

Licensing Evaluator/Resource RFA Granted Staff

(Revised 11/20/20)

Forms

Licensing Evaluator

RFA Granted Staff

RFA Biennial Approval Updates

Alignment with SET

Forms

The following forms are referenced in this file:

- BCIA 8016 Live Scan Application – Licensing
- BCIA 8016 Live Scan Application – RFA
- [LIC 508D](#) Out-of-State Disclosure and Criminal Record Statement
- [RFA 01B](#) Resource Family Criminal Record Statement
- [RFA 05A](#) Resource Family Approval Certificate
- [RFA 06](#) Resource Family Approval Update Report
- [RFA 809](#) Resource Family Visit Record

Licensing Evaluator

Licensing evaluators are CWS SWs who are authorized by the State to license foster homes.

Duties include:

- Evaluating and processing new adults that will reside in the foster home
 - New adults will live scan using BCIA 8016 and complete the LIC508D
- Making bi-annual site inspections of foster homes
- Enforcing state licensing regulations
- Processing changes in licensing terms, as appropriate
- Providing continuing support to resource parents
- Attending support groups.

As of January 1, 2017, all children placed in relatives or non-relative extended family members (NREFM), and prospective foster parents homes must be Resource Family Approved (RFA), per Welfare and Institutions Code (WIC) 16519.5. Therefore, Licensed foster homes are required to begin the conversion process to the Resource Family Approval (RFA) Program by December 31, 2020 or the license is forfeited by operation of law.

RFA Granted Staff

RFA Granted staff consist of Protective Services Social Workers (PSW) and SW II/III whose roles and responsibilities consist of:

- Case Managing and monitoring Approved Resource Families
- Conducts approval updates
- Completes waivers
- Addresses management issues that do not meet complaint criteria
- Addresses significant changes to information evaluated in the risk assessment of the family such as:
 - marital or domestic partnership status,
 - a relationship with a significant other,
 - the physical or mental health of a resource parent or other residents in the home,
 - the employment or financial situation,
 - the knowledge or ability to understand the safety permanency and well-being needs of a foster child.
- Verifies annual training hours
- Completes or performs daily requests for:
 - increase/decrease in capacity,
 - change in age range of approval,
 - change in home type.
- Evaluating and processing new adults that will reside in the resource home
 - New adults will live scan using BCIA 8016 and complete the RFA 01B.
- Provides resources to Resource Families as needed

RFA Biennial Approval Updates

RFA Granted staff will conduct approval updates at least every 24 months or when a significant change has occurred in the Resource Family home such as:

- the family relocates to a new home
- the approval is child-specific and the Resource Family requests to care for additional children
- the Resource Family ends inactive status
- a Resource Parent is added or removed from the approval

The update will occur no sooner than 60 calendar days prior to the 24-month due date and no later than 30 calendar days after the 24-month due date.

RFA Granted Staff complete the following duties as part of the RFA update process:

- Reviews the information in the Written Report (RFA-05)
 - Completes the Building and Grounds Assessment
 - Ensures all adults in the home and those regularly present in the home have completed a background assessment
 - Addresses any significant changes in the family evaluation (e.g. income changes, change in relationships, etc.)
 - Interviews all individuals in the home, reviews capacity, and reviews training
 - Completes the Resource Family Approval Update Report (RFA 06)
 - Completes the Resource Family Approval Certificate (RFA05A)
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Alignment with SET

The duties that the Licensing Evaluators and RFA Granted staff perform ensure that children are safely cared for while working in collaboration with Resource Families. This policy supports SET [Value 2](#) by establishing collaborative partnerships with Kinship and Resource Families.
