

LICENSING STANDARDS FOR FOSTER FAMILY HOMES

Section		Page
Section 1	Mission	2
Section 2	Definitions	3
Section 3	Application and Licensing Procedures	10
Section 4	Number of Children in a Licensed Foster Home	22
Section 5	Agency Monitoring	24
Section 6	Drugs and Alcohol	25
Section 7	Training	27
Section 8	Records to be maintained by Foster Parents	29
Section 9	Confidentiality of the Foster Children	30
Section 10	Visitation of Foster Children with Parents	31
Section 11	Required Written Consents	32
Section 12	Business and Employment of Foster Parents	33
Section 13	Licensing Violations	34
Section 14	Termination of license	36
Section 15	Care of Children	37
Section 16	Foster Care Benefits from the Agency to Foster Parents	50
Section 17	Policies and Procedures for License Renewal	52

Section 1 Mission

Mission:

The mission of the White Earth Nation foster care program is to provide care on a Tribal level to our abinoojihñ (children) when their parent or caretaker is unable to do so. We recognize the sacredness of our children and strive to provide them with a safe, caring, nurturing Tribal family. The Tribal family is to be committed to the sacredness of our children: respecting, honoring, and nurturing them when they are faced with the trauma of being separated from their parents. The Tribe and foster parent are responsible for ensuring that children receive the highest care possible.

Purpose:

This document prescribes the standards for licensure as a foster family home by the White Earth Nation. The document describes application and initial licensing policies and procedures. It also outlines standards to remain continuously licensed.

Responsible Agency:

Giizhaawaaso (Indian Child Welfare) Abinoojiishikaw (raise children for somebody) is the agency designated by the White Earth Nation to oversee the foster care program, and will use these standards in making determinations for licensure. The program assigns a licensing worker to each Tribal family, who is responsible for monitoring that standards are adhered to.

Term of Licensure:

The license is valid for two years, as long as there aren't significant changes in the home that would impact licensure; and given the home continues to follow licensing standards. The home will be specifically licensed for a particular number of children, genders, and ages that meets the family's needs and licensing standards.

Collaboration and Communication:

The foster care licensing worker will visit the foster home once monthly when children are placed in the home. This is an opportunity to communicate and collaborate. The case manager assigned to the children will meet with the children once per month privately. The case manager is to meet with the foster home at the same time of the licensing worker once per quarter, and monthly with the foster parent if requested.

Section 2 Definitions

Definitions:

- 1) Adam Walsh Child Protection and Safety Act** is a federal statute that was signed into law by U.S. President George W. Bush on July 27, 2006. The Adam Walsh Act organizes sex offenders into three tiers and mandates that Tier 3 offenders (the most serious tier) update their whereabouts every three months with lifetime registration requirements. Tier 2 offenders must update their whereabouts every six months with 25 years of registration, and Tier 1 offenders must update their whereabouts every year with 15 years of registration. Failure to register and update information is a felony under the law.

The Act also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.) The Act was named for Adam Walsh, an American boy who was abducted from a Florida shopping mall and later found murdered.

The “Adam Walsh” background checks also search for significant crimes against children or people.

Applicants must pass a federal background check, under the Adam Walsh Act, before being fully licensed as a IV-E eligible foster home.

- 2) Agency** - Indian Child Welfare (ICW) is the duly delegated representative of the Reservation Tribal Council (RTC) to oversee child welfare and foster care.
- 3) Agency Requirements** - Those portions of the standards binding upon the agency (ICW) but not upon the provider, and so marked. Failure of the agency to meet one or more agency requirements is not a defense for the providers’ failure to meet provider requirements.
- 4) Applicant** - Entity who has submitted an application form for foster care licensing through the White Earth Nation.
- 5) Background check** - means Individuals 18 years of age or older: a criminal history check via fingerprints that are submitted to the State of Minnesota and the Federal Bureau of Investigation (FBI) for comparison to their criminal history records, as appropriate. In addition for individuals 18 years of age or older:• a check of the Social Services Information System (SSIS) and other state child protection systems, as appropriate, to determine whether an

individual is currently alleged or has been indicated as a perpetrator of child abuse or neglect; and• a check of the Statewide Child Sex Offender Registry.

