

**The Philadelphia Department of Human Services
Children and Youth Division
Policy and Procedural Guide**

Issue Date: April 11, 2007

TO: All CYD Social Work Staff and Service Providers

FROM: Joseph E. Kuna, Ph.D. Acting Deputy Commissioner, CYD
Pamela Mayo, Operations Director



**RE: Amendments to the Child Protective Services Law
(including Act 160)**

Effective Date: May 15, 2007

The purpose of this guide is to introduce DHS and provider agency staff to the new requirements for approving kinship, foster and adoptive parent applicants (resource parents) and obtaining updated Childline and criminal history clearances on previously approved resource parents. Act 160 of 2004 amended the Child Protective Services Law (CPSL) to require more detailed information and more extensive child abuse and criminal history checks of foster, kinship and adoptive parent applicants (resource parents). In addition, the CPSL recently was amended to require Childline (including school employee reports) and criminal history clearances on all individuals 14 years of age and older residing in the household for a minimum of 30 days within the calendar year. The new information, in addition to current requirements in 55 Pa. Code 3700 et seq., other regulations and CYD Policy Manual Section 5204 "Kinship Caregiver Placements," must be gathered from the applicant or other sources and must be considered when placing or keeping a child in the home so as to ensure child safety.

Summary of Act 160 Changes:

Resource Family Registry

A mandatory resource family registry was established that will be maintained by DPW. The information in the registry is available as part of the application process to determine if an applicant has previously served as a resource parent or has had an application denied. All ***resource parent*** applicants (kinship, foster and adoptive parents) must be registered upon approval/disapproval but no later than within 30 days of such a determination. Information in the registry must also be updated anytime there is a reportable change in the resource family's circumstances. Reportable changes are any changes to the family information submitted on the initial registration form.

While private provider agencies have primary responsibility for registering resource parents affiliated with their agencies, DHS social workers must register and update the registry for any directly supervised resource family in Pennsylvania that does not have an assigned provider agency. Information must be provided to the registry on form CY 131, which can be found on the Pennsylvania Adoption Exchange website at www.adoptpakids.org. or the DPW website www.dpw.state.pa.us. The CY 131 and instructions are available for DHS staff on Forms Word and DHS Central.

Resubmission of Childline and Criminal History Clearances

All resource parent applicants and anyone 14 years of age and older who lives in the applicant's home for a minimum of 30 days within a calendar year must submit criminal history record information (CHRI) and child abuse (including school employee abuse) history clearances at the time of initial approval and every 24 months afterwards. It is recommended that providers obtain clearances annually, but at a minimum, not less often than every 24 months. DHS staff who are supervising direct kinship care cases are to obtain them annually. While initial CHRI clearances for kinship care are completed by DHS, providers are responsible for resubmissions. The resubmission of requests for clearance for individuals approved solely as adoptive parents must occur prior to the finalization of the adoption.

New Required Information

The following information is required with regard to the approval of every resource parent applicant and must be obtained during the application process:

- Previous addresses within the last ten years.
- Criminal history clearance (CHRI) and child abuse and school employee abuse history of the applicant(s) and anyone 14 years of age and older living in the home of the applicant for at least 30 days within a calendar year. For children under 18 years of age, it is recommended that both the child and the parent/legal guardian sign the Pennsylvania Child Abuse History Clearance Request, however, DPW will accept and process a form signed by either a child, a parent or legal guardian, or both.
- Composition of the resource family unit.
- Protection from abuse (PFA) orders filed by or against either resource parent applicant, provided that such records in such proceedings are accessible to the county or private agency. If the domestic relations clearance shows a history of a PFA order, the resource parent applicant must be asked to provide a copy so that the details of the order can be reviewed.
- Details of *any* proceedings brought in family court regarding the resource parent applicants provided that such records in such proceedings are accessible to the county or private agency. The applicant should be asked to provide copies of any petitions or court orders related to such proceedings. PACES, the state source of information on child support payments is available on the internet at www.childsupport.state.pa.us. Providers should obtain information from the web site and review it with the applicant for clarification purposes.
- Information about drug related or alcohol related arrests and hospitalizations, if criminal charges or judicial proceedings are pending and if there are convictions or hospitalizations within the last five years. If the applicant provides information regarding convictions or hospitalizations in that five year period, then information on the prior five years shall be requested related to any additional convictions or hospitalizations. The applicant should be asked to provide copies of any information regarding the court proceedings and/or hospitalizations and should sign a release so that the approving agency may obtain information from any treating hospital.
- Evidence of financial stability, including income verification, employment history, current liens and bankruptcy findings within the last ten years, must be provided.
- Number and ages of foster children and other dependents currently placed in the home.
- Detailed information regarding children with special needs currently living in the home. The applicant or the individual authorized to sign a release must sign a

release authorizing the approving agency to obtain information to confirm the special needs. Refusal to sign a release may result in disapproval of the resource family applicant.

