

Commissioner Guidance Document Transmittal

Date April 29, 2013

Manual - Child and Family Services Manual, Chapter E, Foster Care

Transmittal # - 245

The purpose of this transmittal is to provide revised guidance for the Foster Care Chapter of the Child and Family Services Manual.

Unless otherwise stated, the provisions in the transmittal are effective upon posting.

This manual incorporates new federal and state law into the guidance; clarifies existing guidance for permanency; and enhances guidance on providing permanency for youth.

In the context of the manual: if the *heading only* is italicized it is a section that has been relocated from another area of the previous manual and does not include any substantive changes or updates. If the *language* in a section is italicized it signifies new or revised guidance.

In the presentation of this manual, there is a section dedicated to each of the permanency goals of reunification (Section 8), adoption (Section 9) and custody transfer to relative (Section 10).

This transmittal and manual are available on Spark at:

<http://spark.dss.virginia.gov/divisions/dfs/fc/procedures.cgi>

and on the VDSS web site at <http://www.dss.virginia.gov/family/fc/manual.cgi>.

Significant changes to the manual are as follows:

Section(s) Changed	Significant Changes
1.1 Introduction	Clarifies the purpose of foster care prevention services according to regulation 22VAC40-201-20
1.2 Definitions	Clarified definitions according to regulation 22VAC40-201-10. Added definitions for interstate placement, prior custodian, and putative father.
1.3 Federal and State Requirements	Provides a summary of the new federal law, Child and Family Services Improvement and Innovation Act of 2011.
2.3 Notifying and informing relatives	Clarifies that it is the responsibility of all service workers involved with a child's case to search for and notify relatives.

Commissioner Guidance Document Transmittal

2.7.4.1 Using VDSS funds	Clarifies language that there are VDSS funds available to assist with FPM meetings until May 2013.
2.7.4.2 Using CSA funds	Clarifies that local CMPTs may allow the use of state pool funds for family engagement facilitation based on local policy and procedures.
2.8 Using the Family Assessment and Planning Team	Clarifies that local CMPT policies determine how the community coordinates family engagement principals and requirements with FAPT. The LDSS will need to consult CMPT local policies in their area.
3.6 Authority for placement and dispositional alternatives	<p>Adds language stating that agencies shall have both parents sign an entrustment agreement when the identity of the parents is reasonably ascertainable. Diligent efforts to identify and locate the parents should be documented in OASIS.</p> <p>Clarifies the valid date of the entrustment agreement as the date when all required parties have signed the agreement.</p>
3.6.5.1.1 LDSS non custodial foster care agreements	<p>Clarifies that a non custodial foster care agreement shall have the permanency goal of reunification.</p> <p>Clarifies that a non custodial agreement may extend beyond 18 years of age with court approval and the family and youth's consent and cooperation.</p>
3.7.3.1 Youth committed to Department of Juvenile Justice	Requires that the LDSS service worker maintain contact with the youth and DJJ during the commitment time if it is anticipated the youth will return to LDSS custody at the end of the DJJ commitment
4.3.1 Opening foster care case in OASIS	Requires that service workers confirm the licensure information in OASIS matches the licensure information received prior to placement. Provides directions on how to add licensure information if not accurate.

Commissioner Guidance Document Transmittal

4.5.1 Title IV-E eligibility requirements	Clarifies that it is the responsibility of the service worker to provide the required documents to the eligibility worker for inclusion in the child’s eligibility file.
4.9 Obtaining medical exam	<p>Moves section from Section 4.11 to be consistent with timing in process.</p> <p>Adds requirement that the service worker ensures the child receives a medical evaluation within 72 hours of initial placement in foster care, when conditions indicated such evaluation is necessary.</p> <p>Changes the requirement that the service worker shall ensure the child receives a medical examination no later than 30 days (was 60 days) after initial placement in foster care.</p>
4.11.3 Special Welfare Accounts	Clarifies that only those funds paid to the child by SSA shall be returned to SSA when child leaves custody.
4.11.4 Lump sum retroactive SSI payments	Clarifies language that the initial lump sum should be placed in a separate dedicated account in a financial institution separate from the child’s other resources per finance manual guidelines.
5.2 Comprehensive assessment process	Clarifies the definition and time frames for the assessment process according to regulation 22VAC40-201-60.
5.5 Initial assessment requirements	<p>Clarifies the components of an initial assessment according to regulation 22VAC40-201-60.</p> <p>Requires that the information from the CPS Safety and Family Risk assessment be incorporated into the assessment.</p> <p>Requires that the permanency planning indicator be used as a tool in the assessment process.</p> <p>Requires that the initial assessment include a description of how the child, youth, birth parent or prior custodian were involved in the decision making process.</p>