- 6) Capacity** - The maximum number of foster children who can reside in the licensed home.
- 7) Child** - A person under 18 years of age or still attending high school or post-secondary schools, but under 21 years of age.

Infant - A child from birth through 12 months.

Toddler - A child from 1 year to 3 years old.

School Aged child – A child who is five years old or older and who will attend school in August or September of that year.

Adolescent – A child from 12-18

Young adult – An adult whose chronological age is between 18 and 21years, who is currently in a family foster home, and continues to need foster care services.

- 8) Child care assistant** - means an adult, 18 years of age or older, (whether a volunteer or an employee) who assists a licensed foster parent in the care of children within the foster home; is known to the Agency; and has passed background checks.

- 9) Child care facility** - means any person or agency, providing day care to a child.

- 10)Child in care** – A child placed into a foster or adoptive home by the Tribe, who has temporary custody of the child.

- 11)Child passenger safety seat system** – An infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the National Highway Traffic Safety Administration.

- 12)Classifiable fingerprints** - means fingerprints obtained through an electronic or ink printing process that were determined to provide sufficiently clear impressions to identify the individual from whom the prints were obtained.

- 13)Closed** - Includes foster parent decision, expired license, mutual, individual, or Agency decision to end licensure, and close out the foster care License.

- 14)Common parentage** - means having the same biological or adoptive father, the same biological or adoptive mother, or the same biological or adoptive father and mother or being raised together per tribal custom.

- 15) Complete application** - means all documents required by the agency for licensure have been completed by the applicant and submitted to the agency for review.
- 16) Corporal punishment** - means cruel or unusual or culturally unacceptable punishment of a child, including but not limited to: hitting, slapping, hair pulling, spanking, beating, shaking, pinching, throwing, and other measures that produce either physical, emotional, or mental harm; and also includes threatened injuries that do not have to result in a physical injury.
- 17) Customary Adoption** - means a living arrangement with a family that is culturally appropriate directed toward establishing additional relatives as the child's legal parents.
- 18) De-escalation** – Strategies used to defuse a volatile situation, to assist a child to regain behavioral control, and to avoid a physical restraint.
- 19) Department** - White Earth Indian Child Welfare Foster Care Department.
- 20) Discipline** - means culturally acceptable ways of helping children to develop inner controls so that they can manage their own behavior in socially acceptable ways. Discipline does not include the use of corporal punishment as defined.
- 21) Educational advocacy training** - means training that prepares foster parents to effectively advocate for the special educational needs of the children in their care by providing information on children's educational rights and foster parents' responsibility to protect those rights.
- 22) Expanded capacity Waiver**- means the foster family home has been issued a temporary waiver from the Department authorizing the foster family to accept more children for care (including the family's own children under age 18 and all other children under age 18 receiving full-time care). Expanded capacity waivers are typically issued for sibling placements or relative placements.
- 23) Food service** – The preparation or serving of meals or snacks.
- 24) Foster Family Home** – a family who is licensed to provide foster care by the White Earth Nation, in their home
- Tribal Home:** A family foster home caring for children in court ordered out of home placement, and whole family placement. Must be a member of a federally recognized Tribe. This licensure does not require the need to be related to children they care for.

Relative Home: A family foster home caring for children in court ordered out of home placement or whole family placement, which is related/kin to those in placement.

Respite Care Home: A foster home designated for respite care only, typically for periods of 7 days or less, as relief for another foster parent.

25) Foster Parent training - means:

- Agency approved training;
- Foster parent conferences or trainings sponsored by the Agency;
- Agency required training;

26) Garbage – Food or items that when deteriorating cause offensive odors and/or attract rodents, insects, and other pests; that cannot be in excess around the foster home.

27) Godparent - is a person who sponsors a child at baptism or one in whom the parents have entrusted a special duty that includes assisting in raising the child if the parent cannot raise the child. The worker shall verify the godparent/godchild relationship by contacting the parents to confirm the fact that they did, in fact, designate the person as the godparent.

28) Healthcare precautions means an approach to infection control. The Agency sponsors training on healthcare precautions for blood borne pathogens.

29) License: A document issued by the White Earth Nation, which authorizes the applicant to provide foster care.

