

# RFA Granted Staff

(Revised 09/08/23)

## Forms

### RFA Granted Staff

### RFA Biennial Approval Updates

### Alignment with SET

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#### Forms

The following forms are referenced in this file:

- BCIA 8016 Live Scan Application – RFA
- [RFA 01B](#) Resource Family Criminal Record Statement
- [RFA 05A](#) Resource Family Approval Certificate
- [RFA 06](#) Resource Family Approval Update Report

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#### RFA Granted Staff

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

- Case Managing and monitoring Approved Resource Families
- Conducting approval updates
- Completing waivers
- Addressing management issues that do not meet complaint criteria
- Addressing 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 of a resource parent,
  - the knowledge or ability to understand the safety, permanency and well-being needs of a foster child.
- Verifying annual training hours
- Completing or performing daily requests for:
  - increases/decreases in capacity,
  - changes in age range of approval,
  - changes 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.
- Providing resources to Resource Families as needed

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#### 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
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**RFA Biennial  
Approval Updates  
(cont.)**

- the approval is child-specific and the Resource Family requests to care for additional children
- the Resource Family ends their 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:

- Review the information in the Written Report (RFA-05)
- Complete the Building and Grounds Assessment
- Ensure all adults in the home and those regularly present in the home have completed a background assessment
- Address any significant changes in the family evaluation (e.g. income changes, change in relationships, etc.)
- Interview all individuals in the home, review capacity, and review training
- Complete the Resource Family Approval Update Report (RFA 06)
- Complete the Resource Family Approval Certificate (RFA 05A)
- Submit completed RFA 06 and RFA 05A to RFA Granted Supervisor for approval

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**Alignment with SET**

The duties that the 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.

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