

Children Placed in an Employee’s Home

(Revised 07/26/24)

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Related Polices

Additional information can be found in the following policies:

- Confidential Placements

Forms

The following form is referenced in this policy:

- 04-600 RFA Referral (CWS/CMS Template)

Policy

Employees of the Health and Human Services Agency (HHSA) and/or Child and Family Well-Being (CFWB) Department are prohibited from bringing clients to their home or providing overnight lodging in their homes.

However, depending on employment status the following applies:

- **County of San Diego employees** (including HHSA) may provide care for related or non-related San Diego County dependent children as placements in their homes, (including Foster Family Agency (FFA) and Resource Homes) and will be assessed via the current San Diego Resource Family Approval RFA process.
- **CFWB employees/ Interns:**
 - Cannot provide care for non-related San Diego County dependent children as foster care placements in their homes (including FFA and Resource Homes).
 - May provide care for non-related children from other counties, if approved through that county’s RFA process.
 - May provide care to San Diego dependent relative and non-related extended family member (NREFM) children and will be assessed via a neighboring county’s RFA process.

NOTE: THERE ARE NO EXCEPTIONS TO THIS POLICY.

Foster Care

The following table describes the referral and assessment process for placing children in HHSA employee or CFWB Employee homes:

If...	And...	Then...
County of San Diego employees (including HHSA employee)	Would like to provide care as a relative/NREFM caregiver, or as a resource parent for non-related children.	Will be assessed through the San Diego RFA process.
CFWB Employee	Would like to provide care as a resource parent for non-related children. NOTE: CFWB employees cannot care for non-related children who are dependents of San Diego County.	Will be referred to either the Riverside or Orange Counties' RFA process for approval and placement of non-San Diego dependent children.
CFWB employee	Would like to provide care for a relative or NREFM dependent child (San Diego Resident or from another county).	Will be referred to either the Riverside or Orange Counties' RFA process for RFA approval.

NOTE: CFWB cases involving non-CFWB county employees will be identified in the system as "sensitive", as applicable, on a case-by-case basis.

Relative/NREFM Placements in CFWB Employees and/or CFWB Interns Homes

CFWB Employees or interns requesting to have a dependent child who is a relative (by marriage, adoption, etc.) or a Non-Related Extended Family Member (NREFM) placed in their home will notify their Manager.

Upon placement, the birth parents of the child(ren), the minor's attorney, and the County Counsel (CC) handling the case in Dependency Court, are to be informed that the placement recipient/ caregiver is a CFWB employee.

Confidentiality of placement needs to be maintained per the Confidential Placements policy; however, this may be difficult due to the relationship with the child(ren) and their parents. Every effort will be made to the best of one's ability to maintain the confidentiality of the placement.

Notifications to parents and attorneys involved in the case will be documented in the contact narratives.

If there is objection to the placement by parents' or the child(ren)'s attorney, or they want additional clarification regarding the placement, the parties can set a special hearing to receive further guidance from the Court.

**Procedure for
Placing
Relative/NREFM
Children in the
Homes of CFWB
Employees and/or
Interns**

All referrals or cases that involve CFWB county employee’s relatives and/or NREFMs must be made “Sensitive Status” in CWS/CMS as soon as discovered. Please contact the CWS/CMS Help Desk or Hotline for assistance.

The following table describes the steps for obtaining Relative/NREFM placement authorization for CFWB employees and Interns:

Step	Who	Action
1	CFWB Employee/Interns	Sends written notification via email to their direct supervisor and leadership above in forming of their intent to become RFA approved for placement of relative/NREFM child.
2	Manager of CFWB employee	<ul style="list-style-type: none"> • Notifies Chief and Deputy Director (DD) of employee’s intent via email • Forwards employee notification to the RFA Manager
3	Regional Placement/Program	Will complete and submit the 04-600 NOTE: Referral will clearly identify the request as a CFWB employee/CFWB Intern.
4	RFA Team	Sends 04-600 to the RFA Manager indicating that the request is for an RFA assessment of a CFWB employee/CFWB Intern.
5	RFA Manager (San Diego)	Reviews 04-600 and contacts another county (Orange or Riverside) RFA manager for courtesy RFA assessment and possible emergency clearance.

Procedure for Placing Relative/NREFM Children in the Homes of CFWB Employees and/or Interns (cont.)

