



## DIVISION OF FAMILY AND CHILDREN SERVICES CHILD WELFARE POLICY MANUAL

|                       |                             |                           |            |
|-----------------------|-----------------------------|---------------------------|------------|
| <b>Chapter:</b>       | Resource Home Development   | <b>Effective Date:</b>    |            |
| <b>Policy Title:</b>  | Family Evaluation Addendums |                           |            |
| <b>Policy Number:</b> | 14.14                       | <b>Previous Policy #:</b> | 1014, 1015 |

### CODES/REFERENCES

### REQUIREMENTS

The Division of Family and Children Services (DFCS) and Child Placing Agencies (CPAs) shall require caregivers to inform the agency of significant changes in their circumstances within one (1) business day of the occurrence of the change.

DFCS and CPAs shall complete a written addendum to the Family Evaluation when significant changes such as the following occur within a family:

1. Change of address
2. Change in marital status or relational issues
3. Change in household composition (household members move in or out)
4. Change in employment or financial status
5. Change in approved capacity
6. Change in desired placement preferences
7. Changes that result in new requirements for safety (e.g. pool, firearm, pets)
8. Youth in the home reach the age of 18

The DFCS Director/Designee or Director of a Child Placing Agency (CPA)/Designee shall be the final approving authority for any addendum to a Family Evaluation. The date of the approving authority's signature is the approval date of the addendum.

DFCS or CPA staff with knowledge of changes within a foster or adoptive home must contact the RD case manager to share this information within one (1) business day of discovery.

DFCS shall receive a criminal records check (CRC) and a medical statement for all current household members who attain age 18, within thirty (30) calendar days of the youth's 18<sup>th</sup> birthday. The medical evaluation for all new adult household members must include a TB test.

DFCS shall document any changes/updates regarding a home under the FA Home tab in the Statewide Automated Child Welfare Information System (Georgia SHINES) as soon as the information becomes available to the agency.

## **PROCEDURES**

### **When new household members enter the home:**

1. Document the completion of all requirements that would have been required had the new individual been a member of the household at the time of initial application, based upon their age and role.
2. Complete the required safety screenings on the new household member within thirty (30) calendar days of their joining the household.
  - a. Criminal Records Check (CRC) through the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC)
  - b. Child Protective Services (CPS) records in Georgia (Georgia SHINES, IDS Online Master Index, PSDS, and County Master Files)
  - c. CPS records in other states in which the individual has lived since age 18
  - d. Sexual Offender Registry
  - e. Board of Pardons and Parole
  - f. Department of Corrections
3. Ensure the new household member completes pre-service training within four (4) months of joining the household, if applicable.

### **When existing household members attain 18 years of age:**

1. Complete fingerprint checks (GCIC and NCIC) on household members who reach 18 years of age during a home's approval period.
2. Conduct safety screening (CPS, Department of Corrections, Board of Pardons and Parole, and Sexual Offender Registry) on the individual. The results of the screens are due within 30 days of the person's 18<sup>th</sup> birthday.
3. Complete the above reference procedures for everyone in the home, including foster and adoptive youth, regardless of their current status.

## **PRACTICE GUIDANCE**

A team approach is necessary to ensure the agency maintains the most current information regarding placement resources. For children in foster homes, CPAs work with a Resource Maintainer in the Office of Provider Management (OPM). For adoptive homes, the CPAs work with a Resource Maintainer in the State Foster Care Services Unit.

## **FORMS AND TOOLS**