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## CLASS COURSE STRUCTURE

Two consecutive days (Part 1)

3-hour classes

Transfer-of-Learning (TOL) after class

Survey completed at the end of class

COMPASS Mobile/OASIS Virtual Learning Lab (Part 2)

3-hour class virtual instructor-led

## AGENDA - DAY ONE

- Introduction
- Overview
- Break
- Kinship Resource Family Approval
- Transfer-of-Learning post-class assignment and Closing

Covering Section 1 and Section 2 of Resource Family Guidance

## LEARNER MATERIALS/TOLS

<https://fusion.dss.virginia.gov/td/LTD-Home>

Featured Training: New Worker/VLL Courses



**Targeted Audience:** Local and state staff  
 • COMPASSION: In-Home New Worker Guidance with COMPASS/OASIS Virtual Learning Lab  
 • COMPASSION: CPS New Worker Guidance with COMPASS/OASIS Virtual Learning Lab  
 • COMPASSION: Foster Care New Worker Guidance with COMPASS/OASIS Virtual Learning Lab  
 • COMPASSION: Adoption New Worker Guidance with COMPASS/OASIS Virtual Learning Lab

### Resources

- Professional Development - MAND
- Regional Training Centers
- Supervision and Coaching Center
- Training Classrooms Course Requirements
- Training Competencies
- Training Data
- Training Services Model
- Training Tips for Success

### How Do I?

- Find Answers to Training FAQs
- Login to the VLL
- Request a VLL Training Slot
- Request Event to Add to VLL Course
- Request Event Change/updates
- Request Report Closure
- Request Training Report
- Request Use of OASIS RTC Training Reports

**CWS3100W Resource Family  
New Worker Guidance  
with COMPASS/OASIS Virtual Learning Lab**

**LEARNER HANDOUTS**

**Bookmarks**

- Title page
- A-1 Course Competencies and Learning Objectives
- A-2 Virginia Children's Services Practice Model
- A-3 Fusion Navigation Guide
- A-4 Resource Family Regional Consultants
- B-1 Kinship Care and the Child Welfare System
- B-2 Exception Report Tip Sheet
- B-3 Training Requirements for Resource Family Program
- B-4 CRAFT Regional Consultants
- B-5 Mutual Family Assessment (MFA) Program Fact Sheet
- C-1 Resource Family Tip Sheet: Soft Checks & Hard Checks
- C-2 Physical Home Environment Checklist
- F-3 Background & Assessment Form

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### Course Competencies

Learn	Learn the basic requirements of administering the Resource Family Recruitment, Approval, and Support Program in Virginia.
Know	Know how to locate the requirements in law and policy when needed.
Know	Know where and how to document that the requirements of the Resource Family Program have been met.

Handout A-1

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### PRACTICE MODEL- CORE GUIDING PRINCIPLES



The Practice Model is founded on these values and principles:

- All children and communities deserve to be safe.
- Practice is family, child, and youth-driven.
- Children do best when raised by families.
- All children and youth need and deserve a permanent family.
- Partnering with others is important to support child and family success in a system that is family-focused, child-centered, and community-based.
- How we do our work is as important as the work we do.

Handout A-2

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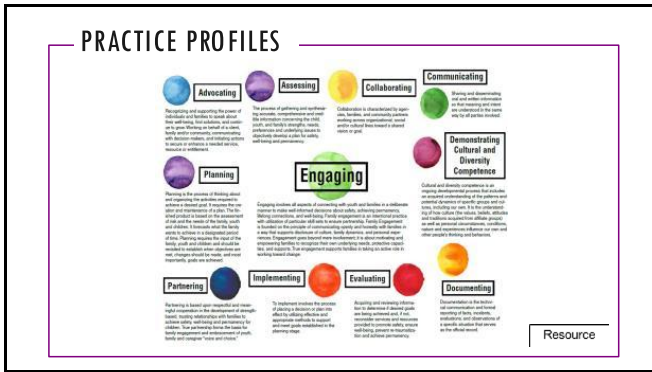
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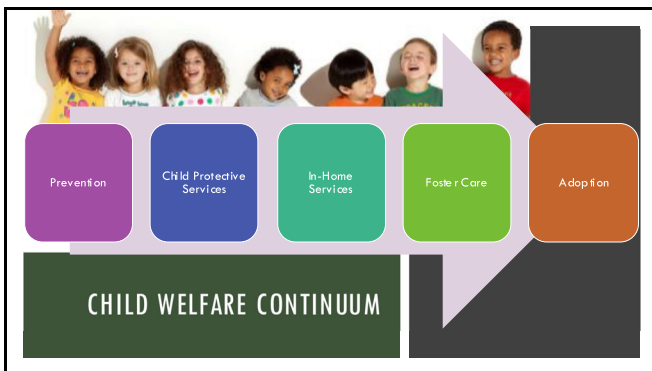
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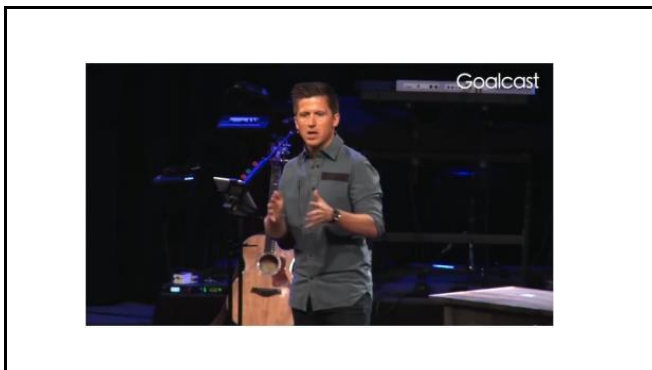
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Effective collaboration and creativity by SPEDnet provides change

## RESOURCE FAMILY GUIDANCE

### Effective January 2025- DRAFT

- Local Department Resource, Foster and Adoptive Family Home Approval Guidance- DRAFT
- Transitional 201 DRAFT
- 2020 Resource Family Transitional Training PowerPoint
- 2020 Resource Family Transitional Training PICO

### Effective July 2022

- Local Department Resource, Foster and Adoptive Family Home Approval Guidance
- Transitional 303
- 2022 Resource Family Transitional Training PowerPoint
- 2022 Resource Family Transitional Training PICO

### Effective 1-2021

- Local Department Resource, Foster and Adoptive Family Home Approval Guidance
- Transitional 201

### Effective 10-2019

- Local Department Resource, Foster, and Adoptive Family Home Approval Guidance Manual
- Transitional 200

Resource

# TRANSMITTAL

## Transmittal #507

Changes to the manual incorporate:

- new state laws and state regulations
- clarify existing guidance
- enhance guidance on meeting the safety, permanency, and well-being needs of children in foster care through resource family recruitment, approval, and support.

Pages 1-11

Date – January 5, 2024

Manual – Child and Family Services Manual, Chapter D. Resource Family

Transmittal – # 507

The purpose of this transmittal is to provide new, revised, and deleted guidance for Chapter D. Resource Family of the Virginia Department of Social Services (VDSS) Child and Family Services Manual. Unless otherwise noted, the provisions included in this transmittal are effective upon issuance.

**Changes to the manual include state laws and state regulations, clarify guidance, and enhance guidance on meeting the safety, permanency, and well-being needs of children in foster care through resource family recruitment, approval, and support.** Until now, this chapter of guidance was not updated to reflect changes to the law, the chapter has been reorganized and split into the following five sections: Recruitment, Approval, Support, Licensing Resource Family Approval, Resource Family Requirements, Resource Family Approval, and Resource Family Support.

