



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

The type of stage(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.

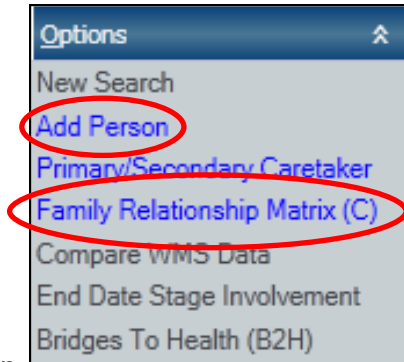
#### The Minor Parent & Infant will Reside Together in a Foster Care Setting (Minor Parent Retains Custody)

If a child in placement is or becomes a minor parent and the minor parent’s infant will remain in her custody, residing 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 the infant.



**In order for 8D payments to be made, the minor parent and the child must be in the same CONNECTIONS stage and WMS case.**

1. Add the infant to the Person List of the existing CONNECTIONS FSS/ CWS stage using the **Add Person** link in the **Navigation Pane** on the **Person List** window of the FSS.
2. Update the relationships in the **Family Relationship Matrix** using the link in the **Navigation Pane**.
3. If Preventive Services are to be provided, the infant may be tracked in this stage.



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

**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.

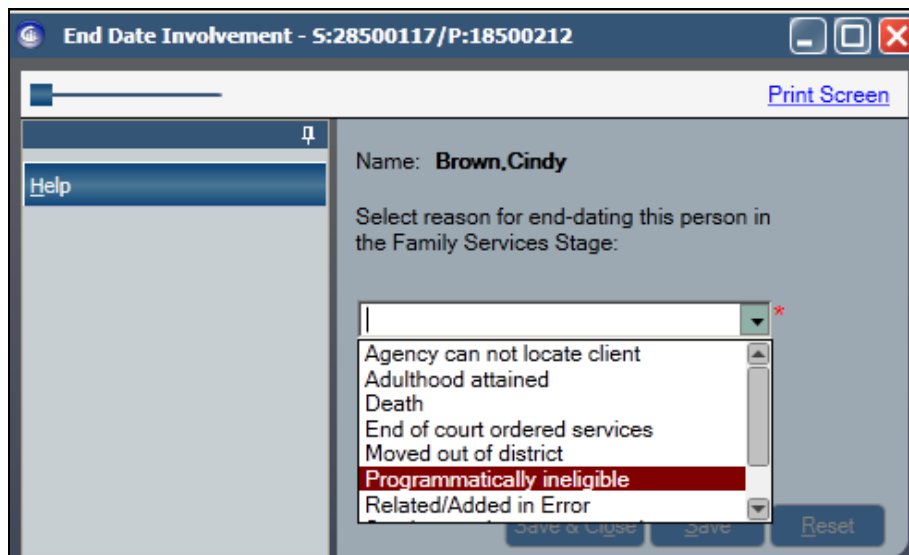
#### A Minor Parent’s Infant is Taken into DSS Custody and Placed into Foster Care

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. In this circumstance, **two Family Services Stages are necessary**; the minor parent remains as a tracked child in the original FSS/CWS stage and is a Caretaker in the second FSS/CWS stage.

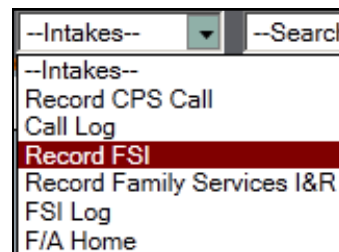
1. Before end-dating the infant in the current FSS/CWS case:
  - Make sure all progress notes relating to the infant have been entered in the existing Family Services Stage (FSS). Once end-

dated from this family stage, the infant's name will no longer appear on the Family Participant/Focus grid and thus cannot be used to record a new progress note.

- Make sure any Service Plan Review documentation involving the infant is complete. Once end-dated, the infant will no longer be listed in the Person grid in the SPR window.
2. End-date the infant by clicking on the **End Date Stage Involvement** link on the **Navigation Pane** of the **Person List** window.
- Choose the 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. Following local procedures, delete the infant from the current WMS Services case.
4. Complete a new Family Services Intake (FSI) containing the minor mother, the



infant and the biological father of the infant. (Requires the *Create FSI* business function.)

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.
9. Follow the usual local procedures to open an Activities track for the infant in the CONNECTIONS Activity window; enter appropriate legal and movement codes.

**NOTE: An additional FASP cycle will be established** with the opening of this stage 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 parent(s)/caretaker(s).



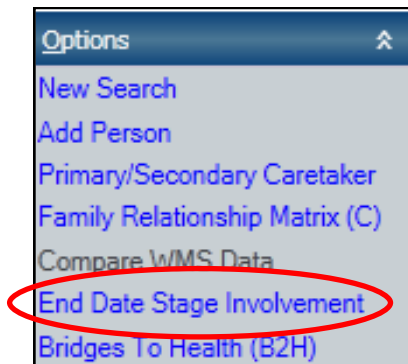
**REMINDER:** The infant of a minor parent who is placed in a different foster care setting from their parent is no longer eligible for 8D payments. A Regular Service and Maintenance payment (POS code 61) must be authorized for the infant.

