

December 18, 2020

**GENERAL LETTER NO. 18-D(1)-1**

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

SUBJECT: Employees' Manual, Title 18, Chapter D(1), **Foster Family Home**, Title page, new; Contents page 1-3, new; and pages 1 through 113, new.

**Summary**

This general letter issues a new chapter developed to support the redesign of the child welfare manual. Portions of the Employees' Manual Chapter 17-E, **OUT OF HOME PLACEMENT & POLICY PROCEDURES**, have been moved to 18-D(1), **Foster Family Home**, which outlines policy, procedures, and practice guidance for out-of-home placement and policy procedures.

**Effective Date**

Immediately.

**Material Superseded**

None.

**Additional Information**

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

July 30, 2021

**GENERAL LETTER NO. 18-D1-2**

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

SUBJECT: Employees' Manual, Title 18, Chapter D(1): **Foster Family Home**,  
Contents Page 3, pages 81-113, revised; and 114 and 115, new.

**Summary**

This chapter is revised to:

- ◆ Standardize reimbursement protocol/procedure for children in foster care
- ◆ Clarify reimbursement eligibility and requirements for children in foster care
- ◆ Update guidance related to Child Care Expense Statement for Foster Children Form 470-5612.

**Effective Date**

Effective September 1, 2021.

**Material Superseded**

<u>Page</u>	<u>Date</u>
Contents Page 3	December 18, 2020
81-113	December 18, 2020

**Additional Information**

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

August 12, 2022

**GENERAL LETTER NO. 18-D1-3**

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

SUBJECT: Employees' Manual, Title 18, Chapter D(1), **Child Welfare Foster Family Home**, Contents Page 3, page 81-90, revised.

**Summary**

This chapter is revised to

- ◆ Introduce a standard workflow for foster parents to utilize regulated CCA providers who can directly bill Kinder Track for foster children in their care.
- ◆ Clarify the process for unregulated CCA process remains the same.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter D(1), and destroy them:

<u>Page</u>	<u>Date</u>
Contents Page 3	July 30, 2021
81-90	July 30, 2021

**Additional Information**

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

May 19, 2023

## GENERAL LETTER NO. 18-DI-4

ISSUED BY: Bureau of Child Welfare  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter D(1), **Foster Family Home**, Title Page, Contents 1 and 2, Contents 3, 1-80, 81-84, revised; 85-90 and 91-115, removed.

### Summary

This chapter is revised to

- Reflect licensed foster care clothing allowance increases
- Implement extended foster care policy per HF2252
- Amend voluntary placement agreement
- Update style and formatting throughout.

### Effective Date

Immediately.

### Material Superseded

Remove the following pages from Employees' Manual, Title 18, Chapter D(1), and destroy them:

<u>Page</u>	<u>Date</u>
Title Page	December 18, 2020
Contents 1 and 2	December 18, 2020
Contents 3	August 12, 2022
1-80	December 18, 2020
81-90	August 12, 2022
91-115	July 30, 2021

### Additional Information

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

October 20, 2023

**GENERAL LETTER NO. 18-DI-5**

ISSUED BY: Bureau of Child Welfare Child Support  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter D(1), **Foster Family Home**, Contents 1-3, 1-4, 6-82, revised; 83 and 84, removed.

**Summary**

This chapter is revised to include updated definitions and practice, updated extended foster care information, and incorporate the foster parent Bill of Rights.

**Effective Date**

Immediately.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter D(1), and destroy them:

<u>Page</u>	<u>Date</u>
Contents 1-3, 1-4, 6-84	May 19, 2023

**Additional Information**

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

January 26, 2024

**GENERAL LETTER NO. 18-DI-6**

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Family Well-Being and Protection

SUBJECT: Employees' Manual, Title 18, Chapter D(1), **Child Welfare Foster Family Home**, 60,  
revised.

**Summary**

This chapter is revised to update information regarding the Respite process.

**Effective Date**

Upon receipt.

**Material Superseded**

Remove the following pages from Employees' Manual, Title 18, Chapter D(1), and destroy them:

<u>Page</u>	<u>Date</u>
60	October 20, 2023

**Additional Information**

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