A. Non-IVE License: up to 90 days, signed by ICW

B. IVE License: 24 months authorized by the Tribal Council or its designate Board

30) Licensed physician - means a person licensed to practice medicine in the State of practice.

31) Licensed provider - means those individuals who hold a foster care license issued by the White Earth Nation to have direct responsibility over raising children placed into their home.

32) Licensing worker - means person authorized by the Department to perform foster care licensing activities.

- 33) Home study** - means an interview, written review and assessment of an applicant for licensure, and the collection and review of supporting documents, to determine whether someone should be licensed by the White Earth Nation for foster care.
- 34) Maintenance rate** - is the funds received by the foster parent for room and board, food and supervision, clothing, transportation and incidentals. This is not considered a form of employment. Funds for foster children received for foster care must be spent on foster children.
- 35) Member** - A person who is a member of the White Earth Nation or another federally recognized tribe, and can demonstrate proof of membership.
- 36) Member of the household** - means a person who resides in a family home as evidenced by factors including, but not limited to, maintaining clothing and personal effects at the household address, or receiving mail at the household address, or using identification with the household address, or staying frequently at the household.
- 37) Minor traffic violation** - means a traffic violation which is punishable solely by fines as a petty offense.
- 38) MAPCY** – Minnesota Assessment Parenting Children and Youth.
- 39) Non-active status** - means a licensed foster home has no foster placements and maintains continuous compliance for licensure, does not receive regular licensing monitoring visits by the Department.
- 40) Non-ambulatory** – A child that is only able to move from place to place with assistance, such as a walker, crutches, a wheelchair, or prosthetic leg.
- 41) Non-mobile** – A child that is not able to move from place to place, even with assistance.
- 42) Out of Home Placement Plan** – A plan created by the case manager that identifies a child’s basic and specific needs and how those needs will be met while in foster care. It includes mental, physical, emotional, spiritual needs. It includes visitation with parents and siblings and extended family.
- 43) Person legally authorized to give consent** – The person legally authorized to give consent for foster children’s services, education, medication, and medical issues is the case manager, Director, or foster care licensing worker of ICW.
- 44) Personal Stipend** – clothing per month / sports / activities / outings / field trips / school pictures / year books / sports fees for a child in foster care.

- 45) Petty offense** - means a misdemeanor that may not affect the foster care license.
- 46) PRN** - A standing order or prescription that applies “pro re nata” or “as needed according to circumstances.” ICW needs to authorize PRN’s.
- 47) Prescription** - written instructions from a physician, dentist, etc, to a pharmacist stating the form, dosage strength, etc, of a drug to be issued to a specific patient. ICW must approve any and all prescriptions for a foster child. Any prescription must be maintained in a lock box and visually dispensed to the foster child by the foster parent according to the prescription.
- 48) Psychotropic drug**- Any drug capable of affecting the mind, emotions, and behavior. ICW must attend appointments and sign for any medication in this classification prior to a foster child taking them. This classification of drugs must be maintained in a lock box and visually dispensed to the foster child by the foster parent according to the prescription.
- 49) Relative/ Kin** – A person related to the child by tribal recognition or blood.
- 50) Reputable character** - means there is satisfactory evidence that the moral character of the applicant is trustworthy, or that they are in good standing in the Indian Community.
- 51) Respite Care** - Temporary care for a child for another foster parent or guardian usually lasting 7 days or less. Respite foster care is provided to foster children in order to give the fulltime caregivers a rest from care giving responsibilities. It is a paid function if preapproved by the Agency and typically provided 2 days per month.
- 52) Responsible** - means trustworthy performance of expected duties that serves the best interests of the foster children as evidenced by established child welfare standards, State and federal law, and the rules of the Tribe.
- 53) RTC** - The Reservation Tribal Council (RTC) is the duly elected and federally recognized governing body of the White Earth Nation.
- 54) SSIS**- means the Social Service Information System operated by the Minnesota Department of Human Services.
- 55) Seat Belt** – A lap belt and any shoulder strap included as original equipment on or added to a motor vehicle.

