Resource Parent Manual
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1. Becoming a TLC Resource Family

The Application Process

Individuals or couples who are interested in becoming a resource family typically begin the process by submitting an inquiry through TLC’s online application platform, Binti, followed by an introductory phone call. This allows both the family and agency to do an initial screening regarding whether this is an appropriate program for them. Following the call, the family completes an online application form. After the application is received by TLC, an appointment for an orientation is made. During the orientation, the family learns a little more about the process of becoming a resource family and a TLC staff member may take note of any initial concerns or unique circumstances of the family.

All resource family candidates must be fingerprinted so that a criminal and child abuse background check can be completed. If there are additional adults in the home or childcare workers, they must also complete the fingerprinting process.

Additional documentation is submitted as part of the application process. This includes:
- A copy of a valid, California driver’s license
- A copy of a current DMV driving report
- A copy of current car insurance for all vehicles that may be used to transport a child
- Detailed floor and grounds plans for the resource family Home
- An emergency plan, with a copy also kept to be posted in the home
- Evidence of required pre-service training hours
- Evidence of current First Aid/CPR training
- Evidence of Water Safety training
- Three letters of reference

If the applicant is or has been approved as a resource family by another agency, the applicant will be asked to provide a release of information so that previous service may be verified and information may be exchanged between the agencies involved.

The Family Evaluation

A TLC social worker completes at least six to eight hours of interviews, including individual and joint interviews (for a couple), in order to gain better knowledge of the potential resource family. This is an interactive process in which a social worker gives families information about being a resource family as well as gathering information from the family. All individuals residing in the home, including children, are interviewed. Prior to the first interview, applicants complete a questionnaire to provide important background information. Areas covered in the evaluation process include

- Motivation for becoming a resource family
- Family interests and lifestyle
- Childhood and adult history, including family background, education, employment, health, alcohol and drug use, any criminal activity, and use of therapeutic services
- Parenting experience and practices
- Children currently living in the home, as well as adult children
- Other adults residing in the home

*The current versions of policies and forms are included at the end of this manual*
- Childcare
- Support system
- Financial history and current means
- Experience with or knowledge of diverse populations
- Knowledge of trauma-informed parenting practices
- Understanding of concurrent planning and adoption
- Expectations for resource families who have a child placed in their home

Documentation is required to verify marriage, divorce, domestic partnership, residence and current employment. Policies* including confidentiality, ongoing resource parent training, the rights and responsibilities of resource families, smoking and vehicle safety are also covered. The current versions of these and other policies and forms are included at the end of this manual. Resource family members are trained in child abuse reporting* and regarding Community Care Licensing (CCL) processes in the case of a complaint lodged against them (see section #6 for more information about CCL). The residence of a potential resource family is also evaluated for compliance with health and safety licensing regulations using the Home Evaluation Checklist.* If the resource family has any weapons in the home, they must be locked up at all times. Any ammunition for weapons must be locked up separately from the weapons.

Potential reasons for not being approved as a resource family may include, but are not limited to:
- Making false statements or omitting information on the application or in an interview
- Serious criminal record history of applicants or other adults living in the home
- Current use of illegal drugs or abuse of any drugs
- Dismissal from a previous foster care or adoption agency for cause
- A record of unsatisfactory service with other agencies, even if dismissal did not occur
- Failure to respond to concerns after notice about any of the above
- Assessment of the family indicates that they are not appropriate for the care of foster children

Approval as a Resource Family

Once the Family Evaluation is successfully completed, including the submission of all required documentation, the family will become an approved resource family. Included in the approval will be a determination of the maximum number of foster children allowed in the home based on space, experience, and the needs of specific children being placed.

Approval as a resource family allows the family to accept placements from TLC only. Under state licensing regulations it is not possible for a resource family home to be approved by a foster family agency (FFA) such as TLC and any other FFA or county placing agency at the same time. A TLC approved family who is granted a county or state foster home license, or approved by another FFA, will immediately have their approval rescinded by TLC.

The approval applies to the current situation of both the family and their home. Any change in family composition or change in the health or employment of the resource family members must be reported to TLC as soon as possible. Any plan to change residence must also be brought to the attention of TLC, preferably at least 30 days in advance of an actual move. This will allow TLC to assess a new residence for safety and compliance with regulations, therefore avoiding any unnecessary breaks in the resource family’s ability to provide care for children.
All homes are reapproved by TLC on an annual basis. The re-approval process includes an assessment of how well the resource family is doing in providing care for children, any changes in the family situation, evaluation of TLC services by the family, and an inspection of the home to make sure it is still in compliance with regulations.

Resource families can request to have their approval rescinded at any time, although TLC asks that 30 days advance notice be given whenever possible. If a resource family chooses not to have any future placements, an agreement will be made to rescind the approval. Resource families may have their approval involuntarily rescinded for, but not limited to, any of the following causes:

- Any physical or emotional abuse of the foster child
- Breach of foster child confidentiality
- Failure to carry out the Needs and Services Plan for the child as designated by the treatment team
- Use or possession of illegal drugs; the abuse of any drug or substance
- Conviction of a serious crime by a court of law
- Falsification of resource family application materials or records
- Disregard of TLC policies and procedures
- Failure to meet ongoing training requirements

The cause(s) for rescinding approval of a resource family will be clearly specified in writing within 10 working days following the decision to take this action.

The Placement Process

At the completion of the Family Evaluation, resource families are asked to provide an informal photograph of their immediate family to TLC. A brief overview of the family, along with the photo, is developed into a Family Available sheet. This sheet is used to introduce available resource families to social workers who are seeking placement of children in homes.

Resource families will then be contacted by a TLC social worker who is involved in the process of matching families with children who are in need of homes. This conversation includes further exploration of the child characteristics that would be the best match for the family, potential childcare arrangements, and the timeline for having a child or children placed in the home. When a child is identified as a possible match, the worker will contact the family and discuss the situation with them. If a decision is made to proceed with the possible match, the TLC worker then forwards a copy of the Family Evaluation to the county worker looking to place the child. If the county worker agrees that this might be a possible match, arrangements are made for a disclosure meeting incorporating the resource family, the county social worker and the TLC social worker. At the disclosure meeting, the resource family is provided additional information about the case and the child’s history, as well as health and behavioral issues. The extent of information available varies widely, depending on the case.

Placement of a Child or Children

Placement of a child or children in the home of a resource family can vary depending on the situation.

- In emergency cases, a resource family may receive a call from the TLC worker at any time of day or night. It is possible the child will need to be picked up in as little as an hour although it often
is not quite that immediate. In these situations, the Family Evaluation is not sent to the county worker and there is no disclosure meeting. The specifics of the cases may not be known at the time of placement and a search for relative placements may not have been conducted. As a result, the anticipated length of placement is typically unknown and could range from a day to a month to much longer term. In some cases, permanency will be needed. With this type of placement, the child or children must be taken for an emergency medical clearance immediately. Often, the resource family meets the placement social worker and child(ren) at the hospital. The resource family always has the right to say no to this kind of placement for any reason, without fear of reclamation. This is referred to as an Emergency Foster Home (EFH) placement for children who are Sonoma County dependents.

- In non-emergency cases, there is the opportunity for a longer transition for the child into the resource family home. Typically, these children are already in an EFH or other resource family home or group home, or a relative placement that cannot continue. The disclosure meeting discussed previously takes place in order to determine if the match seems appropriate. After an initial opportunity to meet the child, the current caregiver and resource family work out a plan for transitioning the child from the current placement to the new home. The county and TLC social workers are typically involved in developing this plan. The transition goes from shorter visits in the current placement by the new resource family, to having the child come to the new home for visits, to overnight visits by the child in the new home, and eventually moving the child to the home of the resource family. The length of the transition depends on the needs of the child as well as the needs of the families.

- Intensive Services Foster Care (ISFC) is a program for children with intensive medical, therapeutic or behavioral needs. Resource families are provided with additional services and supports so that children can stay in a home-based setting. In ISFC designated placements, a Support Counselor is assigned to each child to provide 1:1 behavioral modification, social support, and educational assistance, as well as limited transportation to visits. Collaborative Team Meetings are held monthly for the first three months of the placement and no less than quarterly thereafter to assess the progress of the youth and provide support to the resource parents. Resource families are also offered a monthly support group facilitated by a professional specializing in the treatment of trauma and abuse in foster and adopted children. 24/7 emergency on call response is also available to support the child and family in the placement.

Resource families sign a Placement Agreement with TLC at the time the child is placed in the home. Included in this agreement is the monthly rate of payment the family will receive to cover costs associated with having the child in their home. The sum is paid on a monthly basis and families can choose to have it sent to them by check or receive it through direct deposit. This is often referred to as the resource family reimbursement or stipend and it is not taxable.

A foster child can only be listed as a dependent on the resource family tax return if specific conditions are met. One requires that the child live in your home for the entire calendar year (January 1-December 31) or be related to the taxpayer. Another requirement is that the taxpayer must provide over half of the support for the child to be claimed as a dependent. This requirement could be difficult to meet due to the reimbursement rate. Check with your accountant for further information regarding taxation rules.
2. After Placement in a Resource Family Home

The Child’s Team

It is important to note that the public department placing a child, such as the Sonoma County Department of Human Services, has legal custody over the child while the child is in a resource home. The county is the “parent” even though the resource family provides the actual care for the child. As a result, the county is still responsible to give permission for important things such as permission to leave the state with the child. The resource family is responsible for the health and safety of the child and for creating an environment in which the child can thrive. The county, however, has the power to remove a child from a TLC resource home if it is felt necessary. This would never happen without good cause but it is important for resource families to understand that the public agency worker does have that power. The county has actually placed the child with TLC rather than with a specific resource family. TLC also has the power to remove any child from a particular home if it is believed that continuing the placement is not in the best interests of the child.

When a child or children are placed in a resource family home, a TLC social worker, also known as a caseworker, is assigned to the family. This worker will visit the home and have the resource family complete a Placement Agreement. The worker will continue to visit the family weekly for the first month, and then on at least a bi-monthly basis, as well as providing support in the intervening periods. Twice a year, the home visit will be unannounced and, depending on the age of the child, twice a year the visit will be a community visit by the caseworker with the child alone. TLC social worker caseloads are kept low (limit of 15 per full-time employee) to insure excellent working relationships with resource families.