- Previous history as a foster parent, including number and types of children served.
- Related education, training or personal experience working with foster children or the child welfare system.

Other requirements under Child Protective Services Law must also be satisfied

Pursuant to the amendments to the Child Protective Services Law, the following information (which was previously required by regulation) must be considered when assessing the ability of applicants for approval as resource parents:

- Ability to provide care, nurturing, and supervision to children.
- Number and ages of foster children and other dependents currently placed in the home, including any other children placed in the resource family's care through an agency or a private arrangement
- Supportive community ties with family, friends, and neighbors
- The mental and emotional well-being of the resource family applicants. If there is any question regarding the mental or emotional stability of any person residing in the resource family household, a psychological evaluation of that person shall be required before approving the resource family household.
- Existing family relationships, attitudes and expectations regarding the applicant's own children and parent/child relationships, especially as they might affect a foster child.
- The ability of the applicant to accept a foster child's relationship with his own parents.
- The ability of the applicant to work in partnership with the foster family care agency.
- The number and characteristics best suited to the foster family.
- The applicant's ability to care for children with special needs.

Approved resource parents are also required to report changes in their status:

- Resource parents are required to report, ***within 48 hours***, any change in CHRI or child abuse or school employee abuse history clearance information about themselves and anyone 14 years of age or older in the household, including foster children, to their foster family care agency.
- Resource parents are required to report any other change in the resource family household composition ***within 30 days of the change*** for review by the approving agency.

Kinship caregivers approved for emergency kinship care must meet all approval requirements, including the new requirements under Act 160, within 60 calendar days of the child's placement in the caregiver's home.

Disclosure Statements

DHS requires that resource parent applicants sign a disclosure statement relating to the information that must be obtained and assessed. (See Appendix 1 for "Disclosure Statement for Resource Parents.") Anyone 14 years or older living in the household also must sign a disclosure statement. (See Appendix 2 for "Disclosure Statement for Individuals Residing in the Home of Resource Parents") The parent or legal guardian of anyone 14-18 years old residing in the household also

must sign the disclosure statement on behalf of the minor. The disclosure statement signifies that the applicant has provided accurate information and understands the responsibility to notify the agency of changes in clearance information for themselves and other household members 14 and older, as well as any changes in household composition. A new disclosure statement should be signed every year in conjunction with the re-approval process.

The resource parent can be disapproved for failure to provide the required information. The children placed in that home can be immediately removed without a hearing. The resource parent can be disapproved if anyone residing in the household refuses to sign a disclosure statement.

Consideration of the Information Gathered

A child's safety should be the primary consideration in determining the approval of a resource parent home. All information that must be obtained about anyone residing in the household is to be taken into consideration when assessing the applicant's ability to provide care, nurturing and supervision to the child and in making a decision to approve or disapprove the resource parent applicant.

After reviewing all of the information received, including any family court proceedings, child abuse reports, and history of domestic violence, criminal arrests and convictions, financial stability, mental health, drug and alcohol abuse, the DHS or provider social worker must assess and document the reasons why, after reviewing the information, the approval or renewal will not create an unreasonable risk of harm to the physical or mental health of the child and will not place the child's safety in jeopardy.

While private providers will be primarily responsible for conducting Act 160 clearances for both planned and emergency kinship placements, the DHS worker will complete such clearances when there is no private provider involved and they are conducting the kinship home evaluation (See CYD Policy Manual, Section 5204.3). In those cases, the DHS social worker must document in the case record (see Appendix 3) that all of the information has been reviewed and considered in reaching a determination. The DHS social worker must have this documentation approved and signed by his or her supervisor and filed in a separate kinship section of the case binder.

The integrity of the prospective and renewing resource parents (kinship, foster or adoptive parents) must also be considered as a factor in the approval process. As part of the application process, the accuracy of the information provided by the resource parents should be investigated and considered. Knowing failure to report any changes in information about criminal or child abuse history, including school employee reports, or changes in the household composition, is a basis for denial of the applicant or approved resource parent or immediate removal of the children from the home. The provider agency will engage DHS in the process of their evaluation of potential kinship caregivers and will share the information obtained (See CYD Policy Manual, Section 5204.2). If a kinship resource parent applicant is disapproved on the basis of Act 160 requirements, the disapproval must be done in consultation with DHS.