- 56)Smoke detector or detector** - means a smoke detector of the ionization or photoelectric type that complies with all the requirements of the rules and regulations of the Minnesota State Fire Marshal.
- 57)Specialized care-** means care provided to a child who has developmental, emotional, behavioral, or medical needs and who has been determined to require specialized care. The need for specialized care shall be re-determined once every six months by the Agency.
- 58)Supervising agency** – White Earth Indian Child Welfare.
- 59)Suspended** - Includes mutual, individual, or agency decision to put a license on a temporary hold. This can be extended up to 12 months
- 60)Terminated** - Includes an agency decision to end licensure for violations of criminal backgrounds, standards, or when it's in the best interests of Tribal children.
- 61)Therapeutic Home** - A foster home who is licensed to provide specialty care for children with higher needs.
- 62)Transitional Living Plan** - A plan designed to serve children 16 years old or older for whom the treatment goal is basic life skills development toward independent living. A transitional living plan includes basic life skills training and the opportunity to practice these skills, i.e. cooking, cleaning, laundry, budgeting, driving, job skills.
- 63)Tribal Court** – the jurisdictional body created and regulated by the White Earth Nation to oversee civil regulatory actions among members.
- 64)Unit** – foster care pays for overnight stays for a child and begins as of the 1st overnight. Day out is not considered a paid unit.
- 65)Waa Aa** – someone who gives you your name, or is along with you in life, to raise or teach you about culture, help you out, culturally mentor, help you or be with you at ceremonies.
- 66)Waiver** - Written exception to a foster care standard for the licensed entity, as provided only by the Indian Child Welfare; when it does not impact safety.
- 67)Water activities** – Activities related to the use of splashing pools, wading pools, swimming pools, or other bodies of water.

Section 3 Application and Licensing Procedures

Application Procedure *Applications to provide foster care are available at White Earth Indian Child Welfare 218-983-4647 and available to anyone who requests one.

1) Application for license as a foster family home needs to be completed, signed by the foster parent applicants, and given to the ICW Foster Care program. A complete application must be received by ICW foster care department to begin the licensing process. ICW licensing staff can assist with any questions.

2) Criminal Background Checks, each foster family home applicant and or the household shall authorize background checks in accordance with Adam Walsh Act and shall submit to fingerprinting to determine if the individual has ever been charged with a crime, and if so, the disposition of the charges. In addition, members of the household ages 16-17 must have state and local background checks. Background Check forms are included in the initial application packet. Fill out and return forms to ICW. ICW runs the criminal background checks for state and local offenses; this may take up to three days for ICW to receive results. ICW will arrange for all household adults to have FBI fingerprints checks done at separate time. This may take significantly longer to receive results back.

Background Inquiry

- 1) Foster Parents shall tell the Agency about any offenses (other than minor traffic violations) for which they have been alleged, pending, and or convicted of.
- 2) The Background checks completed by the department with identify disposition of charges.
- 3) The Department will review the Background checks before proceeding on with other licensing criteria.
- 4) All members of the foster family who transport foster children shall submit to the Department verification of their driver's license and automobile liability insurance.
- 5) When applicants pass the criminal background check process they automatically move on for other licensing requirements, such as a home study and home safety inspection.
- 6) When applicants have something questionable on the criminal background check the Agency will review it with the Applicant for additional information, including:
 - a) The type of crime for which the individual was convicted;
 - b) The number of crimes for which the individual was convicted;

- c) The nature of the offenses;
 - d) The age of the individual at the time of conviction;
 - e) The length of time that has elapsed since the last conviction;
 - f) The relationship of the crime and the capacity to care for children;
 - g) Evidence of rehabilitation; and
 - h) Opinions of community members concerning the individual in question.
- 7) When applicants have something on their background check that prohibits licensure, the Agency will meet with them to discuss it, show them the background check that prohibits licensure, and explain it. The licensing process stops at this point.

