

NOTES FROM AGENCY FOSTER PARENT TRAINING PROGRAMS

COUNTY RESOURCES FOR FOSTER PARENTS

(This section should list names and phone numbers of each county's resources that are available for foster parents.)

LOCAL POLICIES AND PROCEDURES

This section describes the policies and procedures that foster parents need to have about board rates, clothing allowances, clothing standards, school expenses, special allowances, emergency placements, medical examinations of foster parents, liability insurance, administration procedures, medical requirements, clothing standards, board rates, the limits to the foster parent's authority with regard to a foster child's schooling and school activities, school expenses, emergency placement, administration of drugs, consent, substitute child care, etc. At the local district's discretion, information could be included on agency policy and procedures regarding child abuse and maltreatment reports concerning a foster family.

In this section the agency's policy on vacations and trips should be clarified. It is assumed that the following guidelines and principles will be emphasized:

1. Whenever possible, it is hoped that the foster parents will be able to take their foster children with them on family vacations.
2. Vacations, trips, or any other alternative arrangements for the care of the foster child proposed by the foster family must be discussed with the child's caseworker.
3. Each situation must be individually evaluated and approved by the agency. The agency reserves the right to evaluate and decide the suitability of any proposed arrangements.
4. Written permission is not needed for a child to accompany the foster parents on events within the county. For overnight trips outside the county, prior approval must be obtained from the agency.
5. Always advise the child's caseworker of a prospective trip as far in advance as possible and review the following guidelines:

Permission to travel with foster family -- For travel within or outside New York, the situation is the same: if parental rights have been surrendered or terminated, permission of the local district is needed. If care and custody has been given to the local district, by a court or voluntarily, the local district's permission is needed. The permission of the natural parent in a voluntary placement is also a good idea but it is up to the agency to secure it, not the foster parents.

This section should also explain what information is kept in the foster parent's agency record as well as the agency's policies with regard to the foster parents' access to their record, the protection of the records and the disposition of the records of foster parents no longer certified or approved. It is assumed that the manual will indicate that the following information is kept in each foster parent record:

The foster parent application;

A summary of the home study;

Medical reports;

Personal references;

Correspondence between the agency and the foster parents;

A placement/action sheet listing the names of children placed in the home, dates of their placement and removal;

A summary of each annual evaluation of the foster home;

A physical description of the foster home, including how space is allocated; and

A factual summary of a situation in which a child is removed from a foster home either at the initiative by the agency or at the request of the foster parent.