Step	Who	Action				
5 (cont.)		<p>NOTE:</p> <table border="1"> <thead> <tr> <th data-bbox="787 254 1073 302">If...</th> <th data-bbox="1076 254 1458 302">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="787 306 1073 831">CFWB employee and/or Intern is currently RFA approved, and is requesting the placement of child as a relative/NREFM in San Diego</td> <td data-bbox="1076 306 1458 831"> the RFA manager will do the following: <ul style="list-style-type: none"> • contact the approving county • inform the approving county of intent to use the home as potential placement • inquire as to any existing concerns or unresolved issues for placement </td> </tr> </tbody> </table>	If...	Then...	CFWB employee and/or Intern is currently RFA approved, and is requesting the placement of child as a relative/NREFM in San Diego	the RFA manager will do the following: <ul style="list-style-type: none"> • contact the approving county • inform the approving county of intent to use the home as potential placement • inquire as to any existing concerns or unresolved issues for placement
If...	Then...					
CFWB employee and/or Intern is currently RFA approved, and is requesting the placement of child as a relative/NREFM in San Diego	the RFA manager will do the following: <ul style="list-style-type: none"> • contact the approving county • inform the approving county of intent to use the home as potential placement • inquire as to any existing concerns or unresolved issues for placement 					
6	Receiving County Manager	Accepts courtesy RFA assessment request.				
7	Receiving County	<ul style="list-style-type: none"> • Follows RFA out-of-county protocol • Approves or denies RFA applicant/CFWB employee <p>NOTE: If denied, the applicant will be provided with due process rights per RFA Written Directives.</p>				
8	Receiving County RFA Manager	Notifies San Diego county RFA manager of RFA approval or denial.				
9	RFA Manager (San Diego)	If RFA is approved, send approval notification to: <ul style="list-style-type: none"> • CFWB Director • Regional Director (if applicable) • Child(ren)'s SW, PSS and Manager • CFWB employee's PSS and Manager 				
10	Child (ren)'s SW and/or PSS	<ul style="list-style-type: none"> • Makes placement recommendation • Informs the applicant (CFWB employee) of placement decision <p>NOTE: Advise CC and Dependency Court attorneys representing parents and minors of placement in CFWB employee's home.</p>				
11	Applicant (CFWB employee)	Informs their PSS and Manager of placement decision.				

**Procedure for
Placing
Relative/NREFM
Children in County of
San Diego (non-
CFWB) Employees
Homes**

Employees of the County of San Diego (non-CFWB) who want to provide care of a dependent child in their home will go through the current Emergency Placement or Standard RFA Procedure.

The following table describes the procedure for placement of Relative/NREFM child(ren) in a County of San Diego (**non-CFWB**) employee’s home:

Step	Who	Action
1	County of San Diego employee (non-CFWB)	Notify CFWB assigned SW of request for placement.
2	CFWB Assigned Case SW	<ul style="list-style-type: none"> • Notify Placement Unit of county employee’s request to have placement in their home. <p>NOTE: Ensure that case is marked “sensitive” in CWS/CMS if determined applicable. (e.g. works closely with CFWB, eligibility, CalWORKs)</p>
3	Regional Placement/Program	<ul style="list-style-type: none"> • Complete and send 04-600 to RFA Program <p>NOTE: Referral will clearly identify the request as a County of San Diego employee home.</p>
4	RFA Team	Assess applicant as required in WIC 16519.5 RFA requirements and notifies the regional placement team of approval or denial of the application.
5	Children’s SW	<ul style="list-style-type: none"> • Makes placement recommendation. • Informs the applicant (County employee) of placement decision.

Adoptions for CFWB Employees

CFWB employees may apply to become adoptive parents under the following conditions:

- Applying through the neighboring counties of Orange, Riverside and Los Angeles.
- The child(ren) to be adopted are dependent, non-related extended family members (NREFM) children from another county.
- A relative/NREFM child(ren) already placed in their care needing permanency.

CFWB staff will be referred to another county for completion of Resource Family Approval for adoptions. Those who are referred elsewhere for RFA may still be eligible for consideration for placement of a relative/NREFM child within the County of San Diego, with management notification.

Policy Violations

The County cannot guarantee liability coverage to an employee who violates any of these policies. In addition, the question of professional misconduct or ethics can be raised and the employee may be subject to appropriate sanctions.

Alignment with SET

This policy aligns with SET [Value 3](#) and the Agency practice to maintain connections to important people, activities, and cultural traditions in the child/youth's life. The Agency is committed to enhancing the well-being of children/youth and helping them to identify and develop meaningful relationships and connections in their communities.