Criminal convictions that Prevent Licensure

- 1) If the foster parent, applicants or any adult member of the household has been convicted of any sexual offense against a minor or adult they will be denied licensure.
- 2) If the foster parent, applicants, or any adult member of the household has been convicted of a serious crime against a child they will be denied licensure.
- 3) If the foster parent, applicants, or any adult member of the household has been convicted of a serious crime against another adult they may be denied licensure.
- 4) If the foster parent, applicants or any adult member of the household has been convicted of committing or attempting to commit one or more of the following serious criminal offenses, the elements of which are similar and bear a substantial relation to any of the criminal offenses specified below, this conviction will serve as a bar to receiving a foster home license or permit:
 - **HOMICIDE**
 - **KIDNAPPING AND RELATED OFFENSES**
 - **SEX OFFENSES**
 - **DOMESTIC VIOLENCE**
 - **SERIOUS BODILY HARM**
 - **ATTEMPTED MURDER**
 - **FEDERAL DRUG OFFENSES**

The Agency may consider licensure as a non-Adam Walsh home if **all** of the following requirements are met:

1. The relevant criminal offense or offenses occurred more than 15 years prior to the date of application or renewal.
2. The applicant had previously disclosed the conviction or convictions to the Department for the purposes of a background check, and:
3. The applicant meets all other requirements and qualifications to be licensed as a foster family home under the Child Care Act and the Department's administrative rules, and:
4. The applicant has a history of providing a safe, stable home environment and appears able to continue to provide a safe, stable home environment, and:
5. The explanation for the crime is consistent with the extensive review of the court history documents for the conviction, and:
The applicant is identified by the Indian community as not being a danger to anyone, especially children, if they are licensed; and this is verified by the child welfare commission.

3)SSIS Checks

ICW will check adult household member's names through the child protection data system. This does not require anything additional from the applicant.

ICW will ensure that adult household members are free from child protection activity and child maltreatment by checking SSIS for this type of history. Child protection history may result in denial of licensure. Child protection history may reveal physical abuse, mental abuse, sexual abuse not criminally prosecuted, or serious or chronic neglect of children which may result in denial of licensure

4) Home Study

The Department will make an appointment with applicants to conduct a home study. The Home Study measures personal and family make-up, through qualifications questions and answers session. The home study is conducted by the Agency in person with the applicant, going through a standard form of questions. The Agency will type a final home study that goes into the applicant file.

If there are any concerns for the Agency triggered by the home study, criminal background or child protection records check the Agency may request additional information or assessments.

5. Qualifications of Foster Parents (*ability to live bimaadiziwin*)

- A) Foster parents shall be stable, law abiding, responsible, mature individuals, at least 21 years of age.
- B) Each foster parent will be able to assume appropriate responsibilities for the child or children received for care.

- C) Foster parents must be free of illegal substance abuse; prescription pill abuse; and alcohol abuse. If there is a history of chemical dependency the agency requires one year of documented sobriety.
- D) Foster parents need to willingly abide by Agency standards.
- E) Foster parents need to work cooperatively and respectfully with the Agency.
- F) Foster parents willingly accept Agency supervision over children placed in their home.
- G) Foster parents will adequately supervise the children in their care to assure compliance with law, code, and standards.
- H) Foster parents will respect and support the child's ties to their parents, biological family and cooperate with visitation.
- I) Foster parents will assist the Agency with the service plan for the child.
- J) Foster parents will treat children placed into their home with care, nurturing, and respect.
- K) Foster parents will provide foster care for children because they care about them and not for other reasons.
- L) Foster parents need to be kind, patient, and understanding with the children placed into their home.
- M) Foster parents need to be open with the Agency when they are needing to take a break, feel overwhelmed, or feel that the placement is not working out.
- N) Foster parents need to model appropriate child rearing in the Indian community without abuse, neglect, or ill treatment of foster children.

General Qualifiers to Become Licensed:

Foster parents must be honest with the licensing Agency about who is residing in their home at all times. The foster family is responsible for reporting to the Department that an individual may be sharing the living arrangements prior to the individual moving into the home. The individual will be subject to the same requirements as other members of the household, background checks as required in Adam Walsh Child Protection and safety act (Background Checks). The individuals living in the home must also have the ability to live bimaadiziwin. Family members staying the weekend to visit are not subject to these checks, but the foster parent is responsible to ensure they are not any sort of threat to children – including being free from chemical use.

Traditionally as Anishinaabe we do not turn family away however- as a licensed foster parent your duty is to inform your licensing worker and get clearance for anybody staying longer than a week.