Resource families have a critical role as members of a team providing necessary support and services for foster children. Other members of the team include the TLC social worker, a county social worker assigned to the case, teachers, therapists, an attorney representing the child and additional service providers.

The social worker assigned to the case on behalf of the placing agency (generally a county) will shift over the course of a case. The first county social worker may be an investigative or court social worker. When the case moves to family reunification, a new social worker from that unit will begin working with the child. If the case continues to adoption, there will be an adoption social worker from the county who works with your family through that process.

Each child who is a dependent of the court has an attorney assigned to represent them in the court process. Depending on the age of the child, the attorney will contact you or the child prior to each hearing to get updates on how they are doing and, for older children, an assessment of their desire for reunification. Some children will also have a Court Appointed Special Advocate or CASA. This is a trained, volunteer position fulfilled by adults in the community. CASA volunteers develop an on-going relationship with a foster child through visits and other interactions. They also give special attention to what is in the best interest of the child throughout the legal process. The CASA prepares written reports to the court prior to each hearing. They may reach out to the resource family to obtain information for these reports.
TLC also has a peer mentoring program whereby experienced resource family parents provide support for new families.

**The Child’s Binder**

The resource family is provided a binder for information regarding each child and for maintaining consistent documentation. The TLC caseworker will go over with the resource family the various documents kept in the binder, including an explanation of the rights of foster children, medication documentation, and medical forms.* The resource family will also be asked to complete a Clothing Inventory and Property form* to document the things that belong to the child at the time of placement. It is important to note that due to HIPPA regulations, no medical records are to be kept by the resource family. If the child leaves the resource family home for a new placement, the binder goes with the child. If the child returns to the care of birth parents, the binder is returned to TLC.

**Injuries**

If a child suffers any physical injury while in the care of a resource family, including at school or in a daycare setting, the resource family must report it to their TLC caseworker as soon as possible. If the injury is serious, call 911 or transport the child to emergency medical care as appropriate. If you cannot reach your TLC caseworker regarding a serious injury, follow the instructions on the FFA Family Phone List* that will be in the child’s binder. Be sure that you talk to someone rather than relying on voicemail. The report of the incident should include time and place of the injury, who was involved, and any action taken to provide care for the injury itself.

**Child Abuse Reporting**

Resource family members are mandated by law to report suspected child abuse, including former abuse disclosed by a foster child in your care. Resource family members should immediately call their TLC caseworker, or another social worker on the emergency list, who can provide assistance in completing such a report. A mandated reporter who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail, a fine of $1,000, or both. The identity of a mandated reporter is confidential and any violation of this is also a misdemeanor punishable by imprisonment, fine or both. *(See Suspected Child Abuse Reporting Form* and Suspected Child Abuse Report (SCAR)*)

**Medical and Dental Care**

When a child is placed in the home of a resource family, they will be given an Authorization for Medical Treatment and Medi-Cal or a private insurance card. These should be kept readily available for use, as they will be necessary for obtaining medical treatment for the child. Foster children are not to be placed on the private insurance of resource families. If the child is eventually adopted, the adoptive parents may choose to add the child to their private insurance policy. Resource families use a variety of community physicians. The prerequisite is that the physician accept Medi-Cal or the insurance under which the child is covered. The same is true of dental care.

In an emergency placement, the child is taken immediately for an emergency medical clearance. With all other placements, children must be taken in to the doctor within 30 days of placement. At the first medical appointment and once a year thereafter, a Physician’s Report for Community Care Facilities form* must be completed by the medical provider. This form can be found in the child’s binder. For this...
and all other medical appointments, a TLC Medical Visit Form* signed by the medical provider is to be submitted to the TLC caseworker following the visit if the medical provider does not provide other documentation of the visit including things such as child height and weight. In addition, a Permission to Use Non-Prescription Medications form (Over-The-Counter Medication Checklist*) should be completed and signed by the medical provider at this first visit. A copy of this form is kept in the binder, in addition to providing a copy for the caseworker. A first dental assessment must be completed within 30 days of the placement, as well. A TLC Dental Visit Form* should be completed by the dentist and the resource family gives this to the caseworker. Blank copies of both of these forms can be found in the child’s binder. It is also a good idea to have blank copies of the medical form in your car so that you will have one available in an emergency or if you forget to bring one along.

All medications prescribed to foster children must be kept in a locked place in the resource family home and must be dispensed by the resource family parents only. All medications must be labeled and stored in their original container. A medication log (Medication Administration Record*) is maintained for each foster child. This can be found in the child’s binder. Foster children can be given non-prescription medications as identified on the Over-The-Counter Medication Checklist* form. Foster children under 12 years of age are not allowed to have aspirin due to possible medical complications.

If a child is taking a psychotropic medication, there are additional stipulations that must be met. Permission from the county worker is required before a child is administered a psychotropic medication. The county worker will base their permission on either a court order or written permission from the child’s birth parent. A daily record of the medication dispensed is recorded on the medication log found in the child’s binder. The resource parent must provide the child with each dose and observe them taking the medication. If a dose must be administered at school, the school nurse will oversee administration.

**Visitation with Birth Parents**

Visits between foster children and their birth parents are at the heart of reunification services. Visits are the way in which the relationship between birth parents and their children is either built or maintained. This means that they take priority over most other things, including school at times. It is the responsibility of resource families to provide transportation for any children in their care to the scheduled visits with their birth parents. These visits typically happen during weekdays which can make it challenging for resource families with two working parents. Visits are determined by a court order and resource families have an obligation to comply with all requirements related to visitation, including providing transportation. Birth parents have the right to continue visiting with their child until their parental rights are terminated by the court.

The county social worker has the overall responsibility for ensuring that visits take place. Supervised visits have a specific person from the visitation unit at the county, not the social worker, assigned to be in the room with the birth parent(s) and child. This allows the supervisor to observe all interactions and correct any inappropriate behavior on the part of the birth parent. If the county social worker is more comfortable with the safety level for the child, the visits may be “lightly” supervised, in that a visit supervisor is in a room next door to the visitation room. If the case moves satisfactorily towards reunification, visits with birth parents will eventually become unsupervised and for longer periods of time. Overnight visits typically take place prior to any full reunification of parents and child.
At the beginning of the placement for children who are Sonoma County dependents, there may be an opportunity for an “ice breaker” session between the resource family members and the birth family members. This is held at the Family, Youth and Children’s Division office and is facilitated by a county worker. This provides an opportunity for the resource family to ask general questions related to the child, such as favorite foods, typical bedtime and other routines. It is not a time to discuss the case in any way or to ask personal questions of the birth family. Through this process, the birth family gets to meet you, the people who are caring for their child. This often serves to reduce their fears about what is happening to their child while outside of their care. It may also reduce anxiety that a resource family may have about the birth family. Having a cordial relationship between the resource family and birth family helps to facilitate the transition for the child at visits. It is also beneficial for the child to witness a harmonious relationship.

If there are significant safety concerns, the county social worker will arrange for a safe entry to the building separate from where birth parents will be. In some cases, contact between birth parents and the child is prohibited. This is not common. If it is the case, you will receive further instruction about the need for no-contact.

**Travel and Overnight Stays/Respite**

If you plan to have a short trip within California that includes overnight stays, you need to let your TLC social worker know of your plans. Please include the dates of travel, address for each overnight stay, and any other contact phone numbers beyond your cell phone. It will be important to plan these trips in such a manner that no visits with birth parents are missed. If this is not possible, you must discuss it with your worker and get authorization from the county worker in advance so that birth parents can be notified and makeup visits can be planned. Leaving foster children for short periods of time or on an occasional basis can be a positive experience for all. Frequent or long absences are discouraged and could impact placement.

If you will be gone more than 24 hours and the child will not be in your care, you must provide a copy of the alternative car giver’s driver’s license and current vehicle insurance to TLC. Sometimes other TLC resource families are able to provide respite care for children when parents have to travel without them or when they need a break from providing care. Resource parents often provide financial remuneration to respite providers from their monthly stipend. The standard is $50 per night.

Out-of-state travel has additional requirements. It is imperative in these cases that the county social worker (as well as your TLC social worker) be informed of your plans well in advance of the trip. If the trip is for less than three weeks, a county social worker may be able to approve the travel without a court order. If the trip is for more than three weeks, is out of the country, or is without the court-approved resource family (as in a school trip), a court order is necessary. International travel, in particular, needs to be discussed far in advance in order to for both court approval and getting the necessary documentation for obtaining a passport. It is strongly advised that resource families not make non-refundable travel plans until the appropriate approvals have been obtained. Due to strict confidentiality laws, you will not be able to use the child’s status as a foster child as a consideration for getting a travel refund.
Ongoing Resource Family Training

Resource families are required by state law to participate in a minimum of eight hours of training annually following initial certification. Training hours may be obtained by reading relevant books, watching videos, taking on-line parenting courses and attending in-person training events including the TLC Family Night training or support group. Examples of relevant topics include stages of development, communication, trauma, child abuse and neglect, attachment, discipline methods, and adoption issues. You will be required to complete a training record for all completed training and submit this to your TLC social worker (Parent Training Record*). It is advised to work on this throughout the year rather than waiting until recertification is upon you.

3. Daily Life as a Resource Family

Confidentiality

Resource families are required to respect a foster child’s confidentiality. Their identity as a foster child should not be shared outside of other service providers and the educational system. Details of the foster child’s personal and family affairs are not to be discussed with friends, relatives, or neighbors. No photos of the child should be placed on any social media site. The information from court reports, assessments, medical records and other case record materials are to be maintained in the strictest of confidence (Confidentiality Statement*). Please have a discussion about this with friends and family prior to placement so that they will understand your unwillingness to share details about the child in your care.

Prudent Parent Decision Making

Resource families are responsible for the supervision of any children in their care. It is important that children in foster care experience typical age-appropriate extracurricular, enrichment and social activities. This may mean participation on sports teams, attending birthday parties or going to community events. Resource families can make decisions about the appropriateness of these activities for the specific child in their home based on Reasonable and Prudent Parenting Standards [link to guidelines]. It is always good to keep your TLC worker informed of these decisions and activities. Resource families should know where and with whom the foster child is at all times.

