

Relative and Non-Relative Extended Family Member Approvals

(Revised 04/13/18)

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Forms

The following forms are referenced in this file:

- 04-23 Inter-County RHA Request
 - 04-24A-P Authorization to Use or Disclose Protected Health Information – All Providers
 - 04-24C Order Authorizing Examination and Treatment - Court
 - 04-24P Consent to Treat – Parent
 - 04-24scp Authorization for Release of Information – Caregiver/Prospective Caregiver
 - 04-25 Caregiver Information Sheet
 - 04-39 Parent Child Contact Log
 - 04-45 Out of State Child Abuse Neglect Report Request
 - 04-61 Clothing Inventory and Record of Personal Belongings
 - 04-75 Dangerous Propensities (CWS/CMS Template)
 - 04-96 Emergency Disaster Plan
 - 04-97 Emergency Placement Caregiver Letter
 - 04-98 Changes to Report to Your Placement Social Worker
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Forms (cont.)

The following forms are referenced in this file:

- 04-119 Case Transfer Checklist (CWS/CMS Template)
 - 04-134 Criminal History, CLETS Request
 - 04-150 No-Smoking Letter for Caregivers
 - 04-199 Criminal and Child Welfare History Form (CWS/CMS Template)
 - 04-200A Caregiver Criminal Exemption Notification
 - 04-200B Caregiver Notification of Needed Non-Caregiver Exemption
 - 04-200C Non-Caregiver Criminal Exemption Notification
 - 04-200D Non-Exemptible Crime Notification
 - 04-200D1 Caregiver Notification of Non-Exemptible Crime (Non-Caregiver)
 - 04-201A Exemption Approval for Caregiver - Any Household Member
 - 04-201B Exemption Approval for Other Adult
 - 04-207 Relative/Non Relative Extended Family Member Internal Denial Form
 - 04-237 Telephone Access Rights of Foster Children
 - 04-256 Caregiver Request for Exemption
 - 04-258 Placement Needs and Services Plan (CWS/CMS Template)
 - 04-274D Documented Alternate Plan
 - 04-274E Plan of Correction
 - 04-275 Agency/Caregiver Placement Agreement
 - 04-286 Verification of Non-Relative Extended Family Member Relationship
 - 04-296 QPI Partnership Agreement Form
 - 04-325 Child Transition Form
 - 04-334B Relative/NREFM Home Assessment Documentation (CWS/CMS Template)
 - 04-334C Relative/NREFM Home Assessment/Change of Address (COA)/ New Adult documentation (CWS/CMS Template)
 - 04-600 RFA Referral (CWS/CMS Template)
 - 07-65 Placement Information and Payment Authorization (CWS/CMS Template)
 - 07-224 Statement of Relationship
 - 10-5 Foster Children's Personal Rights
 - [ARC1](#) ARC Application
 - [BCIA 8302](#) No Longer Interested (NLI) Notification
 - [CW2218](#) Rights, Responsibilities and Other Information
 - [CW2219](#) Application for California Work Opportunity and Responsibility to Kids (CalWORKs) (Non-Needy Caretaker Relative with Relative Foster Child)
 - LIC 301E Relative Caregiver Letter of Reference
 - [LIC 508D](#) Criminal Record Statement
 - [NA1271](#) Notice of Action – Denial of Home Assessment
 - SOC 156 Agency/Foster Parent Agreement (CWS/CMS Template)
 - SOC 158A Foster Child's Data Record and AFDC-FC Certification
 - [SOC 815](#) Approval of Family Caregiver Home
 - [SOC 817](#) Checklist of Health and Safety Standards for Approval of Family Caregiver Home
 - [SOC 818](#) Relative or Non-Relative Extended Family Member Caregiver Assessment
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Background

The federal Adoptions and Safe Families Act (ASFA) requires common health and safety standards for all homes in which children are detained or placed by a child welfare agency.

Welfare and Institutions Code [WIC 309(d)(1)] specifies:

“If an able and willing relative, as defined in Section 319, or an able and willing nonrelative extended family member, as defined in Section 362.7, is available and requests temporary placement of the child pending the detention hearing, or after the detention hearing and pending the dispositional hearing conducted pursuant to Section 358, the county welfare department shall initiate an assessment of the relative’s or nonrelative extended family member’s suitability, which shall include an in-home inspection to assess the safety of the home and the ability of the relative or nonrelative extended family member to care for the child’s needs, and a consideration of the results of a criminal records check conducted pursuant to subdivision (a) of Section 16504.5 and a check of allegations of prior child abuse or neglect concerning the relative or nonrelative extended family member and other adults in the home. A relative’s identification card from a foreign consulate or foreign passport shall be considered a valid form of identification for conducting a criminal records check and fingerprint clearance check under this subdivision. Upon completion of this assessment, the child may be placed on an emergency basis in the assessed home.”

In accordance with the Indian Child Welfare Act (ICWA) at 25 U.S.C. Section 1915, a federally recognized tribe is authorized to approve or license its own homes for foster care or adoptive purposes according to the tribe’s own licensing standards. These homes are not required to obtain a state or county license and can be approved by the tribe according to the tribe’s own socially- and culturally-appropriate standards. A Tribally Approved Home (TAH) is equivalent to an approved or licensed foster home.