Parents of foster children are not allowed to live in the home

Health of Foster Family

- a) Foster parents and all members of the household shall disclose any communicable diseases that affect the ability of the family to provide care to the department.
- b) Foster parents and all members of the household shall disclose any physical or medical conditions that affect the ability of the family to provide care.
- c) Foster parents and all members of the household shall disclose any mental or emotional conditions that affect the ability of the family to provide care.
- d) Foster parents and all members of the household shall disclose any use of prescription pain killer, muscle relaxants, benzodiazepines, stimulants.

If there is a question regarding any of the foster parent's members of the household clinical reports that the Agency feels needs to be further evaluated for safety of a foster child, then further evaluating will be required by the Department.

6. Home Safety Inspection

The purpose of a home safety inspection is to ensure safety of a foster child residing in your home. The primary objective is to make sure the home is safe from major hazards.

A licensing worker will come to your home with Home Safety checklists. They will check for fire hazards, electrical hazards, water hazards, other hazards (weapons, knives, chemicals, cleaners) and space requirements.

There may be a need to lock up some items in a lock box (knives, guns, prescriptions) that the Agency recommends prior to licensure. There may be a need to store chemicals and cleaners differently that the Agency will recommend, for example, as a result of the home safety inspection.

Items noted on the home safety inspection will need to be completed prior to licensure.

- a) The foster home shall be clean
- b) The home should have enough space for children,
- c) The home needs to be well ventilated
- d) The home needs to be free from observable hazards
- e) The home needs to be properly lighted and heated
- f) The home needs to be free of fire hazards.

The water supply of the foster family home shall comply with the requirements of the local health departments. If the foster family home accepts children under age ten or who are developmentally disabled, the maximum hot water temperature

from all showers and bathtubs shall be no more than 120° Fahrenheit. If well water is used, a copy of the Inspection Report may be requested.

Water Hazards Protection

- 1) All in-ground swimming pools located in areas accessible to children shall be fenced. The fence shall be at least 5 feet in height and secured by a locked gate.
- 2) All above-ground pools shall have non-climbable sidewalls that are at least 4 feet high or shall be enclosed with a 5-foot fence that is at least 36 inches away from the pool's side wall and secured with a locked gate. When the pool is not in use, pool's steps shall be removed or the pool shall be otherwise protected to insure the pool cannot be accessed.
- 3) Any hot tub not enclosed with a 5-foot fence shall have a securely locked cover or be drained.
- 4) Any portable wading pool (kiddie pools) shall be emptied daily.
- 5) Licensees in foster family homes with pools, hot tubs, ponds, outdoor fountains, decorative water ponds, fishponds, or are located on a lakeshore must have current CPR certification and a high level of supervision skills for children placed into their home.
- 6) 5 gallon pails or larger cannot be left full of water, where a child can reach it.
- 7) Open holes in the ground deeper than 12" cannot be full of water.
- 8) Open wells need to be covered old wells need to be covered so that children cannot fall into them.

In general, wells and sewers must be in good working order.

Safe Use and Storage of Dangerous Items

Portable space heaters may be used as a supplementary source of heat if they have an Underwriters Laboratories sticker attached and are used in accordance with local building and fire codes, and must shut off automatically if they are tipped over. Portable space heaters may not be used in rooms where children are sleeping. Portable and fixed space heaters in areas occupied by children shall be separated by fire resistant partitions or barriers to prevent contact with the heater. Cords cannot be frayed and must not have anything placed on top of them.

Dangerous household supplies, chemicals, and dangerous tools shall be kept in a safe place inaccessible to children under 12 years of age. These items shall remain inaccessible to children during disposal.

Prescription and nonprescription drugs shall be kept in places that are not accessible to children.

Any and all firearms and ammunition shall be locked up at all times and kept in places inaccessible to children. No firearms possessed in violation of a State or federal law or a local government ordinance shall be present in the home at any time. Loaded guns shall not be kept in a foster home unless required by law enforcement officers and in accordance with their law enforcement agency's safety procedures. Ammunition must be locked in a place separate from locked firearms.

The foster home shall comply with all requirements of the Local laws and Tribal codes for pets. Certificates of vaccinations for pets shall be available for inspection.