Commissioner Guidance Document Transmittal

5.8.1.1 Who should be assessed with CANS	Clarifies language that CANS is a mandatory assessment tool for all children ages 0-18 years old receiving services through CSA.
5.8.2.1 Frequency of Administration	Changes the standard for the Casey Life Skill Assessment to 12 months for re-administration.
6.2.2.9 Educational requirements when placing child	Adds the Child and Family Services Improvement and Innovation Act (Public Law 112-34) to the list of legal requirements when placing child. Act extended the two assurance requirements for ensuring educational stability for “each” foster care placement.
6.3 Critical decisions in making placements	<p>Clarifies language and adds link to new permanency regulation.</p> <p>Adds language for service worker to seek out resource parents for placement so if reunification fails, the placement is the best available placement to provide permanency for the child, from the permanency regulation.</p> <p>Clarifies language that the child is placed in as close proximity as possible to the birth parents’ or prior custodians’ home and neighborhood to provide educational stability and continuity of connections for the child, from the permanency regulation.</p>
6.4 Keeping siblings together	Clarifies language that when siblings are separated a contact-visitation plan should be developed within 5 days of placement and contact between siblings should be twice monthly at a minimum.
6.5 Key partners in making placement decisions	<p>Clarifies the service worker consults with the child’s current school on the appropriateness of the child’s current educational setting for the school age child.</p> <p>Requires LDSS takes into account the educational information provided by the school and the distance of potential placements to the child’s current school in the placement decision process.</p>
6.7 Procedures prior to out-of-home placement	Adds federal legal requirement that the service worker consult with the school age child’s current school and takes into account in the placement decision the appropriateness of the

Commissioner Guidance Document Transmittal

	<p>child's current educational setting and the distance of potential placements to the child's current school.</p> <p>Adds state and federal legal requirement that when placing the school age child in any out-of-home placement, the LDSS shall in writing jointly determine with the local school division whether it is in the child's best interest to remain enrolled in the child's current school.</p>
<p>6.7.4 Preparing key partners for placement</p>	<p>Clarifies that the service worker notifies the child's current school of the foster care placement decision and the requirement to jointly determine in writing the most appropriate educational setting based on the child's best interest as quickly as possible (e.g., within three business days).</p>
<p>6.7.6 Financial Agreement with Provider</p>	<p>Requires a financial agreement with all providers including residential facilities which documents negotiated room and board rates and individual requirement items.</p>
<p>6.9.2 Collaborate with school to ensure school stability</p>	<p>New section.</p> <p>Clarifies federal and state school stability requirements apply to changes in foster care placement.</p> <p>Adds language that when a placement change is made for the school age child, the LDSS shall:</p> <ul style="list-style-type: none"> • Consult with the child's current school and take into account the appropriateness of the child's current educational setting and the distance of potential placements to the child's current school • Jointly determine in writing with the appropriate school division whether it is in the child's best interest to remain enrolled in the child's current school.
<p>6.9.3 Notification of placement changes and maintaining connections</p>	<p>Requires that in an emergency placement that birth parent and prior custodian be notified immediately of the placement change and why they could not participate in the decision making around the placement change.</p>
<p>6.14 Placement in Independent Living Arrangements</p>	<p>Clarifies the definition of an independent living arrangement to meet the federal definition.</p>