Per Health and Safety Code section 11105.08, federally recognized tribes and their designated entities may obtain clearances by the Department of Justice and federal level criminal history for the authority of approving a tribal home. For those tribes that do not receive criminal background checks, CWS works in collaboration with the child’s tribe to perform the criminal and background checks of adults living in the home, of persons with significant contact, and of anyone over the age of 14 who is believed to have a criminal record.

Policy

As of January 1, 2017, all relatives and NREFM homes must be Resource Family (**RFA**) approved prior to detaining or placing a child in the home, unless the detention/placement is an emergency.

Emergency RFA procedures must be followed if the child (ren) is/are placed in the home before the home is ready to be approved. An emergency placement can be made with a relative or NREFM when:

- a child must initially be removed from the home, or
- at any time when a child is in out-of-home care, and
 - a child needs a new placement, and
 - a relative or NREFM requests placement of the child, and
 - the placement with the relative or NREFM is determined to be in the best interests of the child.

Policy (cont.)

See Emergency Placements for procedures to follow when doing an emergency placement.

Current approved Relative/NREFM home approvals prior to RFA remain in effect until the child leaves the home, or the completion of the RFA conversion of the home. Approved Relative/NREFM homes going through RFA conversion must continue to meet home approval standards and be annually reassessed, until the RFA conversion is completed. See Relative and Non-Relative Extended Family Member Annual Reassessments.

Tribes are not required to adhere to the Resource Family Approval (RFA) standards set form in the Written Directions. Tribes will continue to approve families according to their current existing standards however; they may choose to have families approved through the RFA process.

Tribes are not required to complete the SOC 817 or SOC 818 forms on a Tribally Approved Home. Since no specific documentation or language is required from tribes, CWS will accept documentation such as a tribal resolution or a statement on tribal letterhead that a caregiver home has been licensed or approved and will consider the home to be an acceptable placement for a child unless there is good cause to the contrary.

“Good cause” per the Protocol for Working with Indian Families, Children and Tribes may include:

- The unavailability of a preferred placement, after a diligent search has been conducted by the tribe and the social worker;
- The desires of the Indian parent and child, in consultation with the tribe; and/or
- The child’s special needs for a placement, which offers either proximity to a parent or a therapeutic program when no available preferred placement can meet these needs.

NOTE: The above is not an inclusive list.

This supports SET [Value 2](#) and the guiding principle to provide cutting edge training and supportive services to kinship and resource families, and the agency practice to keep safety, permanency, and well-being of children/youth at the forefront.

Tribally-approved home (TAH)

When a tribe will be doing its own assessment and approval, the CWS Placement SW will complete the following items on the SOC 815, SOC 817, and SOC 818 forms.

Form	Page	Placement SW to Complete...
SOC 815	1	<ul style="list-style-type: none">• Item 1: “Criminal Record/Prior Abuse Clearances.”• Item 2: “Caregiver Qualifications,” based on the documentation provided by the tribe.

Tribally-approved home (TAH) (cont.)

Form	Page	Placement SW to Complete...
SOC 815	2	<ul style="list-style-type: none"> Item 3: "Safety of the Home and Grounds," based on the documentation provided by the tribe. <p>NOTE: Add written notation that the tribe licensed or approved the home based on tribal standards. Enter date of site inspection if provided by the tribe.</p> <ul style="list-style-type: none"> Item 4: "Personal Rights," when caregiver has been provided with a summary of the Foster Child's Personal Rights (10-5). Item 5: "Completion of Orientation/Training." <p>NOTE: Best practice is for the Placement SW and the tribe to collaborate on the caregiver's orientation, to ensure cultural aspects are considered.</p>
	3	<ul style="list-style-type: none"> Entire page.
	4	<ul style="list-style-type: none"> Entire page.
	5	<ul style="list-style-type: none"> "Checklist of Standards for Approval of Family Caregiver Home." <ul style="list-style-type: none"> Only complete Section 89319, Criminal Record Clearance Requirement with a "yes" or "no" or "CAP" as applicable. Record "TAH" in all other standard areas, based on the tribal approval documentation.
SOC 817	3	<ul style="list-style-type: none"> Make a notation of the tribal resolution or statement letter under "Notes/Comments."
SOC 818	1	<ul style="list-style-type: none"> Item 1: Make a notation of the tribal resolution or statement letter.

Relative/ NREFM Licensed, FFA Certified or RFA FFA

When relative or NREFM is a licensed, FFA Certified, or RFA approved, no other approval is needed. See Selecting a Resource Family Home for procedures regarding making placement decisions.

A child eligible to AFDC-FC placed with a relative through an FFA will be paid the FFA rate. If a child is not federally eligible for foster care payments, and is placed with a relative (not NREFM) through an FFA, the FFA will receive payment through State AFDC-FC funding.

NOTE: As of January 1, 2017, FFA's are required to adhere to the RFA WD, when approving their families.

Court-specified placements

When a Court-Specified Placement is ordered, a site inspection using a SOC 817 must be completed. The SOC 817 will not be inputted into CWS/CMS but will be filed in the case file under the Placement Tab. This site inspection will only be completed when the child (ren) are initially placed. No yearly site inspection, after the initial inspection, will be required.

Special Situations for using Court-Specified for Placement Type in CWS/CMS:

- When a relative or NREFM home is unable to be approved, because it does not meet RFA requirements, or
- A child is placed in a home before the referral is made to the RFA Unit to complete a relative/NREFM RFA approval.

