOOR ACTIVITY SPACE Sections 6-03.2 AND 10-02 of the Resource Family Approval Written Directives	**YES**	**NO**	***DAP**	**N/A**
Yards and outdoor activity spaces shall be free from hazards that endanger the health and safety of a child or nonminor dependent. (Pursuant to RFA WD §10-02)				
Swimming pools, spas, and other bodies of water are inaccessible to children. (Pursuant to RFA WD §10-02) (**RPPS applies)				
STORAGE SPACE Sections 6-03.3 and 10-03 of the Resource Family Approval Written Directives	**YES**	**NO**		
Medicines, disinfectants, cleaning solutions, poisons, and other dangerous items are appropriately stored. (**Exceptions:** the caregiver may allow a child to have access to the above, and household knives and appliances, if age and developmentally appropriate, and safety is assured.) (**RPPS applies) (Pursuant to RFA WD §10-03)				

RESOURCE FAMILY APPROVAL HOME ENVIRONMENT CHECKLIST

Child/Nonminor Dependent
Name: _____ Case Number: _____
Resource Family Name: _____

STORAGE SPACE Sections 6-03.3 and 10-03 of the Resource Family Approval Written Directives	YES	NO	*DAP	N/A
Firearms and dangerous weapons are stored in locked area. (Exceptions: firearms that have the firing pin removed or a trigger lock.) Ammunition is stored in a separate locked area. (Pursuant to RFA WD §10-03)				
Waste is located, stored, and disposed of in a manner that will not permit the transmission of diseases or odors, create a nuisance, or provide a breeding place or food source for insects and rodents. (Pursuant to RFA WD §10-03)				
TELEPHONES Section10-09 of the Resource Family Approval Written Directives	**YES**	**NO**	***DAP**	**N/A**
Cellular, internet, or landline telephone service is accessible at all times. (Pursuant to RFA WD §10-09)				
FIRE CLEARANCE Section 10-04 Of the Resource Family Approval Written Directives	**YES**	**NO**	***DAP**	**N/A**
Required for capacity greater than 6 or non-ambulatory clients. (Pursuant to RFA WD §10-04)				
COOPERATION AND COMPLIANCE Section 10-15 of the Source Family Approval Written Directives	**YES**	**NO**	***DAP**	**N/A**
No false or misleading information has been made or disseminated by applicant. (Pursuant to RFA WD §10-15				

*Documented Alternative Plan must be attached.

**An applicant shall be prepared to use the Reasonable and Prudent Parent Standard (RPPS) as defined in Welf & Inst Code § 362.04 and 362.05.

Notes/Comments:

I certify the home of _____ as of _____
Date

meets the standards for approval as a Resource Family Home.

_____ _____
Signature (County CWS/Probation) Date

DECLARACIÓN SOBRE ANTECEDENTES PENALES APROBACIÓN DE FAMILIA DE APOYO *(RESOURCE FAMILY)*

DOCUMENTO CONFIDENCIAL - SÓLO PARA USO DEL CONDADO

(CONFIDENTIAL DOCUMENT - FOR COUNTY USE ONLY)

Instrucciones: Cada solicitante de Familia de Apoyo y adulto que vive en el hogar tiene que completar una declaración de antecedentes penales.

I. DECLARACIÓN FUERA DEL ESTADO

- **En los últimos cinco años, ¿ha vivido usted en otro estado aparte de California?** ☐ SÍ ☐ NO

  Si la respuesta es "SÍ", identifique cada estado: _____

II. DECLARACIÓN DE ANTECEDENTES PENALES

- **¿Alguna vez ha sido declarado culpable de un delito en California?** *Usted no tiene que revelar ninguna ofensa relacionada a la marihuana, la cual esté cubierta bajo la reforma en la legislación codificada en las Secciones 11361.5 y 11361.7 del Código de Salud y Seguridad.* ☐ SÍ ☐ NO

- **¿Alguna vez ha sido declarado culpable de un delito en otro estado, la corte federal, el servicio militar, o una jurisdicción fuera de los Estados Unidos?** *Las condenas criminales de otro estado o de la corte federal se consideran igual que las condenas criminales en California.* ☐ SÍ ☐ NO

- **¿Alguna vez ha sido arrestado por un delito en contra de un niño o por abuso de una esposa(o)/cohabitante?** ☐ SÍ ☐ NO

Si contesta "SÍ", anote los detalles en la siguiente página. Indique la clase y las circunstancias de cada delito, así como la fecha y el lugar donde ocurrió.

Tiene que revelar cualquier condena, incluyendo condenas por haber manejado peligrosamente o bajo la influencia del alcohol, aun si:

- eso pasó hace mucho tiempo;
- sólo fue un delito menor *(misdemeanor)*;
- no tuvo que ir a la corte (su abogado fue por usted);
- no tuvo que ir a la cárcel o la sentencia sólo fue una multa o un período de libertad condicional *(probation)*;
- recibió un certificado de rehabilitación; o
- la condena se descartó o se canceló más tarde, o se suspendió la sentencia.

NOTA: *SI LA REVISIÓN DE LOS ANTECEDENTES PENALES REVELA ALGUNAS CONDENAS QUE USTED NO REVELÓ EN ESTE FORMULARIO, EL NO HABER REVELADO LAS CONDENAS RESULTARÁ EN LA NEGACIÓN DE UNA EXENCIÓN, LA NEGACIÓN DE LA SOLICITUD, O ANULACIÓN DE LA APROBACIÓN.*

Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que he leído y entiendo la información que contiene esta declaración jurada y que mis respuestas y cualquier documento adjunto son verdaderos y correctos.		
NOMBRE DE LA FAMILIA DE APOYO		
SU NOMBRE (ESCRIBA CLARAMENTE CON LETRA DE MOLDE):		
DIRECCIÓN DEL HOGAR (CALLE, CIUDAD, CÓDIGO POSTAL):		
NUMERO DE SEGURO SOCIAL (VEA LA DECLARACIÓN SOBRE LA CONFIDENCIALIDAD):	**FECHA DE NACIMIENTO:**	**NÚMERO DE LICENCIA DE MANEJAR/ESTADO:**
FIRMA:	**FECHA:**	**CIUDAD DONDE SE FIRMÓ**

DIVULGACIÓN DE ANTECEDENTES PENALES

Si usted ha sido declarado culpable de un delito en California, otro estado, o una corte federal, proporcione la siguiente información:

¿Cuál fue la ofensa? _____

_____

_____

¿En cuál estado y ciudad cometió usted la ofensa?