In accordance with the Child Protective Services Law and DHS policy, DHS and provider agencies must deny all applicants who are or have an individual 14 years or older living in the household for a minimum of 30 days during a calendar year who has been:

- Named in the central register as a perpetrator of a founded report or has an indicated report or has a report of abuse for a school employee within the past five years. A child may be placed in a foster/adoptive home where an indicated perpetrator resides **if** the incident

occurred 5 or more years before the anticipated placement and the decision to place is informed by the type of abuse and nature of the circumstances. This decision is made at the discretion of the DHS social worker's chain of command up to and including their DHS Center Director.

- Convicted of any of the crimes or offenses enumerated in that section of the law.
- Convicted of a felony offense under the Controlled Substance, Drug, Device, and Cosmetic Act committed within the past five years.

If there is **any** criminal history, it must be reviewed by the DHS social worker's chain of command up to and including the DHS Center Director to determine if placement can proceed. This includes arrests, allegations without convictions and cases that are pending disposition.

It is DHS policy to exclude applicants who have an individual 14 years of age or older living in their household with pending charges for offenses which would result in their automatic exclusion if they were subsequently convicted of the crime.

In considering all of the other information that is gathered, each application must be considered on a case-by-case basis. Decisions regarding the approval of an applicant must be discussed with and approved by the supervisor. Such a decision must be documented and signed by both the social worker and his or her supervisor.

Documentation

Compliance with all requirements set forth in this Policy and Procedure Guide including the Roles and Responsibilities below, and the findings of the questions set forth in the "Questions for Resource Parents and Adults Residing in the Household" Guide, must be documented.

Roles and Responsibilities

It is expected that DHS will conduct all FACTS, CHRI, Childline and online court clearance checks for planned and emergency kinship placements. For all emergency and planned kinship placements referred to A Second Chance Inc. (ASCI), they will initiate the gathering of information required under Act 160. (See Policy and Procedure Guide, "Emergency Kinship Care Evaluations" effective 2/13/06). In both planned and emergency situations, the private provider agency will be responsible for assuring that all information has been requested and reviewed prior to full licensure of the home by the 60th day of placement.

PROCEDURES

Roles and Responsibilities for Kinship Care Placements – DHS Social Worker:

- Obtains all Childline clearances (including school employee reports), FACTS check, CHRI clearances for anyone 14 years or older living in the household.
- Obtains Domestic Relations Court History, including Protection from Abuse (PFA) orders history for all prospective resource parent applicants –emergency, planned and other through the Liaison Unit.
- Obtains Dependency Court History, for all prospective resource parent applicants and anyone 14 years of age and older residing in the household—emergency, planned and other, through Liaison Unit.
- Reviews the findings of these clearances with the supervisor and up the chain of command, if needed, to decide if the placement can proceed.
- Transmits applicant Disclosure Statement forms to Liaison Unit.

- Reviews all new and updated information received from provider agency with supervisor and up the chain of command, if needed, to decide if the placement can continue.

For kinship placements:

- Conducts the preliminary home evaluation with A Second Chance Inc. (ASCI).

When Conducting the Kinship Caregiver Assessment (no private provider assigned):

- Obtains the signatures of all household members 18 and older on the Consent for Release of Information for Child Abuse History Clearance and criminal history clearance.
- Obtains signature of all household members 14-18 years old and their parent or legal guardian for Release of Information for Child Abuse History Clearance and criminal history clearance.
- Completes the kinship care assessment as required by DHS policy which includes an onsite home assessment.
- Explains the Kinship Care Choices to the prospective resource parent applicant(s) and ensures that it is signed.
- Explains the Disclosure Statement(s) and obtain signature(s).
- Completes the “Questions for Resource Parents and Individuals Residing in the Household” guidelines with the resource parent applicant(s) and records all of the information gathered.
- Documents in the case record that all of the information gathered has been reviewed and considered in reaching a determination to either preliminarily approve or decline the home.
- Reviews all findings with the supervisor and has the written documentation approved and signed by the supervisor. Maintains a copy for the DHS record and sends a copy with the CRU referral.
- Registers and updates the Resource Family Registry for any directly supervised resource family in Pennsylvania that does not have an assigned provider agency.
 - Completes and submits the CY131 to the Pennsylvania Adoption Exchange upon approval or disapproval of a resource (kinship care) home within 30 days of the determination.
 - Submits an updated CY 131 whenever there is a change in family information that was initially provided. This includes changes in household composition or when a household member turns 14 years of age.
- Files all materials related to the kinship assessment in a separate section of the case binder.

Liaison Unit social workers must confirm/certify each Disclosure Statement.

