



April 1, 1997

GENERAL LETTER NO. 12-B-26

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*, Title page, revised; Contents (pages 1 through 5), revised; pages 1 through 80, revised; and pages 81 through 137, new.

Summary

This letter transmits a revision of the entire foster family home licensing manual. This manual has been rearranged to assist licensing staff to have a logical process to follow to license family foster homes. Notable changes include:

- ◆ Treatment certification and training.
- ◆ Record checks.
- ◆ Child abuse information.
- ◆ Licensing decisions.
- ◆ Renewal of license.

Effective Date

Immediately upon receipt.

Material Superseded

Remove the entire Employees' Manual, Title 12, Chapter B, and destroy it. This includes:

<u>Page</u>	<u>Date</u>
Title Page	February 28, 1978
Contents (pages 1, 2)	March 22, 1988
Contents (page 3)	February 25, 1992
Contents (page 4)	January 19, 1993
Contents (page 5)	November 19, 1991
Contents (page 6)	January 10, 1995
1, 2	June 4, 1985
3-8	October 27, 1981

9, 9a	February 16, 1982
10	October 27, 1981
11-13	March 22, 1988
14	October 17, 1989
15-22, 22a, 22b, 23, 24, 24a, 24b	March 22, 1988
25	April 1, 1986
26, 26a-26e	April 6, 1982
26f	July 28, 1987
26g-26i	March 22, 1988
27-48	October 27, 1981
48a	February 18, 1986
49, 50	February 25, 1992
51-56	October 27, 1981
56a, 57	January 19, 1993
58, 58a-58c	March 22, 1988
58d	October 17, 1989
58e, 59	March 22, 1988
60	July 28, 1987
61, 62	April 1, 1986
63, 64, 64a	March 22, 1988
65, 66	October 27, 1981
66a-66e, 67	November 21, 1989
68, 68a	April 12, 1994
68b-68i	November 19, 1991
68j-68l	January 19, 1993
68m	October 17, 1989
69-76	October 27, 1981
77	January 10, 1995
78	October 10, 1995
79, 80	January 10, 1995

Additional Information

Refer questions about this general letter to your foster care specialist.



TERRY E. BRANSTAD, GOVERNOR

DEPARTMENT OF HUMAN SERVICES

CHARLES M. PALMER, DIRECTOR

October 14, 1997

GENERAL LETTER NO. 12-B-27

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

SUBJECT: Employees' Manual, Title 12, Chapter B, *Foster Home Licensing*, pages 6, 7, 8,
10, 11, 53, 74 through 79, 81, and 113, revised.

Summary

This letter corrects the form numbers of the *Recommendation for Denial of a Foster Family Home License*, (470-0704), and of the *Foster Care Private Water Supply Survey* (470-0693).

Effective Date

Immediately upon receipt

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, pages 6, 7, 8, 10, 11, 53, 74 through 79, 81, and 113, all dated April 1, 1997, and destroy them.

Additional Information

Refer questions about this general letter to your regional services administrator.



June 2, 1998

GENERAL LETTER NO. 12-B-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*,
Table of Contents (page 3), revised; pages 60, 61, 71, 72, 101, and 102, revised;
and page 72a, new.

Summary

This letter:

- ◆ Adds information on combustible materials.
- ◆ Corrects the form number and name of the *Record Check Decision*.
- ◆ Adds the process for emergency placements over licensed capacity.

Effective Date

June 1, 1998

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 3)	April 1, 1997
60, 61, 71, 72, 101, 102	April 1, 1997

Additional Information

Refer questions about this general letter to your regional foster care specialist.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

June 29, 1999

GENERAL LETTER NO. 12-B-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*,
pages 19 and 20, revised.

Summary

This letter transmits changes in record check procedures for specific felony crimes. As a result of the Adoption and Safe Families Act of 1997, an evaluation is **not** necessary when the applicant or an adult living in the applicant's home has been convicted of any of the following **felony** offenses:

- ◆ A drug-related offense committed within five years before the application date.
- ◆ Child endangerment.
- ◆ Neglect or abandonment of a dependent person.
- ◆ Domestic abuse.
- ◆ A crime against a child, including but not limited to sexual exploitation of a minor.
- ◆ A forcible felony, or a crime in another state that would be a forcible felony if committed in Iowa.