Resource families can decide whether to allow a foster child to “sleep over” at a friend’s house on occasion, given their knowledge of the child’s maturity and safety issues related to the case. Information that the resource family should have regarding this kind of activity includes the name of the responsible adult providing supervision, the address and telephone number where the child will be staying, what activities are planned, expected time of return of the child to the resource family home and transportation arrangements to and from the place where the child is staying. These activities should commence once the child has been in your care long enough to demonstrate that a “sleep over” would be a healthy, developmentally appropriate activity. During at least the first 30 days the child should be settling in to your home and adjusting to your family routine.

Resource families can choose occasional babysitters for periods of less than 24 hours. The babysitting can occur either at the resource family home or the caregiver’s home assuming that it is a safe
environment. Resource families should leave appropriate information for the babysitter, including emergency contact numbers and relevant information about the child’s health, typical social interaction and any behavioral issues.

Alternative care providers who are used on a regular, planned basis must have on file with TLC a copy of their driver’s license and car insurance (if they transport the child in their vehicle). The same is true of anyone who provides care for the child for more than 24 hours. If you know that you will need to be away from the child for more than 24 hours, please discuss this with your TLC social worker. If a licensed day care is used the name, license number, address, and phone number of the provider must be on file with TLC.

**Discipline**

Discipline is to be viewed as a learning process that helps children understand how to make choices that allow them to live within a family and community. Clear and consistent communication regarding expectations for behavior and consequences for misbehavior create an environment in which foster children learn the natural consequences of their choices.

Children in foster care have often experienced inconsistent parenting and discipline. In addition, they have experienced trauma and loss which likely affects both behaviors and reactions to discipline. Taking the trauma history of a child into account when assessing behaviors is imperative for resource families. Positive disciplinary strategies include those that are fair, consistent and appropriate to the situation. Discipline is most effective when delivered promptly. Consequences may include such things as a “time-in,” where the child is kept close to and within sight of the resource parent. This is typically more appropriate for foster children given issues with attachment. Being calm, stable and present with your child during a time-in helps facilitate their ability to regulate their emotions and recover more quickly from the episode. Other types of acceptable discipline may include withdrawing privileges such as the use of electronics. Withholding time spent with resource parents or daily rituals such as story time are not advised.

It is against the law for resource families to use any type of corporal or physical punishment as a means of discipline for a foster child. This includes any type of physical force or threat of physical harm. Other unacceptable forms of discipline include anything that is embarrassing, degrading or humiliating in nature; yelling or screaming at a child; depriving a child of meals, weekly allowance or visits with birth parents; using removal from the resource family home as a threat, or administering discipline unnecessarily in the presence of others.

**Household Expectations**

Children in foster care have personal rights that must be considered by resource families. A flyer highlighting these rights (Foster Youth Rights*) is kept in the child’s binder at all times and will be discussed at placement.

Chores provide foster children with a way to contribute to the home environment in positive and responsible ways. Age, developmental level and ability should be taken into account when assigning chores. Examples include feeding the pets, clearing the dishes following meals or taking out the garbage. Foster children can earn money for completing chores if agreed upon with the resource family. This is not in lieu of a regular allowance, however, which is a right of all foster children.

*The current versions of policies and forms are included at the end of this manual*
The method of granting allowance is negotiable between the resource family and the child. If there is a concern about inappropriate use of allowance, please discuss this with your TLC social worker. It is possible that it can be placed in a bank account in the child’s name. A primary purpose of the allowance is to help children learn to handle their own money in a responsible manner.

Older adolescents may have outside employment if agreed upon by the team. Questions to consider may include whether the employment will interfere with school performance, what will be done with earnings, and is employment in the best interest of the child. Resource families should closely monitor the use of earnings as the typical teen has little experience in budgeting and saving money. It is the responsibility of the resource family to monitor and set any limits regarding appropriate dress and hygiene while nurturing and supporting a child’s individuality. Foster children should shower or bathe on a regular basis and brush their teeth daily. Clothing should be clean and appropriate for the situation. Clothing, jewelry and cosmetics that appear to support the use of drugs or alcohol, signify gang affiliation or are sexualized or self-denigrating in nature should be discouraged.

Foster children are allowed to have cell phones and electronic equipment. Resource families are allowed to monitor the use of this equipment. If a child has a phone given to them by a biological parent or relative, a resource parent cannot confiscate the phone. Setting house rules about the use of electronics is allowed. It is advisable to develop rules and agreements regarding electronic devices at the beginning of placement. Your TLC social worker or county worker can assist with this.

Foster children are not allowed to drink alcohol, use illegal drugs, smoke any substance or have sexual relations with other children in the resource family home. No weapons of any kind may be in the possession of foster children. If they have weapons in their personal belongings, they will be confiscated and kept locked up. They may be passed on to the county social worker upon the child leaving the home. The use of pocket knives, BB guns or any other weapon is to be strictly supervised by the resource family after receiving permission from the county social worker.

Resource families are to provide transportation for children in their care to school, work, religious services, medical, dental or therapeutic appointments and for visitation with birth family members. It is your responsibility to make sure that your vehicles are well-maintained that you provide appropriate restraint systems for all children in the vehicle. All vehicles must be adequately insured and all drivers must have their DMV report on file with the agency. (Vehicle Safety Certificate*)

School

All school-age TLC children are required to be enrolled in school. The resource family plays a pivotal role in monitoring school attendance, supervising homework, and meeting with school personnel. The resource family and the TLC social worker need to communicate closely and regularly regarding educational plans, progress and problems. In most cases, the birth parents maintain educational rights for their child. As a result, a resource family should not sign an Individual Educational Plan (IEP) unless they have legally obtained educational rights through the court. Resource families do have the right to sign for routine educational-related issues, such as authorization for field trips or school lunch programs, however.

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Religious Services

Foster children may attend religious services and activities if they so desire. Attendance must be on a voluntary basis. If a child and the resource family have different religious beliefs, the resource family must support the child’s practice of his or her own beliefs. A resource family should never attempt to change the religious affiliation of a foster child as only a birth parent has this right. A resource family may invite a foster child to attend their services, but the child has the right to refuse.

Foster Children as Drivers

If your foster child is eligible to obtain their driver’s permit or license, you must first discuss this issue with the child’s county social worker and develop a plan. The resource family must be able and willing to add the child to their own automobile insurance policy (unless the youth is age 18 or over) to supervise the behind the wheel driving hours required prior to a youth taking their behind the wheel test.

Emergency Procedures

All resource family homes are required to have an Emergency Care and Disaster Action Plan* posted in a prominent location in their home. Safety disaster drills are to be completed and a form filled out* every six months or when a new child is placed in the home with all members of the family participating. A meeting place should be agreed upon in advance of the drill. This place should be clear of the house and have easy access to the road for emergency transportation. Foster children should be told that they should never return to the home during an emergency. Please be sure to contact your TLC social worker as soon as everyone in the family is safe. **If you evacuate your home for any reason, you must inform TLC as soon as possible with your new location and contact information.**

4. Special Circumstances

Enuresis/Encopresis/Toilet Training

Enuresis (bed-wetting) is a fairly common problem in children with one of out every ten six-year-olds wetting the bed on at least an occasional basis. Even without treatment, almost all children eventually outgrow wetting the bed. It is important that you avoid blaming or punishing the child for wetting the bed, as this is something outside of their control. Make sure that other children in the home do not embarrass or make fun of the child who is wetting the bed. A plastic or vinyl covering can be used under the sheet to protect the mattress. Pull-ups can be very helpful for children and can become part of the bedtime routine. Consider limiting the amount of fluids the child consumes after dinner, especially those containing caffeine which can exacerbate the problem. If the child is thirsty, let him or her have a few sips of a beverage but gently remind them that drinking a lot will increase the likelihood of wetting the bed. If the bed is wet in the morning, being matter of fact about it and the need to change the bed is important to limit the amount of guilt and shame a child may be experiencing over the situation.

Encopresis (fecal accidents) is less common but does occur in some children. This issue should always be dealt with in a manner that reduces embarrassment for a child. Pull-ups may need to be used during the day and at school. Be sure the teacher is notified and keep an extra change of clothing at school. Be sure to address this issue with your child’s team for support and advice.

*The current versions of policies and forms are included at the end of this manual*
Preschool-aged children placed in your home may not have been toilet trained or may regress and begin wetting or soiling themselves soon after placement. These issues should be addressed by the treatment team. Assuring the child that everything is "okay" and that they will not be punished in any way is very important.

Disclosure of Abuse

Sometimes foster children disclose to resource family members experience of past physical, emotional or sexual abuse. It is not necessary or even helpful for you to gather all the facts or circumstances around the abuse. Helpful statements you can make to the child include such things as, “I’m sorry this happened to you,” “I'm glad that you told me, I believe you,” and “what happened is not your fault.” Never promise a child that you will not tell anyone or anything of which you are unsure (e.g., that the child will or will not go home, that the abuser will or will not go to jail). Be supportive and non-judgmental, remembering that the child may very well love the abuser. All suspicions of child sexual abuse, past or present, shall be reported immediately to your TLC social worker who can help you with the reporting process. If you cannot immediately contact your TLC social worker, use the TLC Emergency Telephone List. A Suspected Child Abuse Report* (SCAR) will be needed.

Runaways

If the foster child is absent from the resource family home without permission and you don’t know where the child is, notify the TLC social worker immediately. If you believe that the child in your care has run away, report it to local law enforcement as soon as possible. Then contact your TLC social worker who can file an incident report and provide support. You will need to provide a thorough description of the child, what clothing the child is wearing, the emotional state of the child and any potential destinations. In the event that a child has been absent from your home for more than seven days, the placement will be formally terminated. If this happens, make sure that you keep the child’s clothing and possessions secure until there is a resolution to the incident or they are returned to the county.

Assaultive Behavior

Aggressive physical contact between foster children and resource family members is not allowed. Assault is very rare and typical comes from a child’s feeling of depression, helplessness or fear of what is happening. Resource families should communicate to the child their understanding of how the child is feeling and the desire to help. Speak slowly and clearly, with a calm tone and relaxed posture. Keep your hands visible and in an open position, modeling non-assaultive posture even while positioning your body in such a way that, if you are struck, the blow will not be damaging and you can contain the child. If possible, intervene through verbal commands, time-out, and impose logical consequences. In acute situations where verbal commands are not effective, call 911 and immediately notify your TLC social worker. The best way to avoid an assaultive situation is to de-escalate as soon as you notice an increase in negative behaviors.