Roles and Responsibilities – Provider Agency Social Worker :

- Upon receipt of the referral from CRU for a planned placement, conducting a kinship home evaluation for a child currently in foster care placement or transfer of a resource applicant home from A Second Chance Inc., reviews all information gathered to that point.
- Requests any additional documentation required in the Act 160 Questions for Caregivers guidelines that has not yet been requested, including information from the Resource Family Registry.
- Assesses the resource parent applicant's ability to provide a safe and nurturing environment and documents why approval will not create an unreasonable risk of harm to the physical or mental health of the child.
- The Disclosure Statement form is signed and witnessed.
- The identified provider contact person transmits the agency's Disclosure Statements to the DHS Hotline Administrator.
- Documents in the case file the reasons why the resource parent applicant was determined to be appropriate and acceptable.
- Completes the resource parent evaluation by the 60th day of placement.
- Registers approved or disapproved homes with Resource Family Registry within 30 days of the determination and updates the Registry whenever there is a reportable change in family circumstances.
- Obtains criminal history and Childline clearances no less often than every 24 months for all household members 14 years of age and older. (Note: DHS recommends annual clearances). Also obtains the clearances for individuals residing in the home turning 14 years old or an individual 14 years or older moving into the home, within 30 days of such event.
- Notifies DHS within 15 days of receiving information about a change in household composition of an approved home.
- Develops a plan to insure that any individuals 14 years of age and older moving into an approved resource family home will not assume childcare responsibilities until all clearances have been submitted and the agency determines that the individual is not a danger to the children placed in the home.
- Meets with any individuals 14 years and older moving into an approved resource family home immediately upon learning of the change in the household composition so that complete information can be reported to DHS.
- Notifies DHS immediately if there is any change in the updated criminal history or Childline clearances regarding the resource parent or anyone residing in the household.
- Submits updates of registration forms for registered families within 30 calendar days of learning of a change of information in the registration form, including information about an individual residing in the home turning 14 years old or an individual 14 years or older moving into the home.

Roles and Responsibilities – ASCI Social Worker (For Emergency Kinship Placements):

- Meets with the family and the DHS social worker as soon as a referral is received to begin the assessment.
- Conducts the on-site inspection of the home with the DHS social worker.
- Obtains the signed Disclosure Statement(s).
- Gathers information from the resource parent applicants as required by Act 160.
- Determines whether or not the child may remain in the home on an emergency basis in consultation with the DHS social worker. If there is a disagreement that cannot be resolved by the respective supervisors, ASCI’s final decision stands.
- Requests information as required by Act 160 regarding the resource parent applicant(s), including financial history, medical information, and domestic relations information.
- Requests information from the Resource Family Registry.
- Registers with the Resource Family Registry all resource applicants whose homes are disapproved/closed before the transition meeting.
- Engages the DHS social worker in the process and shares the information obtained.
- Documents in the case record that all of the information gathered has been reviewed and considered in reaching a determination to either preliminarily approve or decline the home.
- Schedules a Transition Meeting, at which time their evaluation packet is provided to the PBC provider agency and DHS. Any information requested by ASCI not received prior to the meeting will be forwarded to the PBC agency.

Questions for Resource Parents and Individuals Residing in the Household Guide

The “Act 160 Questions for Resource Parents and Individuals Residing in the Household” document is a procedural guide and checklist to assist the social worker in asking all of the appropriate questions needed to gather the information required by ACT 160 (see Appendix 3).

For questions, please call:

Patricia Ripoll, Policy and Planning Administrator	683-4112
Susan Weinberg, Program Supervisor	683-4116
Jack Markowitz, Program Analyst	683-4119

Appendix 1

**DISCLOSURE STATEMENT
For
RESOURCE PARENTS**

I, _____, the resource parent applicant, understand that pursuant to 23 Pa. C.S. §§6301-6385 known as the Child Protective Services Law (CPSL), the entity to which I have applied as a resource parent or by which I am approved as a resource parent, must obtain information to conduct a background check. I understand that I am responsible to provide accurate information about myself and anyone residing in my home to the entity listed above including specific changes enumerated below for each individual 14 years of age and older who resides in my home.

The reviewing and approving agency shall access and review criminal history record information (CHRI), child abuse history clearances for all household members 14 years of age and older and all other required information and shall make a determination whether or not to approve any resource family home based on such information. By signing this statement, I am authorizing the agency to obtain CHRI and child abuse history information about myself and any child under 18 years old residing in the household for whom I am the parent or legal guardian.

Names of children: _____

I further authorize the reviewing and approving agency to review my credit history for the purpose of determining my financial stability, including current liens and bankruptcy findings in the last ten years.

I further authorize the Department of Human Services to release to the reviewing and approving foster care or adoption agency any information about Philadelphia Family Court Dependency Division proceedings and child protective services and general protective services investigations pertaining to me, for the purpose of determining my eligibility as a resource parent.

I further authorize any other county children and youth agency or foster family care agency to release to the reviewing or approving foster care or adoption agency any information pertaining to me, for the purpose of determining my eligibility as a resource parent.