NOTE: The assigned SW or Regional Placement Worker will conduct the site inspection and complete the SOC 817.

Definition of a relative

Per WIC 361.3:

“Relative” means an adult who is related to the child by blood, adoption, or affinity within the fifth degree of kinship, including stepparents, stepsiblings, and all relatives whose status is preceded by the words “great,” “great-great,” or “grand,” or the spouse of any of these persons even if the marriage was terminated by death or dissolution.

However, only the following relatives will be given preferential consideration for the placement of the child: an adult who is a grandparent, aunt, uncle, or sibling.

If an applicant cannot prove their relative relationship, they may apply as a NREFM if they meet the criteria for a NREFM.

Definition of a non-relative extended family member (NREFM)

Per WIC Code Section 362.7:

A “nonrelative extended family member” is defined as an adult caregiver who has an established familial relationship with a relative of the child, as defined in paragraph (2) of subdivision (c) of Section 361.3, or a familial or mentoring relationship with the child. The county welfare department will verify the existence of a relationship through interviews with the parent and child or with one or more third parties. The parties may include relatives of the child, teachers, medical professionals, clergy, neighbors, and family friends.

The form 04-286 will be used to document this relationship.

The following are exceptions to the requirement that the relationship must have been established prior to placement:

- A child has been adopted and his/her sibling needs a placement. The adoptive parent of the child can be considered a NREFM to the sibling needing a placement.
- A resource parent moving out-of-county that wishes to continue providing a home for a foster child for whom they have an established bond.

Consideration for NREFM status will be decided on a case-by-case basis during consultation with the PSS and will be based on the best interests of the child.

Relative/NREFM assessments and documentation under Relative/NREFM Approvals

Each Relative/NREFM Home Approval Assessment Request (RHA) will be documented in CWS/CMS using the 04-334B form (County Specific Template). Placement workers will utilize the Relative and NREFM assessment guide while conducting a RHA and filling out form 04-334B.

Relative/NREFM Home Approval Assessments will follow these steps:

Step	Who	Action
1	Case Carrying SW	Gather the information needed from the Relative or NREFM on complete Section 1 of 04-334B. NOTE: Remember that a Child and Family Team Meeting (CFT) must be held on every placement decision. If multiple Relative/NREFMs are requesting to be evaluated, a CFT needs to be held including all these Relative/NREFMs.
2	Case Carrying SW	Notify their regional placement unit of the Relative/NREFM request.
3	Placement PSS	Review 04-334B and assign the assessment to a Placement SW.
4	Placement SW	Make contact with the Relative/NREFM and begin the RHA process by documenting the contact with the Relative/NREFM throughout the approval process by filling out Section 2 of the 04-334B. NOTE: The Relative/NREFM Assessment Guide Pre-Assessment section has specific questions that should be asked when the Placement Worker makes initial contact with the Relative/NREFM.
5	Placement SW	<ul style="list-style-type: none"> • Complete form 04-334B • Enter a short CWS/CMS contact stating, "On (the date) the placement worker met with the Relative/NREFM. Please view form 04-334B for details. • And send the completed form 04-334B, SOC 815, SOC 817, SOC 818, 04-274D/04-274E (if applicable), and Criminal/CACI/ CWS History Waiver and/or Exemptions (if applicable) to their PSS for approval. <p>NOTE: The Relative/NREFM Assessment Guide is available on the placement SharePoint to guide worker through the assessment process.</p>

Relative/NREFM assessments and documentation under Relative/NREFM Approvals (cont.)

Step	Who	Action
6	Placement PSS	Sign the approval and exemption forms and gather needed signatures from the CWS Manager and DD, if needed.
7	Placement PSS or Placement SW	<p>Inform the case carrying SW the assessment is approved or denied and file the completed RHA packet in the case file.</p> <p>NOTE: If the Relative/NREFM Assessment is denied, follow Relative/NREFM Home Assessment Denial and Grievance Hearing.</p>

NOTE: With the implementation of RFA, the use of the 04-334B and 04-334C is directed toward changes in circumstances in an approved RHA, such as a new adult moving into the home, a Change of Address (COA), or a TAH request.

Approval requirements under Relative/NREFM Home Approval

The basic procedures for approval of a relative or NREFM are outlined in the following table:

Step	Action
1	Determine relationship of caregiver to child.
2	<p>Provide caregiver orientation and training:</p> <ul style="list-style-type: none"> • The caregiver will be given the Kinship Manual, and • The child’s personal rights form 10-5.
3	<p>Perform a Background criminal records check,</p> <ul style="list-style-type: none"> • CLETS, and • Live Scan <ul style="list-style-type: none"> o DOJ o FBI o Adam Walsh criminal records check
4	<p>Out-Of-State Child Abuse/Neglect Report Request (04-45) Check for prior child abuse/neglect allegations,</p> <ul style="list-style-type: none"> • CACI from DOJ • CWS/CMS clearance • “SSRS” (BD80)
5	Criminal Record Statement (LIC 508D) - To be completed by all adults residing in the home and all adults with “Significant Contact” with children placed in the home.

Approval requirements under Relative/NREFM Home Approval (cont.)

