CONNECTIONS Tip Sheet

Children in Foster Care Who Are Parents
Handling "8D" Infants

revised February 2013

A SPECIAL SITUATION:
A CHILD IN FOSTER CARE WHO BECOMES A PARENT

The type of case(s) required in CONNECTIONS for a child in Foster Care who is or becomes a minor parent differs, depending on who requires services and whether or not the minor parent is a legally freed child.

Note: *Throughout this document, the pronoun, "her", is used when referring to a minor parent. The same program implications and requirements would apply, however, to a minor father and his infant.*

The Minor Parent & her Infant will Reside Together in a Foster Care Setting (Minor Parent Retains Custody)

If a child in placement is or becomes a minor parent and the minor parent's infant will remain in her custody and reside with the minor parent in the foster care setting, the foster home/congregate placement is eligible for a Regular Services and Maintenance payment (POS code 61) for the minor parent and a Minor Parent/Child Foster Care payment (POS code 8D) to cover the needs of her infant. ***In order for 8D payments to be made, the minor parent and the child must be in the same CONNECTIONS and WMS cases.***

1. Add the infant to the stage composition of the existing FSS/CWS CONNECTIONS stage using the Add/Relate button on the Stage Composition tab.

2. Update relationships in the Relationship Matrix.
3. If Preventive Services are to be provided, the infant may be tracked in this stage.

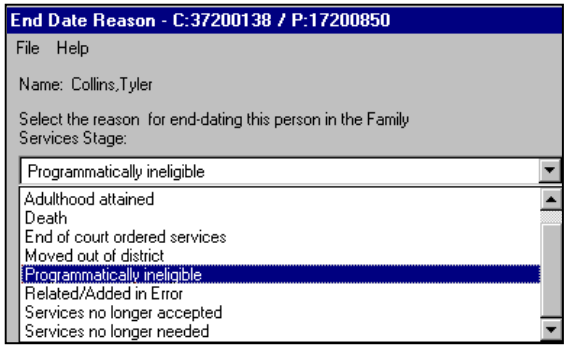
PROGRAMMATIC NOTE: *Family Assessments and Services Plans (FASPs) must address the needs of both the minor parent and her infant. Since the minor parent is not designated as a Caretaker in this Family Service Stage (FSS), you will need to address her caretaking skills/needs in FASP narratives rather than through the Caretaker Strengths, Needs and Risk Scales.*

4. Add the infant to the WMS Services case following the usual local procedures within your district (e.g.: complete any notification forms used to communicate these changes).

A Minor Parent's Infant is Taken into DSS Custody and Placed into Foster Care

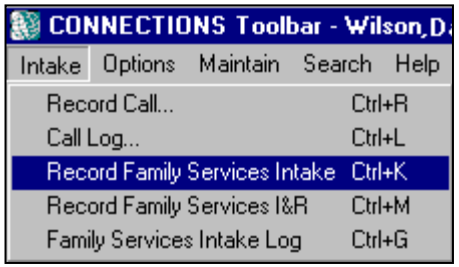
An infant of a minor parent who is removed from the parent's custody and placed in foster care would be treated in the same manner as any child removed from a parent's custody and placed into foster care - i.e. a new FSS/CWS case must be opened with the minor parents listed as caretakers and the infant as a tracked child. **Two cases are necessary**; the minor parent remains as a tracked child in the original FSS/CWS case and is a Caretaker in the second FSS/CWS case.

1. Before end-dating the infant in the current FSS/CWS case:
   - Make sure all progress notes relating to the infant have been entered in the existing Family Services Stage (FSS). Once end-dated from the family case, the infant's name will no longer appear on the Family Participant/Focus list used to record a new progress note.
   - Make sure any Service Plan Review documentation involving the infant is complete. Once removed, the infant will no longer be listed in the Stage Composition list in the SPR tab.
2. End-date the infant (Highlight the infant's name on the Stage Composition window>Options>End-date Stage Involvement) using the end-date reason "**Programmatically Ineligible**".



- *Only the infant should be end-dated.* The minor parent will remain in the stage as a tracked child with the appropriate Program Choice(s) and Permanency Planning Goals (PPGs).

3. Delete the infant from the current WMS Services case.
4. Complete a new Family Services Intake (FSI) containing the minor mother, her infant and the biological father of the infant.