Behavioral Health Issues and Trauma-Related Responses

All children who come into the child welfare system have experienced some level of trauma. They may have known or suspected behavioral issues. Discuss with your TLC social worker any behaviors that are concerning to you. If the child in your care is exhibiting any of the following symptoms, promptly notify your TLC social worker:

*The current versions of policies and forms are included at the end of this manual
• Extreme irritability, crying or fighting to express and/or deny feelings of loss
• Changes in sleep patterns or eating habits
• Difficult concentrating or in decision-making
• Social withdrawal or apathy regarding relationships
• Lack of interest or pleasure in normal activities
• Fatigue or low energy, decreased activity
• Drug/alcohol use
• Physical complaints (real or perceived)
• Lying
• Food issues (hoarding, binging, purging, stealing)
• Deterioration in personal appearance/grooming
• Sexual promiscuity
• Thinking/talking about the wish to be dead
• Aggression/agitation/irritability
• Truancy/running away

Suicide

If your child mentions suicide, make note of exactly what the child said and contact your TLC social worker immediately. If you don’t reach your worker, use the Emergency Telephone List. If your child attempts suicide, call 911 immediately and notify your TLC social worker as soon as possible. Be sure that you or another family member remains with a child who has demonstrated any suicidal ideation. Therapy, support groups and psychotropic medications may be needed to help your child address or manage symptoms. Your TLC social worker will help you access needed services. Attending parent support groups can help resource parents feel confident in parenting children with behavioral health issues.

5. Understanding the Court Process

Overview

There is a set legal procedure that occurs when a child is removed from the care of his or her birth parents. It is important to note, however, that even with the set procedure sometimes the process can take longer than the stipulated timeframes. The following is a general guide to the court process in child welfare. AdvoKids is an excellent resource for more detailed information:
https://www.advokids.org/legal-tools/juvenile-court-process/

Child Protective Services (CPS), the Child Welfare division of the county Department of Social Services, first receives a report of suspected abuse or neglect. The initial report is handled by the emergency response unit. An investigative social worker responds to the case and, if there is imminent danger, the child can be removed from the custody of the parents by either the social worker or a police officer. If the case is determined to be unfounded, it is closed. If there does not appear to be imminent harm, the child may remain in the home with the parents receiving services. Children who are removed from the care of their parents are placed with relatives, in an emergency foster home (EFH), or in a shelter such as Valley of the Moon Children’s Home.
A petition is to be filed with the juvenile court within 48 hours and a Detention Hearing is held to determine if allegations of abuse or neglect are substantiated. If the parent denies the allegations of the petition, a Jurisdictional Hearing (trial) is held within 15 court days. A Dispositional Hearing is set for within 10 court days to determine if the child will be made a dependent of the court and whether or not reunification services will be ordered for the parents. In some cases, the child is made a dependent of the court but returned to the birth parents with family maintenance services.

If it is determined that one or both birth parents will receive reunification services, appropriate relatives will be explored as possible placements. If there are no family members that can provide safe and appropriate care, the child remains in foster care while the parents work on their reunification plan. Typically this includes services such as counseling, substance abuse treatment, drug testing, domestic violence courses and parenting classes.

The next review (hearing) is scheduled for six months following the dispositional hearing. If the child is under three years old and the parents did not substantially comply with their reunification plan, reunification services could be terminated at the six month hearing. The child could also be returned to the care of the birth parents at this time or the matter could be continued for another six months, allowing the parents more time to comply with their reunification orders. Each birth parent is treated separately in this process so services could be terminated for one parent and continued for the other. Parents have the right to contest the decision of services being terminated. In this case, a settlement conference will be set to see if the two parties can reach an agreement outside of court. If an agreement is not reached, it will go to trial.

At the 12 month review, also known as the Permanency Hearing, the child may be returned to the care of his or her birth parents, remain in foster care with birth parents continuing to receive reunification services, or reunification services may be terminated. If the services are terminated for both parents, a 366.26 hearing (commonly referred to as a .26 hearing) will be set for within 120 days for the selection and implementation of a permanent plan of care for the child, usually guardianship or adoption. If the plan is adoption, the termination of parental rights occurs at this hearing. The birth parents have a 60 day window following the 366.26 hearing in which to appeal the termination of their parental rights.

Under current federal law, the deadline for holding a final permanency hearing is 18 months from the date the child entered foster care. Thus, if the birth parents continue to receive reunification services following the 12 month review, the matter will be addressed again at the 18 month review.

A child in foster care is not required to attend the review hearings but may attend if they so desire. Resource parents are entitled to attend court hearings but their presence is not required. The TLC social worker can accompany either a child or foster parents to the hearing.

Adoption

Once parental rights have been terminated and the 60 day appeal period has passed, the county social worker will set an adoptive placement appointment with the resource family planning to adopt the child. At this appointment, the resource family will receive all health and child welfare records available regarding the child. A new birth certificate will be completed, as well. After all the paperwork is completed and submitted to the court, a date for the adoption will be set, usually within a few months of the adoptive placement appointment. The TLC social worker will visit the family one more time.

*The current versions of policies and forms are included at the end of this manual
following this appointment, as early as the same day, for a post-adoptive placement visit. Based on this appointment, the TLC social worker will write two reports for the court. At this point, the child is no longer considered to be a foster child but a child placed in an adoptive home. The county social worker will continue to visit the home until the adoption but the TLC social worker will no longer be assigned to the case. The court hearing to finalize the adoption takes place within a few months of the adoptive placement appointment. Typically, the TLC social worker and county social worker attend the adoption hearing when scheduled.

Most resource parents who adopt children in their care are eligible for the Adoption Assistance Program (AAP). This program provides financial assistance, including medical care, to adoptive families. AAP continues until the child is 18 years old, and in some special cases in which the child has special needs, until the age of 21. The AAP payment amount is determined at the time of adoptive placement. Foster care payments are discontinued when the family begins receiving AAP.

Post-adoption services are provided to TLC families after the finalization of the adoption, including information and referral for needed services. TLC offers an ongoing monthly support group for both resource families and adoptive families. TLC also has a comprehensive Post Adoption Services program.

6. Other Important Information for Resource Families

Community Care Licensing (CCL)

TLC works under the auspices of the Community Care Licensing Division of the State of California. Regulations regarding safety for children in resource family homes fall under CCL. Prior to becoming approved as a resource family home, an inspection will be completed to ascertain that all these precautions are in place (see Home Evaluation Checklist*). It is your responsibility to make sure that you continue to maintain appropriate safety requirements in your home.

It is important to note that a representative from CCL has the right to enter your home at any time, with or without prior notice, to assess the safety and well-being of a child in your care. Occasionally, a complaint will be filed with CCL that a licensing regulation or law is being violated by a resource family. These may come from birth families, other care providers, neighbors or foster children themselves. It is the role of CCL to investigate any such complaints. The investigation could involve interviewing foster children, resource parents, TLC staff, and complainants, as well as reviewing relevant files. TLC may or may not be aware of the details of the complaint and the investigation. TLC cannot inform the resource family of an impending unannounced visit to be made by CCL to an approved resource family home or share details of the investigation. Once a visit has been made, however, TLC can provide support for the family in understanding the process. At the end of the investigation, CCL will provide TLC with one of three findings for each specific complaint received: substantiated, inconclusive or unfounded. Substantiated complaints require a plan of correction. Both substantiated and inconclusive findings are maintained in a public CCL file. Unfounded complaints remain confidential. In extreme situations, a child may be removed from a resource family home.
Termination of a Placement with a Resource Family

There can be both planned and unplanned reasons for termination of a placement of a foster child. Planned terminations may include reunification, adoption, guardianship and in rare cases emancipation. Reunification is when the court has determined that it is safe and appropriate for birth parents to resume responsibility for parenting. Reunification can also happen with extended family members of the birth parents, such as grandparents, aunts, uncles or adult siblings. Adoption is when the court legally transfers the parental rights from birth parents to adoptive parents. The child is no longer a dependent of the court once the adoption is finalized. Guardianship is a legal process that allows birth parents to maintain parental rights but the caretaker, also known as the guardian, to have rights as well. Guardianship may be used with older children who have a strong connection with their birth family and do not wish to be adopted. A guardianship ends when the youth turns 18. Emancipation is when a foster child leaves the resource family home as an independent adult.

An unplanned termination may occur if a resource family decides that they can no longer provide a home for a particular child. Because stability is so important for children, we ask that resource families give TLC a minimum of 30 days notice prior to termination. This gives TLC and the placing agency time to make a coordinated and appropriate move. In an emergency that puts the child’s safety at risk, a child may be removed immediately by a police officer or county social worker. This is a very traumatizing event for a child. When children are removed suddenly it can be confusing and frightening for them and hold long term consequences. It is also difficult for the placing county to find an alternative placement on short notice. If a resource family determines that they can no longer care for a child, they are required to provide a minimum of 14 days notice. Prior to removal, a Child and Family Team meeting will be convened to determine if there are any possible ways to avoid the disruption and/or to make plans for a coordinated transfer to a new home. A resource parent or TLC social worker may not return a child to a shelter, such as Valley of the Moon or to a county child welfare office.

As stated above, the county social worker or TLC social work team may also make a determination to terminate a placement. This is a very rare event and only occurs if there has been a serious allegation against a resource parent or there has been some determination that the placement of the child is not appropriate.
DEFINITION: Community Care Licensing (CCL) is a state government entity responsible for ensuring the health, safety, and well-being for individuals in community care. Allegations of the violation of regulations or law are reported to CCL and will be investigated by Community Care Licensing.

EXAMPLES: Allegations are most often reported in the areas of personal rights, care and supervision, neglect, abuse, monetary issues, home safety issues, food service issues, etc.

SOURCES OF COMPLAINTS: Complaints may be found in the narrative of an incident report submitted by TLC; may be sent in a letter (signed or unsigned); may be made by Children’s Protective Services workers, placement agency workers, neighbors, concerned citizens, foster children, biological parents, etc.