Deny the application when any adult in the home has been convicted of one of these crimes.

Effective Date

July 1, 1999.

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, and destroy pages 19 and 20, dated April 1, 1997.

Additional Information

Refer questions about this general letter to your regional foster care specialist.



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

DEPARTMENT OF HUMAN SERVICES
JESSIE K. RASMUSSEN, DIRECTOR

November 2, 1999

GENERAL LETTER NO. 12-B-30

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*,
pages 131, 132, 133, revised.

Summary

Pages 131, 132, and 133 are revised to reflect changes in the foster home insurance fund, effective this current fiscal year. Changes include:

- ◆ Compensation is now at replacement cost.
- ◆ The fund now is payer of first resort.
- ◆ The deductible is now \$100 per year instead of \$75 per claim.
- ◆ The fund now operates on a fiscal-year basis.

Effective Date

July 1, 1999

Material Superseded

Remove from Employees' Manual, Title 12, Chapter B, pages 131, 132, and 133, dated April 1, 1997, and destroy them.

Additional Information

Direct questions concerning this material to your the regional office.



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-31

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*, pages 5 through 11, 16, 18 through 22, 31, 64, 66, 72a, 73, 74, 80, 83, and 113, revised.

Summary

This chapter is revised to:

- ◆ Clarify that when a family foster home is in a provisional licensing status, no IV-E funds can be claimed for children placed in the home.
- ◆ Update form numbers and references.

Effective Date

July 1, 2000

Material Superseded

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

<u>Page</u>	<u>Date</u>
5	April 1, 1997
6-8	October 14, 1997
9	April 1, 1997
10, 11	October 14, 1997
16, 18	April 1, 1997
19, 20	June 29, 1999
21, 22, 31, 64, 66	April 1, 1997
72a	June 2, 1998
73	April 1, 1997
74	October 14, 1997
80, 83	April 1, 1997
113	October 14, 1997

Additional Information

Refer questions about this general letter 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

April 24, 2001

GENERAL LETTER NO. 12-B-32

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

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING**, Contents (page 2), revised; and pages 20, 21, 38, 75, 110, 114, and 132, revised.

Summary

This letter clarifies deferred judgment and deferred sentences for record checks and training requirements of foster parents.

It also adds information on the Multi-Ethnic Placement Act (MEPA) and provides information on the requirement for vehicle insurance.

Effective Date

Immediately upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (page 2)	April 1, 1997
20, 21	October 17, 2000
38	April 1, 1997
75	October 14, 1997
110, 114	April 1, 1997
132	November 2, 1999

Additional Information

Refer questions about this general letter to your regional foster care specialist.



October 2, 2001

GENERAL LETTER NO. 12-B-33

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

SUBJECT: Employees' Manual, Title 12, Chapter B, **FOSTER FAMILY HOME LICENSING**, Contents (pages 1 through 5), revised; Contents (page 6), new; pages 19 through 24 and 25, revised; and pages 24a, 24b, and 24c, new.

Summary

This letter:

- ◆ Clarifies that DHS staff must complete required child abuse, criminal records, and sex offender registry checks before referring a family to a child-placing agency for a home study.
- ◆ Changes the procedure for record check evaluations to occur at the regional level.
- ◆ Adds the Sexual Offender Registry check procedures.
- ◆ Adds guidelines for evaluation of criminal and abuse records.

Effective Date

Immediately upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (p. 1)	April 1, 1997
Contents (p. 2)	April 24, 2001
Contents (p. 3)	June 2, 1998
Contents (pp. 4 and 5)	April 1, 1997
19	October 17, 2000
20, 21	April 24, 2001
22	October 17, 2000
23-25	April 1, 1997

Additional Information

Refer questions about this general letter to your regional foster care specialist.