In this guidance transmittal, separate sections were developed for the licensing family approvals and licensing family approval. This update is intended to ensure that there are no overlaps of approval for the license; instead, it is to require to require from local departments to have all necessary criteria to licensing approval, located in the page (Chapter 2). When guidance updates were made that apply to both licensing and non-licensing approval standards, the changes to both are denominated under Section 2 before and after the subcategory (chapter and section) is listed in the left column.

In addition to the changes included in the chart below, minor edits were made throughout to address grammatical issues, clarify intended conclusions, and update hyperlinks. All changes are in italics.

This transmittal and manual are available on FUSION at <https://fusion.vdss.virginia.gov/Details/Transmittal-Details.aspx?TransmittalID=507> and on the public site for VDSS at <https://dss.virginia.gov/about/manuals.asp>.

Changes to the manual are as follows:

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### Knowledge Check

What helps establish the best practice guidelines for core casework processes?

- A. manual
- B. VDSS website
- ☐ C. Practice Profiles
- D. Information brochures

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### NEW GUIDANCE FORMAT

The manual has been revised and consists of five sections:

- Section 1: Resource Family Overview
- Section 2: Kinship Resource Family Approval
- Section 3: Resource Family Recruitment
- Section 4: Resource Family Approval
- Section 5: Resource Family Support

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### RESOURCE FAMILY OVERVIEW

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Section 1



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## APPROACHES TO WORKING WITH RESOURCE FAMILIES

Families are dually-approved as foster and adoptive families.

The approval process is a mutual endeavor between the LDSS and the family requesting approval.

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## FEDERAL AND STATE LAWS AND REGULATION

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## FEDERAL LAW AND REGULATION

Fostering Connections to Success and Increasing Adoption Incentives Act  
 Adam Walsh Child Protection and Safety Act  
 Safe and Timely Interstate Placement of Foster Children Act  
 Adoption and Safe Families Act (ASFA)  
 Child Abuse Prevention and Treatment Act (CAPTA)  
 Multiracial Placement Act (MEPA)  
 Adoption Assistance Act  
 Requirements applicable to Title IV-E and Title IV-B

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## STATE LAW AND REGULATION

The Administrative Code of Virginia, 22 VAC 40-211, Resource, Foster, and Adoptive Family Home Approval Standards.

Placement § 63.2-90.0  
 Criminal history and central registry check § 63.2-90.1.1  
 Investigations § 63.2-12.08  
 Determinations of appropriate home § 63.2-12.25  
 Home study; meeting requirement exception § 63.2-12.31  
 Barrier crimes § 63.2-17.19  
 Background checks § 63.2-17.21  
 Revocation or denial of renewal based on background checks § 63.2-17.22

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## Knowledge Check

What subjects related to Resource Family approval does the law and regulation affect?

- A. Placement
- B. Background checks
- C. Determination of appropriate home
- D. Home study
- ☐ E. All of the above

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## DEFINITIONS SECTION 1.3

### "Resource Families".

In this guidance all types of families—foster, adoptive, respite caregivers, as well as approved relatives, concurrent planning families, etc. are generally referred to as resource families.




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## DEFINITIONS SECTION 1.3

### A "Kinship Resource Parent"-

is either related to the child and/or family or

is fictive kin with a close relationship to the child and/or family who has been approved as a resource parent.




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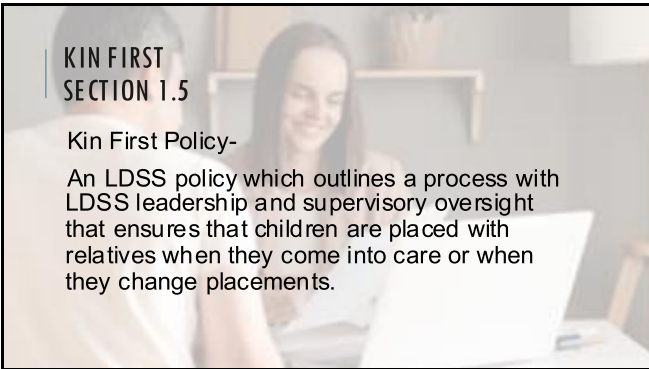
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## KIN FIRST SECTION 1.5

### Kin First Policy-

An LDSS policy which outlines a process with LDSS leadership and supervisory oversight that ensures that children are placed with relatives when they come into care or when they change placements.




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## KINSHIP BENEFITS FOR CHILDREN



Source: Generations United

Handout B-1

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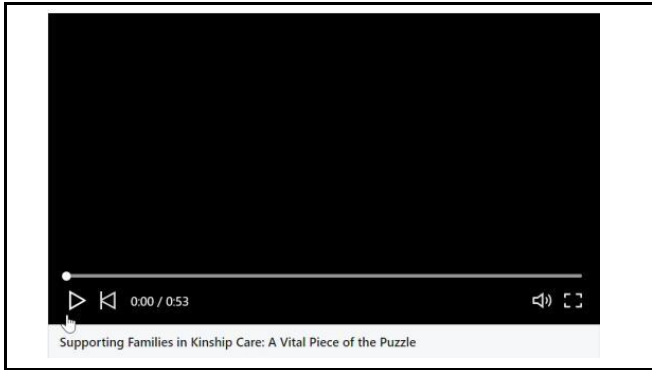
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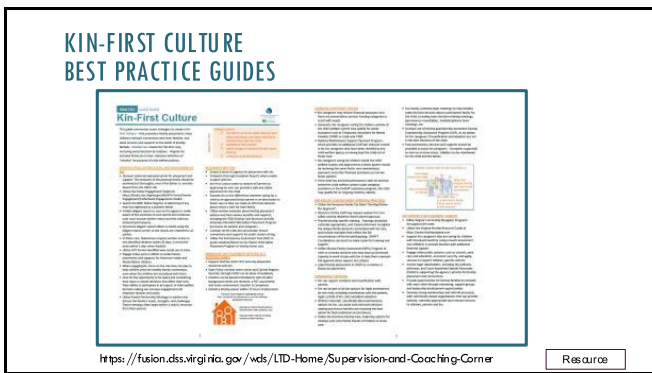
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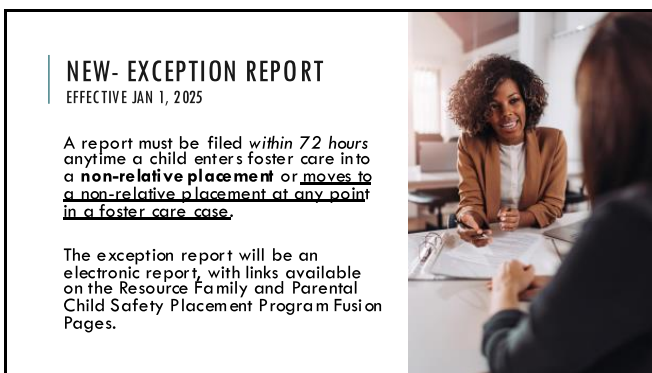
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## SHARE THE EFFORTS TO ENGAGE, ASSESS, AND PLACE WITH KIN AND FICTIVE KIN

Was an Out of Home Staffing held?  
Has an FPM been held?  
Describe ALL efforts made to identify, assess, and engage family members prior to placing the child in a non-relative setting.  
Besides the parents in the removal home, how many relatives/fictive kin have you discovered (to include parents not in the removal home)?

Handout B-2

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Group discussion:  
(Unmute your mic to discuss)

What are some of the family engagement efforts that will be accessed in the report after the removal?