I further authorize the Philadelphia Family Court Domestic Relations Division to release to the Department of Human Services any information about Domestic Relations Division proceedings pertaining to me, including Protection from Abuse or other Family Court Proceedings, for the purpose of determining my eligibility as a resource parent. I further authorize the Department of Human Services to release the above mentioned information to any family foster care agency designated to work with me.

This authorization shall be valid for one year from the date of its execution.

Name: _____ Social Security Number: _____

List any Aliases: _____ Date of Birth: _____

Address: _____

- I have not been convicted of any of the following crimes or the attempt, solicitation or conspiracy to commit any of the following crimes including those under Title 18 of the Pennsylvania Consolidated Statutes ("Crimes Code") or equivalent crime in another jurisdiction.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of a child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902 (b)	(relating to prostitution and related offenses)
Section 5903 (c)(d)	(relating to obscene and other sexual materials and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children); or an equivalent crime under federal law or the law of another state.

- I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug, device and cosmetic act) committed within the past five years.

- I have not been convicted of or am currently under pending indictment for any crime.

OR

- I have been convicted of or am under pending indictment for a crime (include the dates, location/jurisdiction, circumstances and outcome of any crime).
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- I have not been the perpetrator of any report of child abuse that has been indicated or founded.

- I have not been the perpetrator of any report of student abuse that has been indicated or founded.

- I agree to report any changes of information in criminal history record information or child abuse history about myself or anyone 14 years of age and older who resides in my home, within 48 hours in accordance with The Child Protective Services Law.

- I agree to report any change in household composition within 30 days in accordance with The Child Protective Services Law.

- I understand that if I knowingly fail to provide the required information, I will be disapproved as a resource parent and children placed in my home will be immediately removed without a hearing.

I have provided or shall provide accurate information relating to the following:

- Previous addresses within the last ten years.
- Composition of the residential family unit.
- Protection from Abuse Orders filed by or against either myself or co-applicant.
- Details of any proceedings in Family Court.
- Drug or alcohol related arrests, whether criminal charges or judicial proceedings are pending and convictions or hospitalizations within the last ten years.
- Evidence of financial stability including income verification, employment history, current liens and bankruptcies within the last ten years.
- Number and age of foster children and other dependents currently placed in the home.
- Detailed information about children with special needs currently living in the home.
- Previous history as a foster/adoptive parent including number and types of children served.
- Related education, training or personal experience working with foster children or the child welfare system.

I hereby swear/affirm that the information I provided as is listed above is true and correct to the best of my knowledge and belief. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the "Crimes Code."

Failure to provide accurate information could also impact the approval of my application to be a resource parent or re-approval of my home.

Resource Parent Name: _____
Type/Print

Signature: _____ Date: _____

Witnessed by:

DHS or Provider Social Worker Name: _____
Type/Print

Signature: _____ Date: _____

DHS hereby certifies that the witness named above is an employee of DHS or of a licensed private agency that has a contract with DHS to provide services.

DHS Liaison Unit Social Worker:

Name: _____

Title: _____ Date: _____

Signature: _____

Appendix 2

DISCLOSURE STATEMENT For INDIVIDUALS RESIDING IN THE HOME OF RESOURCE PARENTS

I, _____, the individual residing in the household of _____, the resource parent applicant, understand that pursuant to 23 Pa.C.S. §§ 6301-6385 known as the Child Protective Services Law (CPSL), the entity to which the above-named resource parent has applied as a resource parent or by which he or she is approved as a resource parent, must obtain information to conduct a background check.

I authorize the reviewing and approving agency to access and review criminal history record information (CHRI), child abuse history clearances for me in order to make a determination whether or not to approve any resource family home based on such information.

I hereby authorize Childline, the statewide central register of child abuse maintained by the Pennsylvania Department of Public Welfare, to release my Pennsylvania Child Abuse history information verbally and in writing to the Department of Human Services and the reviewing and approving agency.

I understand that this information is confidential pursuant to 55 Pa. Code §3490.91 and cannot be released by the Department of Human Services or the reviewing and approving agency without my express permission.

I understand that I will not receive a copy of my Childline clearance directly from Childline. However, I may request a copy of the Childline clearance form the Philadelphia Department of Human Services pursuant to 55 Pa. Code §3490.91(b). I can also reapply directly to Childline to have another copy of the clearance sent directly to me.

I further authorize the Department of Human Services to release to the reviewing and approving foster care or adoption agency any information about Philadelphia Family Court Dependency and Delinquency Division proceedings and child protective services and general protective services investigations pertaining to me, for the purpose of determining my household's eligibility as a resource family.

I further authorize any other county children and youth agency or foster family care agency to release to the reviewing or approving foster care or adoption agency any information pertaining to me, for the purpose of determining my household's eligibility as a resource family.