Step	Action
6	<p>Assessment of caregiver’s suitability</p> <ul style="list-style-type: none"> • Complete the SOC 818. • If the prospective caregiver is a NREFM, complete the 04-286 Verification of non-Relative Extended Family Member Relationship.
7	<p>Complete the following forms for an in-home safety inspection.</p> <ul style="list-style-type: none"> • Complete the SOC 817 • Emergency/Disaster Plan (04-96) - Caregivers must complete a Disaster Plan and identify in this disaster plan a temporary residence where the family would move to in case there is a disaster requiring that the family evacuate the home. • The Documented Alternate Plan (04-274D) if an exception is required to the regulations for Telephones or Buildings and Grounds. • The Corrective Action Plan (04-274E) if a site correction is needed.
8	<p>Complete the SOC 815 Approval of Family Caregiver Home to approve the home.</p>

Additional approval requirements under Relative Home Approval

Additional approval requirements to do:

Step	Action
1	<p>If the family moves to a new home, placement staff must:</p> <ul style="list-style-type: none"> • Submit a 07-65 to the Registrar within 24 hours of learning of the move. The Registrar will complete a SOC 158A and forward it to the HSS to stop the foster care payment to the caregiver. • Go to the home within two days to complete a new assessment/approval.
2	<p>Once a caregiver moves to another home, they are no longer eligible to Title IV-E Foster Care Funds until a new approval is completed. Funding cannot be resumed until the home meets all approval requirements.</p>
3	<p>Adults with Significant Contact: Any adult who has significant contact with the child in the home must complete the same criminal and child abuse clearances as other adults who reside in the home. They are also required to complete the LIC 508D, but Adam Walsh checks should not be completed on these adults.</p>

Additional approval requirements under Relative Home Approval (cont.)

Step	Action
3 (cont.)	<p>The definition of an adult with significant contact is:</p> <ul style="list-style-type: none"> • Any person 18 years and older who visits the home on a regular basis and who has a familial or intimate relationship with any person living in the home. This does not include: <ul style="list-style-type: none"> ○ adult friends and family who visit the home for a length of time not to exceed 30 days; i.e., visiting from out-of-town and staying in the home as long as they are not left alone with the foster children, and ○ adult friends and family of household members who provide short-term care to the foster child and act as an appropriate occasional short-term babysitter for the child. See the 04-25 form for a definition of an occasional short-term babysitter. <p>NOTE: Placement staff should consult with the Policy Analyst assigned to this file if it is not clear whether an individual meets the definition of an “adult with significant contact.”</p>
4	<p>Any new adults moving into the home must complete the LIC 508 D, and have a CLETS, CACI, CWS/CMS and Live Scan fingerprint clearance done prior to moving into the home.</p> <p>If the new adult has any criminal or child abuse history, he/she cannot move into the home until:</p> <ul style="list-style-type: none"> • an exemption has been approved, if there was a criminal conviction, and • the 04-199 has been completed and approved. <p>NOTE: Foster youth who have turned 18 are exempt from submitting a Live Scan fingerprint clearance as long as they are dependents of the Juvenile Court.</p>
5	<p>Other non-dependent youth who turn 18 while residing in a Relative/NREFM approved home have thirty (30) days from the date of their birthday to submit fingerprints for a Live Scan clearance. A CLETS clearance (using a 04-134) and a CWS clearance should be completed at the same time.</p>
6	<p>All youth, including foster youth, must submit Live Scan fingerprint clearances if the home is a licensed day care provider.</p>
7	<p>When a home is approved, but the child’s SW has decided not to place the child in the home, and there are no other children placed in the home, the placement SW must send a BCIA 8302 for each adult residing in the home to DOJ. Make two copies of the BCIA 8302 and distribute as follows:</p> <ul style="list-style-type: none"> • fax or mail a copy of the BCIA 8302 to DOJ • original goes into child’s case file • copy goes to the policy analyst assigned to this file.

Additional approval requirements under Relative Home Approval (cont.)

Step	Action
8	<p>When a child leaves the Relative/NREFM approved home, the assigned SW must send a 07-65 to the registrar ending the placement.</p> <p>NOTE: Criminal record and CACI clearances must not be filed in the case file. If any clearances with criminal or CACI history are discovered in a case file, the documents must be shred and the BCIA 8302 must be sent to policy analyst assigned to this file.</p> <p>If a Relative/NREFM home reassessment needs to be completed on a home which is located in another county in California:</p> <ul style="list-style-type: none"> • Email the completed form, Inter-County Relative Home Approval Request (04-23) to the CWS Policy Analyst assigned to this file. • The CWS Policy Analyst will make the initial contact with the other county to request they complete the relative/NREFM reassessment home approval. • Placement staff from the other county will contact the placement SW once the request is assigned. If the placement SW does not hear from the other county’s SW within one week, contact the CWS Policy Analyst for assistance in making contact with the SW. <p>If the prospective caregiver resides in Orange, Imperial, or Riverside County (a contiguous county) then the County of San Diego placement staff must complete the relative/NREFM home reassessment approval.</p>
9	<p>When a Relative/NREFM hires a babysitter to care for the foster children in their home on a regular basis, the caregiver must contact the placement SW to find out the procedure for having the babysitter complete all criminal and child abuse clearances including the Live Scan clearance. (see Normalcy Protocol for procedures)</p>
10	<p>When a caregiver places the foster children in licensed daycare, the daycare provider does not have to complete background checks as the background checks were completed before they were licensed.</p>
11	<p>When an Inter County Transfer (ICT) is received and the sending county has placed the child with a Relative/NREFM in San Diego County as RHA, an initial (prior to January 1, 2017) must have been completed, unless the child was placed after January 1, 2017 as an emergency placement pending RFA approval.</p> <p>Under RHA, all adults in the Relative/NREFM home must complete the following for San Diego County once jurisdiction is transferred:</p> <ul style="list-style-type: none"> • a Live Scan fingerprint clearance, and • LIC 508D if none were included in the RHA paperwork by the sending county.