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## SECTION 1.4 REQUIRED TRAINING

Training Requirements for Resource Family Staff	
Name _____	Start Date _____
The following on-line courses will be required to be completed within the first three (3) weeks of employment. *These courses are pre-requisites for many other courses including COMPS/CRSIS Resource Family New Worker Orientation Training with CEIS. *Note: a Learning Agreement by CEIS will be required.	
COMPS/CRSIS Exploring Child Welfare - online	Completed
COMPS/CRSIS Recognizing and Reporting Child Abuse and Neglect - Mandatory Reporter Training - online	Completed
The following on-line and instructor-led courses will be required to be completed no later than within the first 6 months of employment.	
COMPS/CRSIS Resource Family New Worker Guidance with COMPS/CRSIS Initial Learning Lab (in-person) (in-person)	Completed
COMPS/CRSIS Introduction to PRIDE MCM (in-person) (in-person)	Completed
COMPS/CRSIS Mutual Family Assessment (in-person) (in-person)	Completed
COMPS/CRSIS Family Search and Engagement - online (in-person) (in-person)	Completed
COMPS/CRSIS Kinship Care in Virginia (in-person) (in-person) (in-person)	Completed

Handout B-3

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## LDSS COLLABORATION 1.6- 1.6.4

As of July 1, 2023, LDSS are required to collaborate with neighboring LDSS to increase the availability of a local foster home placement for children in foster care.

These requirements can be met through:

- Collaborative Recruitment
- Collaborative Training
- Collaborative Approval and/or Sharing
- Collaborative Support

Code of VA § 63.2-900

## CONFLICT OF INTEREST SECTION 1.9

Employees cannot serve as a foster parent for a child in their agency's custody

Consider options:

- Another LDSS could approve the family
- The LDSS could transfer the case to another LDSS



CRAFT Manager	Gardenella Green	ggreen@nsu.edu
Central	Tammy Hoskins	hoskins12@vcu.edu
Eastern	Marquita Westray	mmwestray@nsu.edu
Northern	Katie Lomono	lomono.cok@vcu.edu
Piedmont	Susan K. Taylor	staylor22@radford.edu
Western	Rhonda Roop	rroop7@radford.edu

Handout B-4

### Mutual Family Assessment Program FACT SHEET

- The MFA program is a free resource available to all LDSS offices provided by VOSS.
- We can assist with MFA's for new applicant foster/adoptive families, ICPC requests, child specific and kinship care.
- We provide a thorough and comprehensive assessment process ensuring all guidance standard

- Included in the assessment process are: three interviews with household members, a home inspection and an in-depth evaluation of the applicants willingness, ability, and resources to meet the 5 core competency categories.
- Referral process is quick with only one simple form sent via email with supporting documents you already have completed in-office.
- LDSS retains overall responsibility of home approval. MFA program does not issue approvals, but provides a recommendation to assist the agency in the decision to approve/ not approve an applicant family.
- LDSS will receive frequent and consistent communication regarding progress and/or concerns with the family. Collaboration is a priority!

For more info or to make a referral call or email

**Karen Opie, MFA Consultant**  
(Western/Piedmont/Central)  
757-513-6925  
korie.opie@voss.virginia.gov

**Minima Hornel, MFA Consultant**  
(Eastern/Northern/Central)  
757-646-1070  
minima.hornel@voss.virginia.gov

Handout B-5

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### Time for a Break

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### KINSHIP RESOURCE FAMILY APPROVAL

Section 2

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## KINSHIP SPECIFIC APPROVAL

- 2.1 Discovery of Relatives
- 2.2 Relative Notification of the Kinship Approval Process
- 2.3 Assessing a Prospective Kinship Resource Parent
- 2.4 Requirements to Initiate Placement with a Kinship Resource Parent
- 2.5 Approval of a Kinship Resource Parent
- 2.6 Suspending or Revoking Kinship Resource Parent Approval

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## DISCOVERING RELATIVES AND NOTIFYING THEM OF OPTIONS

Finding Family- Discovery 2.1



Notifying Family- Notification 2.2




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## KINSHIP CARE OPTIONS

1.) Parental Child Safety Placement Program



2.) Custody from the court



Resource: Kinship Brochure

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**3. Be approved as a foster parent** by the local department of social services if they meet Virginia's approved setting standards.

The child can live with the kinship care provider and receive monthly payments based on the child's needs, while remaining in the custody of the local department of social services.

Resource: Kinship Brochure

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## KINSHIP CARE PERMANENT OPTIONS

4). Adoption



5). Permanent Legal Guardian



Resource: Kinship Brochure

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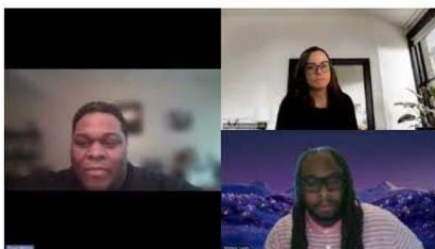
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It may be used if the child is already in care or at risk of entering care. Determining which LDS S program provides the letter is a local decision.

Resource[illegible]

- The child feels safe with the prospective kinship *resource* parent and the prospective kinship *resource* parent has the capacity to meet the physical and emotional needs of the child.
- The prospective kinship *resource* parent conveys a commitment to complete and maintain approval as a kinship *resource* parent, as well as a commitment to supporting reunification and permanency.

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## Resource Family Tip Sheet: Kinship/Fictive Kin Approval **BEFORE PLACEMENT**

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VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES



Division of  
Family Services

**Resource Family Tip Sheet**  
**Kinship/Fictive Kin Approval**

**BEFORE PLACEMENT** (visit [Resource Family Forms](#) on FUSION)

1. Complete the soft check process (see [Tip Sheet-Soft & Hard Checks](#)) for:
  - o Central Registry Search (OASIS)
  - o Virginia State Police Criminal Name Check
  - o If no barrier crimes (see [Barrier Crime Determination Guide](#)) or CPS findings are present, proceed with next steps.
2. Complete [Physical Home Environment Checklist](#) (may be completed prior to or on the date of placement)
3. Complete [Permanency Assessment Tool](#) (likely completed prior to decision to move forward with placement, approval, and support)
4. The kinship resource parent meets Kinship approval criteria with the above items complete and a kinship waiver in place.

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### BEFORE PLACEMENT: 1) BACKGROUND CHECKS- SOFT CHECKS

All adult household members must submit to a **Virginia State Police Name search**  
 All adult household members must submit information for a search of the **CPS Central Registry** through Child Welfare Information System (OASIS)

Must be done prior to placement of the child.

When the presence of barrier crimes or CPS findings are ruled out, the child may be placed immediately, and the kinship resource parent will meet Kinship Pre-approval criteria.

Handout C-1

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## BEFORE PLACEMENT: 2) PHYSICAL HOME ENVIRONMENT

Make a visit to the home  
prior to or on the day of  
placement to ensure safety of  
the home and complete the  
**Physical Home Environment  
Checklist**.

The Physical Home Environment Checklist is a form used to assess the safety and suitability of a home for placement. It includes sections for General Information, Physical Home Environment, and Kinship Resource Parents. The form is numbered 1 through 100 and includes a date field and a signature line.

Handout C-2

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## BEFORE PLACEMENT: 3) PERMANENCY ASSESSMENT TOOL

Step 3 of 4:  
LDSS **must** use this tool to  
conduct and document the  
assessment of prospective  
kinship resource parents.

The Permanency Assessment Tool is a form used to assess the suitability of prospective kinship resource parents. It includes sections for General Information, Kinship Resource Parents, and Permanency Assessment. The form is numbered 1 through 100 and includes a date field and a signature line.

Handout C-3

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## BEFORE PLACEMENT: 4) KINSHIP WAIVER

Kinship resource parents do not need to meet all standards as established  
by the regulation and be approved by the LDSS prior to placement of a  
child in the home.  
Approval can be achieved by the prospective kinship resource parents  
meeting all standards or by meeting most standards and having a waiver  
granted for one or more standards.