I have not been convicted of any of the following crimes or the attempt, solicitation or conspiracy to commit any of the following crimes including those under Title 18 of the Pennsylvania Consolidated Statutes ("Crimes Code") or equivalent crime in another jurisdiction.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of a child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902 (b)	(relating to prostitution and related offenses)
Section 5903 (c)(d)	(relating to obscene and other sexual materials and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children); or an equivalent crime under federal law or the law of another state.

- I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug, device and cosmetic act) committed within the past five years.
- I have not been convicted of or am currently under pending indictment for any crime.
- OR
- I have been convicted of or am under pending indictment for a crime (include the dates, location/jurisdiction, circumstances and outcome of any crime).

- I have not been the perpetrator of any report of child abuse that has been indicated or founded.
- I have not been the perpetrator of any report of student abuse that has been indicated or founded.
- I agree to report to the resource parent applicant any changes of information in criminal history record information or child abuse history about myself within 48 hours in accordance with The Child Protective Services Law.

I have read this disclosure statement and fully understand and agree to its content.

This authorization shall be valid for one year from the date of its execution.

Household member Name: _____ Social Security Number: _____

List any Aliases: _____ Date of Birth: _____

Address: _____

Signature: _____ Date: _____

Parent or legal guardian Name (if household member is under 18 years old):

Signature: _____ Date: _____

Witnessed by:

DHS or Provider Social Worker Name: _____
Type/Print

Signature: _____ Date: _____

DHS hereby certifies that the witness named above is an employee of DHS or of a licensed private agency that has a contract with DHS to provide services.

DHS Liaison Unit Social Worker:

Name: _____

Title: _____ Date: _____

Signature: _____

IF YOU HAVE A DISABILITY AND REQUIRE AN ACCOMMODATION IN ORDER TO COMPLETE THIS FORM, CONTACT THE ADA COORDINATOR AT (215) 683-6059 or (215) 683-6100 (V, TTY)

Family Name:

ACT 160

QUESTIONS FOR RESOURCE PARENTS AND INDIVIDUALS RESIDING IN THE HOUSEHOLD

AREAS	FINDINGS
<p>1. What is the composition of the resource family unit, including anyone residing in the home for 30 days or more in a calendar year? This information should be obtained from: <i>(Check sources used)</i> the resource parent applicant(s) Child Abuse History Clearance On-site home evaluation (Detailed tour of home to identify where each individual sleeps) FACTS clearance Individuals who temporarily supervise the children (i.e. respite caregivers and “baby sitters”) need to have Childline and State Police Criminal History clearances. A signed release of information form is required.</p>	
<p>2. What are the resource parent applicants’ previous addresses within the past 10 years? This information should be obtained from the applicant(s). Other sources may include: <i>(Check sources used)</i> contacting landlords obtaining copies of purchase or sale agreements Child Abuse History Clearance Lexus/Nexus or other search applications If the family has reported any moves within the past ten years, the reasons why must be documented and considered in evaluating their ability to manage their financial resources and the overall stability of the family’s living situation.</p>	<p>List all addresses:</p>
<p>3. What are the details of any proceedings brought in Philadelphia or any other family court such as previous or current divorce, custody or other family court proceedings? The resource parent applicant(s) must be asked to provide copies of any proceedings such as:</p> <ul style="list-style-type: none"> • Previous or current divorce orders • custody orders 	<p>Attach to this form: <i>(please check attachments)</i> Divorce orders Custody orders Other family court proceedings, such as PFAs Child support orders</p>

AREAS	FINDINGS
<p>written clearances are received and reviewed, and a determination made by the worker's chain of command that placement may proceed. A child may be placed in a foster/adoptive home where an indicated perpetrator resides if the incident occurred 5 or more years before the anticipated placement and the decision to place is informed by the type of abuse and nature of the circumstances. This decision is made at the discretion of the worker's chain of command, including the center's Director. The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p> <p>Applicants with pending child abuse investigations should not be approved until the investigation is completed and a safety determination is made.</p>	
<p>5. Do the resource parent applicant(s) have a history of domestic violence? Are there any protection from abuse orders (PFA) filed by or against either resource parent applicant or household members either currently or in the past?</p> <p>The resource parent applicant(s) must be asked if they have a history of domestic violence and if there are PFA orders filed by or against them.</p> <p>If there are, the caregiver(s) should be asked to provide copies of any orders or petitions. Note: there may be domestic violence situations where there is NO court involvement.</p> <p>A child may not be placed in the home on an emergency basis if there is a current PFA order. Additional information must be obtained, including:</p> <ol style="list-style-type: none"> 1) Is/was the applicant the plaintiff or defendant? 2) Is the defendant currently part of the household? 3) What were the allegations, including the date, place, time, weapons used, injuries sustained, medical treatment obtained? 4) When was the PFA granted? What was the outcome of the case? Did it involve any relief for any minor children? 5) Were mutual PFAs issued? 6) Is the PFA still in effect? 	<p>List all PFAs:</p> <p>List non-court domestic violence incidents:</p> <p>Answers to the questions in the first column (be sure to number answers): Additional sheets can be attached as needed.</p>