_____

¿Cuándo ocurrió esto? _____

Explique lo que sucedió. (Si es necesario, use hojas de papel adicionales)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Declaración sobre el perjurio: Declaro bajo pena de perjurio, de acuerdo con las leyes del Estado de California, que he leído y entiendo la información que contiene esta declaración jurada y que mis respuestas y cualquier documento adjunto son verdaderos y correctos.

FIRMA	CIUDAD Y CONDADO DONDE SE FIRMÓ	FECHA

DECLARACIÓN SOBRE LA CONFIDENCIALIDAD

De acuerdo con el Decreto Federal sobre la Confidencialidad (P.L. 93-579) y el Decreto de 1977 sobre la Divulgación de Información (Sección 1798, y siguientes, del Código Civil), se da aviso que se solicita el número de Seguro Social (SSN) en este formulario. El Departamento de Justicia de California usa el SSN de una persona como un número que conduce a su identificación. El proporcionar el SSN que se pide es voluntario. El no proporcionarlo pudiera demorar la tramitación de este formulario y la revisión de los antecedentes penales.

Para ser aprobado, tener una licencia, o para trabajar o estar presente en un establecimiento con licencia, la ley requiere que usted complete una revisión de los antecedentes penales (Secciones 1522, 1568.09, 1569.17 y 1596.871 del Código de Salud y Seguridad; Sección 361.4 del Código de Bienestar e Instituciones). La agencia/oficina que otorga la licencia o aprobación creará un expediente sobre la revisión de sus antecedentes penales, el cual incluirá ciertos documentos, incluyendo la información que usted proporcione. Usted tiene el derecho de acceso a cierta documentación que contiene sus datos personales y que el Departamento mantiene (Sección 1798, y siguientes, del Código Civil). De acuerdo con el Decreto de California sobre Registros Públicos, la agencia/oficina que otorga la licencia o aprobación posiblemente tenga que proporcionar copias de algunos de los documentos en el expediente a miembros del público que los pidan, incluyendo a reporteros de periódicos y televisión.

RESOURCE FAMILY APPLICATION

Instructions: This is the application form for Resource Family Approval. Please type or print clearly.

☐ INITIAL APPLICATION ☐ CHANGE OF LOCATION ☐ OTHER (SPECIFY) :_____

I. APPLICANT(S) EACH APPLICANT MUST COMPLETE A CRIMINAL RECORDS STATEMENT RFA-01 (B).

	FIRST	MIDDLE	LAST
APPLICANT ONE:			
APPLICANT TWO:			

PREVIOUS NAMES USED: *including maiden name*	HIGHEST LEVEL OF EDUCATION COMPLETED
APPLICANT ONE:	
APPLICANT TWO:	

	DATE OF BIRTH	SEX	RACE/ETHNICITY	DRIVER'S LICENSE NUMBER
APPLICANT ONE:				
APPLICANT TWO:				

	NAME/ADDRESS OF EMPLOYER	WORK PHONE NUMBER	OCCUPATION	ANNUAL INCOME
APPLICANT ONE:				
APPLICANT TWO:				

	EMAIL ADDRESS (OPTIONAL)	CELL PHONE NUMBER	HOME PHONE NUMBER
APPLICANT ONE:			
APPLICANT TWO:			

II. APPLICANT(S)' RESIDENCE

PHYSICAL ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT)	**CITY**	**STATE**	**ZIP**

Do you own, rent or lease the residence?	Check one: ☐ Own ☐ Rent ☐ Lease
Weapons in the home?	Check one: ☐ Yes ☐ No

Body of Water	Check one: ☐ Yes ☐ No
If yes, please describe the location of the body of water and its size?	

Please provide directions, including major cross-street information, to your residence.

III. RELATIONSHIP BETWEEN APPLICANTS

IF MORE THAN ONE APPLICANT, WHAT IS YOUR RELATIONSHIP? *Please check one.*	
☐ MARRIED ☐ DOMESTIC PARTNERSHIP ☐ RELATED (FAMILY MEMBER) ☐ COHABITANTS ☐ OTHER _____	
DATE OF CURRENT MARRIAGE/DOMESTIC PARTNERSHIP	
PLACE OF CURRENT MARRIAGE/DOMESTIC PARTNERSHIP (CITY AND STATE)	

IV. MINOR CHILDREN RESIDING IN THE HOME

RELATIONSHIP TO APPLICANT(S)	DATE OF BIRTH	SEX	DO YOU FINANCIALLY SUPPORT THIS CHILD?	ADOPTED
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No

V. OTHER ADULTS RESIDING IN THE HOME

Each adult residing in the home must complete a Criminal Records Statement RFA-01(B).

FULL NAME (FIRST, MIDDLE INITIAL & LAST)	DATE OF BIRTH	RELATIONSHIP TO APPLICANT(S)

VI. APPLICANT(S) HISTORY

MARITAL HISTORY			
NAME OF FORMER SPOUSE	MARRIAGE DATE AND PLACE (CITY AND STATE)	DIVORCE DATE & PLACE	DEATH DATE & PLACE
APPLICANT ONE:			
APPLICANT TWO:			

ADULT CHILDREN OF APPLICANT(S)				
FULL NAME	ADDRESS & PHONE NUMBER	RELATIONSHIP	LIVES IN HOME?	DATE OF BIRTH

FOSTER CARE/ADOPTION HISTORY

- Have you previously applied for adoption?
  If yes, name of Agency(s): _____
- Have you been previously licensed, certified, or approved for foster care?
  If yes, name of Agency(s): _____
- What type of license did you obtain? _____
- Have you previously been employed by or volunteered at a community care facility? If yes, name of facility(s) :_____