5. Stage progress the FSI into a Family Services Stage (FSS/CWS)
6. Assign the minor parent as the Primary Caretaker; assign a Secondary Caretaker if appropriate.
7. Track the infant, but **do NOT track the minor parent in this stage.**
8. Follow the usual local procedures to App/Reg and open a new WMS Services case for the new FSS/CWS.

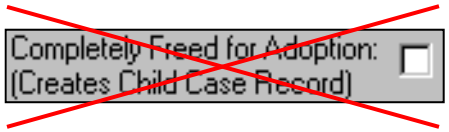
REMINDER: The infant of a minor parent who is placed in a different foster care setting from their parent is no longer eligible for 8D payments. A Regular Service and Maintenance payment (POS code 61) must be authorized for the infant.

9. Open a track for the infant in CCRS and enter appropriate legal and movement codes.

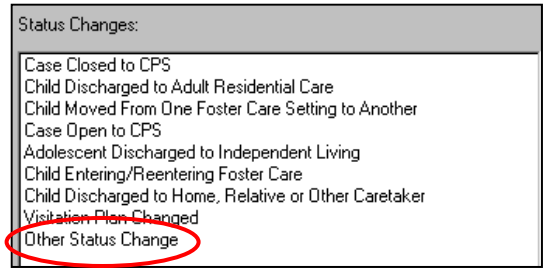
NOTE: An additional FASP cycle will be established with the opening of this case to document the progress of the minor parent as a caretaker in providing for the safety, permanency and well-being of her infant. This is separate and apart from the already established FASP cycle which documents the minor parent's progress as a tracked child with their own parents/caretaker(s).

A Minor Parent in Placement Is Freed for Adoption

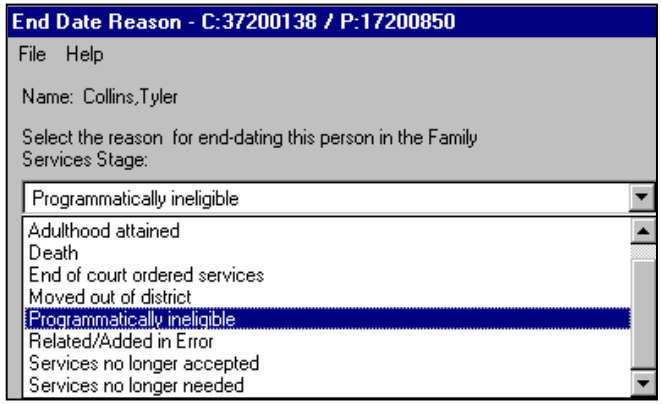
Usually, when a placed child is freed for adoption, a Child Case Record (CCR) is created to document continuing services to that child. Currently, however, a CCR cannot contain more than one person. Thus, when a minor parent in placement is freed, and her infant resides with her, **a <u>new</u> FSS/CWS case must be created** to accommodate both the freed minor parent and the infant and to allow for both the minor parent's Regular Services and Maintenance payment (POS code 61) and the infant's maintenance payments (POS code 8D) in a single WMS Services case.



1. Make sure all progress notes relating to the minor parent and her infant have been entered in the existing Family Services Stage (FSS). Once end dated from the current family case, their names will no longer appear on the Family Participant/Focus list used to record a new progress note.
2. Make sure any Service Plan Review documentation involving the minor parent and her infant is complete. Once removed, they will no longer be listed in the Stage Composition list in the SPR tab.
3. Complete a FASP or a Plan Amendment to document the status change of the minor parent being legally freed.
   - If a current FASP is already in progress, record the information in that FASP.
   - If completing a Plan Amendment, use "Other Status Change". The status change "Child Legally Freed" is available only from within a Child Case Record.



4. Verify that CCRS legal, movement and adoption activities are up-to-date.
5. End-date the minor parent and her infant in the current FSS/CWS (Highlight the person's name on the Stage Composition window>Options>End-date Stage Involvement) using "**Programmatically Ineligible**" as the End-date reason.

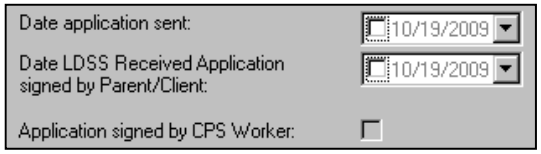


If the freed minor parent was the only child tracked in the original FSS/CWS, close that case.