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<p>7) What was the finding after a hearing on the matter?</p> <p>8) Have there been any incidents or violations of the PFA stipulations? If so, when did these occur and what were the circumstances?</p> <p>9) Did the caretaker(s) take the appropriate actions to safeguard the children in the household?</p> <p>10) Does the caregiver have a safety plan?</p> <p>11) Have there been any related criminal convictions?</p> <p>The above information must be considered in determining whether or not the resource parent applicant(s) can provide a safe and nurturing environment for the child. The worker should consider whether domestic violence creates a risk of physical or emotional harm to the child and whether safety planning with the non-abusive parent or the criminal justice system reasonably provides for the child's safety.</p> <p>The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent applicant is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p>	<p>Explanation about determination:</p>
<p>6. Can the applicant(s) provide evidence of financial stability?</p> <p>The resource parent applicant(s) must be asked to provide:</p> <ul style="list-style-type: none"> Income verification Employment history Current liens documentation Bankruptcy findings within the past 10 years <p>Additional questions:</p> <ol style="list-style-type: none"> 1) Date and location of filing? 2) Reason? 3) Have payments been made as arranged? 4) Has the bankruptcy been satisfied? 5) If so, when? 6) If not, when is it anticipated to be satisfied? <p>The applicant(s) should provide copies of the following:</p> <ul style="list-style-type: none"> Two most recent pay stubs or other verification of income Lease agreements, monthly rental payment Purchase or sales agreements, monthly mortgage payment 	<p>Attach documents and check if they are:</p> <ul style="list-style-type: none"> Pay stubs Lease agreements Purchase agreements Income tax for most recently completed year Social Security award letter Bankruptcy documents Current lien information Information on outstanding debt Credit reports <p>Answers to the additional questions in the first column (be sure to number answers): Additional sheets can be attached as needed.</p>

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<p>history, it must be reviewed by the worker's chain of command up to and including the DHS Center Director to determine if placement can proceed. This includes arrests, allegations without convictions and cases that are pending disposition.</p> <p>When a criminal history record of the resource parent or any other person who resides in the home of the resource parent reveals a charge or conviction of any crime, the worker must perform an assessment of the conditions of the household and the person's ability to provide a safe and nurturing environment. Such assessment must include: the status, date, circumstances, and nature of the criminal charge or conviction.</p> <p>If applicable, the applicant's probationary status, conduct during probation, and any steps towards rehabilitation should be investigated and considered.</p> <p>Resource parent applicants or households where anyone has pending charges for offenses listed in CPSL should not be approved until such charges are resolved and a safety determination is made.</p> <p>The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p>	
<p>8. Do the resource parent applicant(s) have any record of drug or alcohol related arrests? Yes No</p> <p>Are criminal charges or proceedings pending? Yes No</p> <p>Was the applicant ever convicted of a drug or alcohol related crime? Yes No</p> <p>If the answer is yes, information on the prior five years must be requested and the applicant should be asked to provide copies of information related to the court proceedings.</p> <p>Do the applicant(s) have a prior history of drug or alcohol use? Yes No</p>	<p>Findings:</p>

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<p>This information should be obtained from the resource parent applicant(s).</p> <p>CHRI clearance is needed.</p> <p>Felony drug convictions within the past five years disqualify prospective resource parent as caregivers. If a drug arrest was not a felony offense, the decision to proceed is at the discretion of the worker's chain of command up to and including the DHS Center Director.</p> <p>When a criminal history record of the resource parent or any other person who resides in the home of the resource parent reveals a record of drug or alcohol related arrests, the worker must perform an assessment of the conditions of the household and the person's ability to provide a safe and nurturing environment. Such assessment must include: the status, date, circumstances, and nature of the criminal charges.</p> <p>Is the resource parent applicant(s) drug free? Yes No</p> <p>If there is a prior history, how long has the applicant been drug free?</p> <p>If a resource parent applicant is currently in treatment, information is needed from the treatment center regarding the applicant's ability to care for children. The resource parent applicant(s) must be asked to sign release forms for medical information.</p> <p>If applicable, the applicant's probationary status, conduct during probation, and any steps towards rehabilitation should be investigated and considered.</p> <p>Applicants with pending felony drug charges should not be approved until such charges are resolved.</p> <p>The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a placement shall be documented in the file.</p>	<p>Sources of information:</p>