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## Resource Family Tip Sheet: Kinship/Fictive Kin Approval THE DAY OF PLACEMENT

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### THE DAY OF PLACEMENT

1. Plan with the kinship resource parents for the hard checks to be completed within 72 hours of placement for all adult household members. You can refer to the [Tip Sheet: Soft & Hard Checks](#) for further instruction. The hard check process is two-fold:
  - o FieldPrint appointments are made online for all adult household members. Assist them in registering as needed. They will need the LDNS facility ID and Fieldprint code FPAVDSSPublicCPAHost for kin and fictive kinship resource parents and FPAVDSSPublicCPAHost for adult household members who are not kinship resource parents.
  - o Kinship resource parents need to respond "yes" to the question "Are you a kinship foster parent?" on the Additional Information tab when making the Fieldprint appointment.
  - o Submit Central Registry Search through the [OBI portal](#). Confirm if out-of-state CPS checks are necessary for all adult household members who have lived outside of Virginia within the previous 5 years (from #5 on Sworn Statement).
2. Review and obtain kinship resource parent signatures on the following forms:
  - o Sworn Statement
  - o Confidentiality Agreement
  - o Discipline Agreement
  - o Foster Care Agreement/Code of Ethics
  - o Financial Agreement
  - o W-9 (to set up payment immediately)
3. Review and leave with kinship resource parents all additional approval paperwork and explain deadlines.

Resource Family Tip Sheet  
Kinship-Fictive Kin Approval

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## THE DAY OF PLACEMENT STEP 1: BACKGROUND CHECKS

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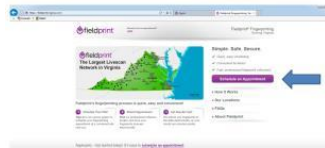
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Go to <https://fieldprintvirginia.com/>  
and click "Schedule an Appointment"



[https://fusion.dss.virginia.gov/Portals/0/5B/p%5D/files/schedule\\_c\\_fingerprint\\_appointment\\_at\\_Fieldprint\\_power\\_point.pdf](https://fusion.dss.virginia.gov/Portals/0/5B/p%5D/files/schedule_c_fingerprint_appointment_at_Fieldprint_power_point.pdf)

Handout C-4

**Child Placing Agency:**

"Foster Care" refers to an applicant to be a foster parent.

"Adoption" refers to an applicant to be an adoptive parent.

"Birth Parents" means the birth parent of a child.

"Household member" means an adult who lives in the foster/adoptive parent's home.

"Relative" refers to a kinship foster parent.

## THE DAY OF PLACEMENT STEP 2: AGREEMENTS AND FORM AT PLACEMENT

The LDSS FSS must discuss the following mandatory agreements with the kinship resource parent:

- Discipline Agreement
- Confidentiality Agreement
- Foster Care Agreement: Code of Ethics and Mutual Responsibility
- Adoptive Placement Agreement (for adoptive placements only)
- Foster Parent Bill of Rights
- Financial Agreement

## SWORN STATEMENT OF AFFIRMATION

Please respond to all five (5) questions below:

1. Have you ever been convicted of or are you the subject of pending charges of any crime within the Commonwealth of Virginia?  
☐ Yes (convicted in Virginia) ☐ Yes (pending in Virginia) ☐ No  
 If yes to convicted or pending, specify crimes: \_\_\_\_\_
2. Have you ever been convicted of or are you the subject of pending charges of any crime outside the Commonwealth of Virginia?  
☐ Yes (convicted outside Virginia) ☐ Yes (pending outside Virginia) ☐ No  
 If yes to convicted or pending, specify crimes and state, or other location: \_\_\_\_\_
3. Have you ever been the subject of a founded complaint of child abuse or neglect within the Commonwealth of Virginia?  
☐ Yes (in Virginia) ☐ No (in Virginia)
4. Have you ever been the subject of a founded complaint of child abuse or neglect outside the Commonwealth of Virginia?  
☐ Yes (outside Virginia) ☐ No (outside Virginia)  
 If yes, specify state, or other location: \_\_\_\_\_
5. In what states (other than Virginia) have you lived within the last five (5) years? \_\_\_\_\_

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Section 2.4.2.1.1

**THE DAY OF PLACEMENT  
STEP 3: SHARE NEXT STEPS AND  
PROCESSES**

Review and leave with kinship resource parents all additional approval paperwork and explain deadlines.




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**Resource Family Tip Sheet:  
Kinship/Fictive Kin Approval  
WITHIN 72 HOURS OF THE PLACEMENT**

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**WITHIN 72 HOURS OF THE PLACEMENT**

1. Submit the [Kinship Foster Parent Waiver](#) and within 72 hours of the placement. The confirmation email for the Kinship Waiver needs to be uploaded into COMPASS.
2. Submit Central Registry Search through the [CBI portal](#).
3. Confirm that kinship resource parents and all other adult household members presented themselves for Fieldprint appointments. If not, support family to complete that ASAP.

Resource Family Tip Sheet  
Kinship/Fictive Kin Approval

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## WITHIN 72 HOURS OF PLACEMENT STEP 1: SUBMIT KINSHIP WAIVER

### Kinship Waiver Links

- [Link to start Kinship Waiver](#)
- [Link to complete Kinship Waiver](#)

Kinship waivers must be granted for pre-service training, completion of a mutual family assessment, tuberculosis assessment, screening or tests and physical examinations for a period of 6 months

To obtain a kinship waiver the LDSS must submit the waiver to their regional consultant within 72 hours of placement.

Section 2.4.2.3

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## WITHIN 72 HOURS OF PLACEMENT STEP 2: SUBMIT CENTRAL REGISTRY TO OBI

### OFFICE OF BACKGROUND INVESTIGATIONS

Background Investigations Unit - Criminal  
Responsibilities: The Criminal Background Investigation Unit is responsible for conducting criminal background investigations on individuals who are being considered for placement in foster care. This includes conducting criminal history checks, fingerprinting, and other criminal background checks.

Background Investigations Unit - CPS Central Registry Searches  
Responsibilities: The CPS Central Registry Searches Unit is responsible for conducting central registry searches on individuals who are being considered for placement in foster care. This includes conducting central registry searches, fingerprinting, and other central registry searches.

**CPS Provider Portal for Local Department of Social Services (LDSS)**  
This portal is used by LDSS providers to submit information for the central registry. It includes a login page, a registration page, and a page for submitting information. An arrow points to the "CPS Provider Portal for Local Department of Social Services (LDSS)" link.

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## OFFICE OF BACKGROUND INVESTIGATIONS (OBI) PORTAL

### CREATE A CENTRAL REGISTRY SEARCH (CRS) REQUEST

**OVERVIEW**  
This page provides an overview of how to register and submit a request for a central registry search.

**AUDIENCE**  
This page is for individuals, providers, and organizations who are submitting requests for central registry searches.

**How to Complete a CRS Request:** The OBI Portal is designed to assist providers in submitting requests, providing guidance on how to complete the request and submit a request for a central registry search.

**LOGIN / REGISTER**  
From the OBI homepage, complete the following steps:  
1. Log in/register using your user credentials and password. Then click register.  
2. Log in/register using your user credentials and password. Then click register.  
3. Log in/register using your user credentials and password. Then click register.  
4. Log in/register using your user credentials and password. Then click register.