PROCESS: CCL will evaluate the seriousness of the complaint and will visit the foster family agency and/or approved resource family home within ten days. The CCL investigation may involve: interviewing foster children, resource family parents, TLC staff, complainants, neighbors, etc.; review of client and approved family home files; and removal of foster children during the investigation of serious complaints. TLC may or may not be aware of the details of the complaint and the investigation. TLC may not inform the resource parent of the details of an ongoing investigation, nor may TLC inform resource family parents of any impending unannounced visit to be made by CCL to an approved resource family home. (TLC employees who inappropriately share investigation information with resource family parents are subject to a misdemeanor charge and a fine.) At the completion of its investigation, CCL will provide TLC with one of three findings for each specific complaint received: 1) substantiated; 2) inconclusive; or 3) unfounded. Substantiated complaints require a plan of correction. Substantiated or inconclusive findings are maintained in a public CCL file. Unfounded complaints remain confidential.

AUTHORITY: CCL has the right of entry (with or without notice) into any approved resource family home.

ACKNOWLEDGMENT: By signing below, I/we acknowledge that I/we have read and understood the above.

Parent ________________________ Signature ________________________ Date __________

Parent ________________________ Signature ________________________ Date __________
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

STATEMENT ACKNOWLEDGING REQUIREMENT TO REPORT CHILD ABUSE

NOTE: RETAIN IN EMPLOYEE/LICENSEE FILE

NAME

POSITION

FACILITY NUMBER

California law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons - a "mandated reporter." 

PERSONS WHO ARE REQUIRED TO REPORT ABUSE

Mandated reporters include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code ("PC") § 11165.7(a)(10)]. Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC § 11165.7(a)(14)]. No supervisor or administrator may impede or inhibit an individual's reporting duties or subject the mandated reporter to any sanction for making the report. [PC § 11166(h)]

WHEN REPORTING ABUSE IS REQUIRED

A mandated reporter, who in his or her professional capacity, or within the scope of his or her employment, has knowledge of or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident. [PC § 11166(a)]

ABUSE THAT MUST BE REPORTED

Physical injury inflicted by other than accidental means on a child. [PC § 11165.6]

Sexual abuse meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]

Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare. [PC § 11165.2]

Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered. [PC § 11165.3]

Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]

*The current versions of policies and forms are included at the end of this manual
I understand that I am responsible for the care of my clothing and personal possessions. I understand that I am permitted to have locked storage for items of personal value.

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On Arrival (date: ____________________________

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</tbody>
</table>

Client initials: ____________________________  On Departure (date: ____________________________

<table>
<thead>
<tr>
<th>Personal Property</th>
<th>Item</th>
<th>Quantity</th>
<th>Good</th>
<th>Fair</th>
<th>Replace</th>
<th>Condition</th>
<th>Good</th>
<th>Fair</th>
<th>Replace</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
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</tbody>
</table>

*The current versions of policies and forms are included at the end of this manual*
Confidentiality Statement for
Resource Family Parents

Resource family parents are required to respect the foster child’s confidentiality in every way possible. Please keep in mind that a breach in foster child confidentiality may be a cause for involuntary decertification.

Media and Newspaper
As a resource family parent, you do not have the legal right to consent to allow pictures of your foster child to be printed and identified as a foster child. If a picture of a foster child appears and s/he is identified as such, it is a violation of state law. For example, if a photograph taken at a picnic for resource families is then published in the newspaper, this is a violation. However, if a child appears as a member of a school sports team, this is not a violation.

School and Other Group Photographs, Directories, Yearbooks, etc.
A foster or post-adopt child may participate in school pictures, sports team photos, and other group photographs, provided that their safety is not a concern. Keep in mind that once these photographs have been taken, they might be distributed electronically or in print. If there is any concern that a foster child’s or resource family’s safety might be jeopardized if their whereabouts were discovered, it would be prudent to excuse them from photographs or directories for schools, camps, churches, etc.

Social Media and Other Online Posting
Photographs or any information about a child in foster care may not be posted on social networking sites such as Facebook. A child in foster care may not be included in family photographs, blogs, e-mail newsletters, online greeting cards, or other media that the family posts online until after the child has been adopted by the family. It is also important to inform family and friends that they must avoid posting any photographs they might have of the child on their sites.

Sharing Personal Information and Details about a Case
Relatives, neighbors, and friends are curious about a foster child. It is not always easy to answer questions without revealing information about the child and his or her family that is to be held in confidence. Remember that you are responsible for keeping private the personal information of both the child in your care and his or her biological family members. Sometimes social circles overlap in ways we do not expect, and something you say might unintentionally reach a mutual acquaintance.

Other TLC Families
Besides keeping confidential the information you have about the child in your own care, you are also responsible for keeping confidential the information you hear about children placed with other resource families, such as what might be discussed during a support group or class at TLC.

We agree to the policies stated above and will do everything under our control to keep confidential the identity and personal information about the child(ren) in our care as long as they are still in foster care.

_________________________  ___________________________  ____________
Parent                      Signature                      Date

_________________________  ___________________________  ____________
Parent                      Signature                      Date

_________________________  ___________________________  ____________
Social Worker               Signature                      Date
<table>
<thead>
<tr>
<th>Client's Name</th>
<th>DOB</th>
<th>Age</th>
<th>Address</th>
</tr>
</thead>
<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Dental Provider</th>
<th>Provider Address</th>
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</table>

<table>
<thead>
<tr>
<th>Provider Phone Number</th>
<th>Date of Visit</th>
<th>Time of Visit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for the Visit:**

**Diagnosis/Treatment:**

**Follow-up:**

---

**Health Care Provider Signature**

**Date**

---

*The current versions of policies and forms are included at the end of this manual*
EMERGENCY PLAN FOR FOSTER FAMILY HOMES

Type or print clearly. Post emergency numbers where readily available.

CAREGIVER NAME: __________________________ DATE: ______________________

1. EMERGENCIES - LIFE THREATENING - Call 9-1-1 - Tell them: Number Calling from:
HOME ADDRESS: ____________________________
MAIL CROSSROAD: __________________________
HOME DIRECTION FROM CROSSROAD: __________

2. EMERGENCIES - NON-LIFE THREATENING - List direct local number for the following.
    Fire/Paramedics: ____________________________ Child Protective Services: ________
    Foster Care Ombudsman Office: _____________
    Physician: ____________________________
    Licensing: ____________________________
    Crisis Center: ____________________________ Other: ____________
    Hospital: ____________________________
    Police/Sheriff: ____________________________
    Dentist: ____________________________
    Poison Control: ____________________________

3. OTHER EMERGENCY CONTACTS: List numbers that may be helpful after a disaster or emergency.
 SOCIAL WORKER: ____________________________
 RELATIVE: ____________________________
 PROBATION OFFICER: ____________________________
 SUBSTITUTE CAREGIVER: ____________________________

4. HOME EVACUATION - Some emergencies require evacuation of the home. Review the safest way to exit rooms. Be sure that exit doors are not locked from the inside. In the event of an emergency, get everyone out, follow the escape routes, meet at a prearranged location and account for everyone. Do not let anyone return to the home until it is safe.

5. UTILITY SHUT OFF - Know where your utilities are located.
 GASS: ____________________________
 ELECTRIC: ____________________________
 WATER: ____________________________

6. EQUIPMENT LOCATION - The fire department may help you with installation information.
 FIRE EXTINGUISHER (IF REQUIRED): ____________________________
 FIRE ALARM LOCATION: ____________________________
 TYPE: ____________________________

7. OTHER EMERGENCY EQUIPMENT - Location of first aid kit, blankets, food and water, flashlight, radio and other emergency equipment.
 LOCATION: ____________________________

The current versions of policies and forms are included at the end of this manual.
It is the policy of TLC Child and Family Services (TLC) to provide resource families and clients with an opportunity to initiate a complaint or grievance concerning the quality of services provided by the agency.

Any resource family parent or client who is not satisfied with the treatment services, or quality of care s/he is receiving, or who has been denied treatment or services, is entitled to express his/her dissatisfaction through an established fair hearing process.

The following is an outline of TLC's fair hearing process.

<table>
<thead>
<tr>
<th>Step</th>
<th>Client or Resource Family Parent</th>
<th>TLC Staff Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Discuss your particular concerns with the TLC Social Worker. If you are unable to resolve the situation, proceed to step 2.</td>
<td>Record the concerns and outcome. Notify your supervisor of the situation verbally and in a written summary.</td>
</tr>
<tr>
<td>2.</td>
<td>Discuss the situation with the Program Director. If the situation is unresolved, proceed to step 3.</td>
<td>Review and record the situation. If the situation is unresolved or is questionable, notify the Associate Director verbally and in writing.</td>
</tr>
<tr>
<td>3.</td>
<td>Contact an Associate Director. If your situation is unresolved, proceed to step 4.</td>
<td>Review and record the situation. If the situation is not resolved, or is questionable, notify the Executive Director.</td>
</tr>
<tr>
<td>4.</td>
<td>Contact the Executive Director</td>
<td>Establish the issue and appoint a Hearing Officer who is not involved with the situation. Submit the findings to the Executive Director.</td>
</tr>
</tbody>
</table>

All TLC staff can be reached by calling (707) 823-7300

In the event that a complaint or grievance has not been resolved to the satisfaction of the client or family, TLC staff will provide information regarding other sources of assistance. For clients, you may also discuss your concerns with your county placement worker (social worker or probation officer), the Foster Care Ombudsman (at 677-846-1602), or advokids.org (a legal resource for foster children and their advocates; 877-ADV-4KID or 877-238-4543). I have read, understood and received a copy of this policy.