### 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. A CCR, however, cannot contain more than one person. Thus, when a minor parent in placement is freed, and her infant resides with her, 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) 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 stage, their names will no longer appear on the Family Participant/Focus grid and thus cannot be 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 end-dated, they will no longer be listed in the in the Person grid in the SPR window.
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 (CCR) stage.
4. Verify that all legal, movement and adoption activities in the CONNECTIONS Activities window are up-to-date .
5. End-date the minor parent and her infant by clicking on the **End Date Stage Involvement** link on the **Navigation Pane** of the **Person List** window.
  - Choose the reason, "Programmatically Ineligible".
  - If the freed minor parent was the only child tracked in the original FSS/CWS, close that 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

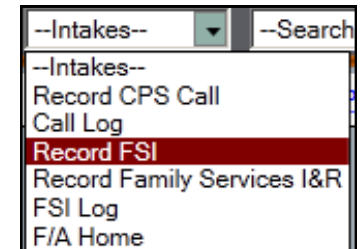


these changes).



**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*

- 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. Close the Activities track (M999) for the freed minor parent using the Reason Code "553 - CASE NUMBER INCORRECT".
  8. Record and complete a new Family Services Intake (FSI) containing the minor parent and her infant. (Requires the *Create FSI* business function.)
  8. Stage progress the FSI into a Family Services Stage (FSS/CWS)



**REMINDER:** *The "Application signed" date on the Decision Summary window of the FSI becomes the CID for the new FSS/CWS stage and will be the earliest date from which WMS purchase of services (POS) lines can be written.*

9. In the **Primary/Secondary Caretaker** window, accessed from the **Person List** link in the **Navigation Pane**, check the **“No Primary Caretaker Exists”** checkbox .

Primary Caretaker:  
 Secondary Caretaker:  
 No Primary Caretaker Exists  
 Select only when parents are deceased or children are abandoned, and no caretaker can be identified.  
 Save & Close Save Reset


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.

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.
- 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.**

12. Once the WMS case is fully open, reopen the minor parent’s Activity track in the CONNECTIONS Activity window.

**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 documented in the Progress Notes.*

## 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. This will 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 up-to-date and complete.
  - Verify that all legal, movement and adoption activities are up-to-date in the CONNECTIONS Activity window.
  - In a Progress Note, document the reason why the CCR is being closed
2. On the **FSS Case Summary** window, close the CCR stage using **“Administrative Closing”** as the closure reason.
3. Follow the usual local procedures to close the corresponding WMS Services case.
4. Close the Activities track (M999) for the freed minor parent using the Reason Code 553.
5. Record and complete a new FSI containing the minor parent and the infant.



**REMINDER:** *The “Application signed” date on the Decision Summary window of the FSI becomes the CID for the new stage and is the earliest date from which WMS purchase of services (POS) lines can be written.*

6. Stage progress the FSI into a Family Services Stage (FSS/CWS).



7. In the **Primary/ Secondary Caretaker** window, accessed from the **Person List** link in the **Navigation Pane**, check the **“No Primary Caretaker Exists”** checkbox.

Primary Caretaker:  
Secondary Caretaker:  
 No Primary Caretaker Exists  
Select only when parents are deceased or children are abandoned, and no caretaker can be identified.  
Save & Close Save Reset

8. Enter a Program Choice of “Placement” and the appropriate PPG for the minor parent.

12. Once the WMS case is fully open, reopen the minor parent’s Activity track in the CONNECTIONS Activity window.

### **A PROGRAMMATIC NOTE ABOUT PERMANENCY HEARING REPORTS**

The Freed Child Permanency Hearing report (PH-3) can only be launched from within a Child Case Record (CCR); 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 in PDF format on the Family Court Forms page of the NY Courts website at <http://www.nycourts.gov/forms/familycourt/permanencyhearing.shtml>

**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.*


- 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.

9. Follow the usual local procedures to App/Reg and open a new WMS Services case for the new FSS/CWS.

**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.*

- 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 FSS/CWS WMS Services case.**

### **Resources**

- CONNECTIONS Job Aids and Tip Sheets:  
<http://ocfs.state.nyenet/connect/jobaides/jobaides.asp>
- CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:  
[ocfs.sm.conn\\_app@ocfs.state.ny.us](mailto:ocfs.sm.conn_app@ocfs.state.ny.us)  
(NOTE: address contains an underline)

A Helpdesk ticket is now required before sending requests to the Triage Unit. This can be acquired by emailing [FixIt@its.ny.gov](mailto:FixIt@its.ny.gov).

ITS Enterprise Service Desk  
1-844-891-1786