Commissioner Guidance Document Transmittal

6.14.3 Agreement for placement in Independent Living Arrangement	Clarifies that the agreement defining the IL arrangement shall be kept in the child's foster care record and a copy given to the youth.
6.15.1 Definition and objectives of residential placement	Clarifies the definition of residential placement to align with the federal definition.
6.15.7 Paying for care in a residential facility.	Requires that the purchaser of services require invoices that reflect information from the residential financial agreement.
6.15.7.2 Absence from a residential facility	Clarifies the Title IV-E criteria for payment when child/youth is absent from residential facilities.
6.15.7.3 Paying for incidentals in residential care	Clarifies that Title IV-E shall only be used for allowable Title IV-E costs.
6.16.3 Placing a child outside of Virginia	<p>Adds the requirement that the LDSS shall submit the Social Worker Statement Regarding a Proposed Placement Resource to the ICPC office, prior to completing the entire ICPC packet.</p> <p>Adds language that licensing requirements shall be met by the receiving state for the child to continue with Title IV-E eligibility.</p>
6.16.4 Receiving a child into Virginia (ICPC cases)	A new section clarifying the responsibilities of the LDSS when Virginia is the receiving state for a child in foster care child from another state.
6.16.4.1 Receiving an ICPC case	Clarifies service worker's responsibilities when assigned a request from the Virginia ICPC office.
6.16.4.2 When the placement is approved	Clarifies the responsibilities of the LDSS when the child is placed in an ICPC approved placement in Virginia.
6.16.4.3 Providing a written report	Defines and clarifies the time frame and content of written supervisory reports for the receiving state.
6.17 School placements	<p>Adds language and reorganizes section to be consistent with new joint guidance, entitled Virginia Department of Education and Virginia Department of Social Services Fostering Connections: Joint Guidance for School Stability of Children in Foster Care.</p> <p>Adds language on rationale for keeping children in the same school.</p> <p>Adds flow chart showing sequence of</p>

Commissioner Guidance Document Transmittal

	<p>activities and timeframes for the school placement process.</p> <p>Changes words to school “division,” child’s “current” school, and other word changes to be consistent throughout school placement section with joint guidance.</p>
<p>6.17.1 Determining child’s best interest for school placement</p>	<p>Adds new state law requirement when placing child in new foster care placement, LDSS must document written joint determination with the school division of whether remaining in the child’s current school is in the child’s best interest.</p> <p>Clarifies the joint best interest determination for school placement must not delay the child’s placement in a new residence. If the process cannot be completed prior to the child being placed in the new residence, the presumption is the child will remain enrolled in the current school until the process is complete.</p> <p>Clarifies and distinguishes requirements and procedures for conducting best interest determination for general education students and special education students.</p> <p>Clarifies which school division the service worker must contact and provides link to school division foster care liaisons.</p>
<p>6.17.1.2 Engaging other key partners in determining child’s best interest for school placement</p>	<p>Reorganizes section to be clearer and consistent with joint guidance.</p> <p>Clarifies essential members of the team determination process for general education students and for special education students, with the latter based in accordance with Special Education Regulations.</p> <p>Clarifies that the service worker and school division foster care liaison must determine the parent for special education purposes. Provides link to school division foster care liaisons.</p>

Commissioner Guidance Document Transmittal

	<p>Adds that the best interest determination meeting may occur during an IEP meeting for special education students.</p> <p>Adds other service providers to the list of key partners the service worker may want to involve or consult with during the best interest determination process, as appropriate.</p> <p>Adds related service personnel to the list of key partners the school division may want to involve or consult with during the process, as appropriate.</p>
<p>6.17.1.4 Documenting school placement process and determination</p>	<p>Moves section from 6.17.1.5 in the previous manual.</p>
<p>6.17.2 Subsequent actions implementing best interest determination</p>	<p>New section to be consistent with process and with the joint guidance.</p> <p>Clarifies that after the LDSS and school division jointly determine the child’s best interest for school placement, subsequent actions are taken to implement the determination. Either transportation is arranged for the child to remain in the current school; or the child is immediately enrolled in the school of residence for the new foster care placement.</p>
<p>6.17.2.1 Arranging and funding school transportation to remain in same school</p>	<p>Moves section 6.17.1.4 from the previous manual to this section as one subsequent action implementing the best interest determination. Clarifies responsibilities for general education students and students with disabilities who use regular school transportation, and for students with IEPs that require “specialized” transportation.</p> <p>Separates into two sections and clarifies language:</p> <p>6.17.2.1.1 Regular school transportation</p> <ul style="list-style-type: none"> • Adds transportation options. <p>6.17.2.1.2 “Specialized” transportation in child’s IEP.</p> <ul style="list-style-type: none"> • Clarifies transportation is paid for by school