Parent: ___________________________ Signature: __________ Date: ______

Parent: ___________________________ Signature: __________ Date: ______
February 11, 2019

During regular office hours staff may be reached at these office numbers:
Office: (707) 823-7300  Fax: 823-3410

This list is to be used in non-medical emergencies when you need to talk to a social worker immediately and cannot reach them through the office or the emergency occurs after hours. Call the person directly in the following order:
1. Your FFA social worker
2. FFAAdoptions Program Director or Assistant Director
3. Other FFA Social Workers
4. Other available TLC professional staff

SONOMA/MARIN/NAPA/LAKE/SOLANO COUNTY WORKERS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>NAME</th>
<th>Direct Line</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Director-bilingual</td>
<td>Hector Mattas, MSW</td>
<td>634-9058</td>
<td>Cell: 338-4572</td>
</tr>
<tr>
<td>ISFC &amp; Marin Program Director</td>
<td>Liz Jimenez, LCSW</td>
<td>634-9061</td>
<td>Cell: 694-3146</td>
</tr>
<tr>
<td>Assistant Program Director-bilingual</td>
<td>Alexandra Jacobs, MSW</td>
<td>634-9933</td>
<td>Cell: 766-0275; Home: 578-3053</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Jen Foye, MFT</td>
<td>634-9938</td>
<td>Cell: 588-3608; Home: 546-4719</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Channing Michael, MSW</td>
<td>634-9940</td>
<td>Cell: 477-8345</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Anna Nelson, MSW</td>
<td>634-9032</td>
<td>Cell: 293-4325; Home: 820-1689</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Summer Larson, PhD, MSW</td>
<td>634-9033</td>
<td>Cell: 292-9334</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Carol Crittenden, MSW</td>
<td>634-9054</td>
<td>Cell: 510-338-3663</td>
</tr>
<tr>
<td>ISFC Counselor</td>
<td>Marco Rincon</td>
<td>634-9048</td>
<td>Cell: 650-245-0542</td>
</tr>
<tr>
<td>FFA/Adoptions Program Coordinator</td>
<td>Ull White</td>
<td>634-9354</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Donna Taniguchi</td>
<td>634-9935</td>
<td></td>
</tr>
<tr>
<td>TLC Executive Director</td>
<td>Susan Fette, MFT</td>
<td>634-9932</td>
<td>Cell: 484-5981</td>
</tr>
</tbody>
</table>

Sonoma County DSS after-hours on-call worker: (707) 565-4304. Call if you cannot reach a TLC worker (only if the child is a Sonoma county dependent). During working hours, press "0" to access the worker of the day (Sonoma County).
Marin County DSS 24-hour phone line is (415) 473-7153
Monterey County DSS 24-hour phone line is (707) 463-7692

Call the People on this List Until You Reach Someone!
YOU HAVE RIGHTS too!

YOU HAVE THE RIGHT TO LIVE IN A SAFE, COMFORTABLE HOME WITH:
- enough clothes and healthy food
- your own space to store your things
- an allowance (if you are in a group home)
- a phone that you can use or make confidential calls (unless a judge says you cannot)

YOU HAVE THE RIGHT TO:
- be treated with respect
- go to religious services and activities of your choice
- send and get unopened mail (unless a judge says someone else can open your mail)
- contact people who are not in the foster care system (like friends, church members, teachers, and others)
- make friends with social workers, attorneys, probation officers, CASAs, foster youth advocates and supporters, or anyone else involved with your case
- be told about your placement by your social worker or probation officer

NO ONE CAN:
- lock you in a room or building (unless you are in a community treatment facility)
- do anything to sexually or emotionally harm you
- punish you by physically hurting you for any reason
- look through your things unless they have a good legal reason

YOU HAVE RIGHTS AT COURT TOO. YOU CAN:
- go to court and talk to the judge
- read and get a copy of your court report and your case plan
- keep your court records private, unless the law says otherwise
- be told by your social worker or probation officer and your attorney about any changes in your case plan or placement

YOU HAVE HEALTH RIGHTS. YOU CAN:
- see a doctor, dentist, eye doctor, or talk to a counselor (if you need to)
- refuse to take medicines, vitamins or hormones (unless a doctor or judge says you must)
- if you are 13 years old or older, you have the right to information about your sexual health in a way that you understand it

This includes learning about the ways sexually transmitted infections and diseases (STDs) are spread and how you can prevent pregnancy and what to do if you are pregnant

YOU HAVE FAMILY RIGHTS TOO. YOU CAN:
- visit and contact your relatives (unless a judge says you cannot)
- contact parents and other family members, too (unless a judge says you cannot)

YOU HAVE OTHER RIGHTS TOO. YOU CAN:
- tell the judge how you feel about your family, lawyer, and social worker
- tell the judge what you want to happen in your case
- have your own lawyer
- use a family member that you trust to help you
- call the Foster Care Ombudsman and Community Care Line at any time
- get help with school if you need it

Remember your rights. Also remember that the foster parents or group home's job is to supervise you and keep you safe and healthy.

YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:
- have your own bank account (unless your case plan says you cannot)
- have a job that's right for your age
- work, unless the law says you cannot
- manage your money (unless your case plan says you cannot)
- go to the Independent Living Program (classes and activities if you are old enough)

YOU HAVE THE RIGHT TO DO SOME THINGS ON YOUR OWN. YOU CAN:
- go to school every day
- go to after-school activities (right for your age and development level)

Call the Foster Care Ombudsman at:

1-877-846-1602 (It's a free call)
Remember: What you tell us is private

The Office of the Foster Care Ombudsman is part of the Foster Care Services Division of the California Department of Social Services.

STATE OF CALIFORNIA - DEPARTMENT OF SOCIAL SERVICES - HEALTH AND HUMAN SERVICES AGENCY

*The current versions of policies and forms are included at the end of this manual*
Please note: No false or misleading statements regarding Resource Family Approval or the operation of the home are to be made or disseminated by the applicant or Resource Family.

X = completed / = partially completed n/a = not applicable

INDOORS

____ Home is clean, safe, sanitary, and in good repair.

____ Temperature of the home is safe and comfortable.

____ Hallways, stairways, and passageways are free of obstruction.

____ Fireplaces, open-faced heaters, or woodstoves safely maintained and operated, and adequately protected from accidental injury (glass doors, gate either fixed or freestanding, blocked from contact if hot to the touch).

____ Lighting in each room and area of the home adequate to ensure comfort and safety.

____ Telephone service – cellular, internet, or landline – to be accessible at all times.

____ Emergency numbers placed in a prominent location (Emergency Plan form LIC 610B).

____ First aid supplies appropriate to meet the needs of a child, including tweezers, tape, band aids, gauze, antiseptic wipes, antiseptic ointment, thermometer (non-mercury), cold pack, burn care packets, gloves, and a written manual.

____ Medications, including prescription and over-the-counter and vitamins, are locked in a manner that makes it inaccessible to children. Examples include a portable box with a padlock, a medicine cabinet locked with a magnetic lock, or a closet or cabinet secured with a lock requiring a key or combination.

Description: ____________________________________________________________

____ Fire extinguisher (Type 2A 10 B C or larger) must be kept in designated (such as by sticker) or visible area of the kitchen or just outside it; must be in “charged” condition at all times.

____ Hot water at an adequate and safe temperature – between 105 and 120 degrees: ______

____ Supply of water and food for at least three days in case of emergency for each member of the family. General standard is at least one gallon of water per person per day.
<table>
<thead>
<tr>
<th>Client's Name</th>
<th>DOB</th>
<th>Age</th>
<th>Child's Address</th>
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<table>
<thead>
<tr>
<th>Health Care Provider Name</th>
<th>Provider Address</th>
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<tr>
<th>Provider Phone Number</th>
<th>Date of Visit</th>
<th>Time of Visit</th>
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</table>

**Reason for the Visit:**

- [ ] CHDP
- [ ] Sick visit
- [ ] Follow-up
- [ ] Specialty

**Diagnosis/Treatment:**
- Weight: _____
- Height: _____
- BP: _____
- HC: _______

**Developmental Assessment:**
- Normal [ ]
- Abnormal [ ]
- (explain)

**Immunizations given at visit:**

**Oral Health/Dental before age 1 year:**
- Normal [ ]
- Abnormal [ ]
- (explain)

**Follow-up:**

**Referrals:**

---

**Health Care Provider Signature**

**Date**
Child's Name: _______________  DOB: _______________  Placed: _______________  Today's Date (mmdy): _______________

Prescribing Physician Name & Contact #: ____________________________  Allergies: ____________________________

Strength/Quantity: _______________  Date Filled: _______________  Pharmacy Name & Number: _______________  # of Refills: _______________

Special Instructions: ____________________________________________

| Medication | Hour | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|-----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

☐ Parental Consent  ☐ JV220 Expiration Date:  Notes: _______________________________________________________

Reason Given: ____________________________________________  Response to Meds.: ______________________________________

Prescribing Physician Name & Contact #: ____________________________  Allergies: ____________________________

Strength/Quantity: _______________  Date Filled: _______________  Pharmacy Name & Number: _______________  # of Refills: _______________

Special Instructions: ____________________________________________

| Medication | Hour | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------|-----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|

☐ Parental Consent  ☐ JV220 Expiration Date:  Notes: _______________________________________________________

Reason Given: ____________________________________________  Response to Meds.: ______________________________________

*The current versions of policies and forms are included at the end of this manual*
Client Name: ___________________________ Date of Birth: ___________________________

Attention Physicians:
Please check off each Over-the-Counter medication that you deem appropriate for the respective medical condition.

Always follow the dosage directions on the box as dosage varies with age. Be careful not to give more tablets in a 24-hr. period than is recommended on the box.

The following OTC medications are to be used as needed

- Acetaminophen (Tylenol) regular strength 325 mg., 2 tablets every 4-6 hours for pain or fever.
- Ibuprofen 200 mg., 1 tablet every 4-6 hours for pain, if youth is not on Lithium (see special precautions). If symptoms do not respond to 1 tablet, an additional tablet can be given. Do not exceed 8 tablets in 24 hours unless directed by a doctor.