**Forms for Relative/
NREFM Approvals**

The placing SW will provide, review and have the caregiver sign the following forms:

- 04-25
- 04-96
- 04-98
- 04-237
- 04-275
- 10-5
- LIC 508D

NOTE: Form 10-5 is also required at six-month intervals by the child's SW. Copies of these forms, must be filed in each child's case file

State Forms completed by the placement SW during the home visit:

- SOC 817
- SOC 818

Form completed once home is ready to be approved:

- SOC 815

The following forms may be required in the approval process when the potential caregiver has criminal or child abuse history:

- 04-199
- 04-256
- LIC 301E

NOTE: See the Criminal/CACI Notice of Action Letters Chart in the Relative Criminal History PM file for a list of letters used when a household member has criminal or child abuse history.

Other forms which may be required:

- 04-97 (only applies if placed under Emergency RFA or TAH)
- 04-274D
- 04-274E
- 04-286
- BCIA 8302

Additional Information provided to caregiver:

- Your Rights Under California Welfare Programs Pub 13
- Ombudsman Brochure
- Foster and Adoptive Kinship Care Education (FAKCE) Pink Booklet (sent regularly via e-mail to SW staff or found in regional offices.)

Forms Submitted to Registrar at Placement:

- 07-224
- ARC1 Application
- CW2218
- CW2219
- SOC 815 (once home is approved)
- SOC 817
- SOC 818

**Forms for Relative/
NREFM Approval
(cont.)**

Forms Given to caregiver by case-carrying SW:

- 04-24P and 04-24A-P or 04-24C signed by the Court.
- Refer to the Medical Treatment/Medical Releases PM file for more information.
- 04-39
- 04-61
- 04-75
- 04-258
- 04-296
- 04-325 from previous SCP, if available.

NOTE: The above procedure will take place in the case of a TAH, or if another adult moves into an approved Relative/NREFM home, pending RFA conversion.

**Generating SOC
forms from
CWS/CMS**

Relative/NREFM Approvals or annual reassessment will be documented by completing the three State-mandated forms (SOC 815, SOC 817, and SOC 818) in the child’s CWS/CMS case in the Placement Management Section. The forms are completed by the placement SW and then submitted to the Registrar when the home has been approved. The Registrar then inputs the SOC forms into CWS/CMS.

The SW begins the approval process by creating the SOC forms in CWS/CMS and printing them out to take to the home call with the potential caregiver. The SW must obtain the state-mandated forms in CWS by following the procedure below:

Step	Action
1	<ul style="list-style-type: none">• Click on the Collateral Notebook of the Client Management Section.• Search for a Collateral Notebook for the caregiver.<ul style="list-style-type: none">○ If no Collateral Notebook for the caregiver is found, go to Step 2.○ If a Collateral Notebook for the caregiver is found, go to Step 3.
2	<ul style="list-style-type: none">• Click the “+” to create a new collateral in the Collateral Notebook of the Client Management Section.• Make a collateral for the prospective caregiver. Include:<ul style="list-style-type: none">○ social security number○ driver’s license number○ date the home is approved (once the home is approved)• Make a collateral for all other adult household members. Include:<ul style="list-style-type: none">○ social security number○ driver’s license number
3	Click the related Clients tab and add the child (ren) for whom the relative/NREFM home approval is being completed.

Generating SOC forms from CWS/CMS (cont.)

Step	Action
4	<ul style="list-style-type: none"> • Click Relative/NREFM Assessment tab • Click “+” to add row • Select relative/NREFM child(ren) • Click OK.
5	<ul style="list-style-type: none"> • Click “+” under Create New Document notebook • Select SOC 815 forms • Select caregiver and children • Click OK.
6	<p>Repeat above step for SOC 817 and 818; the SOC 818 brings up a dialog box for English or Spanish for the Caregiver Declaration and Agreement portion of the form.</p>

Completing the SOC forms

Form	Action
SOC 815	<ul style="list-style-type: none"> • The “All Adults Cleared” box, number 1 on page 1, cannot be checked until all clearances are received and exemptions have been completed. • Number 3 on page 1 must have the date of the site inspection along with the name of the placement SW who did the site inspection. • All questions must be addressed. • Once the home is approved, there must be an “I Certify----” date (page 2). The “I Certify” date is the date all clearances are in and all other standards are met. It is the date the home can be approved. The date the placement SW signs page 2 should be the same date as the “I Certify” date. • The PSS must also sign on page 2. <p>Grid on Page 3:</p> <ul style="list-style-type: none"> • Established Presence in Home - If adult in home at time of approval, use date child placed in the home. If an adult moves in after the home is approved, use date they moved into the home. • Temporary Placement - CLETS, CACI and CWS/CMS fields should be filled out for emergency placements (TAH placements only) <p>NOTE: Policy is to always do a new CLETS and CWS/CMS clearance at each reassessment and put that date in these fields.</p>

Completing the SOC forms (cont.)