	<p>division responsible for FAPE.</p> <ul style="list-style-type: none"> • Adds example of student requiring transportation to a private school program (i.e., private day or private residential school).
<p>6.17.2.2 Enrolling child in new school</p>	<p>Moves section from 6.17.2 of the previous manual and changes title of section as one subsequent action implementing best interest determination.</p> <p>Divides sections into two components on enrolling children:</p> <p>6.17.2.2.1 Notifying new school of need to enroll child.</p> <ul style="list-style-type: none"> • Moves from section 6.17.2.1 • Clarifies that the required 72 hour mandated time frame for notification may overlap and/or dictate time frame for determining child’s best interest for school placement, depending upon when the child is placed in the new residence. <p>6.17.2.2.2 Enrolling child immediately and appropriately</p> <ul style="list-style-type: none"> • Moves from section 6.17.2.2 • Clarifies “immediate” means no later than the beginning of the next school day after presentment for enrollment. • Moves list of minimum legal requirements for immediate enrollment and other requirements from Section 6.17.2.3 to this section since information is included on the Immediate Enrollment of Child in Foster Care Form. • Adds the child’s name and address as minimum requirements for immediately enrolling child. • Eliminates the requirement of providing child’s social security number to school since no longer required by law. • Clarifies that for students with disabilities, the school division responsible for the IEP and FAPE must ensure the child receives FAPE even if the required documents are not immediately available. Also clarifies

Commissioner Guidance Document Transmittal

	that the school division must ensure IEP requirements are followed, including any notice requirements.
6.17.2.3 Informing school of offenses, criminal acts, or delinquency adjudications (old section)	Deletes section from previous manual. Moves information on certifications to Section 6.17.2.2.2 and on informing school when petition alleging offenses to Section 6.17.4.
6.17.4 Communicating with the school on child's education	Changes section number from 6.17.3 Moves informing school when petition alleging offenses from old Section 6.17.2.3 to this section.
6.17.5 School nutrition programs	Adds a section on the eligibility of children in foster care for free school meals without application.
7.4 Concurrent planning	Clarifies the definition of concurrent planning to meet regulatory language in 22VAC40-201-10.
7.4.1 Six processes that support concurrent planning	Clarifies that a service worker shall use the permanency planning indicator tool to assist in developing a permanent goal for the child or youth consistent with regulation 22VAC40-201-60.
Section 8; Achieving Permanency Goal Return Home	This section is dedicated to the permanency goal of return home
8.3 Focus of services for reunification	Clarifies that a visitation or communication plan shall be developed between siblings when separated within 5 days of placement. Clarifies that the visitation plan between siblings should include twice monthly contact at a minimum.
8.5 LDSS efforts to support reunification	Clarifies that services in the case plan shall be clearly connected to improving the conditions in the parents' home to facilitate the safe return of the child

Commissioner Guidance Document Transmittal

8.5.1 Monthly supervisory conference	Clarifies that the status of finding and involving relatives in the plan for the child and family shall be discussed at each supervisory conference.
8.6.3 Preparing the youth for returning home	A new section on involving the youth in the reunification process.
8.6.5 Beginning visits and trial home visits	<p>Clarifies the definition and purpose of trial home visit.</p> <p>Clarifies that background checks and central registry checks shall be done on all adults residing in the home where the child will be reunified and/or returned.</p>
8.6.5.1 When a child receives SSI and is on a home visit	Clarifies and defines how the child's SSI income may be used to support the child on a home visit.
Section 9 Achieving Permanency Goal of Adoption	Previously incorporated in Section 7 of the foster care guidance, this section now focuses on the permanency goal of adoption.
9.5.4 Involuntary termination of parental rights	Adds language that clarifies federal law for when a child has been in care 15 of the last 22 months and a TPR petition shall be filed.
9.5.4.1 Grounds for termination of parental rights	Adds language that federal law requires that a TPR petition shall be filed within 60 days when reasonable efforts are not required and conviction of certain crimes and aggravated circumstances is the grounds for termination.
9.7 Involving youth when the goal is adoption	A new section focused on involving youth when the plan for permanency is adoption.
9.8 Pre-Adoption Services	Clarifies that the service plan shall include steps to finalize an adoptive placement in a timely manner including registration with AREVA.
9.9.2 Registration Procedures	Clarifies that registration with AREVA is mandatory and access to the Adoption Progress Report in OASIS will be denied if the registration has not been approved by the AREVA coordinator. Timeframe for approval should be five business days after registration is accurately completed.
9.10.4 Full disclosure of child information	Clarifies that adoptive parents may have a legitimate interest in disclosure of CPS record as the potential caretaker of the child.
9.10.8 Continuation of foster care services	Adds clarification that once an adoptive home placement and adoption assistance agreement

