



April 8, 1997

GENERAL LETTER NO. 12-B-AP-27

ISSUED BY: Bureau of Alternative Living Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, *Foster Family Home Licensing*,
Appendix, Title page, revised; Contents (pages 1 and 2), revised; pages 1
through 30, revised; pages 31 through 34, new; and the following forms:

470-3378 *Certificate of Completion*, new
SS-3304 *Certificate of License*, unchanged
595-1396 *DHS Criminal History Record Check*, revised
470-2066 *Foster/Adoptive Preservice Training Certificate*, revised
470-0771 *Foster Care and Adoption Home Study Packet*, revised
SS-2202 *Foster Care Private Water Supply Survey*, updated
SS-2101 *Foster Family Home License Application*, revised
470-2369 *Foster Family Record Check Letter*, revised
470-0695 *Foster Family Survey Report*, revised
470-3341 *Foster Parent Evaluation and Training Plan*, new
470-2541 *Foster Parent Training Application*, revised
470-2080 *Foster Parent Training History*, new
470-2540 *Foster Parent Training Report*, new
470-3226 *HIV General Agreement*, updated
RC-0025 *Home Study Format*, revised
470-3342 *License Capacity Exception Request*, new
470-0709 *Notice of Action: Foster Family Home*, revised
SS-2614 *Physician's Report for Foster and Adoptive Parents*
470-0699 *Provisions for Alternate Water Supply*, revised
470-3227 *Receipt of HIV-Related Information*, new
470-0704 *Recommendation for Denial of a Foster Family License*, revised
470-0698 *Recommendation for Provisional License*, revised
470-0710 *Recommendation for Suspension of a License*, revised
470-2386 *Record Check Decision*, new
470-2310 *Record Check Evaluation*, revised
SS-1606-0 *Request for Child Abuse Information*, unchanged
470-0705 *Request for Revocation of Foster Family License*, revised
470-3377 *Treatment Foster Care Preservice Training Certificate*, new

Summary

This letter transmits revisions of the majority of the forms for foster home licensing and adds two new forms. Where possible, the old (SS-) form numbers have been dropped in favor of the state central file number (470-).

The revised *DHS Criminal History Record Check* from the Division of Criminal Investigation announced in Manual Letter No. XII-Zero-2 in August 1996 is incorporated into the manual.

Form 470-0771, *Foster Care and Adoption Home Study Packet* (SS-6711), is revised to clarify the questions about marriage and relationship status for married and unmarried applicants.

The sample of *Foster Care Private Water Supply Survey* is updated to the current type-set version at Anamosa.

Current samples of all three training certificates issued by ISU are included in the appendix.

The *Foster Family Home License Application* has been revised to add space for other names used by adults in the foster family household.

The *Foster Family Record Check Letter* is revised to update legal references and phone numbers.

The *Foster Family Survey Report* is revised to remove the old form number.

The new form, *Foster Parent Evaluation and Training Plan*, may be used as a guide in evaluating the foster family's training needs and planning for training.

The *Foster Parent Training Application* has been revised to change "district" to "region."

Samples of forms 470-2080, *Foster Parent Training History*, and 470-2540, *Foster Parent Training Report*, are included in the appendix for the first time.

The print date on the *HIV General Agreement* is corrected.

The *Home Study Format* is revised to update the form number for the *Foster Family Survey Report*.

New form 470-3342, *License Capacity Exception Request*, is added to provide a uniform format for requesting additional licensing capacity for a foster family home.

The *Notice of Action: Foster Family Home*, is revised to add options noting withdrawal of a license and failure to renew a license.

Form 470-0699, *Unsafe Water Sample Approval* (SS-2208), is revised to change "district" to "region" and adjust spacing and is renamed *Provisions for Alternate Water Supply*.

Form 470-3227, *Receipt of HIV-Related Information*, is added to this manual for the first time. This is the form that the foster parents sign when a child diagnosed with HIV is actually placed with them.

Form 470-0704, *Recommendation for Denial of a Foster Family License*, is revised to correct legal references, change “district” to “region,” and arrange the grounds with the most commonly used first.

Form 470-0698, *Recommendation for Provisional License*, is revised to change “district” to “region” and to add more copies.

Form 470-0710, *Recommendation for Suspension of a License*, is revised to update organizational names and add rule references for emergency and time-limited suspensions.

Form 470-2310, *Record Check Evaluation*, has been revised to allow for its use in evaluating staff in home- and community-based waiver programs. Text relating to criminal convictions was omitted in this revision and should be added after the second box, if needed.

Form 470-0705, *Request for Revocation of Foster Family License*, is revised to update organizational names.

The Appeal Process for Licensing Decisions and the Adverse Action Chart are moved into Chapter 12-B. The list of water testing laboratories is removed from the manual. County health departments usually can do testing or can refer you to available laboratories.

Effective Date

Immediately upon receipt.

Material Superseded

Remove from Employees’ Manual, Title 12, Chapter B, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Title page	February 28, 1978
Contents (pages 1 and 2)	October 30, 1995
SS-2101	4/94
1	March 22, 1988
2 through 4	February 25, 1992
SS-6711	2/92
SS-2614	2/92
SS-2204	6/96
5	July 28, 1987
6	September 25, 1984
SS-2202	10/81

SS-2208	10/81
7	October 27, 1981
8, 9	February 25, 1992
RC-0025	2/92
595-1396	2/92
10	October 30, 1995
470-3226	9/95
470-2540	10/89
11	October 17, 1989
12	September 25, 1984
SS-2207	10/81
SS-2302	2/88
13, 14	July 28, 1987
SS-2303	2/88
15 through 20	October 27, 1981
SS-3304	10/81
21	September 25, 1984
22	July 28, 1987
SS-1606-0	7/95
SS-2306-0	4/94
22a, 23	April 19, 1994
24	April 6, 1982
SS-2307-3	4/82
25	September 19, 1995
26	July 28, 1987
470-2310	7/95
470-2368	2/88
27, 28	March 22, 1988
470-2369	2/88
470-2541	10/89
29	October 17, 1989
30	November 21, 1989
SS-2309	2/85

The Foster Parent's Handbook, Comm. 33, dated July 95, has **not** been changed. Please maintain this handbook and file it at the end of the appendix.

Additional Information

You may use up supplies of the previous version of all of the revised forms before reordering from Anamosa except for the following:

595-1396, *DHS Criminal History Record Check*
470-2310, *Record Check Evaluation*

Use only the record check forms currently at Anamosa, dated 8/96. An initial supply of the revised *Record Check Evaluation* will be issued to field offices as soon as it is printed. Discard previous versions at that time, and see that local child-placing agencies have a supply of the revised form.

All of the training certificates are issued from Iowa State University and are no longer stocked at regional or county offices. Discard any remaining supplies of SS-2309, *Foster Care Training Certificate*, dated 2/85. Also note that form 470-2368, *Foster Family Record Check Recommendation*, is obsolete.

Refer any questions to your regional foster care specialist.



August 26, 1997

GENERAL LETTER NO. 12-B-AP-28

ISSUED BY: Bureau of Alternative Living Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, *Foster Family Home Licensing Appendix*, Contents (page 1), revised; pages 7 and 30, revised; and the following forms:

470-0693 *Foster Care Private Water Supply Survey*, revised
470-2540 *Foster Parent Training Report*, revised
470-2310 *Record Check Evaluation*, unchanged
SS-1606-0 *Request for Child Abuse Information*, revised

Summary

The *Foster Care Private Water Supply Survey* is revised to simplify the description of the well construction and to make the water quality report section more specific.

The *Foster Parent Training Report* is revised to identify the licensing agency for the foster home and to provide that the foster parent gets a copy of the report.

The *Record Check Evaluation* is reprinted to correct a problem in the previous printing of the appendix.

The *Request for Child Abuse Information* is revised to add more information about past residences and names of the person requesting information (for use by the subject of a report and to eliminate the section verifying identity of the requester. Instructions for requesting corrections of a report are added on page 2.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	April 8, 1997
SS-2202	10/81
7	April 8, 1997
470-2540	10/89
470-2310	3/97
30	April 8, 1997
SS-1606-0	7/95

Additional Information

You may use up supplies of the previous version of the revised forms before reordering from Anamosa except for SS-1606-0. Iowa State Industries sent an initial supply of revised forms to the regional offices. When you receive the revised forms, destroy supplies of the previous version.