Telephone for Emergency Communication

The foster home shall have an operating telephone on the premises (Landline or Cellular) at all times without any lapse in service. This is to guarantee safety of foster children placed in the home. If a home needs to call 911 they need a working phone. If the Agency needs to call the home there must be a working telephone; and likewise if the home needs to reach the Agency they need a working telephone.

Fire and Escape Plans

The foster home shall have fire and emergency evacuation plans that are to be discussed and rehearsed quarterly with the children. Post them. Include meeting place outside.

The foster home shall be equipped with a minimum of one approved smoke detector in operating condition on every floor level, including basements and occupied attics, kitchen, laundry rooms, furnace rooms, and bedrooms. It is highly recommended to use relayed smoke detectors.

A foster home must be equipped with a minimum of one approved working carbon monoxide detector within 15 feet of every sleeping room.

Requirements for Bedrooms

a) Each foster child shall be provided his own separate bed or crib. A waiver may be granted for some siblings under age 8 to share a full, queen, or king bed.

- b) If children placed in foster care exhibit sexual behavior, sleeping arrangements shall comply with the requirements of a safety plan approved by the Department.
- c) Children two and under years of age may share a bedroom with children of the opposite sex who are also under age two if each child is provided with a separate bed or crib.
- d) Closets or dressers must be provided for foster children within their bedroom.
- e) A foster child may share a bedroom with his or her own biological sibling of either sex if each child is provided a separate bed or crib.
- f) A foster child shall not share the bedroom with an unrelated adult except under emergency medical situations preapproved by the Department.
- g) When adulthood (age 18) is reached by a foster, biological or adopted child for whom sharing the bedroom with a foster child under eighteen years of age has been determined to be in the best interests of the foster child, the Department shall approve such arrangements.
- h) The Department may approve the use of a multi-purpose room for use as a bedroom in order to enable children of common parentage to be placed together or placed with a relative. This will be granted as a written waiver noted in the foster family's file held by the Agency.
- i) There shall be a minimum of 40 square feet, excluding the closet and wardrobe area, for the first child occupying a bedroom and a minimum of 35 square feet for each additional child sharing the room. However, Department may approve a smaller room size on an individual case basis when such approval is in the best interests of the children. Such approvals shall be in writing and shall contain the names and birth dates of the children for whom the approval was issued. These approvals shall be reviewed at each license renewal.
- j) The room shall be exposed to an outside window.
- k) The springs and mattresses on each bed requiring such shall be level, clean, unsoiled with no rips, tears or sags in the mattress or mattress cover, and not contain insects (lice or bedbugs, for example). The bedding shall be suitable for the season and be ample to keep children warm.
- l) Linens shall be changed at least weekly for all children and as frequently as needed for children not toilet trained and for those who are enuretic (wet the bed).

- m) Waterproof mattress covers shall be provided for all beds or cribs for enuretic children.
- n) Sleeping rooms shall be comfortable and shall be furnished suitably for the age and sex of the child.
- o) Every child under 24 months of age must sleep in their own crib or bassinette, free of hazards.

p) Basements and Attics

1) Basements and attics may be used for sleeping for children who are mobile, capable of self-preservation, and able to understand and follow directions with minimal assistance in an emergency.

2) To be used for sleeping, basements and attics shall have two exits with one exit leading directly to the outside with means to safely reach the ground level. The second exit may be an easily accessible outside window that provides an unobstructed opening, operable from the inside without the use of tools, and large enough to accommodate an adult. Children need to easily exit without adult assistance in the event of an emergency.

3) No basement or attic shall be used for sleeping without the approval of the Department.

q) The sleeping area shall be separated from the furnace and utility areas.

- Foster parents shall respect children's rights to privacy while sleeping, bathing, toileting, and dressing

7. Licensing Forms

Several forms require signatures from applicants to ensure knowledge and understanding of the program.

Licensing workers will review each form with applicants to explain prior to obtaining signatures.

8. Drug Testing

ICW will drug test all applicants and individuals living in the home prior to licensure.

ICW wants to ensure safe environments free from drugs for children in our care. Foster homes are prohibited from illegal substance use; as well as substance abuse.

Prescription medication use must include a valid, current prescription for the individual using the medication. Failure to abide by this may result in immediate denial of licensure.