[https://centralregistry.dss.virginia.gov/crs/s/?language=en\\_US](https://centralregistry.dss.virginia.gov/crs/s/?language=en_US)

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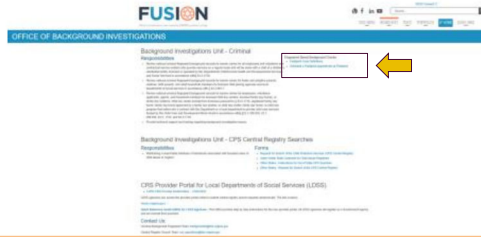
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## WITHIN 72 HOURS OF PLACEMENT: STEP 3: SUBMIT FINGERPRINTS




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## Resource Family Tip Sheet: Kinship/Fictive Kin Approval AFTER PLACEMENT

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### AFTER PLACEMENT

1. Gather approval paperwork from kinship resource parents (refer to [Checklist for Initial Provider Approval form](#)).
2. The initiated [Checklist for Initial Provider Approval](#) needs to be uploaded into COMPASS with the dates of the with background checks.
3. Enter the resource family case into OASIS within 5 calendar days of placement.
4. Verify that child's placement screen has been coded correctly as LDSS Foster Home, Relative or LDSS Foster Home, Fictive Kin. You can refer to this microlearning: <https://fusion.dss.virginia.gov/wds/WDS-Home/Professional-Development-Training>.
5. Per Resource Family Guidance, CSA funds are used until results of fingerprints and central registry for all adult household members are returned as clear. **THE CERTIFICATE OF APPROVAL (COA) CAN BE ISSUED AND IS ELIGIBILITY OCCURS WHEN THE LDSS IS IN RECEIPT OF THE CRIMINAL AND CENTRAL REGISTRY CHECKS, and the checks are clear.** The COA needs to be uploaded into COMPASS. The COA is dated to reflect a 36-month approval timeframe. Funding can go back to the beginning of the month in which all safety requirements are received. (See example below).
6. Work with family to identify a date to begin pre-service training. Contact your CRAFT Coordinator for class dates/times, if needed. Your CRAFT Coordinator can also assist with creating an online Foster Parent College training account.
7. Determine if you need to make a referral to the MFA staff. (If you need assistance with how to make a referral, contact your Resource Family Consultant). If your LDSS is choosing to complete the MFA, then set up times to meet with kinship resource parents to begin the paperwork and the home visit interview process.
8. Check in with resource parents on approval paperwork including physicals and TB screens to ensure the deadline is met.

Resource Family Tip Sheet  
Kinship/Fictive Kin Approval

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## AFTER PLACEMENT STEP 1: REQUIRED PAPERWORK – CHECKLIST AND TIMELINE



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## Kinship Due Date Calculator

[illegible]

Handout C-5

[illegible]

## AFTER PLACEMENT STEP 2: COMPASS PORTAL

**Checklist for Initial Provider Approval** with the dates for the background checks (soft checks)




## Checklist for Initial Review Approval

(Internal Use Only)

**Applicant:** \_\_\_\_\_

**Project/Proposal Approval:** ☐ Other ☐ Express Mail ☐ **KPMG (if applicable)** \_\_\_\_\_

**Applicant ID:** \_\_\_\_\_

**Other ID(s) completed in the last 60 days:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Comments received, approved and/or not recommended for Submission and federal contract review complete within 15 days of Submission**

Name of the Initial Submission Document	US State/Province/Territory/Foreign Country	Initial Review	Final Review
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Notes of Potential Issues/Environmental Obstacles:** \_\_\_\_\_

**Comments received, approved and/or not recommended for Submission and federal contract review complete within 15 days of Submission**

Name of the Initial Submission Document	US State/Province/Territory/Foreign Country	Initial Review	Final Review
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Project/Proposal Status:** \_\_\_\_\_

**Other US State/Province/Territory/Foreign Country:** \_\_\_\_\_

Handout C-6

[illegible]

### AFTER PLACEMENT STEP 3: OASIS

Enter the Resource Family case into OASIS within **5 calendar days** of placement

**Resource Family Case Sheet**  
 1. Case Information  
 2. Resource Family Information  
 3. Child Information

Handout C-7

### AFTER PLACEMENT STEP 4: PLACEMENT SCREEN

The child's placement screen should indicate a relative or fictive kin placement

**Placement Screen**  
 Placement Type: Relative or Fictive Kin

Microlearning: **MICRO3006 Foster Placement Family Member/Fictive Kin**

### AFTER PLACEMENT STEP 5: RECEIVE AND DOCUMENT BACKGROUND CHECKS

**Federal Fingerprints  
 Criminal Record Checks  
 VA Central Registry & CPS from other States  
 DMV Checks  
 Sworn Statement**

These must be completed for prospective resource parents and household members

**Checklist for Initial Provider Approval**  
 Background Checks  
 Sworn Statement

## A CERTIFICATE OF APPROVAL CAN BE ISSUED AFTER BACKGROUND CHECKS ARE RECEIVED



032-03-136-3 -eng (10/24)

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## UPLOAD DOCUMENTS TO COMPASS

### Placements-LDSS & LCPA Home

- ☐ LDSS resource home Certificate of Approval
- ☐ Financial agreement for current placement
- ☐ Checklist for National Fingerprint Criminal Record Check, Virginia State Police Check (if applicable), Central Registry Check and Sworn Disclosure Statement requested and received
- ☐ LCPA resource home Certificate of Approval
- ☐ Financial contact agreement
- ☐ LCPA license covering the effective date of the resource home's approval date & the current license
- ☐ LCPA form letter (no non-compliance letter) with verified date of National Fingerprint Criminal Record Check, Virginia State Police Check (if applicable) and Central Registry Check requested and received

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## AFTER PLACEMENT STEP 6: PRE-SERVICE TRAINING

Work with family to identify a date to begin pre-service training

Contact the CRAFFT Coordinator in your region for assistance and to set up an online Foster Parent College training account for the kinship parents

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### AFTER PLACEMENT STEP 7: COMPLETE MUTUAL FAMILY ASSESSMENT PROCESS

Face-to-face visits in the home with the parents is required  
Set up times to meet with the family  
If you need assistance with Mutual Family Assessment, you may make a referral to the MFA Program Supervisor

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### AFTER PLACEMENT STEP 8: REQUIRED PAPERWORK- PHYSICAL EXAMS AND T.B.

Be aware of deadlines!  
Required paperwork  
Including physical exams for prospective resource parents and tuberculosis screening for the prospective resource parents and all household members

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### CONSIDERATIONS- SPECIFIC TO BACKGROUND CHECKS

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Resource Family Tip Sheet:  
Kinship/Fictive Kin Approval  
**BEFORE END OF 6 MONTHS**  
**FROM PLACEMENT**

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**BEFORE END OF 6 MONTHS FROM PLACEMENT**

1. Ensure that all waived approval requirements are completed within 6 months of placement.
  - Pre-service training
  - Resource parent physicals
  - TB screens/tests for all household members
  - Mutual Family Assessment
2. Upload the completed Checklist for Initial Provider Approval into COMPASS.
3. Complete the [Kinship Foster Parent Waiver](#) once waived requirements are completed (or the Kinship Foster Parent Waiver is no longer needed) and upload the confirmation email into COMPASS.

Resource Family Tip Sheet  
Kinship/Fictive Kin Approval

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**BEFORE 6 MONTHS FROM PLACEMENT**  
**STEP 1: ENSURE THAT ALL WAIVED APPROVAL**  
**REQUIREMENTS ARE COMPLETED**

Before the end of 6 months from placement:

- Ensure that all waived approval requirements are completed within 6 months of placement
- Pre-service training
  - Resource Parent physicals
  - Tuberculosis screens/tests for all household members
  - Mutual Family Assessment

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**BEFORE 6 MONTHS FROM PLACEMENT  
STEP 2: UPLOAD THE COMPLETED CHECKLIST FOR  
INITIAL APPROVAL INTO COMPASS**

Before the end of 6 months from placement:

Ensure that the Checklist for Initial Approval is completed; all the requirements and dates should be completed on the form

Upload the completed form into COMPASS

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**BEFORE 6 MONTHS FROM PLACEMENT  
STEP 3: COMPLETE THE WAIVER LINK**

Before the end of 6 months from placement:

Click the "Link to complete Kinship Waiver" on the Resource Family Fusion Forms page once waived requirements are completed. Complete the Qualtrics questions in that form and submit the form.