Refer any questions to your regional foster care specialist.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

August 17, 1999

GENERAL LETTER NO. 12-B-AP-29

ISSUED BY: Bureau of Alternative Living Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, *Foster Family Home Licensing Appendix*, Contents (page 1) revised; pages 8, 17, 20, and 30, revised; and the following forms:

- SS-2101 *Foster Family Home License Application* (470-0689), revised
- 470-3226 *HIV General Agreement*, revised
- 470-0709 *Notice of Action: Foster Family Home*, revised
- SS-1606-0 *Request for Child Abuse Information* (470-0643), revised

Summary

The *Foster Family Home License Application* form is revised to add a certification statement that the applicants and, when applicable, other adults residing in the home of the applicants have no crime convictions or founded abuse reports in any state outside of Iowa.

The *HIV General Agreement* is revised to provide both yes and no answers to the questions.

The *Notice of Action* is revised to provide an option to notify foster families when they are approved as an over-capacity emergency home. This form is available as a template in the state-approved forms services folder on Outlook or it may be ordered from Anamosa.

The *Request for Child Abuse Information* has been revised to clarify the type of information being requested by a person or agency. This form is used both to request a record check on a person and to request the actual report. County offices or the Central Abuse Registry continue to determine authorized access and the information to be released. This form is available as a template in the state-approved forms services folder on Outlook or it may be ordered.

Effective Date

Upon receipt

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (p. 1)	August 26, 1997
8	April 8, 1997
SS-2101	12/96
470-3226	7/95
17, 20	April 8, 1997
470-0709	3/97
30	August 26, 1997
SS-1606-0	7/97

Additional Information

Refer any questions to your regional foster care specialist.



THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

October 17, 2000

GENERAL LETTER NO. 12-B-AP-30

ISSUED BY: Bureau of Permanency Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 2, 3, 4, 6, 8, 18, 22, 28, and 30, revised; and the following forms:

- 470-0727 *Certificate of License*, revised
- 595-1396(S) *DHS Criminal History Record Check* (Spanish), new
- 470-0771 *Foster Care and Adoption Home Study Packet*, revised
- 470-0689 *Foster Family Home License Application*, revised
- RC-0025 *Home Study Format*, revised
- 470-0720 *Physician's Report for Foster and Adoptive Parents*, revised
- 470-2386 *Record Check Decision*, revised
- 470-0643 *Request for Child Abuse Information*, revised

Summary

The *Certificate of License* and the *Record Check Decision* have been revised to create electronic templates that workers can fill out on line.

The *DHS Criminal History Record Check* is now available in a Spanish translation.

The *Foster Care and Adoption Home Study Packet* and the *Home Study Format* are revised to provide consistency in the foster care and adoption home studies and to assist with the coordination of foster care and adoption homes.

The *Foster Family Home License Application* has been revised to correct the appeal language, update addresses, and remove the old form number.

The *Physician's Report for Foster and Adoptive Parents* is revised to update the format and remove the old number.

The *Request for Child Abuse Information* is revised to correct the Registry address and remove the old form number.

Effective Date

Upon receipt.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, Appendix, and destroy the following:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 17, 1999
Contents (page 2)	April 8, 1997
2, 3, 4, 6	April 8, 1997
SS-3304	10/81
470-0771	3/97
8	August 17, 1999
SS-2101	2/99
18	April 8, 1997
RC-0025	3/97
22	April 8, 1997
SS-2614	2/92
28	April 8, 1997
470-2386	2/88
30	August 17, 1999
SS-1606-0	10/98

Additional Information

Use up supplies of all revised forms before reordering. Templates are available on Outlook for forms 470-0727, 470-2386, and 470-0643. No printed supplies are available for RC-0025 or 470-2386. Print supplies from the on-line manual as needed. All other forms can be ordered from Anamosa (including the previous version of 470-0727).

Refer any questions to your regional foster care specialist.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

July 23, 2002

GENERAL LETTER NO. 12-B-AP-31

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental, and Protective Services

SUBJECT: Employees' Manual, Title 12, Chapter B, ***FOSTER FAMILY HOME LICENSING APPENDIX***, Contents (page 2), revised; pages 27, 28, 33, and 34, revised, form 470-0710, *Recommendation for Suspension of a License*, revised, and Comm. 33, Foster Parent Handbook, revised.

Summary

Form 470-0710 has been revised to make it a Word template.

The *Foster Parent Handbook* has been revised to clarify and update policies and procedures.

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (p. 2)	October 17, 2000
470-0710	3/97
27	April 8, 1997
28	October 17, 2000
33, 34	April 8, 1997
Comm. 33 (133 pp.)	July 1995

Additional Information

Destroy any supply of July 1995 Handbooks. The Iowa Foster and Adoptive Parent Association will distribute the revised Handbooks to all currently licensed foster homes and to each new foster family when the license approval is entered in FACS.

This Handbook is also available on the Internet through www.dhs.state.ia.us/policyanalysis. Under "Quick Search," type in "Comm. 33" or "Foster Parent Handbook."



November 4, 2003

GENERAL LETTER NO. 12-B-AP-32

ISSUED BY: Bureau of Protective Services,
Division of Behavioral, Developmental, and Protective Services

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 1, 2, 3, 5, 6, 7, 8, 10, 14, 15, 17 through 21, and 23 through 34, revised; pages 35 through 42, new; and the following forms:

470-4022	<i>Final Strengths/Needs Worksheet</i> , new
470-0689	<i>Foster Family Home License Application</i> , revised
470-0695	<i>Foster Family Survey Report</i> , revised
470-3342	<i>License Capacity Variance Request</i> , revised
470-0709	<i>Notice of Action: Foster Family Home</i> , revised
470-4020	<i>Partnership Development Plan</i> , new
470-4023	<i>Professional Development Plan</i> , new
470-4019	<i>PS-MAPP Family Profile</i> , new
470-4029	<i>PS-MAPP Family Profile Summary</i> , new
470-2066	<i>PS-MAPP Parent Preparation Certificate of Completion</i> , revised
470-0704	<i>Recommendation for Denial of a Foster Family License</i> , revised
470-0710	<i>Recommendation for Suspension of a License</i> , revised
470-2386	<i>Record Check Decision</i> , revised
470-2386(S)	<i>Decisión de Cheque de Registro</i> , new
470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Evaluación de Cheque del Registro</i> , new
470-0643	<i>Request for Child Abuse Information</i> , revised
470-4021	<i>Strengths/Needs Worksheet</i> , new
470-4024	<i>Strengths/Needs Worksheet for Fertility Issues</i> , new
RC-0025	<i>Summary and Recommendation</i> , revised

Summary

This chapter is revised to:

- ◆ Add forms used in preservice training. To improve the preparedness of foster and adoptive parents to meet the needs of children with special needs, the preservice training requirement for foster and adoptive parents was increased to 30 hours effective February 1, 2002. The 30-hour curriculum developed by the Child Welfare Institute, "Partnering for Safety and Permanence: Model Approach to Partnership in Parenting" (PS-MAPP) was selected as the standard for training foster and adoptive parents.

- ◆ Change the name of form 470-2066, *Foster/Adoptive Preservice Training Certificate*, to *PS-MAPP Parent Preparation Certificate of Completion*. The certificate was also updated to reflect the requirement that a foster or adoptive parent complete 30 hours of PS-MAPP training, instead of the previous 12 hours.
- ◆ Change the following forms to remove references to the regional office and regional administrator and replace with service area office and service area manager:
 - 470-0689, *Foster Family Home License Application*
 - 470-0695, *Foster Family Survey Report*
 - 470-0709, *Notice of Action: Foster Family Home*
 - 470-0704, *Recommendation for Denial of a Foster Family Home*
 - 470-0710, *Recommendation for Suspension of a License*
- ◆ Change 470-0689, *Foster Family Home License Application*, and form 470-0709, *Notice of Action: Foster Family Home*, to update the policy on nondiscrimination.
- ◆ Change form 470-0695, *Foster Family Survey Report*, and form 470-0709, *Notice of Action: Foster Family Home*, to remove references to old form names and numbers.
- ◆ Rename form 470-3342, *License Capacity Exception Request*, to *License Capacity Variance Request*. The form is revised to clarify and update policies and procedures.
- ◆ Update form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S), to add a space to specify what a background check has revealed if it is not a founded child abuse report placed on the Child Abuse Registry, a founded dependent adult abuse report, or a criminal conviction. Add the term “transgression” to the form.
- ◆ Update form 470-2386, *Record Check Decision*, and its Spanish translation, form 470-2386(S), to add a space to specify what type of record the Department’s decision is based on, if it is not a conviction of a crime or a founded child abuse report. The term “transgression” has been added to the form.
- ◆ Change the distribution of form 470-0643, *Request for Child Abuse Information*, to remove a copy for the requestor. It is assumed that if the requestor wants a copy of the request, they will photocopy the form as needed.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees’ Manual, Title 12, Chapter B, Appendix and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	October 17, 2000
Contents (page 2)	July 23, 2002
1	April 8, 1997

