



Participant's Name			Birth Date		Placement Date	
Participant THPP Street Address			City	ST	ZIP	Work Phone
Placement Worker			Address	City	ST	FAX
County	Department	Eligibility/Billing Contact Name			Work Phone	FAX

Service Fees:

The Placement Agency hereby agrees to pay TLC Child and Family Services the following service fees: "X" all that applies.

BOARD & CARE

per month for room and board, clothing, allowance, recreation, transportation, incidentals, supervision and social services. TLC Child and Family Service's Board and Care Rate is established by, and in full cooperation with, the California Department of Social Services, Foster Care Rates Bureau and Sonoma County.

INITIAL CLOTHING ALLOWANCE

The placement agency will authorize an initial clothing allowance for the Participant. TLC Child and Family Services will provide clothing henceforth, for the term of placement.

OTHER SPECIAL NEEDS FEES

The placement agency will authorize other fees for _____, in the amount of _____.

EDUCATIONAL SERVICES (✓) one

Participant will attend:

PAYMENT MAILING ADDRESS:

**TLC
P.O. BOX 2079
SEBASTOPOL, CA 95472-2079**

Accounting Department: 707-634-9044

Terms: First payment to be made within 45 days after placement with subsequent payments to be made monthly. The terms of this agreement shall remain in force until changed by mutual agreement of both parties or the participant is removed from the Program

Refunds: TLC Child and Family Services will return all moneys that are received in error within 30 days of receipt of billing by the Placement Agency.

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I have read this document and agree to the costs, conditions, and requirements as stated herein:

Placement Person Signature		Date
TLC Intake Person Signature		Date

Inspection of Participant Records:

- ⇒ The Licensing Agency has the right to enter and inspect participant records and interview participants as allowed by licensing regulations.

Visitation Policy:

- ⇒ The Licensing Agency has broad authority to enter and inspect any TLC remote site or host home at any time, with or without advance notice, in order to ensure compliance with or prevent the violation of pertinent laws and regulations.
- ⇒ Placement personnel are permitted visitation with their participants at any time and under all circumstances.

TLC Child and Family Services Agrees to:

- Provide this participant with the nurture, care, clothing, treatment, and training suited to his/her needs.
- Follow admission requirements related to medical screening, physical examination, medical testing and immunizations.
- Develop an understanding of the responsibilities, objectives and requirements of the agency in regard to the care of this participant and work with the agency planning for this participant.
- 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 and to use constructive alternative methods of discipline.
- Respect and keep confidential information given about the participant and his family.
- Work toward termination of placement on a planned basis with maximum involvement of the participant and the agency.
- Conduct a staffing or review on this participant at least quarterly.
- Submit an initial diagnostic summary to the agency within three (3) months from the date of placement.
- Submit ongoing written evaluations to the agency.
- Immediately notify agency of significant changes in this participant's health, behavior or location.
- Submit copies of any pertinent information such as school reports, medical reports and psychological reports as completed.
- Give agency prior notice of at least 7 days of intent to discharge this participant unless it is agreed upon with the agency that less notice is necessary.
- Conform to the licensing requirements as dictated by the California Department of Social Services.
- Provide state and federal agencies access to documentation when documentation is maintained on participants in their care. No ethical breach of confidentiality may take place in such document reviews.

The Placement Agency Agrees to:

- Provide the TLC with knowledge of the background and needs of the participant necessary for effective care. This shall include: a psycho-social history report, medical history, educational assessments, psychological/psychiatric evaluations, appraisal/needs and services plans, court reports, complete immunization records, medical consent release form. This shall be made available to the program within 14 days from date of placement.
- Work with the TLC toward development of a treatment plan.
- Contact this participant at least once a month. If case plan would indicate this frequency be increased or decreased, TLC staff will be notified.
- Inform TLC personnel if participant has any tendencies toward dangerous behavior.
- Provide a Medi-Cal card or other medical coverage at the time of placement.
- Provide authorization for medical treatment, legal guardian.
- Provide a clothing allowance to meet the initial clothing needs of the participant.
- Provide assistance with emergencies.
- Placement Agency agrees to provide TLC with a 14-day written notice if they choose to dissolve placement of participant.