You must also complete the Kinship Foster Parent Waiver link if the waiver is no longer needed.

Kinship Waiver Links

- [Link to start Kinship Waiver](#)
- [Link to complete Kinship Waiver](#)

Upload the confirmation email into COMPASS.

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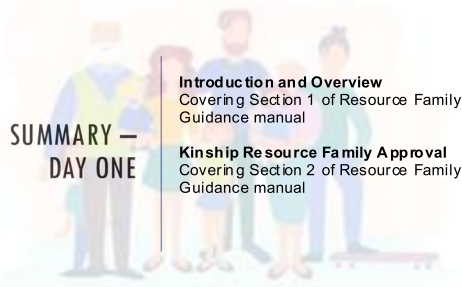
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**SUMMARY —  
DAY ONE**



**Introduction and Overview**  
Covering Section 1 of Resource Family  
Guidance manual

**Kinship Resource Family Approval**  
Covering Section 2 of Resource Family  
Guidance manual

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## LET'S TRANSFER THE LEARNING

After class today, open the Word document entitled "Transfer of Learning" in the Learner Materials downloaded from Fusion. Complete the Transfer of Learning for Day 1 regarding definitions and common terms and processes for Kinship Resource Home Approval.

Email your answers to your trainers




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**CWS3100W RESOURCE FAMILY  
NEW WORKER GUIDANCE**  
WITH COMPASS/OASIS VIRTUAL LEARNING LAB




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## REVIEW

Placement with kin is preferred over placement in foster care with non-relatives

The term "kin" encompasses both relatives (those related by blood or marriage) and fictive kin (those who are unrelated but have a close emotional relationship)

There are guidance and procedures that allow for immediate placement of a child with a kinship resource parent

Kinship Waivers are provided to each kinship family to allow for pre-service training, TB/Physical, and MFA requirements to be extended for up to 6 months from the date of placement in the home.

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**Transfer-of-Learning Day 1 Activity:**

1. **Exception report** c.) a report that must be filed anytime a child in foster care is placed in a non-relative home, within 72 hours of that placement
2. **Kinship waiver** d.) a temporary waiver; additional requirements for approval can be met within six months
3. **Kinship barrier crime exceptions** a.) relatives are screened with a different criteria for background checks when the purpose of the background check states it is for a "relative" kinship foster parent
4. **Sworn statement** e.) statement signed by new applicants that states they do not have a criminal conviction, current pending charges, a founded CPS complaint, or charges in another state
5. **State background check** b.) results from Virginia State Police that check for charges and pending charges within Virginia's NCJ system
6. **OASIS placement screen** g.) placements screens can indicate a non-relative foster home, a relative foster home, or a fictive kin foster home
7. **Kinship pre-approval** f.) conducting background checks and a physical home environment checklist as part of a safety assessment so the child can be placed immediately same-day with relatives or fictive-kin

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**OUTCOMES AND DATA**

KINFirst Now Dashboard will measure and provide data for many areas, including:

Placement category (kinship)

Overall Kinship rate

First Road with Kin

FPM Father participation

FPM Mother participation

FPM with family at placement change

Discharge to father

Handout E-1 User Guide

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**QUESTIONS?**

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## AGENDA - DAY TWO



- Recruitment of Resource Families
- Resource Family Approval (non-kin)
- Break
- Documentation of Approval
- Resource Family Support
- Re-approval

Covering Section 3, Section 4, & Section 5 of Resource Family Guidance

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## Resource Families

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## Reflection

What do you think are the qualities that make a successful resource family?

Answer in the chat.

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A successful resource family is typically characterized by:

Strong communication skills

Flexibility in adapting to different needs

A commitment to caring for the child

The ability to advocate for the child's needs

A positive and supportive home environment

An openness to seek help when necessary

Developing the Characteristics of Successful Resource Parents  
<https://wearefamiliesrising.org/resource/successful-foster-adoptive-parents>

## RESOURCE FAMILY RECRUITMENT

Section 3



## FRAMEWORK

Recruitment, Development, and Support  
of Resource Families

### Recruitment, Development and Support of Resource Families Best Practice Framework

"If you want to successfully recruit, attract, and provide high-quality families, there's only one goal."

This document is not intended to be prescriptive, but it is intended to provide a framework for developing the recruitment, development, and support of resource families. It is intended to be a guide, not a rulebook. It is intended to be a framework, not a checklist. It is intended to be a guide, not a rulebook. It is intended to be a framework, not a checklist.

The term "resource families" includes all types of families that care for children who cannot remain in their homes, including foster families, adoptive families, and kinship families. It includes all types of families that care for children who cannot remain in their homes, including foster families, adoptive families, and kinship families.

Virginia Children's Services Practice Model

Recruitment, development, and support of resource families must be grounded in Virginia Children's Services Practice Model

- We believe that all children and adolescents deserve to be safe.
- We believe in family, child, and youth voice and choice.
- We believe that children and adolescents need to be in a permanent family.
- We believe that children and adolescents need to be in a permanent family.
- We believe that children and adolescents need to be in a permanent family.
- We believe that children and adolescents need to be in a permanent family.
- We believe that children and adolescents need to be in a permanent family.
- We believe that children and adolescents need to be in a permanent family.



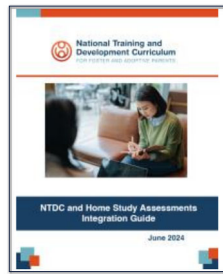
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Handout F-1

## National Training and Development Curriculum (NTDC)

The promise of a successful and stable placement for children is strongly dependent upon; preparation, education, development.

The curriculum provides transformative experiences for families embracing children with backgrounds of trauma, separation, and loss. We've infused adult learning theory, self-directed learning, transformative learning, and a layered curriculum approach into every aspect of our program.



<https://ntdctraining.org>

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## STRATEGIC PLAN

### Strategic Recruitment, Development, and Support (Retention) Plan Version Template - 3/23

The overall goal of this plan is to help each agency develop a comprehensive recruitment and retention plan informed by local data needs as well as having positive local provider perspectives.

#### I. Child Data

First, the plan will ask you to gather local data regarding the children in your facility's care, their general characteristics and needs, and their current placement status. You will use this to develop a "profile" of what kind of child you most need to find families for, to better identify areas of targeted and child-specific recruitment need.

#### II. Family Data

Second, the plan will ask you to examine your facility data to see how it stacks up with your current child needs, who is being utilized, and what your current care capacity is across facilities that are currently approved. Looking at several number of open-to-bed hours over time will also provide useful information as you move forward in the plan.

Place two pieces of data—child, and family—side-by-side together to develop strategic recruitment and retention plans.

#### III. Recruitment Planning

The third section of the plan features a series of best practice strategies for three types of recruitment: general, targeted, child-specific, and offers guidelines of how to structure your recruitment campaign. A sample recruitment strategy is included, along with a blank template for your agency to create a plan. Each section will have a defined goal, potential actions, and a proposed timeline and budget.

#### IV. Retention Planning (Training, Development, and Support)

Finally, as we move forward, the plan asks you to look back at your facility data to identify retention and support activities. This is a critical part of increasing caregiver experience, increasing retention, and ensuring the best use of support and in-service to (1) reduce turnover and (2) increase family retention. The plan should also include the training and support needs of new families (look back to the child profile for which you will be recruiting... what would the family of the child need to be successful?)

#### Timeline:

Child Data to be completed by:

Family Data to be completed by:

First Recruitment Plan Draft Due \_\_\_\_\_ First Training/Retention Plan Draft Due \_\_\_\_\_

Handout F-2

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## FOSTER FAMILY HIGHWAY SECTION 3.2

LDSS are expected to direct all non-relative inquiries to either their LDSS Faster Families Highway (FFH) or the VDSS portal and to incorporate the portal into recruitment marketing materials.