2, 3	October 17, 2000
470-2066	3/97
5	April 8, 1997
6	October 17, 2000
470-0771	8/00
7	August 26, 1997
8	October 17, 2000
470-0689	4/00
10	April 8, 1997
470-0695	03/97
14, 15	April 8, 1997
17	August 17, 1999
18, 19	October 17, 2000
RC-0025	8/00
470-3342	3/97
20	August 17, 1999
470-0709	8/99
21	April 8, 1997
23-26 *	April 8, 1997
470-0704	3/97
470-0710	3/97
27, 28	July 23, 2002
470-2386	3/00
470-2310	3/97
29	April 8, 1997
30	October 17, 2000
470-0643	4/00
31, 32	April 8, 1997
33, 34 *	July 23, 2002

* Instructions for some forms are repaged to accommodate new forms. Move the form samples as follows:

- ◆ 470-0699, move after p. 24
- ◆ 470-3227, move before p. 29
- ◆ 470-0698, move before p. 31
- ◆ 470-3377, move before p. 41

Additional Information

Destroy any supply of current forms 470-0771, *Foster Care and Adoption Home Study Packet*; RC-0025, *Home Study Format*, and 470-3342, *License Capacity Exception Request*.

Use up remaining printed supplies of the following forms. (No further supplies will be printed.)

- ◆ 470-3226, *HIV General Agreement*
- ◆ 470-2310, *Record Check Evaluation*

Use up existing supplies of the following forms before reordering from Anamosa in the usual manner:

- ◆ 470-0689, *Foster Family Home License Application*
- ◆ 470-0695, *Foster Family Survey Report*
- ◆ 470-0709, *Notice of Action: Foster Family Home*
- ◆ 470-0704, *Recommendation for Denial of a Foster Family License*
- ◆ 470-0710, *Recommendation for Suspension of a License*
- ◆ 470-0643, *Request for Child Abuse Information*

Refer questions about this general letter to your service area manager.



August 26, 2005

GENERAL LETTER NO. 12-B-AP-33

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental & Protective Services For Families, Adults & Children

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**. Contents (pages 1 and 2), revised; pages 7, 10 through 17, 22, 24, 25, 27, 31, 33, 35, 36, and 38 through 42, revised; pages 4a, 4b, 43, and 44, new; and the following forms:

470-4086	<i>Eco-Map</i> , new
470-4087	<i>Family Map</i> , new
470-0689	<i>Foster Family Home License Application</i> , revised
470-2369	<i>Foster Family Record Check Letter</i> , revised
470-0695	<i>Foster Family Survey Report</i> , revised
470-3341	<i>Foster Parent Evaluation and Training Plan</i> , revised
470-2541	<i>Foster Parent Training Application</i> , revised
RC-0025	<i>Home Study Summary and Recommendation Outline</i> , revised
470-0699	<i>Provisions For Alternative Water Supply</i> , revised
470-4019	<i>PS-MAPP Family Profile</i> , revised
470-0698	<i>Recommendation For Provisional License</i> , revised
470-0705	<i>Request for Revocation of Foster Family License</i> , revised
470-4021	<i>Strengths/Needs Worksheet—After Meetings 1 and 2</i> , revised
470-4089	<i>Strengths/Needs Worksheet—After Meetings 3 and 4</i> , new
470-4090	<i>Strengths/Needs Worksheet—After Meeting 5</i> , new
470-4091	<i>Strengths/Needs Worksheet—After Meetings 6 and 7</i> , new

Summary

This chapter is revised to:

- ◆ Update manual pages and forms and add new forms in relation to PS-MAPP preservice training that encompass the process of the home study that replaced what was previously the home study outline in RC-0025.
 - Add form 470-4086, *Eco-Map*, which is used to assess the balance between stress and support the families have at the time this is completed. It is also used to evaluate if foster care or adoption is right for a family, and if so, which child would fit best with the family.

- Add form 470-4087, *Family Map*, which is used to help explore the relationships in families and the possible changes that may take place should the family decide to become an adoptive family.
- Change the name and update RC-0025, *Home Study Summary and Recommendation Outline*. The narrative home study summary and recommendation report, together with forms 470-4019, *PS-MAPP Family Profile*, and 470-4029, *PS-MAPP Family Profile Summary*, constitute the home study.
- Revise form 470-4021, *Strengths/Needs Worksheet—After Meetings 1 and 1*
- Add form 470-4089, *Strengths/Needs Worksheet—After Meetings 3 and 4*
- Add form 470-4090, *Strengths/Needs Worksheet—After Meeting 5*
- Add form 470-4091, *Strengths/Needs Worksheet—After Meetings 6 and 7*
- ◆ Update form 470-0689, *Foster Family Home License Application*, to revise the appeal rights and policy on nondiscrimination.
- ◆ Changed the instructions for the following forms to reflect that printed supplies of these forms are no longer available to order from Anamosa:
 - 470-0699, *Provisions for Alternate Water Supply*
 - 470-0698, *Recommendation for Provisional License*
 - 470-0643 *Request for Child Abuse Information*
 - 470-0705, *Request for Revocation of Foster Family License*

Effective Date

Upon receipt.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2)	November 4, 2003
7	November 4, 2003
470-0689	7/03
470-2369	3-97
10	November 4, 2003
470-0695	3/02
11, 12	April 8, 1997
470-3341	3/97
13-15	November 4, 2003
470-2541	12/96
16 *	April 8, 1997
17	November 4, 2003

22	October 17, 2000
24, 25, 27, 31, 33, 35, 36	November 4, 2003
470-0705	3/97
38	November 4, 2003
470-4021	9/03
39, 40 *	November 4, 2003
RC-0025	9/03
41, 42	November 4, 2003

* As forms are added and removed, existing pages are renumbered to eliminate or consolidate gaps. To accommodate these changes, the following form samples need to be refiled:

- ◆ Move form 470-2540 to precede page 15 instead of following page 16.
- ◆ Move form 470-4024 to follow page 42 instead of preceding page 39.
- ◆ Move form 470-3377 to precede page 43 instead of page 41.
- ◆ Move Comm. 33 to follow page 44 instead of page 42.

Additional Information

Use up existing supplies of the following forms before reordering from Anamosa in the usual manner:

- ◆ 470-0689, *Foster Family Home License Application*
- ◆ 470-0695, *Foster Family Survey Report*
- ◆ 470-3341, *Foster Parent Evaluation and Training Plan*
- ◆ 470-2541, *Foster Parent Training Application*

Use up remaining supply of the following forms, as no further supply of these forms will be printed:

- ◆ 470-0699, *Provisions for Alternate Water Supply*
- ◆ 470-0698, *Recommendations for Provisional License*
- ◆ 470-0705, *Request for Revocation of Foster Family License*

Refer questions about this general letter to your service area manager.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

September 2, 2005

GENERAL LETTER NO. 12-B-AP-34

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental, and Protective Services for Families, Adults, and Children

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, Comm. 33, *Foster Parent Handbook*, Contents (pages 1, 4, 6, 7 and 8), revised, pages 1, 2, 3, 7, 8, 10 through 26, 28, 29, 30, 33, 35, 44, 45, 49, 51, 52, 56, 58, 59, 60, 62, 65, 80, 86, 90, 95, 102, 103, 110 through 115, 119 through 125, 127, 128, 129, 132, 137, 141, 150, 155 through 158, 160, 162, 165, 171 through 174, 178, 186, 188, 193, 194, 195, and 225 through 263, revised; and pages 264 through 274, new.