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<p>Other sources should include: JACS clearance Domestic Relations Court Resource Parent Registry</p> <p>The status, date, circumstances, and nature of the particular situation, including any court or administrative findings, must be considered.</p> <p>The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p>	
<p>11. Do the resource parent applicant(s) or any household member have any involvement in the situation that caused the child to be removed from the home? Yes No</p> <p>The applicant(s) must be asked this information. FACTS check should be requested from DHS JACS check should be requested from DHS Resource Family Registry must be checked</p> <p>The status, date, circumstances, and nature of the particular situation, including any court or administrative findings, must be considered.</p> <p>The provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p>	
<p>12. Do the resource parent applicant(s) have supportive community ties with family, friends and neighbors? Yes No</p>	<p>Finding:</p>

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<p>The applicant(s) must be asked to provide this information. Personal references should be requested from 3 non-family members.</p>	<p>Source of information:</p>
<p>13. What are the number and ages of foster children and other dependents (children and adults) and any other children placed in care through an agency or private arrangement currently living in the home?</p> <p>The applicant(s) must provide this information. FACTS clearance must be obtained. Resource Parent Registry must be checked.</p>	<p>Number & ages of foster children, other dependents, or other children: <i>(column 1)</i></p> <p>Findings:</p> <p>Sources of information:</p>
<p>14. Can the resource parent applicant(s) provide detailed information regarding children with special needs living in the home? Yes No</p> <p>The resource parent applicant(s) can provide information for his/her own children.</p> <p>Authorization must be provided from the parent/guardian/agency that has the authority to give permission to obtain records to verify the nature of the special needs.. An authorization to release information must be signed to obtain information.</p> <p>Failure to provide this information may result in disapproval of the applicant.</p>	<p>Findings:</p> <p>Sources of information:</p>
<p>15. What is the resource parent applicant(s) previous history as a foster parent (kinship parent), including number and types of children served?</p> <p>The resource parent applicant(s) should be asked to provide this information. Resource Parent registry must be checked.</p> <p>Have the applicant(s) ever applied to be a foster parent? Yes No</p> <p>Status of approval or disapproval?</p>	<p>Previous History: <i>(column 1)</i></p> <p>Findings:</p>

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<p>Information regarding prior history as a foster parent must be verified with the provider or county agency. The applicant(s) must be asked to sign a consent/release of information form.</p> <p>Where the applicant has previously been denied, the status, date, circumstances, and nature of the particular situation must be considered.</p> <p>If approved, the provider social worker must assess the person's ability to provide a safe and nurturing environment and document why approval will not create an unreasonable risk of harm to the physical or mental health of the child and that approval or renewal will not place the child's safety in jeopardy. If the resource parent is approved, a record of the reasons why the resource parent was determined to be appropriate and acceptable to receive a foster/adoptive placement shall be documented in the file.</p>	<p>Sources of information:</p>
<p>16. Do the resource parent applicant(s) have the ability or specialized training to care for children with special needs such as physical handicaps, emotional disturbance, educational or other needs? Yes No</p> <p>The applicant(s) must be asked to provide this information. The applicant(s) can provide transcripts of educational courses, certificates or other proof of education or training.</p> <p>If children are to be home schooled, is the home in compliance with the school district's rules and regulations concerning home schooling? Yes No</p>	<p>Findings:</p> <p>Sources of information:</p>
<p>17. Do the resource parent applicant(s) have related education, training or personal experience working with foster children or the child welfare system? Yes No</p> <p>This information must be provided by the applicant(s). The resource parent applicant(s) can be asked about their education, training or personal experience.</p> <p>The applicant(s) can provide transcripts of educational courses, certificates or other proof of education or training.</p>	<p>Findings:</p> <p>Sources of information:</p>

ADDITIONAL AREAS TO CONSIDER	Findings
<p>18. Describe the mental and emotional well-being of the resource family applicants and any household members?</p> <p>Is there any question regarding the mental or emotional stability of any person residing in the resource family household?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, a psychological evaluation of that person shall be required before approving the resource family household.</p>	
<p>19. Describe the existing family relationships, attitudes and expectations regarding the applicant's own children and parent/child relationships, especially as they might affect a foster child.</p>	
<p>20. Describe the ability of the applicant to accept a foster child's relationship with his own parents.</p>	
<p>21. Describe the ability of the applicant to work in partnership with the foster family care agency.</p>	
<p>22. Describe the number and characteristics best suited to the foster family.</p>	
<p>23. The applicant's ability to care for children with special needs.</p>	
<p>24. Does the applicant have the ability to provide for care, nurturing, and supervision of children?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

The resource parent applicant(s) are: approved not approved

Reason:

Signed:

Social Worker

Supervisor

Date

Date