June 24, 2005

GENERAL LETTER NO. 12-B-34

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***, Contents (pages 1 through 4 and 6), revised; pages 1 through 24, 24a, 24b, 24c, 25 through 47, 61 through 72, 72a, 73 through 79, 81, 83, 86, 87, 89, 91 through 96, 98, 100, 104, 106, 107, 108, 110, 111, 113, 115, 120, 121, 122, 124 through 126, 128, 130, 133, and 136, revised.

Summary

Employees' Manual 12-B is revised to.

- ◆ Update the section on variances to license capacity (formerly "Exceptions to License Capacity") with current policy on the authority of the service area to grant variances.
- ◆ Update and arrange the manual to assist licensing staff to have a logical process to license family foster homes in relation to the use of the PS-MAPP training and the organization of the *PS-MAPP Family Profile*.
 - Under APPLICATION AND PRESCREENING, the order changed from "Preservice Training," "Application for License," "Records Checks," and "Referral to Private Provider" to "Orientation," "Application for License," "Records Checks," "Preservice Training," and "Referral to Private Provider."
 - Under ASSESSING THE FAMILY, "Motivation Toward Foster Care" was moved ahead of "Personal Characteristics" and "References" was placed after "Commitment to Safety" (previously titled "Attitudes Toward Foster Care").
- ◆ Remove the sections "Training Advisory Committee," "Training Enhancement," and "Specialized Training,"- as they are no longer applicable.
- ◆ Update references from "region" to "service area," and from "regional administrator" to "service area manager."
- ◆ Update references from the "Division of Adult, Children, and Family Services" to the "Division of Behavioral, Developmental; & Protective Services For Families, Adults & Children."

Effective Date

Immediately upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Contents (pp. 1-4 and 6)	October 2, 2001
1-5	April 1, 1997
6-8	October 14, 1997
9	October 17, 2000
10	October 14, 1997
11	October 17, 2000
12-15	April 1, 1997
16	October 17, 2000
17	April 1, 1997
18	October 17, 2000
19, 20-24, 24a-24c, 25	October 2, 2001
26-30	April 1, 1997
31	October 17, 2000
32-37	April 1, 1997
38	April 24, 2001
39-47	April 1, 1997
61	June 2, 1998
62-65	April 1, 1997
66	October 17, 2000
67-70	April 1, 1997
71, 72, 72a	June 2, 1998
73	April 1, 1997
74	October 14, 1997
75	April 24, 2001
76-79, 81	October 14, 1997
83, 86, 87, 89, 91-96, 98, 100, 104, 106-108	April 1, 1997
110	April 24, 2001
111	April 1, 1997
113	October 17, 2000
115, 120-122, 124-126, 128, 130	April 1, 1997
133	November 2, 1999
136	April 1, 1997

Additional Information

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



STATE OF IOWA

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

DEPARTMENT OF HUMAN SERVICES
KEVIN W. CONCANNON, DIRECTOR

April 20, 2007

GENERAL LETTER NO. 12-B-35

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

SUBJECT: Employees' Manual, Title 12, Chapter B, *FOSTER FAMILY HOME LICENSING*, pages 15 through 20, revised.

Summary

This general letter transmits information about the Recruitment and Retention of Resource Families contract and the implementation of the Adam Walsh Child Protection and Safety Act of 2006 (P.L. 109-248).

Beginning January 2, 2007, the Department entered into a statewide contract with Four Oaks Family and Children's Services for the recruitment and retention of resource families that are available to be successfully matched with children who need out-of-home care in a foster family setting, adoptive placement, or relative placement.

To accomplish this goal, Four Oaks has subcontracted with Iowa Kids Net (a partnership of six organizations) and several other licensed agencies that operate across the state. In addition to the recruitment and retention activities previously provided by the Iowa Foster and Adoptive Parents Association's KidSake Program, Four Oaks will:

- ◆ Provide resource families with orientation and preparation (PS-MAPP);
- ◆ Provide resource families with ongoing support in all placement settings, including the provision of specialized support services to adoptive families that participate in the adoption subsidy program;
- ◆ Assist resource families to complete the initial licensure and re-licensure requirements, which includes conducting all record checks; and
- ◆ Complete home studies, home study updates, and relative studies.