Summary

Comm. 33, *Foster Parent Handbook*, has been revised to:

- ◆ Change the number of hours of training that must be completed from 24 hours to 30 hours (PS-MAPP) for all adult caretakers in the foster home who provide care to a child on a routine basis in the absence of the foster parent.
- ◆ Align the home study process with the adoption manual home study process.
- ◆ Clarify that the licensing process must be completed within 120 days of the date of applicant begins the pre-service training and within 90 days for reapplications.
- ◆ Update the categories of child abuse.
- ◆ Update the list of service area social work supervisor 3s.
- ◆ Update references from "region" to "service area," from "regional administrator" to "service area manager," from "child study" to "Background Report," from "case permanency plan" to "family case plan" from "Purchase of Service Bureau" to "Bureau of Purchased Services" and from "Purchase Order/Payment Voucher" to "General Accounting Expense."
- ◆ Update form 470-1911, *Medical Assistance Eligibility Card*, to add the Member Services Call Center phone number and to add the Iowa Medicaid Enterprise e-mail address and web site address.
- ◆ Update form 470-0716, *Foster Family Placement Contract*, to change references from "case permanency plan" to "family case plan" and from "regional administrator" to "service area manager."

- ◆ Change the name of form 470-3453, *Iowa Case Permanency Plan*, to *Family Case Plan* and update the sample.
- ◆ Update form 470-0665, *Report of Suspected Child Abuse*, to remove the instructions from page 2. Also, if an agency has a report form or letter format that includes all of the information requested on this form, it may be used in place of this form.
- ◆ Update form 470-2541, *Foster Parent Training Application*, to change references from “regional administrator” to “service area manager” and from “region” to “service area.”
- ◆ Add the section, “What You Need to Know When Transporting Children,” to reflect the changes in Iowa’s child passenger safety law effective July 1, 2004.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees’ Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Comm. 33:	
Contents (pages 1, 4, 6, 7 and 8)	June 2002
1-3, 7, 8, 10-26, 28-30, 33, 35, 44, 45, 49, 51, 52, 56, 58-60, 62, 65, 80, 86, 90, 95, 102, 103, 110-115, 119-125, 127-129, 132, 137, 141, 150, 155-158, 160, 162, 165, 171-174, 178, 186, 188, 193-195, 225-228, 233, 234	June 2002
470-0580	11/80
470-0386	6/01
231, 232	June 2002
470-0716	7/00
470-3453	7/00
470-0665	12/00
470-2540	7/97
470-2541	12/96
251-263	June 2002

Additional Information

Refer questions about this general letter to your service area manager.



January 27, 2006

GENERAL LETTER NO. 12-B-AP-35

ISSUED BY: Bureau of Protective Services, Division of Behavioral, Developmental and Protective Services for Families, Adults and Children

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 13, 15, and 44, revised; and the following forms and handbook:

- 470-2541(S) *Solicitud de Capacitación de Padres Sustitutos (Foster Parent Training Application)*, new
- 470-2540(S) *Informe de Capacitación de Padre de Acogida (Foster Parent Training Report)*, new
- Comm. 33(S) *Manual Para Padres Sustitutos (Foster Parent Handbook)*, Title page, Contents (pages 1 through 8), and pages 1 through 272, new

Summary

This chapter is revised to:

- ◆ Add the following forms that are now available in Spanish:
 - 470-2541(S), *Foster Parent Training Application*
 - 470-2540(S), *Foster Parent Training Report*
- ◆ Add Comm. 33, *Foster Parent Handbook*, which has been translated into Spanish.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1, 2)	August 26, 2005
13, 15, 44	August 26, 2005

Additional Information

Refer questions about this general letter to your area service administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 27, 2007

GENERAL LETTER NO. 12-B-AP-36

ISSUED BY: Bureau of Protective Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 2, 6, 7, 8, 12 through 15, 29 through 32, 36, and 43, revised; and the following forms:

470-0689	<i>Foster Family Home License Application</i> , revised
470-0689(S)	<i>Foster Family Home License Application (Spanish)</i> , new
470-0643	<i>Request for Child Abuse Information</i> , revised

Summary

This chapter is revised to:

- ◆ Update form 470-0689, *Foster Family Home License Application*, to add a section for applicants and other adults living in the home to list any out-of-state county where they resided in the last five years.

This change is made to comply with provisions of the *Adam Walsh Child Protection and Safety Act of 2006* (Public Law 109-248), which amends Section 471(a)(20)(C)(i) of the Social Security Act and was signed into law on July 27, 2006. Effective October 1, 2006, this bill requires states to check the child abuse and neglect registry in each state that maintains a registry in which the prospective foster or adoptive parents and any other adult living in the prospective parent's home have resided in the preceding five years.

A Spanish version of this form, 470-0689(S), is now available. The Spanish version can be printed from the on-line manual or photocopied from the sample in the paper manual.

- ◆ Update form 470-0643, *Request for Child Abuse Information*, to change the procedure and address for appeals of abuse reports.
- ◆ Remove references to treatment foster care.
- ◆ Update the source information for the following forms, as they will no longer be printed at Anamosa:
 - 470-0727, *Certificate of License*
 - 470-2080, *Foster Parent Training History*
 - 470-2540, *Foster Parent Training Report*
 - 470-3227, *Receipt of HIV-Related Information*
- ◆ Update organizational names and clarify printing instructions.

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pp. 1, 2)	January 27, 2006
2	November 4, 2003
6	November 4, 2003
7	August 26, 2005
8	November 4, 2003
470-0689	4/05
12	August 26, 2005
13	January 27, 2006
14	August 26, 2005
15	January 27, 2006
29, 30	November 4, 2003
31	August 26, 2005
32	November 4, 2003
470-0643	12/02
36	August 26, 2005
470-3377	12/02
43	August 26, 2005
44	January 27, 2006

Additional Information

Destroy existing supplies of form 470-0689, *Foster Family Home License Application*. Until revised forms are available, print supplies from the sample in the manual.

Use up existing supplies of the following forms, as they will no longer be printed at Anamosa:

- ◆ 470-0727, *Certificate of License*
- ◆ 470-2080, *Foster Parent Training History*
- ◆ 470-2540, *Foster Parent Training Report*
- ◆ 470-3227, *Receipt of HIV-Related Information*

Destroy existing supplies of form 470-3377, as this form will no longer be issued.

Refer questions about this general letter to your area service administrator.



September 14, 2007

GENERAL LETTER NO. 12-B-AP-37

ISSUED BY: Bureau of Protective Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, pages 3 and 22, revised; and the following forms:

- 595-1396 *DHS Criminal History Record Check*, revised
- 595-1396(S) *DHS Criminal History Record Check (Spanish)*, revised

Summary

This chapter is revised to:

- ◆ Update forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as the Department of Criminal Investigations (DCI) has moved to a new address and has a new telephone number.
- ◆ Change the source information for form 470-0720, *Physician's Report for Foster and Adoptive Parents*, as the form is no longer being printed at Anamosa.

Effective Date

Immediately.

Material Superseded

Remove the following pages and forms from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
595-1396	8/96
595-1396(S)	8/96
3	November 4, 2003
22	August 26, 2005

Additional Information

Destroy existing supplies of forms 595-1396 and 595-1396(S), *DHS Criminal History Record Check*, as they are outdated. Reorder the English version of the form from Iowa Prison Industries at Anamosa in the usual manner. The Spanish version will no longer be printed. Print supplies from the online manual or photocopy it from the paper manual.

Use up existing supplies of form 470-0720, *Physician's Report for Foster and Adoptive Parents*, as the form is no longer being printed at Anamosa.

Refer questions about this general letter to your service area manager.



August 22, 2008

GENERAL LETTER NO. 12-B-AP-38

ISSUED BY: Bureau of Protective Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 1, 2, 4a, 4b, 5, 11, 14 through 20, 25, 26, 28, and 38 through 43, revised; page 44, new; and the following forms:

470-3378 *Certificate of Completion*, revised
595-1396(S) *DHS Criminal History Record Check* (Spanish), new
470-4086(S) *Eco-Map* (Spanish), new
470-4087(S) *Family Map* (Spanish), new
470-4022(S) *Final Strengths/Needs Worksheet* (Spanish), new
470-3226(S) *HIV General Agreement* (Spanish), new
470-0709 *Notice of Action: Foster Family Home*, revised
470-0709(S) *Notice of Action: Foster Family Home* (Spanish), new
470-4019(S) *PS-MAPP Family Profile* (Spanish), new
470-2066 *PS-MAPP Parent Preparation Certificate of Completion*, revised
470-0710 *Recommendation for Suspension of a License*, revised
470-0705 *Request for Revocation of a Foster Family License*, revised
470-4021(S) *Strengths/Needs Worksheet, After Meetings 1 and 2* (Spanish), new
470-4089(S) *Strengths/Needs Worksheet, After Meetings 3 and 4* (Spanish), new
470-4090(S) *Strengths/Needs Worksheet, After Meeting 5* (Spanish), new
470-4091(S) *Strengths/Needs Worksheet, After Meetings 6 and 7* (Spanish), new
470-4024(S) *Strengths/Needs Worksheet for Fertility Issues* (Spanish), new
Comm. 315 *Medication Management*, new

Summary

This chapter is revised to:

- ◆ Add Comm. 315, *Medication Management*, and instructions to the Appendix.
- ◆ Revise instructions for the *Certificate of License* as gold seals noting the date of license expiration are no longer used.
- ◆ Update form 470-0709, *Notice of Action: Foster Family Home*, to update the appeal rights and the current policy on nondiscrimination.