Additional OTC Medications

- Acne: Clearasil facial wash or acne cream or Oxy pads (only for mild acne).
- Allergy symptoms: runny nose, watery itchy eyes, no fever- Loratadine (Claritin) 10 mg. 1 tablet daily; Diphenhydramine (Benadryl) 25 mg. every 4-6 hours.
- Athlete's foot: Clotrimazole (Lotrimin) or Miconazole (Desenex) cream or powder.
- Constipation: Fibercon or Metamucil, increase fluid to 8 glasses per day, may also give prune juice. For severe constipation, Milk of Magnesia. (Do not give if there are complaints of severe abdominal pain). Do not give two hours before or after any psychotropic medications. Only use one.
- Cough: Dextromethorphan polistirex (Delsym) 60 mg. extended release liquid twice a day or Guiafenesin 100 mg. (non-alcohol containing only) every 4 hours. Cough drops, zinc lozenges.
- Diarrhea: Imodium 4 mg. initially. Then 2 mg. after each unformed stool, with maximum of 16 mg. daily.
- Eye irritation: Refresh eye drops.
- Head lice: “Lice no more” from Rosemary’s Garden (see Head Lice protocol). If this does not work, may try Nix Cream Rinse.
- Indigestion & Heartburn: Peppermint or chamomile tea, Tums, Rolaid or Mylanta. Do not give 2 hours before or after any psychotropic medications.
- Lactose Intolerance: Use Lactaid or generic lactase enzyme tablets before ingesting milk products.
- Insomnia: Sleepy time tea and relaxation exercises are the first choice. If no response, may use Benadryl or Melatonin as ordered by psychiatrist. Approval of house manager must be given prior to use.
- Jock Itch: Lotrimin or Desenex cream or powder.
- Minor cuts or scrapes: Wash with soap and water and apply antibiotic ointment 3-4 times daily.
- Nasal Congestion related to a cold: Oral decongestants such as Sudafed or other nasal decongestants are to be used by M.D. prescription only. May use Loratadine, zinc lozenges (refer to Special Precautions on page 16, “At the first sign of a cold or sore throat”)
- Pain, Menstrual cramps, tooth pain, headache: Start with Tylenol, if no improvement with Tylenol and if resident is not on Lithium, use Ibuprofen.
- Poisoning: Call Poison Control: (800) 222-1222
- Poison Oak: Poison oak Homeopathy remedy by Boiron or Hylands, Teton Oak-n-Ivy wash. (Also see itchy skin below).
Client Name: __________________________ Date of Birth: ________________

Attention Physicians:
Please check off each Over-the-Counter medication that you deem appropriate for the respective medical condition.

Resource Family Parents or authorized adult will dispense all medications. Always follow the dosage directions on the box as dosage varies with weight and age. Be careful not to give more tablets in a 24 hr. period than is recommended on the box. 
Poisoning: Call Poison Control 1-800-222-1222.

The following OTC medications are to be used as needed

[ ] Children’s Acetaminophen (Tylenol) liquid 160 mg. per 5 ml. (dosage based on weight), every 4-6 hours for pain or fever. Concentrated infants drops (80 mg. per 0.8 ml) was phased out in July 2011, but may be available, so read labels and dosage instructions carefully. Do not exceed 5 doses in 24 hours. For ages birth to 2. ask the doctor.
   24 – 35 lbs: 5 ml.
   36 – 47 lbs: 7.5 ml.
   48 – 59 lbs: 10 ml.

[ ] Ibuprofen liquid 100 mg. per 5 ml., (dosage based on weight), every 6-8 hours for pain or fever, if child is not on Lithium (see special precautions). Do not exceed 4 doses in 24 hours. It may be taken with food or milk to prevent stomach upset. For ages birth to 2, ask the doctor.
   24 – 35 lbs: 5 ml.
   36 – 47 lbs: 7.5 ml.
   48 – 59 lbs: 10 ml.

Additional OTC Medications

[ ] Allergy symptoms: runny nose, watery itchy eyes, no fever. Children’s Loratadine (Claritin) liquid 5 mg. per 5 ml. Do not use for ages under 2. For age 2-6: 5 mg. once daily but discuss with doctor before using. For age 6-12: 10 mg. once daily. 
Children’s Diphenhydramine (Benadryl) liquid 12.5 mg. per 5 ml., every 6 hours, not to exceed 4 doses in 24 hours. Do not use for ages birth to 5 unless directed by a doctor.
   22 – 28 lbs: 3.75 ml.
   29 – 41 lbs: 5 ml.

[ ] Nasal Congestion: Normal saline nasal spray or drops.
[ ] Diarrhea: Imodium A-D Children’s Liquid. For 80 – 95 lbs. (ages 9-11): 15 ml. after the 1st loose stool, 7.5 ml. after each subsequent loose stool but no more than 45 ml. in 24 hours. For 48 -
Resource Family Parent Name: ____________________________________________

Title of Training: ______________________________________________________

Training Type: ___ Class ___ Video ___ *Book ___ Lecture ___ Other (explain):

Date Training Completed: ____________________________________________

Length of Training: _________________________________________________

Certificate Attached: ________ or Verbal Verification with Social Worker ________

Social Worker Signature: __________________________ Date: _____________

**In order to receive credit, you must fill out the section below.**
Comments:

*When reading a book, 1 hour will be given for every 100 pages*
PHYSICIAN'S REPORT FOR COMMUNITY CARE FACILITIES
For Resident/Client Of, Or Applicants For Admission To, Community Care Facilities (CCF).

NOTE TO PHYSICIAN:
The person specified below is a resident/client of or an applicant for admission to a licensed Community Care Facility. These types of facilities are currently responsible for providing the level of care and supervision, primarily nonmedical care, necessary to meet the needs of the individual residents/clients.

THESE FACILITIES DO NOT PROVIDE PROFESSIONAL NURSING CARE.
The information that you complete on this person is required by law to assist in determining whether he/she is appropriate for admission to or continued care in a facility.

FACILITY INFORMATION (To be completed by the licensee/designee)

<table>
<thead>
<tr>
<th>NAME OF FACILITY:</th>
<th>TELEPHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: NUMBER</td>
<td>STREET</td>
</tr>
<tr>
<td>LICENSEE'S NAME:</td>
<td>TELEPHONE:</td>
</tr>
</tbody>
</table>

RESIDENT/CLIENT INFORMATION (To be completed by the resident/authorized representative/licensee)

<table>
<thead>
<tr>
<th>NAME:</th>
<th>TELEPHONE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS: NUMBER</td>
<td>STREET</td>
</tr>
<tr>
<td>SOCIAL SECURITY NUMBER:</td>
<td></td>
</tr>
<tr>
<td>NEXT OF KIN:</td>
<td>PERSON RESPONSIBLE FOR THIS PERSON'S FINANCES:</td>
</tr>
</tbody>
</table>

PATIENT'S DIAGNOSIS (To be completed by the physician)

<table>
<thead>
<tr>
<th>PRIMARY DIAGNOSIS:</th>
<th>LENGTH OF TIME UNDER YOUR CARE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECONDARY DIAGNOSIS:</td>
<td></td>
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<tr>
<td>AGE:</td>
<td>HEIGHT:</td>
</tr>
<tr>
<td>IN YOUR OPINION DOES THIS PERSON REQUIRE SKILLED NURSING CARE?</td>
<td>YES</td>
</tr>
<tr>
<td>TUBERCULOSIS EXAMINATION RESULTS:</td>
<td></td>
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<tr>
<td>TYPE OF TB TEST USED:</td>
<td></td>
</tr>
<tr>
<td>ACTIVE</td>
<td>INACTIVE</td>
</tr>
<tr>
<td>TREATMENT/medication:</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>DATE OF LAST TEST:</td>
<td></td>
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<tr>
<td>IF YES, list below:</td>
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OTHER CONTAGIOUS/INFECTIONOUS DISEASES:

A) YES NO | B) YES NO |
| IF YES, list below: | IF YES, list below: |

ALLERGIES:

C) YES NO | D) YES NO |
| IF YES, list below: | IF YES, list below: |
**Resource Family Parent Placement Agreement**

<table>
<thead>
<tr>
<th>Name of Foster Child</th>
<th>Gender</th>
<th>Resource Family Parent’s Name</th>
<th>Certification Date</th>
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<table>
<thead>
<tr>
<th>Child’s Birth Date</th>
<th>Placement Date</th>
<th>Resource Family Address</th>
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<table>
<thead>
<tr>
<th>Placing County</th>
<th>County Social Worker Name</th>
<th>City</th>
<th>Zip</th>
<th>Phone</th>
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Special Problems: ☐ No  ☑ Yes, Please explain:

**RESOURCE FAMILY PARENT PLACEMENT FEES:**

- TLC Child and Family Services will pay $  ___ per month for room and board, clothing, recreation, educational supplies, allowances, transportation, incidentals, and respite care. Payment is made by the 15th of month following placement and is pro-rated according to actual days in placement. Payment is issued on a TLC Corporation check.
- Food: Costs related to food and kitchen supplies for the child.
- Personal and Incidentals: Items of nominal value that are specifically related to a particular need, e.g., gifts, personal hygiene items, allowances, admission tickets to movies or sporting events, rewards and incentives, recreation equipment, supplies, games, toys for the benefit of the individual child, etc.
- Education: Items needed by a child for educational purposes (story books, educational toys, etc.), or extracurricular activities sponsored by the school, e.g., books, calculators, pens, paper, art supplies, specific classroom supplies.
- Clothing: Clothing and shoes for the foster child. Often, the placing county will issue a special one-time check for clothing at the time of placement. Clothing will not be purchased from month and monies may be saved and budgeted for special times, such as beginning of school, holidays, graduations, etc.
- Transportation: (private or public) to the child’s school, therapy, home, extracurricular activities, etc.
- Miscellaneous: Medicine chest supplies, laundry, and dry cleaning expenses, first aid supplies, and other costs associated with the care of the child. Does not include respite care.

Records of all expenditures shall be kept by the Resource Family Parent(s) for annual review by the TLC accounting department.

TLC is audited annually by the State of California & the IRS and sample expenditures from resource family homes will be taken.

The Resource Family Parent(s) Agrees To:

1. Provide this child with the nurture, care, clothing, and training suited to his/her needs.
2. Follow admission requirements related to medical screening, physical examination, medical testing and immunizations.
3. Develop an understanding of the responsibilities, objectives, and requirements of the agency in regard to the care of this child and any other child you will be working with the agency planning for this child.
4. Encourage the maintenance of the birth parent-child relationship and include the client’s parent in treatment planning whenever possible.
5. Not use corporal punishment, punishment before the group, deprivation of meals, monetary allowances, visits from parents, home visits, threat of removal or any type of degrading or humiliating punishment. Use constructive alternative methods of discipline.
6. Attend at least 8 hours of approved training per year.
7. Respect and keep confidential information about the child and his/her family.
8. Work toward termination of placement on a planned basis with maximum involvement of the child, parents (whenever possible), and the agency.
9. Immediately notify agency of significant changes in this child’s health, behavior or location.
10. Give agency prior notice of at least 7 days of intent to discontinue this child unless it is agreed upon with the agency that less notice is necessary.
11. [Sign to adhere to the policies and guidelines in the "TLC’s Foster and Adopt Parent Manual - variation pending"]

I have read the foregoing and agree to conform to these requirements. The terms of this agreement shall remain in force until changed by mutual agreement of both parties or this child is removed from the resource family home.