REMINDER: *The date on which you end-date the minor parent and her infant will become the earliest possible Program Choice and PPG dates in the new FSS/CWS stage*

6. Update the existing WMS Services case by following the usual local procedures within your district (e.g.: complete any notification forms used to communicate these changes).
   - If the freed minor parent was the only tracked child in the original WMS Services case, close that case.
   - If there are other children in the WMS Services case who will continue to receive services, the legally freed minor parent and her infant should be deleted from the active WMS Services case.
7. Complete a new Family Services Intake (FSI) containing the minor parent and her infant.

REMINDER: *The "Application signed" date becomes the CID for the new stage and is the earliest date from which WMS purchase of services (POS) lines can be written.*



8. Stage progress the FSI into a Family Services Stage (FSS/CWS)
9. **Select "No Primary Caretaker Exists"** in the Caretaker window.
10. Enter a Program Choice of "Placement" and the appropriate PPG for the minor parent.
    - If Preventive Services are to be provided, the infant may also be tracked in this stage.

NOTE: Existing FASP cycles will not carry over. The next FASP due will be an Initial (30 Day) FASP.

PROGRAMMATIC NOTES: *Since the minor parent is not designated as a Caretaker in this stage, you will need to address her caretaking skills/needs in FASP narratives The Caretaker Strengths, Needs and RISK Scales are not available for this purpose.*

◆ ◆ ◆

Because FASP questions regarding adoption in the Permanency Progress section of the FASP do not appear in the CWS stage, the adoption related milestone/barrier information must be

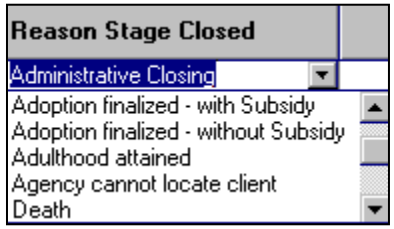
11. Follow the usual local procedures to App/Reg and open a new WMS Services case. Use the POS code "61" to cover the Regular Services and Maintenance payments for the minor parent and use POS code "8D" to cover the infant's needs.

Be sure the pay lines in the original family WMS case do not overlap with pay lines in the newly created WMS case.

A Freed Child Becomes a Minor Parent

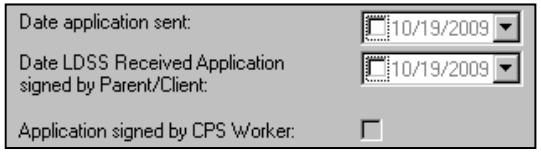
Currently a Child Case Record (CCR) cannot contain more than one person. If a freed child becomes a minor parent, **the existing CCR must be closed and a *new* FSS/CWS case must be created** to accommodate both the freed minor parent and the infant and to allow for both the minor parent's Regular Services and Maintenance payment (POS code 61) and the infant's maintenance payments (POS code 8D) to be made from the same WMS Services case.

1. Before closing the CCR:
   - Make sure all progress notes, FASPs and other documentation in the existing CCR are complete.
   - Verify that CCRS legal, movement and adoption activities are up-to-date.
   - Document in a Progress Note the reason that the CCR is being closed
2. Close the CCR stage using "**Administrative Closing**" as the reason the stage closed.



3. Close the corresponding WMS Services case.
4. Launch and complete a new FSI containing the minor parent and the infant.

REMINDER: *The "Application signed" date becomes the CID for the new stage and is the earliest date from which WMS purchase of services (POS) lines can be written.*



5. Stage progress the FSI into a Family Services Stage (FSS/CWS)
6. **Select "No Primary Caretaker Exists"** in the Caretaker window.

PROGRAMMATIC NOTE: *Since the minor parent will not be designated as a Caretaker in this stage, you will need to address her caretaking skills/needs in FASP narratives. The Caretaker Strengths, Needs and RISK Scales are not available for this purpose.*

7. Enter a Program Choice of "Placement" and the appropriate PPG for the minor parent.
   - If Preventive Services are to be provided, the infant may also be tracked in this stage.