Form	Action
SOC 815	<ul style="list-style-type: none"> • Live Scan Submitted - Use date adult completed the Live Scan fingerprint clearance for the DOJ, FBI and CACI. <p>NOTE: Sometimes the NOR will show a different submission date for the CACI. DOJ sometimes receives or processes the CACI a day or two later but placement staff should use the date of the Live Scan because that is the date the Live Scan was submitted by the Live Scan clerk.</p> <ul style="list-style-type: none"> • Live Scan Received - Use dates each clearance was received. • Rapback - This is usually the date the Live Scan was submitted. • ICT - Not currently being done by County of San Diego. • Exemption Requested - Date Live Scan done. If emergency placement, use date CLETS done. • Exemption Approved - Date manager checked the box on the 04-199 and signed the form indicating exemption approved. • Exemption Denied - Date manager checked the box on the 04-199 and signed the form indicating exemption denied. • Out-of-state Child Abuse Registry Checklist (page 4) Complete all fields that pertain depending on whether the adult has resided out-of-state within the past five years. <p>NOTE: Only complete field one, “Resided Outside CA Within Last 5 Years,” for Adults with Significant Contact.</p> <p>SOC 817 (page 5) - Only check one box for each standard. There are 16 standards. If any standard has the “No” box checked, the home cannot be approved. If there was a CAP, check that box. If there was a DAP, check that box.</p>
SOC 817	<ul style="list-style-type: none"> • All questions must be answered. • Any No answer indicates the home does not meet all requirements and the home cannot be approved. • If a DAP or CAP is claimed, do not check the yes box. • DAP - The only standards that can be considered for a DAP are those items on the SOC 817 under “Standards Permitting Alternate Plan”. • CAP - The only standards that can be considered for a CAP are those items on the SOC 817) under “Standards Not Permitting Alternative Plans.” • The SW signature and date must be present on page 2. • Caregiver name must be present on page 2. <p>NOTE: The placement SW shall document any deficiencies found in the home.</p>

Completing the SOC forms (cont.)

Form	Action
SOC 818	<ul style="list-style-type: none"> • All questions must be answered. • Any No answers mean the caregiver does not meet the caregiver standards and the home cannot be approved. • The placement SW must sign and date on page 4. • On page 5, the primary caregiver must initial or put N/A in all seven fields. There should be no blank fields. • If there is a secondary caregiver, this caregiver should initial each field after the primary caregiver’s initials. • The primary and secondary caregiver if available, must sign and date on page 5. <p>NOTE: In the case of a denial, the placement SW shall document in Sections 1 through 19, examples of how the caregiver did not meet standards.</p>

Documented Alternative Plan (DAP)/ 04-274

Documented Alternate Plans (DAPs) are allowed when specific standards **are not** met if the SW determines that it is in the child’s best interest to be in the home of a familiar person. The only standards that can be considered for a Documented Alternate Plan are those items on the SOC 817 under “Standards Permitting Alternate Plan” (Telephones and Buildings and Grounds) and must be documented using the 04-274D form. The 04-274D is specific to a child, home and caregiver situation, and does not expire until/unless the specific situation changes.

The four standards are:

- Adequate bedroom space is provided.
- The child does not share a bedroom with an adult unless the child is an infant. There can be no more than two infants and two adults sharing a room.
- No room commonly used for other purposes will be used as a bedroom or as a public or general passageway to another room.
- The home has telephone service. If the caregiver has no home phone but has a cell phone, this can be approved with the completion of a 04-274D.

NOTE: If the caregiver uses a cell phone in place of a land phone, the caregiver **must agree** that the cell phone will be available and accessible to the foster children anytime foster children are present in the home.

Documented alternate plans must be approved by the Placement SW, case-carrying SW, and the PSSs of both SWs on the 04-274D form.

A copy of the 04-274D should be given to the caregiver during the site visit.

Corrective Action Plan (CAP)/ 04-274E

When the SW has determined that a deficiency exists, the caregiver and SW will discuss the deficiency and write a plan for correcting the deficiency. Plans of Correction will be written using the 04-274E form. A copy must be provided to the caregiver and one copy placed in the child's case file.

The 04-274E will include at least the following information:

- Citation of the regulation section that is violated. (This information is found on the SOC 815, SOC 817 and SOC 818 forms.)
- A description of the nature of the deficiency.
- The actions to be taken by the applicant and any assistance to be provided by the Agency.
- The date by which each deficiency will be corrected.
- The name and phone number of the SW responsible for approval of the home.

The date for correcting a deficiency will not be more than 30 calendar days following the date of the visit, unless the worker determines that the deficiency cannot be corrected in 30 calendar days. The reason that the deficiency cannot be corrected in 30 days must be documented in the plan. In this case, the worker must determine an appropriate completion date and document the basis for this determination. Completion of the correction must be verified. If the deficiency is not completed within 30 calendar days or by the agreed-upon date, the home will not be approved. Plans of Corrections require PSS approval.

Relative/ NREFM Home Assessment with criminal or child welfare history

Every Relative/NREFM Home Assessment with criminal or child welfare history will follow these steps:

Step	Who	Action
1	Placement SW	Review CLETS, CACI, CWS History, and Live Scan results thoroughly and complete all sections of form 04-199. NOTE: For an Emergency Criminal Exemption, the form will be completed with the information that is obtained from the DOJ phone call (CLETS), Faxed Emergency CACI, and CWS History. The form will be thoroughly completed when the Live Scan results are received. (TAH Only)
2	Placement SW	Consult with the case carry worker in regards to the criminal/CWS history and document the conversation on form 04-334B.
3	Placement Worker	Forward 04-199 to the Placement PSS with the attachments that support the decision made.