- ◆ Replace references to Iowa State University with references to Iowa KidsNet, the recruitment and retention contractor.
- ◆ Add the following forms that are now available in Spanish:
 - 470-4086(S), *Eco-Map*
 - 470-4087(S), *Family Map*
 - 470-4022(S), *Final Strengths/Needs Worksheet*
 - 470-3226(S), *HIV General Agreement*
 - 470-0709(S), *Notice of Action: Foster Family Home*
 - 470-4019(S), *PS-MAPP Family Profile*
 - 470-4021(S), *Strengths/Needs Worksheet, After Meetings 1 and 2*
 - 470-4089(S), *Strengths/Needs Worksheet, After Meetings 3 and 4*
 - 470-4090(S), *Strengths/Needs Worksheet, After Meeting 5*
 - 470-4091(S), *Strengths/Needs Worksheet, After Meetings 6 and 7*
 - 470-4024(S), *Strengths/Needs Worksheet for Fertility Issues*
- ◆ Update references to the Division of Child and Family Services on forms 470-0710, *Recommendation for Suspension of a License*, and 470-0705, *Request for Revocation of a Foster Family License*.

Effective Date

Immediately

Material Superseded

Remove the following pages and forms from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (pages 1, 2)	April 27, 2007
470-3378	3/97
1	November 4, 2003
2	April 27, 2003
4a, 4b	August 26, 2005
5	November 4, 2003
11	August 26, 2005
14, 15	April 27, 2003
16, 17	August 26, 2005
18	November 4, 2003
470-0709	3/02
19, 20	November 4, 2003
25	August 26, 2005
26, 28	November 4, 2003
470-2066	1/03
470-0710 (after p. 32)	3/02
470-0705 (after p. 36)	7/05

38-42
43

August 26, 2005
April 27, 2007

Additional Information

Refer questions about this general letter to your area service administrator.



July 17, 2009

GENERAL LETTER NO. 12-B-AP-39

ISSUED BY: Bureau of Protective Services, Division of Child and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 1), revised; page 18, revised; pages 18a and 28a, new; and the following forms:

- 470-4819 *Lead Paint Assessment*, new
- 470-4820 *PS-MAPP Waiver*, new

Summary

This chapter is revised to:

- ◆ Add form 470-4819, *Lead Paint Assessment*, to document that the foster parent has conducted a visual assessment for lead hazards in their place of residence built before 1960.
- ◆ Add form 470-4820, *PS-MAPP Waiver*, to document the reasons a foster or adoptive applicant's partial or total waiver of completion of the PS-MAPP pre-service training.

Effective Date

July 1, 2009

Material Superseded

Remove the following pages from Employees' Manual, Title 12, Chapter B, Appendix, and destroy them:

<u>Page</u>	<u>Date</u>
Contents (page 1)	August 22, 2008
18	August 22, 2008

Additional Information

Refer questions about this general letter to your area social work administrator.



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES J. KROGMEIER, DIRECTOR

August 6, 2010

GENERAL LETTER NO. 12-B-AP-40

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Title page, revised; Contents (pages 1 and 2), revised; pages 1 through 44, revised; pages 45 through 49, new; and the following forms:

470-3378	<i>Certificate of Completion</i> , revised
470-0727	<i>Certificate of License</i> , revised
470-4657	<i>Firearms Safety Plan</i> , new
470-0693	<i>Foster Care Private Water Supply Survey</i> , revised
470-0689	<i>Foster Family Home License Application</i> , revised
470-0689(S)	<i>Foster Family Home License Application (Spanish)</i> , revised
470-2369	<i>Foster Family Record Check Letter</i> , revised
470-0695	<i>Foster Family Survey Report</i> , revised
470-4614	<i>Foster Parent Post-Adjudication Hearing Report</i> , new
470-2541	<i>Foster Parent Training Application</i> , revised
470-2541(S)	<i>Foster Parent Training Application (Spanish)</i> , revised
470-2080	<i>Foster Parent Training History</i> , revised
470-3341	<i>Foster Parent Training Plan</i> , revised
470-2540	<i>Foster Parent Training Report</i> , revised
470-2540(S)	<i>Foster Parent Training Report (Spanish)</i> , revised
470-0720	<i>Health Report for Foster and Adoptive Parents</i> , revised
470-3226	<i>HIV General Agreement</i> , revised
470-3226(S)	<i>HIV General Agreement (Spanish)</i> , revised
RC-0025	<i>Home Study Summary and Recommendation Outline</i> , revised
470-3342	<i>License Capacity Variance Request</i> , revised
470-0709	<i>Notice of Action: Foster Family Home</i> , revised
470-0709(S)	<i>Notice of Action: Foster Family Home (Spanish)</i> , revised
470-4020	<i>Partnership Development Plan</i> , revised
470-0699	<i>Provisions for Alternate Water Supply</i> , revised
470-2066	<i>PS-MAPP Parent Preparation Certificate of Completion</i> , revised
470-0704	<i>Recommendation for Denial of a Foster Family License</i> , revised
470-0710	<i>Recommendation for Suspension of a License</i> , revised

470-2310	<i>Record Check Evaluation</i> , revised
470-2310(S)	<i>Record Check Evaluation (Spanish)</i> , revised
470-0705	<i>Request for Revocation of Foster Family License</i> , revised
470-4873	<i>Request for Waiver of PS-MAPP or Licensing Standards</i> , new
470-4021	<i>Strengths/Needs Worksheet – After Meetings 1 and 2</i> , revised
470-4021(S)	<i>Strengths/Needs Worksheet – After Meetings 1 and 2</i> (Spanish), revised
470-4024	<i>Strengths/Needs Worksheet for Fertility Issues</i> , revised
470-4024(S)	<i>Strengths/Needs Worksheet for Fertility Issues</i> (Spanish), revised
Comm. 315	<i>Medication Management</i> , revised

Summary

Chapter 12-B-Appendix is revised to update the forms and instructions to reflect current practice. Specifically, this material:

- ◆ Adds form 470-4657, *Firearms Safety Plan*. This form is used by foster parents who have a permit to carry firearms to document the foster parent's safety plan to keep firearms secure in the home from children in the guardianship and custody of the Department.
- ◆ Revises form 470-0689, *Foster Family Home License Application*, and its Spanish translation, 470-0689(S), to:
 - Clarify that references will be checked on all members of the household over the age of 14 for new applications.
 - Clarify that references shall be checked on all adult members of a household for reapplications.
 - Update the policy on nondiscrimination.
- ◆ Revises form 470-0695, *Foster Family Survey Report*, to reflect administrative rule changes in 441 IAC 113 regarding the licensure and regulation of foster family homes.
- ◆ Adds form 470-4614, *Foster Parent Post-Adjudication Hearing Report*. This form is used by foster parents to provide a report to the court regarding the foster child if the foster parent chooses to report to the court. State and federal laws now provide that foster parents receive a notice of court hearings and a right (formerly just opportunity) to be heard in court.
- ◆ Revises 470-2541, *Foster Parent Training Application*, and its Spanish translation, 470-2541(S), to remove instructions that the service area manager shall review the decision to deny or revoke approval if an applicant or provider of training objects, in writing, within seven days of notification.
- ◆ Renames form 470-3341, *Foster Parent Evaluation and Training Plan* to *Foster Parent Training Plan*. The form is revised to assist in identifying training needs of foster parents who provide foster care services to children currently in their care **or** the type of child they wish to care for.