  _____
- Have you had a previous license, certification, relative or nonrelative extended family member application denial, license suspension or revocation, or been subject to an exclusion order?
  Check one: ☐ Yes ☐ No

VII. CHILD DESIRED

- Has a child been identified? Check one: ☐ Yes ☐ No
- Is the child currently in your home? Check one: ☐ Yes ☐ No

DATE OF BIRTH OF CHILD	SEX	COUNTY OF JURISDICTION	DATE OF PLACEMENT OR FUTURE DATE TO BE PLACED	RELATIONSHIP TO APPLICANT(S)	EDUCATION (GRADE, NAME & ADDRESS OF SCHOOL)

IF THE CHILD HAS NOT BEEN IDENTIFIED, PLEASE INDICATE YOUR PREFERENCES:

AGE(S)	SEX	ETHNICITY	SIBLING (GROUP OF)	CHECK ALL CONDITIONS THAT YOU ARE WILLING TO ACCEPT
☐ 0 TO 3 yrs ☐ 4 TO 8 yrs ☐ 9 TO 12 yrs ☐ 13 TO 15 yrs ☐ 16 TO 18 yrs ☐ 18 TO 21 yrs ☐ No preference	☐ Male Only ☐ Female Only ☐ No Preference	☐ Caucasian ☐ Hispanic ☐ African American ☐ Asian/Pacific Islander ☐ Native American ☐ Other ☐ No Preference	☐ 2 ☐ 3 ☐ 4 ☐ 5 or more ☐ N/A	☐ History of physical abuse and/or neglect ☐ History of sexual abuse ☐ History of mental illness ☐ Medically Fragile ☐ Physically Disabled ☐ Intellectually Challenged ☐ Learning Disability ☐ Alcohol/Drug Exposure ☐ Oppositional/Defiant Behavior ☐ Adverse Parental Background ☐ Different Religious Faith ☐ Different Ethnic and/or Cultural Background ☐ Non-Ambulatory

VIII. REFERENCES

Please list the name, address, and telephone numbers of three individuals who have knowledge of your home environment, lifestyle, and capacity to be a caregiver. At least two of these must be unrelated to you.

FULL NAME	TELEPHONE NUMBER(S)	MAILING ADDRESS/CITY/STATE/ZIP

IX. APPLICANT(S) DECLARATION

I/We declare that:

- I/We have the financial ability to maintain the level of care required in a Resource Family Home.
- I/We have the ability and willingness to comply with the applicable laws, regulations, and Written Directives governing the Resource Family Approval Program.
- I/We understand that children and nonminor dependents have personal rights under Welfare and Institutions Code section 16001.9, and I/we have the ability and willingness to safeguard those rights.
- I/We have the ability and willingness to understand the safety, permanence, and well-being needs of children and nonminor dependents who have been victims of child abuse and neglect, and the capacity and willingness to meet those needs, including the need for protection.
- I/We have the ability and willingness to understand my/our role as a Resource Family and the capacity to work cooperatively with the agency, county, and other service providers in implementing the child's or nonminor dependent's case plan.
- I/We have an ability and willingness to maintain the least restrictive and most family-like environment that serves the needs of the child or nonminor dependent, and am/are prepared to use the Reasonable and Prudent Parent Standard (RPPS).
- In signing this application, I/we understand that the completion of routine forms will be required by my/our references, physician, and employer, that my/our financial and marital status will be verified and a criminal background check will be conducted.
- I/We affirm that the information provided on this form is true and correct to the best of my/our knowledge.
- I/We understand that I/we have the right to appeal any decision regarding the disposition of this application.

APPLICANT(S) SIGNATURE	CITY AND COUNTY WHERE SIGNED	DATE

家庭資源申請表

說明：這是家庭資源的審批申請表。請清楚地打字列印或書寫。

■ 首次申請 ■ 變更地址 ■ 其他（請明確說明）：_____

I. 申請人（多個） 每位申請人必須完成一個犯罪記錄的聲明 RFA-01 (B).

名字	中間名	姓名
申請人（一）：		
申請人（二）：		

以前使用的名字： *包括娘家姓*	完成最高的學歷
申請人（一）：	
申請人（二）：	

出生日期	性別	種族/族裔	駕駛執照號碼
申請人（一）：			
申請人（二）：			

雇主名稱/地址	辦公電話號碼	職業	年度收入
申請人（一）：			
申請人（二）：			

電子郵件地址（可選項）	手機號碼	家庭電話號碼
申請人（一）：		
申請人（二）：		

II. 申請人的居所

實際地址	市	州	郵遞區號
郵寄地址（如有不同）	**市**	**州**	**郵遞區號**

你是否擁有，租用或租賃你的居所？	勾選一項：☐ 擁有 ☐ 租用 ☐ 租定期賃
在家中有武器嗎？	勾選一項：☐ 是 ☐ 否

水池	勾選一項：☐ 是 ☐ 否
如果是，請說明水池的位置和它的大小？	

請提供到你居所的方向指示，包括主要的十字路口資料。

III. 與申請人的關係

如果有一個以上的申請人，你和他們有什麼關係？ *請勾選一個。*	
☐ 已婚 ☐ 家中伴侶 ☐ 親戚關係（家庭成員） ☐ 同居者 ☐ 其他 _____	
目前的結婚日期/家中伴侶	
目前婚姻/家中伴侶的居處（市，州）	

IV. 在家中居住的未成年子女

與申請人(們)的關係	出生日期	性別	你在財政上支助這孩子嗎？	收養的
			☐ 是 ☐ 否	☐ 是 ☐ 否
			☐ 是 ☐ 否	☐ 是 ☐ 否
			☐ 是 ☐ 否	☐ 是 ☐ 否
			☐ 是 ☐ 否	☐ 是 ☐ 否

V. 其他在家中居住的成年人

居住在家裡的每個成年人必須填寫一份犯罪記錄的聲明 RFA-01(B).