Relative/ NREFM Home Assessment with criminal or child welfare history (cont.)

Step	Who	Action
4	Placement PSS	<ul style="list-style-type: none"> Review the 04-199 and obtain the signatures needed for the approval or denial. Notify Placement Worker of the decision to approve or deny. <p>NOTE: Make sure that all documents (police reports, court documents, etc.) are attached to the 04-199 or that there is a letter stating the information has been purged.</p>
5	Placement Worker	<p>Once notified by the Placement PSS of the decision:</p> <ul style="list-style-type: none"> If the exemption has been approved, send the individual form 04-201A and/or 04-201B informing him/her the exemption has been granted. If the exemption has been denied, follow the denial process.

Criminal Offender Record Information (CORI) release

California Penal Code Sections 11105 and 11105.2 requires that the CORI be released to potential resource families, Relative/NREFM, or other adults in the home if the information in the CORI is the bases of adverse licensing or certification decision. A copy of the CORI (DOJ and/or FBI rap sheets) must be provided.

The CORI will be sent out by regular mail with a letter informing the individual of what their next steps must be for an exemption or notifying them, they have a non-exemptible crime that cannot be exempted. Follow this if you receive CORI with criminal history:

Step	Who	Action
1	Placement Worker	<ul style="list-style-type: none"> Make a copy of the CORI Mail the copy to the identified person on the CORI with the correct county letter.
2	Placement Worker	<ul style="list-style-type: none"> Mail Forms 04-200A, 04-200B, 02-200C, 04-200D, and 04-200D1 as appropriate.

NOTE: Forms 04-200A through 04-200D1 reflects that the CORI is attached to the letter. The letters are condensed to:

- one letter for any adult living in the home that needs an exemption (including the potential caregiver’s spouse or children), and
- one separate letter informing the caregiver that an exemption is needed for an adult living in the home
- form 04-200D informing the potential caregiver or an adult living in the home that a non-exemptible crime was found on his/her CORI.
- 04-200D1 informing the potential caregiver that an adult living in the home has a non-exemptible crime.

Placement requirements

Approval status does not entitle the caregiver to placement of a specific child or children. Placement decisions are based on each individual child's needs and best interests and are not grievable (WIC Section 16507.5).

When a child leaves the relative/NREFM approved home, the assigned SW must send the 07-65 to the registrar ending the placement.

Resources to help meet requirement standards

Assistance may be available through [Kinship/Foster Care Emergency Funds](#) to help Relative/NREFM caregivers meet facility requirements and required standards. Beds, dressers, and smoke alarms are examples of items obtainable through this source.

The SW will also consult with his/her supervisor on accessing other resources through the Agency or community to meet the placement requirements.

If a home is still unable to meet one of the standards, the home cannot be approved.

Case transfers

When a child is placed in a Relative/NREFM home approved under the Relative Home Approval process, the case **cannot** be transferred to another region or program unless the relative/NREFM home approval meets all of the following conditions:

- The reassessment on the relative/NREFM home **is not** due within the next 60 days.

NOTE: If there are siblings also placed in the home, copies of the SOC 817 and SOC 818 must be filed in the younger siblings' case files with the originals filed in the oldest child's file. Original SOC 815s must be filed in each child's case file.

- If there are any errors or omissions in the paperwork, the receiving region will contact the sending to obtain the paperwork. The case will be returned to the sending region if the deficiencies are of a concern.

NOTE: It must be clearly documented in the case transfer checklist (04-119) where the child is currently placed.

Placing another dependent child in an Approved Relative/NREFM Home

A family approved as a Relative/NREFM home will be referred to the RFA Unit via the 04-600, for approval before another child can be placed in the home. The child may be placed as an emergency placement pending the RFA approval, if emergency requirements are met.

If the home is RFA approved, SW will contact the Placement Coordinators Office (PCO) for clearance to place a child.

Substitute Care Provider release of information (SCP)

During the course of Juvenile Dependency proceedings, a SCP's history may be requested by the attorneys on the case. This may occur as part of a RHA.

A SCP can sign to release their health, financial and criminal history information via the 04-24scp. A caregiver cannot sign to release their CWS history as that information belongs to the Juvenile Court. Only the Juvenile Court, via an 827 hearing, can authorize the release of CWS history.

**Substitute Care
Provider release of
information (SCP)
(cont.)**

With an 827 order in place, everyone in the court hearing is able to know the SCP’s CWS history. Without an 827 order, the parents and others at the hearing have no right to know a SCP’s CWS history.

If a SCP signs the 04-24scp, HIV information could be disclosed. Bringing that information to court would need to comply with existing policy.

Criminal history may be disclosed. CWS staff is not permitted to release the actual CORI document from DOJ. Only a summary of criminal history is permitted.