Existing FASP cycles will not carry over. The next FASP due will be an Initial (30 Day) FASP.

PROGRAMMATIC NOTE: *Because FASP questions regarding adoption in the Permanency Progress section of the FASP do not appear in the CWS stage, the adoption related milestone/barrier information must be documented in the Progress Notes.*

8. Follow the usual local procedures to App/Reg and open a new WMS Services case for the new FSS/CWS. Use the POS code of 8D to cover the infant's maintenance payment.

Be sure the pay lines in the CCR WMS Services case do not overlap with pay lines in the newly created WMS Services

PROGRAMMATIC NOTE: PERMANENCY HEARING REPORTS

The Freed Child Permanency Hearing report (PH-3) can only be launched from within a Child Case Record; it cannot be accessed from within a FSS/CWS stage. When a Permanency Report must be completed for a freed child who, as a minor parent, is in a FSS/CWS stage, the template version of the Permanency Hearing Report should be used.

The template form of the *PH-3 Freed for Adoption Individual Child* permanency report is available on the OCFS Internet website at http://www.ocfs.state.ny.us/main/legal/legislation/permanency/templates/PH-3%20Freed%20for%20Adoption%20Individual%20Child.dot

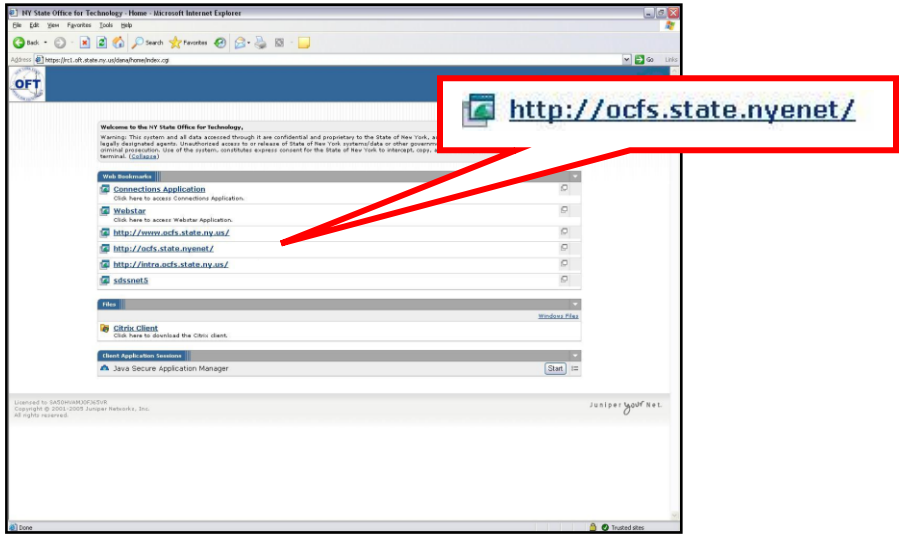
Also available on the same website is a guide for completing the permanency hearing report: http://www.ocfs.state.ny.us/main/legal/legislation/permanency/caseworkerguide.asp

REMINDER: You will need Internet access to reach this site.

Additional Questions?

For programmatic questions concerning minor parents, please refer to Administrative Directive 94-ADM-12 Minor Parent-Infant Foster Care and Adoption. It can be accessed from the OCFS Intranet at: http://ocfs.state.nyenet/policies/external/1994/ADMs/94-ADM-12%20Minor%20Parent-Infant%20Foster%20Care%20and%20Adoption.pdf

SSL-VPN users should use the link on their OFT Welcome page to access the OCFS Intranet.



OFCS Intranet page > "General Resources" topic in the right sidebar > Policies – External > 1994 > Administrative Directives > 94-ADM-12.

Reminder*: In all areas of CONNECTIONS, you can press F1 for help*

Resources:

CONNECTIONS Step-By-Step Guides:
http://ocfs.state.nyenet/connect/jobaides/

CONNECTIONS Regional Implementation Staff:
http://ocfs.state.nyenet/connect/contact.asp

CONNECTIONS Application questions:
ocfs.sm.conn_app@ocfs.state.ny.us *(NOTE: address contains an underline)*

CONNECTIONS Communications
CONNECTIONSCommunications@dfa.state.ny.us

NYS OFT Enterprise Help Desk # 1.800.697-1323