姓名（名字，中間名首字母和姓名）	出生日期	和申請人（們）的關係

VI. 申請人（們）的歷史

婚姻史			
前配偶的名字	結婚日期和地點（市，州）	離婚日期及地點	死亡日期及地點
申請人(一)：			
申請人(二)：			

申請人的成年子女（們）				
全名	地址和電話號碼	關係	在家居住？	出生日期

寄養照顧/領養歷史

- 你以前曾經申請領養？
  如果是的話，代理機構（所有）名稱：_____
- 你以前曾否持牌照，認證或批准寄養？
  如果是的話，代理機構（所有）名稱：_____
- 你取得什麼類型的執照？_____
- 你以前曾否受僱於或自願在社區護理設施工作？如果是的話，設施的名稱（所有）：_____
- 你以前有一個牌照，認證，親屬或非直系的家族成員被拒絕申請，吊銷執照或撤銷，或受到一個禁令？
  勾選一個 ☐ 是 ☐ 否

VII. 所意欲的孩子

- 已確定有一個孩子？ 勾選一個 ☐ 是 ☐ 否
- 這孩子目前在你的家中？ 勾選一個 ☐ 是 ☐ 否

孩子的出生日期	性別	司法管轄的郡	安置日期或將來的安置日期	與申請人(們)的關係	教育（級別，名稱及學校地址）

如果孩子尚未確定，請註明你的首選項：

年齡	性別	種族	兄弟姐妹（人數）	勾選所有你願意接受的條件
☐ 0 至 3 歲 ☐ 4 至 8 歲 ☐ 9 至 12 歲 ☐ 13 至 15 歲 ☐ 16 至 18 歲 ☐ 18 至 21 歲 ☐ 無特別偏好	☐ 只是男性 ☐ 只是女性 ☐ 無特別偏好	☐ 白種人 ☐ 西班牙裔 ☐ 非裔美國人 ☐ 亞洲/太平洋島居民 ☐ 美洲土著 ☐ 其他 ☐ 無特別偏好	☐ 2 ☐ 3 ☐ 4 ☐ 5個或以上 ☐ 不適用	☐ 身體虐待和/或忽視記錄 ☐ 性侵害記錄 ☐ 精神病記錄 ☐ 體資虛弱 ☐ 身體殘疾 ☐ 智障 ☐ 學習障礙 ☐ 酒精/藥物的影響 ☐ 對立/違抗行為 ☐ 不良父母背景 ☐ 不同宗教信仰 ☐ 不同的種族和/或文化背景 ☐ 不良於行的

VIII. 保證人

請列出三位認識你家庭環境，生活方式和作為護理者能力的人士的姓名，地址和電話號碼。其中必須至少有兩名人士是與你沒有關係的。

全名	電話號碼	通訊地址/城市/州/郵政編碼

IX. 申請人（們）聲明

我/我們聲明：

- 我/我們有經濟能力在一個資源家庭住宅保持護理所要求的水平。
- 我/我們必須遵守適用的法律，法規和書面指令管轄資源家庭認可計劃的能力和意願。
- 我/我們明白，根據福利和機構準則第16001.9，兒童和非未成年人有個人的權利，和我/我們有能力和意願保障這些權利。
- 我/我們有能力和意願去了解那些被虐待和忽視的小孩和非未成年人的眷屬的兒童安全，永久性，和兒童福利，而且有能力和意願去達到這些需求，其中包括所需要的保護。
- 我/我們有能力和意願去了解作為一個資源家庭我/我們的角色和能力與機構，郡政府，和其他服務提供者在實施孩子的或非未成年眷屬的護理案件計劃共同合作。
- 我/我們有能力和意願保持最底的限制和與家庭最相近的環境，提供服務給兒童或非未成年眷屬的需求，而且我們準備用理智和謹慎的家長標準 (RPPS)。
- 在簽署本申請表，我/我們明白，需要由我/我們的保證人，醫生和雇主完成例行表格，而且我/我們的財務和婚姻狀況會被核實，以及將進行一个犯罪背景的檢查。
- 我/我們確認，提供在此表格上的資料是盡我/我們所知真實和正確的。
- 我/我們明白我/我們對有關處理此申請表的任何決定有權利提出上訴。

申請人（們）簽名	在市和郡簽署的所在地	日期

ЗАЯВЛЕНИЕ СЕМЬИ, ПРЕДОСТАВЛЯЮЩЕЙ ПОДДЕРЖКУ

Инструкции: Это форма заявления на утверждение семьи, предоставляющей поддержку. Пожалуйста, печатайте или пишите разборчиво.

☐ ПЕРВОНАЧАЛЬНАЯ ЗАЯВКА ☐ ИЗМЕНЕНИЕ МЕСТОНАХОЖДЕНИЯ ☐ ДРУГОЕ (ОБЪЯСНИТЕ): _____

I. ЗАЯВИТЕЛЬ(И) КАЖДЫЙ ЗАЯВИТЕЛЬ ДОЛЖЕН ЗАПОЛНИТЬ ЗАЯВЛЕНИЕ ОБ УГОЛОВНОМ ПРОШЛОМ RFA-01 (B).

	ИМЯ	ВТОРОЕ ИМЯ	ФАМИЛИЯ
ПЕРВЫЙ ЗАЯВИТЕЛЬ:			
ВТОРОЙ ЗАЯВИТЕЛЬ			

ИМЕНА, ИСПОЛЬЗОВАННЫЕ В ПРОШЛОМ: *включая девичьи фамилии	КАКОЙ УРОВЕНЬ ОБРАЗОВАНИЯ ПОЛУЧИЛИ
ПЕРВЫЙ ЗАЯВИТЕЛЬ	
ВТОРОЙ ЗАЯВИТЕЛЬ:	

	ДАТА РОЖДЕНИЯ	ПОЛ	РАСА/ЭТНИЧ. ПРОИСХ.	НОМЕР ВОДИТЕЛЬСКОГО УДОСТОВЕРЕНИЯ
ПЕРВЫЙ ЗАЯВИТЕЛЬ				
ВТОРОЙ ЗАЯВИТЕЛЬ:				