- ◆ Adds a section to form 470-2540, *Foster Parent Training Report*, and its Spanish translation, 470-2540(S) to report audio-visual training and book reviews.
- ◆ Renames form 470-0720, *Physician's Report for Foster and Adoptive Parents*, to *Health Report for Foster and Adoptive Parents*. References to "physician" are changed to "health practitioner."
- ◆ Update the signatures and distribution on form 470-3226, *HIV General Agreement*, and its Spanish translation, 470-3226(S).
- ◆ Revise form 470-0709, *Notice of Action: Foster Family Home*, and its Spanish translation, 470-0709(S), to:
 - Remove preapproval for a variance beyond licensed foster family home capacity to accept emergency placements.
 - Change the requirement to notify DHS of a move to a new home or any change in the number of persons living in the home from within 30 days to 7 working days.
 - Update the distribution instructions and the policy on nondiscrimination.
- ◆ Remove obsolete form 470-4820, *PS-MAPP Waiver*. It is replaced by new form 470-4873, *Request for Waiver of PS-MAPP or Licensing Standards*.
- ◆ Update division names in the instructions and on the following forms:
 - 470-0704, *Recommendation for Denial of a Foster Family License*
 - 470-0710, *Recommendation for Suspension of a License*
 - 470-0705, *Request for Revocation of Foster Family License*
- ◆ Change the Central Abuse Registry address on form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S).
- ◆ Add form 470-4873, *Request for Waiver of PS-MAPP or Licensing Standards*. This form waives both PS-MAPP and non-safety-related licensing requirements.
- ◆ Revise Comm. 315, *Medication Management*, to reflect:
 - Documentation of successful completion of the questionnaire.
 - Where to return the questionnaire.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B Appendix:

<u>Page</u>	<u>Date</u>
Title page	April 8, 1997
Contents (page 1)	July 17, 2009
Contents (page 2)	August 22, 2008
470-3378	7/07

1, 2	August 22, 2008
470-0727	10/00
3	September 14, 2007
4	October 17, 2000
4a, 4b, 5	August 22, 2008
6	April 27, 2007
470-0693	7/97
7, 8	April 27, 2007
470-0689	4/07
470-0689(S)	4/07
470-2369	7/05
9	April 8, 1997
10	August 26, 2005
470-0695	4/05
11	August 22, 2008
12	April 27, 2007
470-3341	7/05
470-2541	7/05
470-2541(S)	12/05
13	April 27, 2007
14	August 22, 2008
470-2080	2/88
470-2540	7/97
470-2540(S)	12/05
15, 16	August 22, 2008
470-3226	5/99
470-3226(S)	12/07
RC-0025	12/04
17	August 22, 2008
18, 18a	July 17, 2009
470-3342	7/03
470-0709	7/08
470-0709(S)	7/08
19, 20	August 22, 2008
470-4020	9/03
21	November 4, 2003
22	September 14, 2007
470-0720	7/00
23	November 4, 2003
24	August 26, 2005
470-0699	7/05
25, 26	August 22, 2008
27	August 26, 2005
28	August 22, 2008
470-2066	8/07
470-4820	7/09
28a	July 17, 2009
29, 30	April 27, 2007
470-0704	10/03
31, 32	April 27, 2007

470-0710	8/08
33	August 26, 2005
34	November 4, 2003
470-2310	6/03
470-2310(S)	6/03
35	August 26, 2005
36	April 27, 2007
470-0705	8/08
37	November 4, 2003
38	August 22, 2008
470-4021	12/04
470-4021(S)	12/07
39-42	August 22, 2008
470-4024	9/03
470-4024(S)	12/07
Comm. 315	8/08
43, 44	August 22, 2008

Additional Information

Use up existing supplies of form 470-0693, *Foster Care Private Water Supply Survey*. The form will no longer be printed. Print supplies of this form from the sample in the manual.

Use up existing supplies of the following forms before reordering supplies from Anamosa in the usual manner:

- ◆ 470-0689, *Foster Family Home License Application*
- ◆ 470-0695, *Foster Family Survey Report*
- ◆ 470-2541, *Foster Parent Training Application*

Destroy existing supplies of form 470-3341, *Foster Parent Evaluation and Training Plan*, before reordering from Iowa Prison Industries at Anamosa in the usual manner.

Refer questions about this general letter to your area social work administrator.



TERRY E. BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
CHARLES M. PALMER, DIRECTOR

February 18, 2011

GENERAL LETTER NO. 12-B-AP-41

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, page 7, revised; and the following forms:

- 470-4657 *Firearms Safety Plan*, revised
- 470-2369 *Foster Family Record Check Letter*, revised
- 470-2310 *Record Check Evaluation*, revised
- 470-2310(S) *Record Check Evaluation (Spanish)*, revised

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Update form 470-4657, *Firearms Safety Plan*, and instructions to reflect law changes related to weapons permit classifications and the verification process. Foster parents who hold a firearms permit are required to provide a copy of their current, valid permit. Training documentation is no longer required.
- ◆ Update the letterhead on form 470-2369, *Foster Family Record Check Letter*.
- ◆ Change the address of the Central Abuse Registry from 401 SW 7th Street, Suite G, to PO Box 4826 on forms 470-2310 and 470-2310(S), *Record Check Evaluation*.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B Appendix:

<u>Page</u>	<u>Date</u>
470-4657	7/10
7	August 6, 2010
470-2369	9/09
470-2310	6/10
470-2310(S)	6/10

Additional Information

Destroy any existing supplies of these forms. Print or photocopy supplies of forms 470-4657, *Firearms Safety Plan*, and 470-2310(S), *Record Check Evaluation* (Spanish), from the on line manual as needed.

Refer questions about this general letter to Renee Larsen in the Bureau of Services, Support, and Training via email or by phone at 515-281-0390.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 8, 2012

GENERAL LETTER NO. 12-B-AP-42

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Title page, revised; Contents (page 1), revised; page 8, revised; pages 8a and 8b, new; and form 470-5097, *Floor Plan*, new.

Summary

Chapter 12-B-Appendix is revised to add form 470-5097, *Floor Plan*. A floor plan is required for every foster family home. This form provides for consistency and that the required information is shown on the floor plan.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Title page	August 6, 2010
Contents (page 1)	August 6, 2010
8	August 6, 2010

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 16, 2012

GENERAL LETTER NO. 12-B-AP-43

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 2), revised; pages 2, 17, 23, 25, 35, and 40, revised; pages 40a and 40b, new; and the following forms:

470-0727	<i>Certificate of License</i> , revised
470-0695	<i>Foster Family Survey Report</i> , revised
470-0709	<i>Notice of Action: Foster Family Home</i> , revised
470-0709(S)	<i>Notice of Action: Foster Family Home (Spanish)</i> , revised
470-5124	<i>Request for a One Year Foster Family License</i> , new

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Delete the word "annual" on form 470-0727, *Certificate of License*, to allow for entry of a one- or two-year time period of licensure.
- ◆ Revise form 470-0695, *Foster Family Home Survey Report*. This form provides new information for foster family licensing regulations as amended in 441 Iowa Administrative Code Chapter 113.
- ◆ Revise the instructions for form 470-2080, *Foster Parent Training History*. Give the form to each foster parent at the start of their training cycle.
- ◆ Revise form 470-0709, *Notice of Action: Foster Family Home*, and its Spanish translation 470-0709(S), to:
 - Delete withdrawal of the application or license as it is not an appealable reason.
 - Delete revocation or suspension of a license as the notice is the letter sent to the foster family home.
- ◆ Revise the instructions for form 470-0704, *Recommendation for Denial of a Foster Family License*, to specify sending the form to the Foster Family Program Manager.
- ◆ Add form 470-5124, *Request for a One Year Foster Family License*. Use this form to request that a foster family remain on a one-year license when they would be eligible for a two-year foster family license.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 2)	August 6, 2010
2	August 6, 2010
470-0727	9/09
470-0695	9/09
17, 23	August 6, 2010
470-0709	7/10
470-0709(S)	7/10
25, 35, 40	August 6, 2010

Additional Information

Destroy existing supplies of form 470-0695, *Foster Family Survey Report*. Order supplies of 470-0695, dated 10/12, from Anamosa in the usual manner.

Destroy existing supplies of form 470-0709, *Notice of Action: Foster Family Home*. The form will no longer be printed.