Signature of Agency Representative: __________________________

Signature of Resource Family Parent: __________________________

Address: PO Box 3079
Sebastopol, CA 95473

Phone Number: (707) 833-7300

Date: _______ 03/17/2019

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*The current versions of policies and forms are included at the end of this manual*
The RIGHT to be treated with consideration and respect by agency staff.

The RIGHT to a supportive relationship from the agency.

The RIGHT to receive reimbursement for the children in their care in a timely manner.

The RIGHT to be trained in the role of a team member.

The RIGHT to give input into the decisions regarding the child in their care and to be treated as a member of the team in developing case plan for the child.

The RIGHT to a clear explanation or description of their role as resource family parents and the role of the child's family and the agency.

The RIGHT to receive pertinent information about the children in their care.

The RIGHT to be informed of any grievance procedures or access to any appeals process should they wish to appeal the agency's policy, regulation, or plan for a child in their care.

The RIGHT to be provided a fair and timely investigation of resource family home complaints and an ability to appeal decisions.

The RIGHT to continue their own family patterns and traditions, as long as they are not detrimental to the safety and well-being of the child.

The RIGHT to refuse to accept a child into their family if they feel they cannot meet the needs of the child or the placement will affect the well-being of the resource family.

The RIGHT to be notified of any Court action concerning a child in their care and the RIGHT to provide information to the Court regarding a child in their care (via JV-290 Caregiver Information form).

The RIGHT to be included in the permanency consideration for the child who is in their care.

The RIGHT and RESPONSIBILITY to advocate for children in their care.

The RESPONSIBILITY for the day-to-day care and nurturance of the child.

The RESPONSIBILITY for keeping the agency informed of any changes in the child’s life and in the resource family’s household.

The RESPONSIBILITY to respect a child’s biological family, traditions, culture and values.

The RESPONSIBILITY to gain further knowledge and expertise regarding the care of children by attending ongoing resource family training.

The RESPONSIBILITY to work cooperatively with agency staff as members of the child’s team.

The RESPONSIBILITY to ensure a child’s health and safety needs are met. This includes the RIGHT to give consent for a foster child in many situations, including consent for ordinary medical or dental treatments, i.e., immunizations, physical examinations, and x-rays.

The RESPONSIBILITY to cooperate with the child’s county placement worker in scheduling and all court ordered visitation appointments for the child and to transport the child to and from these visits.

We have reviewed and understand the above information.

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<th>Parent</th>
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<th>Parent</th>
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Adil JPA (Joint Commission Accreditation) 12/21/2018
Drills are the best practice to avoid problems during an emergency. The drills shall take place with everyone in the home. Drills should be done at least every SIX months, and whenever a child is placed in a home.

Fire Drills
- Plan with family members at least two ways to get out of every room in the home.
- Know where the fire extinguishers are located and be sure the one in the kitchen is clearly visible.
- A meeting place should be designated in advance. This place should be clear from the house and have easy access to the road for emergency transportation.
- Each time the drill is done, it should be varied a bit.
- It should be stressed to the children that at no time during a fire should they return to the home.

Earthquake Drills
- At the same time fire drills are run, foster parents should go over the different ways to react during an earthquake.

Please return this form to your TLC social worker.

Signature of Supervising Adult ___________________________ Date ________________
The Foster Family and Adoption Agency of TLC Child and Family Services maintains a policy of a smoke-free agency, understanding that this is more healthful for both adults and children. We also acknowledge that resource family homes are private and unique.

At the time of the resource family assessment, smokers in the resource family household will be identified. If there are smokers in the household, the effects of second-hand smoke will be discussed with all household members. As children tend to emulate their role models, household members who smoke are required to smoke outside the presence of any foster child placed in the family.

Resource family parents shall not smoke or permit any other person to smoke inside the home at any time, and, when a foster child is present, on the outdoor grounds of the home. No resource family parent may smoke in any motor vehicle that is regularly used to transport foster children, whether foster children are present or not. (Revised in the State of California's Health and Safety Code, Division 2, Chapter 3, Article 3, Section 1530.7, effective January 1, 2014)

Resource family parents will set their own policy about whether they will accept a foster child who smokes. If such a child is accepted for placement, the family shall work with the TLC social worker on encouraging the child to quit smoking and on providing the child with resources about how to quit smoking.

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<th>Parent</th>
<th>Signature</th>
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<tr>
<th>Social Worker</th>
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<th>Date</th>
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<tr>
<td>A. REPORTING PARTY</td>
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</tr>
<tr>
<td>NAME OF MANDATED REPORTER</td>
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<tr>
<td>TITLE</td>
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<td>MANDATED REPORTER CATEGORY</td>
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<tr>
<td>REPORTER'S BUSINESS ADDRESS NAME AND ADDRESS</td>
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<tr>
<td>AGENCY</td>
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<td>CITY</td>
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<td>ZIP</td>
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<tr>
<td>DID MANDATED REPORTER WITNESS THE INCIDENT?</td>
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<tr>
<td>YES</td>
<td>NO</td>
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<tr>
<td>REPORTER'S TELEPHONE (DAYTIME)</td>
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<td>SIGNATURE</td>
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<tr>
<td>TODAY'S DATE</td>
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<thead>
<tr>
<th>B. REPORTER CONFIRMATION</th>
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<tbody>
<tr>
<td>NEIGHBORHOOD</td>
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<tr>
<td>POLICE</td>
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<tr>
<td>COUNTY PROBATION</td>
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<tr>
<td>CHILD PROTECTION SERVICES</td>
</tr>
<tr>
<td>ADDRESS</td>
</tr>
<tr>
<td>CITY</td>
</tr>
<tr>
<td>ZIP</td>
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<tr>
<td>DATE/TIME OF PHONE CALL</td>
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<tr>
<td>TELEPHONE</td>
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<tr>
<th>C. VICTIM</th>
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<tbody>
<tr>
<td>NAME (LAST, FIRST, MIDDLE)</td>
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<tr>
<td>BIRTH DATE OR APPROX AGE</td>
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<tr>
<td>SEX</td>
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<tr>
<td>ETHNICITY</td>
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<tr>
<td>ADDRESS</td>
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<tr>
<td>CITY</td>
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<tr>
<td>ZIP</td>
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<tr>
<td>TELEPHONE</td>
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<tr>
<td>SCHOOL</td>
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<tr>
<td>CLASS</td>
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<tr>
<th>D. INVOLVED PARTIES</th>
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</thead>
<tbody>
<tr>
<td>NAMING VICTIM</td>
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<tr>
<td>NAME (LAST, FIRST, MIDDLE)</td>
</tr>
<tr>
<td>BIRTH DATE OR APPROX AGE</td>
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<tr>
<td>SEX</td>
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<tr>
<td>ETHNICITY</td>
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<tr>
<td>ADDRESS</td>
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<tr>
<td>CITY</td>
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<tr>
<td>ZIP</td>
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<tr>
<td>HOME PHONE</td>
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<tr>
<td>BUSINESS PHONE</td>
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<tr>
<th>E. INCIDENT INFORMATION</th>
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<tbody>
<tr>
<td>IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX</td>
</tr>
<tr>
<td>IF MULTIPLE VICTIM(S), INDICATE NUMBER</td>
</tr>
<tr>
<td>DATE</td>
</tr>
<tr>
<td>PLACE</td>
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<tr>
<td>NARRATIVE DESCRIPTION</td>
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</table>

DEFINITIONS AND INSTRUCTIONS ON REVERSE
DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11166 to submit to DOJ a Child Abuse Investigation Report Form SS 5393 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY: Sheriff's Department BLUE COPY: County Welfare or Probation Department GREEN COPY: District Attorney's Office YELLOW COPY: Reporting Party
Each Resource Family parent is required by Community Care Licensing and/or TLC to comply with the following requirements:

1) Each parent must complete the Pre-Service Resource Family Training (or its equivalent) prior to approval as a resource family. This is a 12-hour training.

2) Each parent is required to take (one time only) online Water Safety training.

3) Each parent must complete First Aid and CPR (including infant and child CPR) prior to being approved. These trainings are required to be kept current as long as you remain approved by TLC.

4) Each parent must complete at least 8 hours of training each approval year. These hours do not include First Aid/CPR (infant/child inclusive) or Water Safety.

5) Each parent who has a child on a psychotropic medication is required to take the Medication Training through TLC.

Please turn in all verification of training forms to your social worker, using a Resource Family Training Record form (736-RFA), along with any supporting material.

For any questions regarding these training requirements, please contact your social worker or the TLC administrative assistant.

Parent ___________________________ Signature ___________________________ Date ___________________________

Parent ___________________________ Signature ___________________________ Date ___________________________
I, __________________________, and foster parents with TLC Child and Family Services, do hereby certify that whenever I drive a privately owned vehicle to transport children in care I will:

(1) Have a valid California driver's license.

(2) Require all persons in the vehicle to wear seat belts; and require all children under 8 years of age or those less than 4'9" tall, to be in a child passenger restraint seat, which meets federal motor vehicle safety standards. Children should be in the back seat, unless it is not possible.

   One exception to the law: A child under the age of 8 or less than 4'9" in height, may ride in the front seat of a motor vehicle, if properly secured in a Child Passenger Restraint System that meets applicable federal motor vehicle safety standards, under the following circumstances:
   A. There is no rear seat.
   B. The rear seats are side-facing jump seats.
   C. The rear seats are rear-facing seats.
   D. The Child Passenger Restraint System cannot be installed properly in the rear seat.
   E. All rear seats are already occupied by children under the age of 12 years.
   F. Medical reasons necessitate that the child not ride in the rear seat.

(3) Carry in the vehicle evidence of current automobile liability insurance for at least the minimum amount prescribed by state law.

(4) Maintain the vehicle in a safe mechanical condition as required by law.

(5) Never allow a child under 12 to sit in the front seat if there is an air bag (which cannot be turned off).

(6) TLC will conduct an annual DMV records review for each driver.

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<th>Parent</th>
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