	ИМЯ/АДРЕС РАБОТОДАТЕЛЯ	РАБОЧИЙ ТЕЛЕФОН	ПРОФЕССИЯ	ГОДОВОЙ ДОХОД
ПЕРВЫЙ ЗАЯВИТЕЛЬ				
ВТОРОЙ ЗАЯВИТЕЛЬ:				

	АДРЕС ЭЛЕКТРОННОЙ ПОЧТЫ (НЕОБЯЗАТЕЛЬНО)	МОБИЛЬНЫЙ ТЕЛЕФОН	ДОМАШНИЙ ТЕЛЕФОН
ПЕРВЫЙ ЗАЯВИТЕЛЬ			
ВТОРОЙ ЗАЯВИТЕЛЬ:			

II. МЕСТОЖИТЕЛЬСТВО ЗАЯВИТЕЛЯ

ФИЗИЧЕСКИЙ АДРЕС	ГОРОД	ШТАТ	ПОЧТ. ИНДЕКС
ПОЧТОВЫЙ АДРЕС (ЕСЛИ ОТЛИЧАЕТСЯ)	**ГОРОД**	**ШТАТ**	**ПОЧТ. ИНДЕКС**

Являетесь ли вы владельцем, или снимаете жилье в аренду или лизинг?	Отметьте одно: ☐ Владелец ☐ Аренда ☐ Лизинг
Оружие в доме?	Отметьте одно: ☐ Да ☐ Нет

Водоем	Отметьте одно: ☐ Да ☐ Нет
Если Да, пожалуйста, опишите местонахождение и размер водоема?	

Пожалуйста, предоставьте указания, как доехать до вашего дома, включая названия близлежащих перекрестков.

III. РОДСТВЕННЫЕ ОТНОШЕНИЯ МЕЖДУ ЗАЯВИТЕЛЯМИ

ЕСЛИ БОЛЕЕ, ЧЕМ ОДИН ЗАЯВИТЕЛЬ, КАКОВЫ ВАШИ РОДСТВЕННЫЕ ОТНОШЕНИЯ? *Пожалуйста, отметьте одно.*	
☐ В БРАКЕ ☐ СОЖИТЕЛЬСТВО С ПАРТНЕРОМ ☐ РОДСТВЕННИКИ (ЧЛЕН СЕМЬИ) ☐ КВАРТИРАНТЫ ☐ ДРУГОЕ _____	
ДАТА ТЕКУЩЕГО БРАКА/СОЖИТЕЛЬСТВА С ПАРТНЕРОМ	
МЕСТО ТЕКУЩЕГО БРАКА/СОЖИТЕЛЬСТВА С ПАРТНЕРОМ (ГОРОД И ШТАТ)	

IV. НЕСОВЕРШЕННОЛЕТНИЕ ДЕТИ ПРОЖИВАЮЩИЕ В ДОМЕ

РОДСТВЕННОЕ ОТНОШЕНИЕ К ЗАПРАШИВАЮЩЕМУ(ИМ)	ДАТА РОЖДЕНИЯ	ПОЛ	ВЫ ОКАЗЫВАЕТЕ ФИНАНСОВУЮ ПОДДЕРЖКУ ЭТОМУ РЕБЕНКУ	УСЫНОВЛЕН
			☐ Да ☐ Нет	☐ Да ☐ Нет
			☐ Да ☐ Нет	☐ Да ☐ Нет
			☐ Да ☐ Нет	☐ Да ☐ Нет
			☐ Да ☐ Нет	☐ Да ☐ Нет

V. ДРУГИЕ СОВЕРШЕННОЛЕТНИЕ ПРОЖИВАЮЩИЕ В ДОМЕ

Каждый совершеннолетний, проживающий в доме, обязан заполнить Заявление о судимостях RFA-01(B).

ПОЛНОЕ ИМЯ (ИМЯ, СРЕДНИЙ ИНИЦИАЛ И ФАМИЛИЯ)	ДАТА РОЖДЕНИЯ	РОДСТВЕННОЕ ОТНОШЕНИЕ К ЗАЯВИТЕЛЮ

VI. ПРОШЛОЕ ЗАЯВИТЕЛЯ

СЕМЕЙНАЯ ИСТОРИЯ			
ИМЯ БЫВШЕГО/ЕЙ СУПРУГА/И	ДАТА И МЕСТО БРАКОСОЧЕТАНИЯ (ГОРОД И ШТАТ)	ДАТА И МЕСТО РАЗВОДА	ДАТА И МЕСТО СМЕРТИ
ПЕРВЫЙ ЗАЯВИТЕЛЬ:			
ВТОРОЙ ЗАЯВИТЕЛЬ:			

ВЗРОСЛЫЕ ДЕТИ ЗАЯВИТЕЛЯ/ЕЙ				
ПОЛНОЕ ИМЯ	АДРЕС И НОМЕР ТЕЛЕФОНА	РОДСТВЕННОЕ ОТНОШЕНИЕ	ЖИВЕТ В ДОМЕ?	ДАТА РОЖДЕНИЯ

ИСТОРИЯ УСЫНОВЛЕНИЯ/ВОСПИТАНИЯ РЕБЕНКА

- Запрашивали ли вы ранее усыновление?
  Если да, название агентств/а: _____
- Была ли вам ранее выдана лицензия, сертификат или разрешение на патронатное воспитание (foster care)?
  Если да, укажите агентство/а: _____
- Какую лицензию вы получили? _____
- Были ли вы ранее трудоустроены или работали добровольно (без оплаты) в общественном учреждении по присмотру? Если да, укажите название учреждения(й): _____
- Была ли в вашей лицензии, сертификате, анкете по присмотру за родственником или дальнем членом семьи, не являющимся родственником, отказано; приостановлено действие или анулирована лицензия или были исключены?
  Отметьте одно: ☐ Да ☐ Нет

VII. ЖЕЛАЕМЫЙ РЕБЕНОК

- Был ли ребенок определен? Отметьте одно: ☐ Да ☐ Нет
- Находится ли ребенок в настоящее время в вашем доме? Отметьте одно: ☐ Да ☐ Нет