The Adam Walsh Child Protection and Safety Act of 2006 (Public Law 109-248) was signed into law on July 27, 2006, and amended section 471(a)(20)(C)(i) of the Social Security Act effective October 1, 2006. This amendment requires states to conduct child abuse and neglect registry checks in each of the states where the prospective foster and adoptive parents and any adult members of their household have resided in the preceding five years. These checks must be made before state licensing or approving the foster or adoptive family.

The current *Foster Family Home License Application*, form 470-0689, is being revised to add a section where the applicant can report the out-of-state residences with the county name, as some states' abuse registries are by county.

Title IV-E foster care maintenance payments made to those foster parents may not be claimed for a child placed in a foster home where the child abuse and neglect registry check was not conducted or requested of another state as required by this amendment. Contact information for other state child abuse registries can be found on the Childhelp web site at: http://www.childhelp.org/get_help/local-phone-numbers

The chapter is also revised to clarify that the Iowa Central Abuse Registry determines if a founded child abuse report exists in Iowa in the past ten years.

Effective Date

Immediately.

Material Superseded

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

<u>Pages</u>	<u>Date</u>
15-20	June 24, 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
CHARLES J. KROGMEIER, DIRECTOR

August 20, 2010

GENERAL LETTER NO. 12-B-36

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**, Title page, revised; Contents (pages 1 through 4), revised; pages 1 through 136, revised; and page 137, new.

Summary

Chapter 12-B is revised to:

- ◆ Reflect the home study and support activities of the statewide contractor for recruitment and retention of foster and adoptive parents.
- ◆ Communicate changes in licensing standards that took effect on October 1, 2009. These changes:
 - Extend the time limit for a decision on an initial foster family home license application from 120 days to 140 days if the applicant must complete the 30-hour preservice training course.
 - Provide that the Department shall not act on a family's reapplication for licensing if the family's license has been denied or revoked within the last 12 months.
 - Require annual record checks (except for fingerprinting) and allow the licensing worker discretion to request an updated health report from the foster family.
 - Allow service area managers to waive any licensing standard that can be waived without a negative impact on the safety or well-being of the foster child (required by Public Law 110-351, the Fostering Connections to Success and Increasing Adoptions Act).
 - Add more requirements for bedrooms and sleeping arrangements (e.g., children under age 1 must be placed on their backs when sleeping; children age 2 or over should not share a bedroom with an adult; children age 6 or over should not share a bedroom with a child of the opposite sex; foster parents must sleep in a bedroom rather than a room used for another purpose).
 - Require each floor where foster children would sleep to have a working smoke detector and carbon monoxide detector as well as a window exit that meets specified dimensions.
 - Add a minimum temperature requirement for bedrooms and prohibit use of kerosene heaters or gas-fired space heaters in the foster family home.

- Prohibit a loaded gun in motor vehicles used to transport foster children and require foster parents employed by law enforcement or required to carry a firearm have a permit to carry and sign the *Firearms Safety Plan*.
- Require that prescription medication and other poisonous substances are in locked storage and that medication administration is documented in a prescription medication log.
- Prohibit smoking in the foster family home or vehicle when foster children are present (as recommended by the Department's Child Death Review Team).
- Require foster parent applicants to make a visual inspection for lead-paint hazards and apply interim controls to mitigate any potential hazard identified, as required by 2008 Iowa Acts, chapter 1187, section 35.
- Waive the water-testing requirement after a family has made alternative arrangements for safe water for three consecutive years.
- Clarify health standards for pets and other animals of the foster home.
- Require a safety plan for floods, other natural or man-made disasters, accidents, medical issues and other life-threatening situations, as well as fire, tornado and blizzard. In case of evacuation due to a disaster, foster parents are required to notify the Department of the address and telephone number of their temporary residence within 48 hours of evacuation.
- Require all dangerous objects or equipment (e.g., trampolines, motorized vehicles, power tools) to be kept inaccessible to a child unless there is reasonable supervision by the foster parents and permission is obtained from the parent or guardian for the foster child to use the equipment or vehicle.
- Require monitoring of foster children while they are using the Internet.
- Clarify the requirements on working with the foster child's school and consulting with the child's parents about participation in the child's culture and religion.
- Clarify the requirements on training and discipline of foster children and provide that if the child's treatment plan includes the use of restraints, the foster parents shall receive training in the safe and appropriate use of restraints.
- Add requirements for alternative care during a foster parent's emergency absence and reporting absences and other changes of circumstances that could affect the health, safety or welfare of a foster child in the family's care.
- Require the foster family to actively ensure that the foster child stays connected to the child's kin, culture, and community as required in the child's case permanency plan.
- Add refusal of the foster family to engage as a resource to the foster child's birth parents as grounds for denial of a renewal application.
- Establish a new training cycle for in-service training to require training to be completed 60 days before the license expires.
- Clarify that mandatory child abuse reporter training must be approved by the Iowa Department of Public Health.
- Require CPR and First Aid training.