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## RESOURCE FAMILY APPROVAL

Section 4



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## RESOURCE FAMILY APPROVAL

- 4.1 Criteria
- 4.2 Pre-service Training
- 4.3 Role of a Resource Parent
- 4.4 Required background checks
- 4.5 Approval-  
Physical home environment  
Mutual Family Assessment

Handout G-1 Tip Sheet

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## CRITERIA SECTION 4.1

Age  
Marital status  
Citizenship  
Maximum number of  
children




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## BACKGROUND CHECKS SECTION 4.4

Background checks must be  
completed within 120 days of  
issuing the Certificate of  
Approval.

Required for all prospective resource parents and every adult household member 18  
years of age or older who reside in the home.

Consist of

- ☐ a national criminal background check (including a search of the Sex Offender Registry)
- ☐ a Child Protective Services (CPS) Central Registry search
- ☐ a Sworn Statement or Affirmation
- ☐ If they have resided in another state within the previous five (5) years, they must also have a CPS Central Registry search run in those states in which they resided.

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Prospective resource parents with barrier crimes as set forth in the Code of Virginia, § 63.2.1719 cannot be approved as a resource parent unless they meet one of the exceptions outlined in Code.

These requirements are not subject to a waiver.

Other adults residing in the home with a barrier crime also preclude approval of the home.

The criminal and central registry background checks **expire 36 months from the date of verification**

Results of these checks must be maintained in the file of the resource parent and in no other place

Section 4.4

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Form 032-04-0054-04 eng (07/22)

[illegible][illegible]

#### SECTION 4.5.2.4 SUPPORTING DOCUMENTATION

#### Resource Parent Application

##### 4.5.2.4.1

#### References 4.5.2.4.2

### Physical Exams and Tuberculosis screening and/or test 4.5.2.4.3

#### Prior Experience 4.5.2.4.5

Verification of marriage and divorce 4.5.2.4.7

Federal W-9 in Section 4.5.2.4.8

#### Financial/employment history

[illegible]

#### 4.5.2.4 SUPPORTING DOCUMENTATION- FORMS

Application 032-04-0051-02

Resource Parent Reference Questionnaire (optional) 032-14-0002-01

Physical exam form 032-04-0061-00

TB Risk Assessment form (Virginia Dept of Health)

Verifications provided by prospective resource parent (prior experience, marriage, divorce)

W-9 form

Resource Parent Financial Information form 032-14-0003-01

[illegible]

## PROVIDER AGREEMENTS

LDSS worker shall discuss the following mandatory agreements:

- ☐ The Discipline Agreement formerly known as the Corporal Punishment Agreement
- ☐ Confidentiality Agreement
- ☐ FC Agreement: Code of Ethics & Mutual Responsibility
- ☐ Foster Parent Bill of Rights



Section 4.52.4.10

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## USE OF WAIVERS

The allowance of non-compliance with a specific requirement for approval as a resource family.

There are two types of waivers: a Kinship Waiver, which is the same as a temporary waiver, and a Non-Safety Waiver, which is the same as a permanent waiver and requires an annual review.




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## WAIVERS (NON-SAFETY/ANNUAL REVIEW)

- 1.) Complete all requested information on the Provider Approval Waiver Request Form
- 2.) Submit form electronically to the regional Resource Family consultant within 72 hours as notification of the agency granting a standardized waiver (e.g., pre-service)
- 3.) Maintain waiver documentation in the applicant's file and "close" the waiver when requirements have been met

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## Time for a Break




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## DOCUMENTING RESOURCE FAMILY APPROVAL SECTION 4.5.3.2




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## DOCUMENTATION

Mutual Family Assessment Report  
Section 4.5.3.2.1

Checklist for Provider Approval  
Section 4.5.3.2.2

Certificate of Approval  
Section 4.5.3.3.3

Notification to the Resource Parent  
Section 4.5.3.3.4

Resource Parent File Section 4.5.4  
and OASIS  
Section 4.5.4.2

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## OASIS

There are 4 tip sheets about OASIS utilization on Fusion

- OASIS Entering Resource Homes
- Updating Resource Case
- OASIS Data Clean-up
- OASIS closing a resource case

Resource: OASIS

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## TITLE IV-E PLACEMENT REQUIREMENTS AND PAYMENTS

### Resource Home Placement requirements

- Must upload to COMPASS

### Resource Home Certificate of Approval

- Effective date of a Certificate of Approval cannot be effective prior to receipt of all safety checks

### Checklist Form with safety check documentation- dates requested and received

- Dates shall be prior to child's placement in home if agency is utilizing title IV-E funds

### Financial Agreement for LDSS Approved Providers

- A new financial agreement is required with all rate changes including VEMAT

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## MAINTAINING APPROVAL- STANDARDS OF CARE FOR CONTINUED APPROVAL

LDSS are required to engage in ongoing discussion with & supervision of providers.

The "standards of care for continued approval" are listed and described in Guidance

Providers should inform LDSS ASAP but no later than 45 days before a significant change occurs.

Section 4.55.1

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## MONITORING AND REQUIRED VISITS

LDSS are required to monitor resource parents as follows:

If monitoring efforts indicate that significant changes in the household composition or circumstances of the resource parent have occurred and would impact the conditions of approval, a Change in Circumstance Addendum must be completed and included with the Mutual Family Assessment and appropriate action taken.

The FSS must visit the home of the approved resource parent as often as necessary, but at least quarterly, to provide support to and monitor the performance of the resource parent and must document these visits in the resource parent file.

## SAMPLE TEMPLATES

## Quarter home visits

[illegible]

Quarterly phone calls (if needed)

[illegible]

### MONITORING DATES

Name	Approval	Criminal	Central Registry	Checks Expire	Mail Packet	Deadline



## TIP SHEETS

- ❖ Lending and Borrowing Resource Home
- ❖ Transferring a Resource Family
- ❖ Converting A Kinship Approval to a non-relative Resource Approval

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## RESOURCE FAMILY SUPPORT

Section 5




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## BASIC PRINCIPLES FOR SUPPORT SECTION 5.1

- Treated with respect and valued as members of the child's permanency team
- Services and supports are needed to provide the best possible care
- Support and Retention= the single most effective recruitment strategy
- Parents will express their needs for training and support and can share their overall level of satisfaction

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## VALUING AND COMMUNICATING WITH RESOURCE FAMILIES



Communication = be prompt; high level of customer service



Provide timely notification



Support needs in a timely manner



Training and Support activities should meet their needs



Collaborate with neighboring LDSS



Utilize an ongoing process to gather information



Recognize and acknowledge throughout the year

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## RESOURCE FAMILY SUPPORT

5.3 Supporting New Placements

5.4 Support Connecting with the Child's Family and Reunification

5.4.1. Lifebooks

5.5 Respite

5.6 Contingency fund




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## 5.7 POST PLACEMENT REVIEW

At the conclusion of placements, LDSS should engage resource families in self-assessment to review the strengths and areas of skill development and should use this to create a family development plan.

Family development plans should outline the responsibilities of both the resource parent(s) and LDSS to address mutually agreed upon areas of need, to include resources and in-service training, and any follow up needed.