Commissioner Guidance Document Transmittal

	are signed that the LDSS has the discretion of choosing the funding source of foster care or adoption assistance but not both .
Section 10 Achieving Permanency Goal: Custody Transfer to Relatives	This section is dedicated to the permanency goal of custody transfer to relatives. Changed name of goal from Placement with Relatives with Subsequent Custody Transfer to Custody Transfer to Relatives.
10.1 Introduction	Defines when child or youth cannot be returned to his parents or previous custodian that a Family Partnership Meeting should be held and custody to relative explored as a permanency goal
10.2 Framework	Provides framework to guide decision making when considering Custody Transfer to a Relative as a permanency option.
10.2.1 Practice principles	Defines principles to guide practice on achieving permanency through Transfer of Custody to a Relative.
10.2.2 Legal excerpts	Identifies key excerpts that provide legal framework for transferring custody to relatives and for providing foster care services and funding to eliminate need for foster care placement.
10.2.2.1- 10.2.2.3 Legal excerpts - goal, relative placement, and custody transfer	Identifies Code of Virginia sections that relate to permanency goal of custody transfer to relative, placing children with relatives, and subsequent transfer of custody to a relative or other interested individual.
10.2.2.4 and 10.2.2.5 Legal excerpts – foster care services	Identifies Code of Virginia sections on providing and funding foster care services to prevent foster care placements.
10.2.3 Outcomes	Identifies the permanency outcomes achieved when transfer of custody to relative is achieved.
10.3 Benefits of children living permanently with relatives	Adds from national research the identified benefits when children and youth are placed with relatives.
10.4 Services to achieve goal of Transfer of Custody to Relatives	New section that identifies for the service worker information and practices to be utilized when permanency for children and youth will be obtained through transfer of custody to relatives.
10.4.1 Focus of Services	Identifies for the service worker practices to locate relatives prior to the child or youth

Commissioner Guidance Document Transmittal

	entering foster care and responsibilities of the service worker when goal is changed to custody transfer to relative.
10.4.2 Informing relatives of options	Defines for the service worker the various options for custody of the child or youth with a relative.
10.4.3 Assessing prospective relative custodians	Defines for the worker how to document the assessment of the relative as a permanent custodian. 10.4.3.1 Motivation 10.4.3.2 Household configuration 10.4.3.3 Birth parents' interaction with prospective relative custodian 10.4.3.4 Prospective relative custodians' ability to provide care, safety and protection 10.4.3.5 Prospective relative custodians' alternative plan for permanency
10.4.4 Preparing prospective relative custodians for legal custody	Identifies for the service worker areas to address with the relative prior to the transfer to custody of the child or youth.
10.4.5 Preparing child and youth for transfer of legal custody	Identifies for the service worker areas that the service worker should discuss with the child or youth in preparing for a transfer of custody to a relative.
10.5 Court procedures for transfer of legal custody to relative	Defines the judicial responsibilities of the LDSS when transferring custody to a relative and how to document the actions taken.
10.6 Relative assuming custody of child or youth	Defines for the service worker activities that shall be completed prior to the finalization of custody. Identifies the various community resources that the service worker should identify and discuss with the relative prior to the relative taking custody of the child or youth.
10.8 Overview of relatives becoming foster parents	Identifies for the service worker the information needed to assist the relative in becoming an approved resource family for the child or youth.
10.9 Overview of relative adopting child	Identifies for the service worker the information needed to assist the relative in considering adoption of the child or youth.
11.3.1 Permanent Foster Care	Clarifies that the age of a youth to be considered for the goal of permanent foster care shall be 14 years of age or over per regulation 22VAC40-201-70.
11.3.4 Using Family Partnership Meetings prior	Clarifies that a FPM shall be held 12 months

Commissioner Guidance Document Transmittal

to change of goal	prior to a youth aging out of foster care when the goal Independent Living was assigned prior to July 1, 2011.
11.4.2 Permanent Foster Care; Focus of services	Adds practice guidance to utilize family finding techniques, Permanency Pact and discussion of adult adoption to provide lifelong permanency for youth.
11.5.2 How the team is used	Adds additional guidance on involving youth in obtaining lifelong permanent connections.
11.6.2 APPLA: How the team is used	Provides additional guidance for developing lifelong connections for those youth with a goal of APPLA.
12.5.1 Part A of the Foster Care Plan	<p>This section adds guidance that shall be incorporated into the service plan to meet federal requirements:</p> <p>Requires that the plan shall include reasons why the placement chosen was in the child’s best interest if it is located a distance away from the parents or out of state.</p> <p>Requires that the plan include the appropriateness of the services to the child, family and foster parents provided to enhance the child’s safety and well- being while in care.</p> <p>Requires the plan to discuss the appropriateness of the placement and how and why the setting provides a safe environment and is in the best interest of the child.</p> <p>Clarifies that the visitation or communication plan should include specific objectives including frequency, location of visits and expected observations that would demonstrate adequate parenting.</p>
13.4 Head Start and Early Head Start	Adds a section informing service workers that foster care children are automatically eligible for Head Start and Early Head Start if they meet the program age requirements.