- Clarify that a foster family's training documentation shall be submitted to the Department's statewide contractor for the recruitment and retention of foster and adoptive families.
 - Require that records about the foster child be provided to the Department or to the child's parent or guardian when the child leaves the placement.
 - Extend the time to obtain a physical examination for a child whose exam cannot be completed before placement from 7 days after placement to 14 days after placement.
- ◆ Clarify:
- That record checks are not completed on children living in the home who turn 14.
 - That, except for fingerprinting, record checks are completed before the applicant is enrolled in pre-service training and a home study is initiated.
 - When "deferred judgment" can be used during the evaluation process.
 - When the social work administrator may waive PS-MAPP.
 - That Pac-N-Plays cannot be used for sleeping accommodations.
 - How to obtain approval for in-service training and where to obtain child abuse reporting training.
 - The scope of assessment and the timing for the required unannounced visit, which is now made by the recruitment and retention contractor. Deficiencies found will be referred to the Department's licensing worker for joint planning with the foster family on improvement.
- ◆ Delete information on:
- Emergency placements over licensed capacity and each service area having an annual plan to address emergency placements.
 - Treatment foster care certification as maintenance rates are based upon the needs of the child.
 - List of content topics in-service training.
- ◆ Add:
- A new section on Income taxes in relation to foster parents.
 - Updated information on IFAPA peer liaisons.
 - A new section on corrective action plans.
- ◆ Updated organizational terminology.

Effective Date

Upon receipt.

Material Superseded

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

<u>Page</u>	<u>Date</u>
Title page	April 1, 1997
Contents (pages 1-4)	June 24, 2005
Contents (page 5)	October 2, 2001
Contents (page 6)	June 24, 2005
1-14	June 24, 2005
15-20	April 20, 2007
21-23	June 24, 2005
24	April 1, 1997
24a-24c, 25-47	June 24, 2005
48-52	April 1, 1997
53	October 14, 1997
54-59	April 1, 1997
60	June 2, 1998
61-79	June 24, 2005
80	October 17, 2000
81	June 24, 2005
82	April 1, 1997
83	June 24, 2005
84, 85	April 1, 1997
86, 87	June 24, 2005
88	April 1, 1997
89	June 24, 2005
90	April 1, 1997
91-96	June 24, 2005
97	April 1, 1997
98	June 24, 2005
99	April 1, 1997
100	June 24, 2005
101, 102	June 2, 1998
103	April 1, 1997
104	June 24, 2005
105	April 1, 1997
106-108	June 24, 2005
109	April 1, 1997
110, 111	June 24, 2005
112	April 1, 1997
113	June 24, 2005
114	April 24, 2001
115	June 24, 2005
116-119	April 1, 1997
120-122	June 24, 2005
123	April 1, 1997
124-126	June 24, 2005

127	April 1, 1997
128	June 24, 2005
129	April 1, 1997
130	June 24, 2005
131	November 2, 1999
132	April 24, 2001
133	June 24, 2005
134, 135	April 1, 1997
136	June 24, 2005

Additional Information

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