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RESOURCE FAMILY  
APPROVAL -  
REAPPROVALS

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Section 4.6



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RE-APPROVAL  
SECTION 4.6

Checklist for Family Re-approval  
Section 4.6.1

Interview Requirements  
Section 4.6.2

Written Addendum 4.6.2.1

Addendum Supporting  
Documentation Section 4.6.2.2

- Background checks
- Transportation
- Agreements
- Physical Home Checklist
- TB Risk Assessments
- In-Service Training

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RE-APPROVAL PROCESS

One renewal interview with the provider in the home (minimum)

Workers are to use the visit to conduct a review of and update to the current Mutual Family Assessment Report

Written Addendum

Supporting documentation

Notification to Provider

Handout J-1 Tip Sheet

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## 4.6 RE-APPROVAL FORMS

Checklist for Family Re-approval #032-04-0109-03  
 Re-approval Addendum #032-04-0065-01  
 Virginia Criminal Name Check (process within your agency) and CPS Central Registry #032-02-0151-12  
 DMV background checks (attain within your agency)  
 Agreements- Confidentiality #032-04-0055-02 and Discipline agreements #032-04-0056-03  
 Physical Home Environment Checklist #032-25-0155-01  
 TB Risk Assessment and/or Screening form (VDH)  
 In-Service training documentation (process within your agency)  
 Certificate of Approval #032-03-136-3

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### IMPORTANT UPDATE

If a Certificate of Approval lapses or expires, new national background checks must be completed again.

The family members must be fingerprinted, and results must be returned before a new Certificate of Approval can be issued for a re-approval.

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## CHECKLIST FOR RE-APPROVAL

Form # 032-04-0109-03 eng (10/24)

**Checklist for Re-Approval**

Date of Review: Agency Re-approval: \_\_\_\_\_  
 Physical Home Visit by Supervisor: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Reviewer: \_\_\_\_\_  
 Other staff involved in the review: \_\_\_\_\_

**Background Checks:**

Approved by: \_\_\_\_\_

Agency	Approved	Not Approved	Reason	Approved	Not Approved	Reason
Agency 1	Yes	No		Yes	No	
Agency 2	Yes	No		Yes	No	
Agency 3	Yes	No		Yes	No	
Agency 4	Yes	No		Yes	No	
Agency 5	Yes	No		Yes	No	
Agency 6	Yes	No		Yes	No	
Agency 7	Yes	No		Yes	No	
Agency 8	Yes	No		Yes	No	
Agency 9	Yes	No		Yes	No	
Agency 10	Yes	No		Yes	No	

**Physical Home Environment:**

Approved by: \_\_\_\_\_

**Physical Home Environment:**

Approved by: \_\_\_\_\_

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[illegible][illegible][illegible]

# VIRGINIA'S FOSTER PARENT BILL OF RIGHTS (INCLUDING DISPUTE PROCESS)

The purpose of the Foster Parent Bill of Rights, as authorized by Virginia Code § 63.2-902 and established pursuant to Virginia Administrative Code 22VAC40-211, is to ensure collaboration, communication, access and transparency between local department's licensed child placing agencies and foster parents. Local department must share the Foster Parent Bill of Rights with all approved foster parents and maintain a signed copy in the family file.

Foster parents have a right to file a complaint regarding alleged violations of collaboration, communication, access and transparency between the local board and ICPAs and the foster parents.

 		 	
<b>Event Favored Bill of Rights</b>		<b>Event Favored Senate Resolution Process</b>	
<p><b>Bill Number:</b> _____</p> <p><b>Author:</b> _____</p> <p><b>Committee:</b> _____</p> <p><b>Topic:</b> _____</p> <p><b>Summary:</b> _____</p> <p><b>Comments:</b> _____</p>	<p><b>Bill Number:</b> _____</p> <p><b>Author:</b> _____</p> <p><b>Committee:</b> _____</p> <p><b>Topic:</b> _____</p> <p><b>Summary:</b> _____</p> <p><b>Comments:</b> _____</p>	<p><b>Resolution Number:</b> _____</p> <p><b>Author:</b> _____</p> <p><b>Committee:</b> _____</p> <p><b>Topic:</b> _____</p> <p><b>Summary:</b> _____</p> <p><b>Comments:</b> _____</p>	<p><b>Resolution Number:</b> _____</p> <p><b>Author:</b> _____</p> <p><b>Committee:</b> _____</p> <p><b>Topic:</b> _____</p> <p><b>Summary:</b> _____</p> <p><b>Comments:</b> _____</p>

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## FOSTER PARENT BILL OF RIGHTS AND DISPUTE PROCESS

To begin the process:

Within 5 business days:

FP must  
contact FSS  
(including  
description of  
violation)

FS Srespan d:  
(explaining  
any corrective  
action to be  
taken)

If unable to resolve the problem, the FP may file a written complaint to the Foster Care Supervisor or designee.

<p>If unable to resolve:</p> <p>FP may file a written complaint to the Foster Care Supervisor or designee</p>	<p>Within 5</p> <p>Supervisor responds (including finding and any corrective action to be taken) – if FP disagrees, may appeal to the local Director</p>
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Supervisor responds (including findings and any corrective action to be taken) – if FP disagrees, may appeal to the local Director

Within 7 b

Director holds meeting with all parties, a summary of the meeting is documented by the FSS and the Director issues findings and recommendations, if applicable

[illegible]

## FOSTER PARENTS MAY ALSO CONTACT

Division of Family Services *Constituent Services*  
833-TEL L-2FC or 804-726-7396

VDSS Hearing and Legal Services Manager  
5600 Cox Road, Glen Allen Virginia 23060

The Office of the Children's Ombudsman

<https://www.oco.virginia.gov/complaints@oco.virginia.gov>

804-225-4823

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Office of the  
Children's Ombudsman

- Inform birth, foster, and prospective adoptive parents
- Inform older foster care youth
- Assist the OCO with the investigation as needed
- Provide progress reports if requested

Resource

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## Partnership

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NEXT STEPS

Training Requirements for Resource Family Staff

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

The following on-line courses will be required to be completed within the **first three (3) weeks** of employment. \*These courses are **pre-requisites** for many other courses including CWS3100W Resource Family New Worker Guidance Training with OASIS. (Note: e-Learnings denoted by CWS# titles.)

COURSE	Resource Family Staff Designation
CWS1003 Exploring Child Welfare -online	
CWS3103 Recognizing and Reporting Child Abuse and Neglect - Mandatory Reporter Training -online	

The following **Online and Instructor Led** courses will be required to be completed no later than within the **first 6 months** of employment.

COURSE	Resource Family Staff Designation
CWS3100W Resource Family New Worker Guidance with COMPASS/OASIS Virtual Learning Lab <a href="#">(pre-requisite: CWS1003, CWS1003)</a>	
CWS3101W Introduction to PRIDE Model <a href="#">(pre-requisite: CWS1003, CWS1003)</a>	
CWS3103W Mutual Family Assessment <a href="#">(pre-requisite: CWS1003, CWS1003)</a>	
CWS4000 Family Search and Engagement - online <a href="#">(pre-requisite: CWS1003, CWS1003, CWS1003)</a>	
CWS4000W Kinship Care in Virginia <a href="#">(pre-requisite: CWS1003, CWS1003, CWS1003, CWS1003, CWS1003)</a>	

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### SURVEY

Your feedback is important to us.

It is anonymous.

The course is CWS3 100W Resource Family New Worker

The trainers are

Date is

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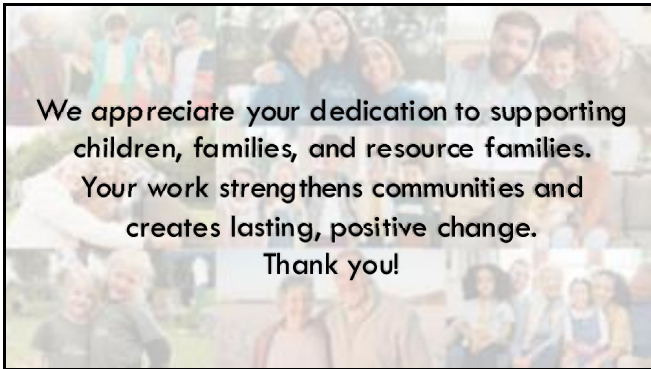
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We appreciate your dedication to supporting  
children, families, and resource families.  
Your work strengthens communities and  
creates lasting, positive change.  
Thank you!

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