Commissioner Guidance Document Transmittal

13.5.3 Funding sources	Clarifies that state pool funds are used for non Title IV-E children for daycare but may not be used to circumvent federal and state requirements for the provision of services or to pay for circumstances that are disallowed by Title IV-E.
13.7.1.1 Out of state travel	Requires that the director of the LDSS approve out of state travel for children and youth in foster care. This approval shall be in writing and placed in the child/youth's case file.
13.7.2.3 Using State Pool Funds to purchase transportation	<p>Clarifies that state pool funds are not used for children or youth who require special transportation identified within an IEP.</p> <p>Clarifies that transportation purchased for non Title IV-E children must meet the same requirements established by Title IV-E for IV-E eligible children.</p>
13.8.3.2 Residency requirements for Medicaid	Clarifies that the SSI eligible child is eligible to receive Virginia Medicaid without meeting the Virginia residency requirement.
13.8.3.3 Medicaid out of state	Clarifies language around eligibility for Medicaid for a child placed outside of Virginia.
13.8.3.4 Extension of Medicaid for children in adoptive placement	Clarifies process when placing a non IV-E eligible adoptive child in another state for assistance with medical coverage in that state.
13.9.1 Access to State Pool Funds	Clarifies that the LDSS service worker should be familiar with policies established by their local CPMT to access CSA funding.
Section 14: Achieving Permanency for Older Youth	Changes title of Section from "Serving Older Youth" to "Achieving Permanency for Older Youth"
14.2.2 Legal excerpts	Provides updated information on requirements of NYTD.
14.5 Achieving Permanency for Older Youth	Clarifies that services need to be provided to assist the youth in forming lifelong connections.
14.6 Preparing Youth for Adulthood	Additional guidance for working with youth in preparation for exiting the foster care system.
14.7.1 Casey Life Skills Assessment	<p>14.7.1 Provides information on the Casey Life Skills Assessment (CLSA)</p> <p>14.7.2 Specifies CLSA benefits any youth between the ages of 14 and 21.</p>

Commissioner Guidance Document Transmittal

	<p>14.7.3 Changes standard for re-administration of the Casey Life Skill Assessment to 12 months.</p> <p>14.7.4 Provides case work tasks following the administration of CLSA.</p>
14.8.3.1 Development and maintenance of the transitional living plan	Clarifies that the transitional living plan is to be completed within 30 days of the independent living assessment and should be updated every 12 months.
14.10 Independent living services for youth over age 14	Expands the number of independent living services to thirteen including other financial assistance.
14.11 Paying for Independent Living Services	<p>Clarifies language that VDSS must approve the LDSS funding application prior to expenditure of ILS funds.</p> <p>Encourages the use of Project Life for independent living services for youth 14 years old and older.</p>
14.12 Transitioning youth over age 16 years to adulthood	<p>Clarifies that the youth should have all documents needed in the transition to independence including but not limited to medical and educational records.</p> <p>The health and education records should be provided at no charge to the youth when leaving foster care.</p>
14.13 Education and Training Voucher program for youth	New section that provides information on purpose, funding, eligibility, youth served, and OASIS Educational Screen for the ETV program.
14.14 Referring and transitioning youth to Adult Services	<p>Clarifies that when a youth demonstrates the need for Adult Services, discussion should begin with Adult Services when the youth is 16 years of age about service potential.</p> <p>Clarifies that applications for Adult Services should begin at the age of 17 years, one year prior to the youth turning 18.</p>