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

December 21, 2012

GENERAL LETTER NO. 12-B-AP-44

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, the following forms:

470-0709 *Notice of Action: Foster Family Home*, revised
470-0709(S) *Notice of Action: Foster Family Home (Spanish)*, revised

Summary

Chapter 12-B-Appendix is revised to clarify the language on form 470-0709 and 470-0709(S), *Notice of Action: Foster Family Home*. "Iowa law requires that each licensed foster parent complete six hours of foster parent training before annual renewal of licensure" has been replaced with "Iowa law requires that each licensed foster parent complete six hours of foster parent training annually." Foster homes with a two year license must continue to complete six hours of training for each of the two years of their training cycle.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
470-0709	10/12
470-0709(S)	10/12

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 8, 2013

GENERAL LETTER NO. 12-B-AP-45

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 2), revised; pages 48 and 49, revised; page 50, new; and the following forms:

470-4022	<i>Final Strengths/Needs Worksheet</i> , revised
470-4022(S)	<i>Final Strengths/Needs Worksheet (Spanish)</i> , revised
470-4019	<i>PS-MAPP Family Profile</i> , revised
470-4019(S)	<i>PS-MAPP Family Profile (Spanish)</i> , revised
470-4090	<i>Strengths/Needs Worksheet – After Meeting 5</i> , revised
470-4090(S)	<i>Strengths/Needs Worksheet – After Meeting 5 (Spanish)</i> , revised
470-4091	<i>Strengths/Needs Worksheet – After Meetings 6 and 7</i> , revised
470-4091(S)	<i>Strengths/Needs Worksheet – After Meetings 6 and 7 (Spanish)</i> , revised
470-4512	<i>Unannounced Visit Report</i> , new

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Change the terminology from “mentally retarded” to “intellectually disabled” on form 470-4022, *Final Strengths/Needs Worksheet*, and its Spanish translation, 470-4022(S).
- ◆ Simplify form 470-4019, *PS-MAPP Family Profile*, and its Spanish translation, 470-4019(S). The form was condensed from 91 pages to 53 pages at the request of the PS-MAPP master trainer to make it easier for foster and adoptive applicants to complete.
- ◆ Add the list of abilities learned at the end of forms:
 - 470-4090 and 470-4090(S), *Strengths/Needs Worksheet – After Meetings 5*
 - 470-4091 and 470-4091(S), *Strengths/Needs Worksheet – After Meetings 6 and 7*
- ◆ Add form 470-4512, *Unannounced Visit Report*, to document the visit and any concerns.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 2)	November 16, 2012
470-4022	9/03
470-4022(S)	12/07
470-4019	2/05
470-4019(S)	12/07
470-4090	12/04
470-4090(S)	12/07
470-4091	12/04
470-4091(S)	12/07
48, 49	August 6, 2010

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 21, 2014

GENERAL LETTER NO. 12-B-AP-46

ISSUED BY: Bureau of Child Care
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, page 39, revised; and the following forms:

470-2310 *Record Check Evaluation*, revised
470-2310(S) *Record Check Evaluation (Spanish)*, revised

Summary

Chapter 12-B-Appendix is revised to modify form 470-2310, *Record Check Evaluation*, and its Spanish translation, form 470-2310(S). The modifications allow for:

- ◆ Consistent use among all programs, including health care facilities, foster and adoptive care, and child care.
- ◆ A streamlined and consistent process for record check evaluations and centralization of the record check process.

Modifications include changes to:

- ◆ Part A to include information on the entity requesting the evaluation.
- ◆ Part B to identify the person being evaluated. Part B previously identified the requesting entity.
- ◆ Part C to include the evaluation determinations and notice of decision.
- ◆ Part D that the applicant completes. Part D was previously completed by the person requesting the evaluation.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
470-2310	2/11
470-2310(S)	2/11
39	August 6, 2010

Additional Information

Refer questions about this general letter to Ryan Page, Child Care Regulatory Program Manager.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

July 24, 2015

GENERAL LETTER NO. 12-B-AP-47

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 1), revised; pages 20 through 33, revised; and form 470-2066, *Foster/Adoptive Parent Preparation Training Certificate of Completion*, revised.

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Have one certificate for the three types of pre-service training instead of three separate pre-service training certificates.
- ◆ Rename the certificate from *PS-MAPP Parent Preparation Certificate of Completion* to *Foster/Adoptive Parent Preparation Training Certificate of Completion*, to reflect one name for the three pre-service trainings.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	June 8, 2012
20-22	August 6, 2010
23	November 16, 2012
24	August 6, 2010
25	November 16, 2012
26-32	August 6, 2010
470-2066	7/10
33	August 6, 2010

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

November 13, 2015

GENERAL LETTER NO. 12-B-AP-48

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 2), revised; pages 12 and 49, revised; and the following forms:

470-0695 *Foster Family Survey Report*, revised
Comm. 315(S) *Medication Management* (Spanish), new

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Change the wording of item 12 in section J. Training and Reference Checks, on form 470-0695, *Foster Family Home Survey Report*, as a result of a federal audit. Item 12 was changed to comply with confidentiality regulations.
- ◆ Update the instructions to reflect availability of form 470-0695. This form is no longer printed at Anamosa. Print supplies of this form from the manual.
- ◆ Add the Spanish version of Comm. 315, *Medication Management*. Comm. 315(S) can be printed from the on-line manual.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 2)	February 8, 2013
12	August 6, 2010
470-0695	10/12
49	February 8, 2013

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

July 29, 2016

GENERAL LETTER NO. 12-B-AP-49

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; page 14, revised; pages 14a and 14b, new; and form 470-5404, *Foster Home Licensing Corrective Action Plan*, new.

Summary

Chapter 12-B-Appendix is revised to add form 470-5404, *Foster Home Licensing Corrective Action Plan*. This form will provide a plan to assist the foster family in meeting all licensing standards to prevent the denial or revocation of a foster family home license.

Effective Date

Immediately.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 24, 2015
Contents (page 2)	November 13, 2015
14	August 6, 2010

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

February 10, 2017

GENERAL LETTER NO. 12-B-AP-50

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; pages 7, 14, 14a, 14b, 23 through 29, 40b, and 43 through 48, revised; page 14c, new; and the following forms:

- 470-4657 *Firearms Safety Plan*, revised
- 470-2470 *Foster Home Insurance Fund Claim*, new
- 470-5438 *Progress Notes*, new
- 470-0643 *Request for Child and Dependent Adult Abuse Information*, revised
- 470-5436 *Resource Parent Home Study*, new

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Update form 470-4657, *Firearms Safety Plan*.
- ◆ Add form 470-2470, *Foster Home Insurance Fund Claim*. Foster parents use this form to submit a foster home insurance claim.
- ◆ Add form 470-5438, *Progress Notes*. This form will be used instead of form 470-4512, *Unannounced Visit Report*, for both announced and unannounced visits.
- ◆ Revise and rename form 470-0643 from *Request for Child Abuse Information* to *Request for Child and Dependent Adult Abuse Information*.
- ◆ Add form 470-5436, *Resource Parent Home Study*. This form replaces RC-0025, *Home Study Summary and Recommendation Outline*.
- ◆ Remove the instructions and the following obsolete forms:
 - RC-0025, *Home Study Summary and Recommendation Outline*
 - 470-4512, *Unannounced Visit Report*

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	July 29, 2016
470-4657	2/11
7	February 18, 2011
14, 14a, 14b	July 29, 2016
RC-0025	9/09
23-29	July 24, 2015
40b	November 16, 2012
470-0643	9/05
43-47	August 6, 2010
48	February 8, 2013
470-4512	2/13

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

July 14, 2017

GENERAL LETTER NO. 12-B-AP-51

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (page 2), revised; page 42, revised; and the following form:

470-4873 *Request for Waiver of Pre-Service Training or Licensing Standards*, renamed and revised

Summary

Chapter 12-B-Appendix is revised to rename form 470-4873 from *Request for Waiver of PS-MAPP or Licensing Standards* to *Request for Waiver of Pre-Service Training or Licensing Standards*. A new licensing standard has been added that can be waived.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 2)	February 10, 2017
42	August 6, 2010
470-4873	7/10

Additional Information

Refer questions about this general letter to your area social work administrator.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

October 19, 2018

GENERAL LETTER NO. 12-B-AP-52

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **Foster Family Home Licensing Appendix**, Title page, revised; Contents (pages 1 and 2), revised; pages 1 through 50, revised; pages 51 through 59, new; and the following forms:

470-3226	<i>Communicable Diseases General Agreement</i> , renamed and revised
470-3226(S)	<i>Communicable Diseases General Agreement (Spanish)</i> , renamed and revised
470-5508	<i>Family Foster Care Referral</i> , new
470-0689	<i>Foster Family Home License Application</i> , revised
470-0689(S)	<i>Foster Family Home License Application (Spanish)</i> , revised
470-2369	<i>Foster Family Record Check Letter</i> , revised
470-2470	<i>Foster Home Insurance Fund Claim</i> , revised
470-5404	<i>Foster Home Licensing Corrective Action Plan</i> , revised
470-0709	<i>Notice of Action: Foster Family Home</i> , revised
470-0709(S)	<i>Notice of Action: Foster Family Home (Spanish)</i> , revised
470-5511	<i>Pre-Service Training and License Variance Request</i> , new
470-5438	<i>Progress Notes</i> , revised
470-0704	<i>Recommendation for Denial of a Foster Family License</i> , revised
470-0710	<i>Recommendation for Suspension of a License</i> , revised
470-5124	<i>Request for a One Year Foster Family License</i> , revised
470-0705	<i>Request for Revocation of Foster Family License</i> , revised
470-4873	<i>Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives</i> , renamed and revised
470-5510	<i>Resource Home Concern</i> , new

Summary

Chapter 12-B-Appendix is revised to:

- ◆ Rename form 470-3226 from *HIV General Agreement* to *Communicable Diseases General Agreement*. Additional communicable diseases have been added to the form. The Spanish version of this form is also revised.