ДАТА РОЖДЕНИЯ РЕБЕНКА	ПОЛ	ЮРИСДИКЦИЯ ОКРУГА	ДАТА РАЗМЕЩЕНИЯ ИЛИ БУДУЩАЯ ДАТА РАЗМЕЩЕНИЯ	РОДСТВЕННОЕ ОТНОШЕНИЕ К ЗАЯВИТЕЛЮ	ОБРАЗОВАНИЕ (КЛАСС, НАЗВАНИЕ И АДРЕС ШКОЛЫ)

ЕСЛИ РЕБЕНОК НЕ БЫЛ ОПРЕДЕЛЕН, ПОЖАЛУЙСТА, УКАЖИТЕ ВАШИ ПРЕДПОЧТЕНИЯ

ВОЗРАСТ	ПОЛ	ЭТНИЧЕСКОЕ ПРОИСХОЖДЕНИЕ	РОДСТВЕННИКИ (ГРУППА)	ОТМЕТЬТЕ ВСЕ УСЛОВИЯ, КОТОРЫЕ ВЫ СОГЛАСНЫ ПРИНЯТЬ
☐ 0 ДО 3 лет ☐ 4 ДО 8 лет ☐ 9 ДО 12 лет ☐ 13 ДО 15 лет ☐ 16 ДО 18 лет ☐ 18 ДО 21 года ☐ Нет предпочтения	☐ Только мужского рода ☐ Только женского рода ☐ Не имеет значения	☐ Белый ☐ Латиноамериканец ☐ афро-американец ☐ Азиат/ Уроженец островов Тихого океана ☐ Американский индеец ☐ Другое ☐ Не имеет значение	☐ 2 ☐ 3 ☐ 4 ☐ 5 или больше ☐ не относится	☐ Подвергались физическому насилию и/или недосмотру ☐ Подвергались сексуальному насилию ☐ Психические заболевания ☐ С медицинской точки зрения хрупкий ☐ Физический инвалид ☐ Умственно отсталый ☐ Ограниченные возможности обучения ☐ Подвергались воздействию алкоголя/ наркотиков ☐ Оппозиционное / вызывающее поведение ☐ Неблагоприятное родительское воздействие ☐ Религиозное вероисповедание отличное от вашего ☐ Этническое и/или культурное воспитание отличное от вашего ☐ Не ходячий

VIII. РЕКОМЕНДАЦИИ

Пожалуйста, укажите имя, адрес и номер телефона трех лиц, которым известно ваша домашняя обстановка, стиль жизни и способность быть попечителем. Как минимум двое из этих лиц не должны быть вашими родственниками.

ПОЛНОЕ ИМЯ	НОМЕР(А) ТЕЛЕФОНА	ПОЧТОВЫЙ АДРЕС/ГОРОД/ШТАТ/КОД

IX. ЗАЯВЛЕНИЕ ПРОСИТЕЛЯ

Я/мы заявляем, что:

- У меня/нас есть финансовая возможность поддерживать уровень ухода, требуемый в семье, предоставляющей поддержку.
- У меня/нас есть возможность и желание соблюдать соответствующие законы, правила и Письменных директив, регулирующих программу утверждения семей, предоставляющих поддержку.
- Я/мы понимаем, что у детей и совершеннолетних иждивенцев есть личные права согласно правил Welfare and Institutions Code секция 16001.9, и у меня/нас есть возможность и желание оберегать эти права.
- У меня/нас есть возможность и желание понять потребность в безопасности, постоянстве и благополучии детей и совершеннолетних иждивенцев, которые были жертвами жестокого и пренебрежительного обращения и способность и готовность для удовлетворения этих потребностей, в том числе необходимость защиты.
- У меня/нас есть возможность и желание понять мою/нашу роль, как семьи, предоставляющей поддержку и возможность работать совместно с агентством, округом и другими представителями услуг, внедряющих план детей и совершеннолетних иждивенцев.
- У меня/нас есть возможность и желание поддерживать наименее ограниченную и максимально возможную семейную атмосферу, которая служит потребностям ребенка или совершеннолетнего иждивенца и я/мы готов/ы применять стандарты осторожных и осмотрительных родителей (Reasonable and Prudent Parent Standard) (RPPS).
- Подписывая это заявление я/мы понимаю/ем, что лицам, давшим мне/нам рекомендацию, врачу и работодателю потребуется заполнить обычные формы, что моё/наше финансовое и семейное положение будет проверено и будет проверено криминальное прошлое.
- Я/мы заверяю/ем, что предоставленная в этой форме информация правильна и правдива, насколько мне/нам известно.
- Я / Мы понимаем, что я/ мы имеем право обжаловать любое решение в отношении распоряжений этой формы.

ПОДПИСЬ ЗАЯВИТЕЛЯ	ГОРОД И ОКРУГ, ГДЕ ПОДПИСАНО	ДАТА

SOLICITUD PARA FAMILIA DE APOYO *(RESOURCE FAMILY)*

Instrucciones: Ésta es la solicitud para aprobación de una Familia de Apoyo. Por favor escriba a máquina o escriba claramente con letra de molde.