Commissioner Guidance Document Transmittal

<p>14.15.3 Administering the Follow-up NYTD Outcomes Survey for 19 year olds</p>	<p>New section provides information to comply with the follow-up NYTD survey with the population of 19 year olds.</p>
<p>14.15.3.1 Technical assistance</p>	<p>Provides a variety of support services and information for LDSS to assist in meeting the requirements of the NYTD survey.</p>
<p>14.16 Transition plan prior to youth turning 18 or no longer receiving foster care services</p>	<p>Clarifies the time frame in which a transitional plan should be developed for youth ages 18-21 years old.</p> <p>Adds information that the transition plan shall have written documentation that the youth is aware of how to reapply for IL services if leaves the foster care system.</p>
<p>15.1 Introduction</p>	<p>Adds language that it shall be the responsibility of the LDSS to have the child or youth available to meet with the judge or hearing authority to discuss the proposed permanency plan unless it interferes with the safety of the child or youth.</p>
<p>15.2.2 Parents' and foster parents' attendance at court hearings</p>	<p>Adds language that the foster parent, pre-adoptive parent or relative caretaker should be encouraged to attend the hearing and encouraged to address the court on the time the child has been in their care.</p>
<p>15.2.4 Completing the foster care service plan review form</p>	<p>Adds requirements that shall be included on the review plan specific to: another goal, anticipated time frame for completion and narrative to address that an out of state placement is in the best interest of the child.</p> <p>For youth 16 and above, services shall be identified in the plan that assists the youth in the transition from foster care to independent living as an adult.</p>
<p>15.2.6.4 Submitting new Foster Care Service plan</p>	<p>Clarifies language on the exception for not filing a TPR petition if the child is placed with a relative and the relative is pursuing custody and does not want to adopt.</p>
<p>15.2.6.5 Court ordered permanency actions</p>	<p>Adds a bullet that the court could approve a plan for return home or placement with relative and the child would remain in care.</p>
<p>15.2.8 Foster Care review hearings after permanency goal is approved</p>	<p>Adds information that a youth over the age of 18 years shall have an annual court review if they are receiving IV-E funded services.</p>

Commissioner Guidance Document Transmittal

15.5 Adoption Progress Report	Clarifies expectation that the LDSS should email Permanency and Resource Family Consultants with the case number and Client ID, to notify of the completion of an APR for review.
16.3 Required training	Defines a new requirement for supervisory core competency training within the first two years of date of hire as a supervisor.
16.3.1 First three weeks requirement	Lists the on line core competency training requirement for new service workers and supervisors to be completed in the first three weeks of employment.
16.3.2 First three months requirement	Lists the core competency training requirement for new service workers and supervisors within the first three months of employment.
16.3.3 First twelve months requirement	Lists the core competency training requirement for new service workers and supervisors within the first 12 months of employment.
16.3.4 First twenty four months requirement	Lists the core competency training requirement for service workers and supervisors within the first 24 months of employment.
16.3.5 Ongoing annual training requirement	Defines an annual requirement of 24 hours of continuing education/training per year for all child welfare staff and supervisors who have been employed two or more years.
16.3.6 LDSS shall ensure worker compliance	Clarifies that it is the responsibility of the LDSS to ensure compliance with training requirements and to maintain documentation of training for all services staff.
16.8.7 Recording case contacts in OASIS	Clarifies that from the pick list, "worker visit" must be selected to receive credit for the monthly contact.
16.9.1 Responsibility to report	Clarifies that resource, adoptive and respite families, all persons over age 18 years of age associated or employed by a private or public agency, shall be mandated reporters of alleged abuse and neglect.

Commissioner Guidance Document Transmittal

16.10 Working with birth parents	Clarifies that service workers should meet at least monthly face to face with birth parents. When the goal is return home, the service worker should meet weekly with the removal/reunification parent.
17.1.1 Definition of maintenance	Adds clarification to the definition of maintenance stating that institution payments should include reasonable costs of administrative and operation requirements to provide a child's needs.
17.1.2 Sources of funding	Clarifies that local only funds will be used for payment of maintenance when a locality is not in compliance with guidance.
17.1.4 General guidance regarding maintenance payments	<p>Adds and clarifies language on the following points:</p> <ul style="list-style-type: none"> • Clarifies language that the maintenance rates for child care institutions are a negotiated rate prior to placement and included on the financial agreement. • Clarifies how to record placement beginning and ending dates in OASIS • Defines personal incidentals
17.1.5 Maintenance from Title IV-E funds	<p>Clarifies that a youth's IV-E eligibility may continue until the 19th birthday when certain criteria are met.</p> <p>Clarifies language that Title IV-E payments may be made to relatives or other providers who are fully approved with certain variances.</p>
17.1.8 Documenting maintenance payments in OASIS	Clarifies that when a change in maintenance cost is required after the first of the month due to a birth date, enhanced maintenance, etc. the change will be effective the first day of the month following the date that initiated the rate change.
17.2.2.1 General guidelines for use of the VEMAT	Clarifies language that it is the responsibility of the LDSS to ensure VEMAT is administered in compliance with guidance and is consistent with training provided by the Department.