- ◆ Add the following forms:
 - 470-5508, *Family Foster Care Referral*
 - 470-5510, *Resource Home Concern*
- ◆ Revise form 470-0689, *Foster Family Home License Application*. If the applicant has been convicted of a crime or has a founded abuse report in any other state within the last five years, list the states and specify the abuse or crime that occurred. The Spanish version of this form is also revised.
- ◆ Update the discrimination language on the following forms:
 - 470-0689 and 470-0689(S), *Foster Family Home License Application*
 - 470-0709 and 470-0709(S), *Notice of Action: Foster Family Home*
- ◆ Revise form 470-2369, *Foster Family Record Check Letter*, to:
 - Include dependent adult abuse.
 - Update the telephone number for contacting the Division of Criminal Investigation.
 - Update the letterhead to reflect the current Governor, Kim Reynolds; Lieutenant Governor, Adam Gregg; and Director, Jerry R. Foxhoven.
- ◆ Update references from Iowa Kids Network (IKN) to Recruitment and Retention Training and Support (RRTS) in form 470-5404, *Foster Home Licensing Corrective Action Plan*.
- ◆ Revise the following forms:
 - 470-2470, *Foster Home Insurance Fund Claim*
 - 470-0709 and 470-0709(S), *Notice of Action: Foster Family Home*
 - 470-5438, *Progress Notes*
 - 470-0704, *Recommendation for Denial of a Foster Family License*
 - 470-0710, *Recommendation for Suspension of a License*
 - 470-5124, *Request for a One Year Foster Family License*
 - 470-0705, *Request for Revocation of Foster Family License*
- ◆ Add form 470-5511, *Pre-Service Training and License Variance Request*, to approve a variance of 30 hours of pre-service training or a non-safety licensing standard by using an equivalent alternative to meet the rule requirement.
- ◆ Remove the instructions and the following forms from this chapter. These forms can be found in 17-Appendix, ***Child Welfare Appendix***.
 - 470-2386 and 470-2386(S), *Record Check Decision*
 - 470-2310 and 470-2310(S), *Record Check Evaluation*
 - 470-0643, *Request for Child and Dependent Adult Abuse Information*
- ◆ Rename form 470-4873 from *Request for Waiver of Pre-Service Training or Licensing Standards* to *Request for Waiver of Pre-Service Training or Non-Safety Licensing Standards for Relatives*. CRSR and IV-E requirements only allow non-safety waivers for relatives.
- ◆ Revise the instructions to reflect the availability of forms that are templates. Templates that were available in the public state-approved forms folder on Outlook are now available in SharePoint under Employee Manual/Forms.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Title page	June 8, 2012
Contents (page 1)	February 10, 2017
Contents (page 2)	July 14, 2017
1	August 6, 2010
2	November 16, 2012
3-6	August 6, 2010
7	February 10, 2017
8, 8a, 8b	June 8, 2012
470-0689	7/10
470-0689(S)	7/10
9, 10	August 6, 2010
470-2369	1/11
11	August 6, 2010
12	November 13, 2015
13	August 6, 2010
14	February 10, 2017
470-2470	11/16
470-5404	6/16
14a-14c	February 10, 2017
15, 16	August 6, 2010
17	November 16, 2012
18, 19	August 6, 2010
20-22	July 24, 2015
470-3226	9/09
470-3226(S)	9/09
23, 24	February 10, 2017
470-0709	12/12
470-0709(S)	12/12
25-28	February 10, 2017
470-5438	2/17
29	February 10, 2017
30-33	July 24, 2015
34	August 6, 2010
470-0704	7/10
35	November 16, 2012
36	August 6, 2010
470-0710	7/10
37, 38	August 6, 2010
470-2386	6/03
470-2386(S)	6/03

470-2310	11/14
470-2310(S)	11/14
39	November 21, 2014
40	November 16, 2012
470-5124	10/12
40a	November 16, 2012
40b	February 10, 2017
470-0643	2/16
470-0705	7/10
41	August 6, 2010
42	July 14, 2017
43-48	February 10, 2017
470-4873	7/17
49	November 13, 2015
50	February 8, 2013

Additional Information

Refer questions about this general letter to your area social work administrator.

June 5, 2020

GENERAL LETTER NO. 12-B-AP-53

ISSUED BY: Bureau of Child Welfare and Community Services
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, **Foster Family Home Licensing Appendix**, obsolete.

Summary

Foster Family Home Licensing Appendix is rescinded. Forms and instructions are now located in Title 18, **Family Services Appendix**.

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter B Appendix from Employees' Manual, Title 12, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 19, 2018
Contents (pages 1 and 2)	October 19, 2018
470-3378	7/10
1, 2	October 19, 2018
470-0727	10/12
470-3226	12/17
470-3226(S)	12/17
3, 4	October 19, 2018
595-1396	8/07
595-1396(S)	8/07
470-4086	12/04
470-4086(S)	12/07
5, 6	October 19, 2018
470-5508	1/18
7, 8	October 19, 2018
470-4087	12/04
470-4087(S)	12/07
470-4022	1/13
470-4022(S)	1/13
9, 10	October 19, 2018

470-4657	2/17
470-5097	5/12
11, 12	October 19, 2018
470-0693	9/09
13, 14	October 19, 2018
470-0689	10/18
470-0689(S)	10/18
15, 16	October 19, 2018
470-2369	1/19
470-0695	10/15
17, 18	October 19, 2018
470-2470	1/18
19, 20	October 19, 2018
470-5404	1/18
21, 22	October 19, 2018
470-4614	11/08
470-2541	9/09
470-2541(S)	9/09
23, 24	October 19, 2018
470-2080	9/09
25, 26	October 19, 2018
470-3341	9/09
470-2540	8/10
470-2540(S)	8/10
27, 28	October 19, 2018
470-2066	7/15
470-0720	7/10
29, 30	October 19, 2018
470-4819	7/09
470-3342	9/09
31, 32	October 19, 2018
470-0709	10/18
470-0709(S)	10/18
33, 34	October 19, 2018
470-4020	9/08
470-5511	10/18
35, 36	October 19, 2018
470-4023	9/03
470-5438	1/18
37, 38	October 19, 2018
470-0699	9/09
470-4019	1/13
470-4019(S)	1/13
39, 40	October 19, 2018
470-4029	9/03
41, 42	October 19, 2018
470-3227	7/95
470-0704	1/18
43, 44	October 19, 2018

470-0698	7/05
470-0710	1/18
45, 46	October 19, 2018
470-5124	1/18
47, 48	October 19, 2018
470-0705	1/18
470-4873	1/18
49, 50	October 19, 2018
470-5510	1/18
51, 52	October 19, 2018
470-5436	11/16
470-4021	9/08
470-4021(S)	9/08
53, 54	October 19, 2018
470-4089	12/04
470-4089(S)	12/07
470-4090	1/13
470-4090(S)	1/13
55, 56	October 19, 2018
470-4091	1/13
470-4091(S)	1/13
470-4024	9/08
470-4024(S)	9/08
57, 58	October 19, 2018
Comm. 315	12/09
Comm. 315(S)	11/15
Comm. 33	June 2002
Comm. 33(S)	September 2005
59	October 19, 2018

Additional Information

Discard any remaining supplies of obsolete form 470-4020, *Partnership Development Plan*.

Refer questions about this general letter to your area service administrator.