If during the course of dependency proceedings, the discovery of a RHA is requested, the SW will follow these steps:

Step	Action
1	Has the RHA been completed? <ul style="list-style-type: none"> • If yes, go to step 2. • If no, complete and determine if home will be approved or denied. Then go to step 2.
2	If the RHA was approved, complete form 04-24scp and go to Step 3. If the RHA was denied: <ul style="list-style-type: none"> • Wait until the completion of a grievance hearing (upheld/denied), then • SW to discuss with requesting attorney if discovery is still needed. If yes, complete form 04-24scp and go to Step 3.
3	Review the form with the SCP and have SCP sign if in agreement. NOTE: If more than one SCP, each must sign their own form.
4	Advise the requesting attorney that an 827 hearing must be set to release the CWS history, if any. That attorney must file all applicable forms (JV 569 through 574) available at www.courts.ca.gov/forms (under “Juvenile” forms). NOTE: The 827 hearing must occur before the hearing where the RHA information is expected to be presented. If the 827 hearing does not occur, the SW will provide only health, financial and criminal history information. CWS history will be redacted until the Juvenile Court authorizes its release.

**Substitute Care
Provider release of
information (SCP)
(cont.)**

Step	Action
5	<p>Placement worker will prepare a copy of the RHA paperwork with appropriate redactions per Confidentiality - General.</p> <p>If the 04-24scp has not been signed, the RHA information cannot be released.</p> <ul style="list-style-type: none"> • If a granted 827 order is not in place, redact all CWS history. • If a granted 827 order is in place, the 827 order will delineate what CWS history can be released. (The 827 order may indicate other sensitive information that the court is authorizing the release of; SW will release information according to the order).
6	<p>Provide completed discovery to the requesting attorney and to the County Counsel assigned to the upcoming hearing/trial.</p>

IMPORTANT: CWS will only release RHA information once the home assessment is completed (approved/denied).

**Denial/Rescinding of
a Relative/NREFM
Home Approval**

If the home does not meet all health and safety standards as set forth in the federal Adoptions and Safe Families Act, the Relative/NREFM home approval must be denied and/or rescinded.

Relatives and NREFMs who have been denied a home approval may now request a State Hearing with an Administrative Law Judge. The Agency must provide Notice of Denial and the right to a State Hearing to all denied Relative or NREFM home approvals.

**Relative/NREFM
Assessment denials
and grievance
hearings**

The following steps must be followed with every denial before the Relative/NREFM is informed of the denial. Denial documentation may be used for the State Administrative Hearing (Harris Hearing) if the Relative/NREFM decides to grieve the decision.

Step	Who	Action
1	Placement Worker	<p>Document the reason of denial on the 04-207 form.</p> <ul style="list-style-type: none"> • Documentation needs to include reason for denial and regulations that support the denial • If denying on Conduct Inimical, document the conduct that is inimical to the health, morals, welfare or safety of an individual in or receiving services from the home.
2	Placement Worker	<p>Send 04-207 form to the Placement PSS for approval.</p>
3	Placement PSS	<p>Send 04-207 form to the Manager for approval.</p>

**Relative/NREFM
Assessment denials
and grievance
hearings (cont.)**

Step	Who	Action
4	Placement PSS	<ul style="list-style-type: none"> • If approved, scan and send Denial paperwork to Placement Policy Analyst. • If not approved, review, update, and resubmit to Manager for approval.
5	Placement Policy Analyst	<ul style="list-style-type: none"> • Log denial information. • Review denial paperwork to ensure it meets state requirements • If yes, send “NA 1271 Notice of Action – Denial of Home Assessment” to Relative/NREFM and copy of form to Placement worker. • If no, contact Placement PSS to discuss.

The following documents are needed and will be submitted by the placement worker to the Placement Policy Analyst prior to the Relative/NREFM being informed of the denial:

Type of Denial	Documents Needed
Every Denial	<ul style="list-style-type: none"> • 04-207 • 04-334 B • SOC 815 • SOC 817 • SOC 818 • CORI results
Criminal History and/or Child Abuse History	<ul style="list-style-type: none"> • SOC 815 • Criminal exemption, denial, approval, out of state disclosure and criminal statement and character references • Notes from the placement worker that have been inputted into CWS/CMS • Evidence establishing criminal activity (The evidence needs to include Certified court documents, Police Reports, Arrest disposition form provided by DOJ, Relative/NREFM admission/statements or stipulation in fact, Juvenile records, Certified copies of any state penitentiary, reformatory, county or city jail, etc.) • CWS/CMS History <p>NOTE: Live Scan Process is not admissible and cannot be relied upon for establishing an individual criminal status at the hearing.</p>

**Relative/NREFM
Assessment denials
and grievance
hearings (cont.)**

Type of Denial	Documents Needed
Home does not meet Health and Safety Standards	<ul style="list-style-type: none"> • SOC 815 and SOC 817 • Notes from the RHA worker from CWS/CMS • Notes of deficiency(ies) or Correction Action Plan (CAP) • DAP Approval or Denial
Relative/NREFM failed to meet caregivers qualifications	<ul style="list-style-type: none"> • SOC 815 and SOC 818 • Notes from the RHA worker from CWS/CMS

If the Relative/NREFM grieves the denial, the placement worker will submit a draft Statement of Position which includes:

- a statement summarizing the facts of the denial (criminal documentation, state regulations, pattern of behavior, etc.),
- the justification of the Agency’s actions,
- attached copies of documentary evidence (court records, policy reports, a list of witness, etc.)

NOTE: The Placement Policy Analyst will finalize the Statement of Position and present CWS decision to deny during the Harris Hearing.