	<p>Clarifies that failure to comply with VEMAT administration as provided by state guidance are subject to fiscal paybacks using local only funds.</p> <p>Clarifies language that LDSS is responsible for ensuring child specific team is assembled and used as required by guidance.</p> <p>Clarifies language under what required conditions that Title IV-E funds shall be claimed for enhanced maintenance.</p> <p>Defines eligible children and the local use of VEMAT for children in non-TFC homes.</p> <p>Clarifies that enhanced maintenance payments are to be paid exactly as scored on the VEMAT, not by LDSS discretion or based on other services received by the family.</p> <p>Recommends that LDSS should provide a copy of the VEMAT and the amount of enhanced payment to the local FAPT team for informational purposes when determining funding related needs of the child and family.</p>
<p>17.2.2.3 How the VEMAT is administered</p>	<p>Clarifies team members and the training requirement for the rater who will administer the VEMAT.</p> <p>Clarifies language on how to calculate the 60 days for administration of the VEMAT.</p> <p>Clarifies what funds may be used when the VEMAT is not conducted within 60 days.</p> <p>Clarifies language around procedures and payment when the VEMAT has not been completed due to the foster parent non participation.</p> <p>Clarifies language of when a VEMAT emergency rate is appropriate to be used.</p>

Commissioner Guidance Document Transmittal

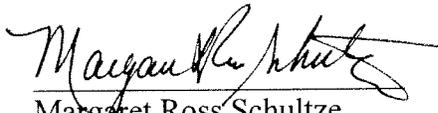
	Clarifies language that defines the completion date of the VEMAT.
17.2.2.4 Completed VEMAT forms	Clarifies language that eligibility workers shall have access to the completed VEMAT tool and a printed copy of the VEMAT and any re-administrations shall be included in the eligibility file.
17.2.2.5 The VEMAT rater	Requires that the VEMAT rater is an individual who has completed VDSS department rater training through a designated curriculum. Clarifies that the responsibility to validate documentation from a professional is assigned to the VEMAT rater. Clarifies language that service worker documentation should reflect the information obtained in regular and on-going contacts to identify and support the enhanced levels of supervision and support the foster/adoptive parents are providing.
17.2.2.6 Frequency of administering the VEMAT	Clarifies the interpretation of 60 days as associated with administration of the VEMAT. Clarifies the definition of 12 months when a VEMAT renewal is due.
17.2.2.7 Foster parent request for re-administration of the VEMAT	Clarifies that the child's circumstances require 4 weeks of clearly demonstrated increased or decreased need for supervision and support by the parents for consideration of a re-administration of the VEMAT.
17.2.6.1 Responsibilities of foster parents	Clarifies expected responsibilities of the foster parent receiving an enhanced maintenance payment.
17.2.4 Completing the VEMAT after placement	Clarifies time frames for emergency payments.
17.2.8 Reviews	Clarifies language that foster or adoptive parents, prior to finalization, may request a review if they believe the VEMAT meeting was not held in accordance with the VEMAT guidance.
17.2.9 Post-finalized adoptions	Clarifies language that adoptive parents may request a change to the existing adoption assistance agreement based on changes in the child's special needs or the family

Commissioner Guidance Document Transmittal

	circumstances as directed in the adoption assistance guidance.
17.3 Paying supplemental clothing allowance	Clarifies language that additional supplemental clothing allowance may be available, with approval, if a child outgrows his clothing or it is lost or stolen. Adds and clarifies language as to responsibilities of the LDSS service worker and eligibility worker for disbursement and monitoring of supplemental clothing allowance.
17.6 Paying for children supervised by another agency	Clarifies language that the payment rate is at the standard rate for Virginia, however, if the other state's rate is higher, this higher rate shall be paid.
18.5 Special welfare accounts for children	Clarifies that all funds received by SSA shall be returned to SSA at the closure of a foster care case.
18.7.5 Access to records after closure	Recommends that the agency consult with legal counsel when a request is received for a closed foster care record, to assure a timely response and that the individual requesting has a legitimate interest in the closed record.

Questions about this transmittal should be directed to the Regional Permanency Consultants:

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