

Updating Resource Family Home Studies Due to Changes

EFFECTIVE JULY 1, 2023

WHEN A PERSON AGE 14 OR OLDER MOVES INTO THE HOME

1. Foster parent notifies the Department or RRTS Caseworker within 7 calendar days of new household members who have moved in.
2. The RRTS Caseworker and the Department will communicate with each other upon notification by the family to ensure the RRTS Caseworker and the Department are aware of the new household member.
3. Within five (5) working days of being notified of the new household member, the RRTS Caseworker will make a home visit and have the new household member sign form 595-1396 DHS Criminal History Record Check from and form 470-0634 Request for Child Abuse Information and assess child safety.
 - a. Checks will include Iowa Criminal and Child Abuse
 - b. Sex Offender Registry
 - c. Out of state child abuse checks in states where the subject lived in the past five (5) years
 - d. Iowa Courts Online check
 - e. www.iowasexoffender.gov
4. The RRTS Caseworker proceeds with current record check process including the evaluation process.
5. The home study will be updated within 30 days of all record check information being available.
6. The updated home study and record checks will be forwarded to the Department within five (5) working days of completion of the update.

THE RESOURCE FAMILY MAKES STRUCTURAL CHANGES TO THE HOME

1. Foster parent notifies the Department or the RRTS Caseworker within 7 calendar days of the structural change completion.
2. The RRTS Caseworker and the Department will communicate with each other upon notification by the family to ensure the RRTS Caseworker and the Department are aware of structural changes to the home.
3. The RRTS Caseworker will submit an updated home study, floor plan and Survey Report to the Department within 30 days of notification the structural change is complete.

THE RESOURCE FAMILY MOVES TO A NEW LOCATION

1. Foster parent notifies the Department or RRTS Caseworker within 7 calendar days of the move to a new location.

2. The RRTS Caseworker and the Department will communicate with each other upon notification by the family to ensure the RRTS Caseworker and the Department are aware of the new location.
3. Within five (5) working days the RRTS Caseworker will complete a home visit to ensure the home is safe and the home has the capacity for all foster children placed with the family.
4. The RRTS Caseworker will submit an updated home study, floor plan, newly signed application with the current address, and Survey Report to the Department within 45 days of notification of the move.