☐ SOLICITUD INICIAL ☐ CAMBIO DE UBICACIÓN ☐ OTRO (ESPECIFIQUE) : _____

I. SOLICITANTE(S) CADA SOLICITANTE TIENE QUE COMPLETAR UNA "DECLARACIÓN SOBRE ANTECEDENTES PENALES" RFA-01(B)

	PRIMER NOMBRE	NOMBRE QUE USA EN MEDIO	APELLIDO
SOLICITANTE NÚMERO UNO:			
SOLICITANTE NÚMERO DOS:			

NOMBRES QUE USÓ ANTERIORMENTE: **incluyendo nombre de soltera*	NIVEL DE EDUCACIÓN MÁS ALTO QUE COMPLETÓ
SOLICITANTE NÚMERO UNO:	
SOLICITANTE NÚMERO DOS:	

	FECHA DE NACIMIENTO	SEXO	RAZA/ETNICIDAD	NÚMERO DE LICENCIA DE MANEJAR
SOLICITANTE NÚMERO UNO:				
SOLICITANTE NÚMERO DOS:				

	NOMBRE/DIRECCIÓN DEL EMPLEADOR	NÚM. DE TELÉFONO EN EL TRABAJO	OCUPACIÓN	INGRESOS ANUALES
SOLICITANTE NÚMERO UNO:				
SOLICITANTE NÚMERO DOS:				

	EMAIL (OPCIONAL)	NÚM. DE TELÉFONO CELULAR	NÚM. DE TELÉFONO EN EL HOGAR
SOLICITANTE NÚMERO UNO:			
SOLICITANTE NÚMERO DOS:			

II. RESIDENCIA DEL SOLICITANTE(S)

DIRECCIÓN	CIUDAD	ESTADO	CÓDIGO POSTAL
DIRECCIÓN PARA EL CORREO (SI ES DIFERENTE)	**CIUDAD**	**ESTADO**	**CÓDIGO POSTAL**

¿Es usted dueño de su residencia o renta o arrienda?	Marque una: ☐ Soy el dueño ☐ Rento ☐ Arriendo
¿Hay armas en el hogar?	Marque una: ☐ Sí ☐ No

Extensión de agua	Marque una: ☐ Sí ☐ No
Si la respuesta es "Sí", por favor describa la ubicación de la extensión de agua y su tamaño:	

Por favor proporcione instrucciones, incluyendo información de cruces de calles principales, para llegar a su residencia.

III. RELACIÓN/PARENTESCO ENTRE LOS SOLICITANTES

SI HAY MÁS DE UN SOLICITANTE, ¿CUÁL ES SU RELACIÓN/PARENTESCO? *Por favor, marque una.*	
☐ CASADOS ☐ RELACIÓN DOMÉSTICA ☐ PARIENTES (MIEMBRO DE LA FAMILIA) ☐ COHABITANTES OTRA	
FECHA DEL MATRIMONIO/RELACIÓN DOMÉSTICA ACTUAL	
LUGAR DEL MATRIMONIO/RELACIÓN DOMÉSTICA ACTUAL	

IV. NIÑOS MENORES QUE VIVEN EN EL HOGAR

RELACIÓN/PARENTESCO CON EL SOLICITANTE(S)	FECHA DE NACIMIENTO	SEXO	¿APOYA USTED ECONÓMICANTE AL NIÑO?	ADOPTADO
			☐ Sí ☐ No	☐ Sí ☐ No
			☐ Sí ☐ No	☐ Sí ☐ No
			☐ Sí ☐ No	☐ Sí ☐ No
			☐ Sí ☐ No	☐ Sí ☐ No

V. OTROS ADULTOS QUE VIVEN EN EL HOGAR

Cada adulto que vive en el hogar tiene que completar una "Declaración sobre antecentes penales" RFA-01(B).

NOMBRE COMPLETO (PRIMER NOMBRE, NOMBRE QUE USA EN MEDIO, Y APELLIDO)	FECHA DE NACIMIENTO	RELACIÓN/PARENTESCO CON EL SOLICITANTE(S)

VI. HISTORIAL DEL SOLICITANTE(S)

HISTORIA MARITAL			
NOMBRE DEL ESPOSO(A) ANTERIOR	FECHA Y LUGAR DEL MATRIMONIO (CIUDAD Y ESTADO)	FECHA Y LUGAR DEL DIVORCIO	FECHA Y LUGAR DEL FALLECIMIENTO
SOLICITANTE NÚMERO UNO:			
SOLICITANTE NÚMERO DOS:			

HIJOS ADULTOS DEL SOLICITANTE(S)				
NOMBRE COMPLETO	DIRECCIÓN Y NÚMERO DE TELÉFONO	RELACIÓN/ PARENTESCO	¿VIVE EN EL HOGAR?	FECHA DE NACIMIENTO

HISTORIAL DE CUIDADO DE CRIANZA TEMPORAL/ADOPCIÓN

- ¿Ha presentado anteriormente una solicitud para adopción?
  Si la respuesta es "Sí", nombre de la oficina/agencia: _____
- ¿Ha sido anteriormente certificado o aprobado, o tiene una licencia para el cuidado de crianza temporal?
  Si la respuesta es "Sí", nombre de la oficina/agencia: _____
- ¿Qué tipo de licencia obtuvo? _____
- Anteriormente, ¿ha estado empleado o ha trabajado como voluntario en un establecimiento de cuidado en la comunidad? Si la respuesta es "Sí", nombre del establecimiento(s):

  _____
- ¿Ha tenido anteriormente la negación de una licencia, certificación, solicitud para cuidado de crianza temporal como miembro o no miembro de la familia extendida; suspensión o revocación de licencia; o ha estado sujeto a una orden de exclusión?
  Marque una ☐ Sí ☐ No

VII. EL NIÑO QUE DESEA

- ¿Se ha identificado al niño? Marque una: ☐ Sí ☐ No
- ¿Está el niño actualmente en su hogar? Marque una: ☐ Sí ☐ No

FECHA DE NACIMIENTO DEL NIÑO	SEXO	CONDADO DE JURISDICCIÓN	FECHA DE COLOCACIÓN O FUTURA FECHA DE COLOCACÓN	RELACIÓN/ PARENTESCO CON EL SOLICITANTE(S)	EDUCACIÓN (GRADO, NOMBRE Y DIRECCIÓN DE LA ESCUELA)

SI NO SE HA IDENTIFICADO AL NIÑO, POR FAVOR INDIQUE SUS PREFERENCIAS:

EDAD(ES)	SEXO	ETNICIDAD	HERMANOS (GRUPO DE)	MARQUE TODAS LAS CONDICIONES QUE ESTÁ DISPUESTO A ACEPTAR
☐ 0 A 3 años ☐ 4 A 8 años ☐ 9 A 12 años ☐ 13 A 15 años ☐ 16 A 18 años ☐ 18 A 21 años ☐ No preferencia	☐ Masculino solamente ☐ Femenino solamente ☐ No preferencia	☐ Caucásico ☐ Hispano ☐ Afroamericano ☐ Asiático/ Isleño del Pacífico ☐ Indígena de los Estados Unidos ☐ Otra ☐ No preferencia	☐ 2 ☐ 3 ☐ 4 ☐ 5 o más ☐ N/A (no aplica)	☐ Historial de abuso físico y/o descuido ☐ Historial de abuso sexual ☐ Historial de enfermedad mental ☐ Médicamente frágil ☐ Discapacidad física ☐ Discapacidad intelectual ☐ Discapacidad de aprendizaje ☐ Expuesto al alcohol/drogas ☐ Comportamiento de oposición/desafiante ☐ Antecedentes adversos de los padres ☐ Fe religiosa diferente ☐ Origen de diferente etnia y/o cultura ☐ No puede caminar

VIII. REFERENCIAS

Por favor anote el nombre, dirección y número de teléfono de tres personas que conozcan su ambiente en el hogar, estilo de vida, y capacidad para ser un proveedor de cuidado.

NOMBRE COMPLETO	NÚMERO(S) DE TELÉFONO	DIRECCIÓN PARA RECIBIR EL CORREO CIUDAD/ESTADO/CÓDIGO POSTAL

IX. DECLARACIÓN DEL SOLICITANTE(S)

Yo (o nosotros) declaro que:

- Yo (o nosotros) tengo la habilidad financiera para mantener el nivel de cuidado que requiere un Hogar de Familia de Apoyo *(Resource Family Home)*.
- Yo (o nosotros) tengo la habilidad y la voluntad para cumplir con las leyes, reglamentos, y directivas escritas que gobiernan el Programa de Aprobación de Familias de Apoyo.
- Yo (o nosotros) entiendo que los niños y los dependientes que no son menores tienen derechos personales bajo la Sección 16001.9 del Código de Bienestar e Instituciones *(Welfare and Institutions Code)*, y tengo la habilidad y voluntad de salvoguardar esos derechos.
- Yo (o nosotros) tengo la habilidad y la voluntad para entender las necesidades de seguridad, permanecia, y bienestar de los niños y los dependientes que no son menores que han sido víctimas de abuso y descuido de niños, y la capacidad y voluntad para satisfacer esas necesidades, incluyendo la necesidad de protección.
- Yo (o nosotros) tengo la habilidad y voluntad para entender mi papel como Familia de Apoyo y la capacidad para trabajar en cooperación con la oficina/agencia, condado, y otros proveedores de servicios para implementar el plan de caso del niño o dependiente que no es menor.
- Yo (o nosotros) tengo la habilidad y voluntad para mantener el ambiente menos restrictivo y lo más parecido a una familia que satisface las necesidades de un niño o un dependiente que no es menor, y estoy preparado para usar el Estándar de un Padre Razonable y Prudente (*Reasonable and Prudent Parent Standard* - RPPS).
- Al firmar esta solicitud, yo (o nosotros) entiendo que: se requerirá que mis referencias, doctor, y empleador, completen los formularios rutinarios; se verificará mi situación financiera y marital; y se llevará a cabo una verificación de antecedentes penales.
- Yo (o nosotros) afirmo que la información proporcionada en este formulario es verdadera y correcta según mi leal saber y entender.
- Yo (o nosotros) entiendo que yo (o nosotros) tengo el derecho a apelar cualquier decisión acerca de la disposición de esta solicitud.

FIRMA DEL SOLICITANTE(S)	CIUDAD Y CONDADO DONDE SE FIRMÓ	FECHA

Appendix C: Threshold Languages by County
(3000 people or 5% of population)

Attachment VII

Languages	Alameda County	Alpine County	Amador County	Butte County	Calaveras County	Colusa County	Contra Costa County	Del Norte County	El Dorado County	Fresno County	Glenn County	Humboldt County	Imperial County	Inyo County	Kern County	Kings County	Lake County	Lassen County	Los Angeles County	Madera County	Marin County	Mariposa County	Mendocino County	Merced County	Modoc County	Mono County	Monterey County	Napa County	Nevada County	Orange County	Placer County	Plumas County	Riverside County	Sacramento County	San Benito County	San Bernardino County	San Diego County	San Francisco County	San Jaoquin County	San Luis Obispo County	San Mateo County	Santa Barbara County	Santa Clara County	Santa Cruz County	Shasta County	Sierra County	Siskiyou County	Solano County	Sonoma County	Stanislaus County	Sutter County	Tehama County	Trinity County	Tulare County	Tuolumne County	Ventura County	Yolo County	Yuba County
African languages																			X																		X																						
Arabic																			X											X						X	X																					
Armenian																			X																																								
Chinese	X						X												X											X			X	X		X	X	X	X		X		X													X		
French																			X																																								
German																			X																																								
Hebrew																			X																																								
Hindi	X																		X															X									X																
Hmong										X																								X					X																				
Italian																			X																																								
Japanese	X																		X											X							X	X					X																
Korean	X						X												X											X			X			X	X	X					X																
Lao																																					X																						
Mon-Khmer, Cambodian																			X																				X																				
Other Asian languages	X																		X															X									X																
Other Indic languages	X									X									X															X					X				X								X								
Other Pacific Island languages																			X																	X	X						X																
Other Slavic languages																																		X																									
Other and Unspecific																																					X																						
Persian	X						X												X											X							X						X																
Portuguese																			X																								X																
Russian																			X															X			X	X					X																
Spanish	X			X		X	X		X	X	X		X	X	X	X	X		X	X	X		X	X	X	X	X	X		X	X		X	X	X	X	X	X	X	X	X	X	X	X				X	X	X	X	X		X		X	X	X
Tagalog	X						X								X				X											X			X	X		X	X	X	X		X		X					X								X		
Thai																			X																																								
Vietnamese	X						X												X											X			X	X		X	X	X	X				X																

Data from American Community Survey 2006-2010