Prescription medication cannot be excessive or interfere with care of children nor pose any safety concerns to children.

Illegal substances may result in immediate denial of licensure.

THC use or excessive alcohol use will require a rule 25, needing to follow recommendations and repeated drug testing until clean.

Foster parents are allowed to smoke tobacco products, but cannot in a foster family home, or motor vehicle while transporting a foster child.

Foster parents are allowed to consume alcohol, but not to excess and not where it impedes ability to care for foster children.

9. References

Applicants need to provide names of 3 unrelated people who could provide character references. ICW will mail out those references and needs at least 2 returned. If they are not received back, the agency will mail out a second time. If not received back, then the applicant needs to provide additional names to the agency. If not received back, then the applicant needs to provide additional names to the agency. If not received back to the Agency may close out your application.

Character references are required from the community because they attest to your ability to care for children. If the community does not support you as a foster parent the agency may deny licensure.

10. Non-IVE Eligible Licensure

Once the necessary forms are complete the supervisor of ICW will review the file, they will determine whether everything meets licensing criteria explained here in approval will result in a signed temporary license.

A three month temporary license may be issued by the ICW Director when:

- A) The application, state and local background checks, all forms; SSIS checks; UA's; home study; and home safety inspections pass.

- B) Acknowledgments that the temporary license is time limited and issuance of a full license is contingent upon the results of the federal criminal background check;
- C) Acknowledgments that the temporary license may be canceled and the Department will refuse to issue a license if the results of the Federal criminal background check are unfavorable; and
- D) Acknowledgments that any children placed in their care may be removed without prior notice if information provided during the application process has been falsified or the applicants have a Federal criminal history.
- E) Temporary licenses shall not be transferred to another person.
- F) Temporary licenses shall not be valid for a name or address different from the name and address shown on the issued license.
- G) Temporary licenses shall be renewable, until a full licensure is ready for presentation to Tribal Council.
- H) The foster family shall adhere to the provisions or restrictions specified on the license.
- I) There shall be no fee or charge for the license.
- J) Once a home is issued a temporary license they are eligible for foster care benefits

IVE Eligible Licensure

The license will be presented to Licensing Director or Assistant Director for approval signature.

This full license is valid for 2 years as long as the licensee continues to abide by the foster care standards.

- a) A foster family home license is valid for two years unless revoked by the Department or voluntarily given up by the licensee.
- b) The number of children cared for in the foster family home shall not exceed the license capacity and must conform to the requirements for the number and ages of children specified on the license.

- c) The foster parents' biological and adopted children under 18 years of age and all other children under 18 years of age receiving full-time care shall be counted when determining license capacity.
- d) The license shall not be transferred to another person or other legal entity.
- e) The license shall not be valid for a name or an address other than the name and address on the license. If the foster parents move they need to let the Agency know ahead of time so the new address can be licensed.
- f) A current license shall be available in the foster home at all times.
- g) There shall be no fee or charge for the full license.
- h) The foster family shall adhere to the provisions or restrictions specified on the license.
- i) Foster care licensures will present all Foster homes to tribal council quarterly for review. Tribal council will have the authority to revoke a license.

Section 4 Number of Children in a Licensed Foster Home

Number of Children in a Foster Family Home

- 1) When determining how many children a foster family home may accept for care, the maximum number of children shall be determined by;
 - Sleeping arrangement
 - Gender of children
 - Age groups of children
 - Needs of the children
 - Personal characteristics of a foster parent
 - Number of other permanently residing children in the home
 - Number of parents in the home and the number of stay at home parents.
- 2) The maximum number of children permitted in a foster family home shall be eight children not including foster parents own children.

Four Children Under Age Six

No more than four children under six years of age, including the foster parent's own children, shall receive full-time care in a foster family home at any one time.

Two Children Under Age Two

No more than two children, including the family's own children, shall be under two years of age unless the foster family home is accommodating a sibling group on a temporary basis.

Expanded Capacity License Provisions for Foster Family Care

Foster parents may be licensed to care for more than eight children on a fulltime basis only if the foster parents are otherwise in compliance with the requirements, can meet the licensing standards for the additional children and have demonstrated competency in caring for the ages and characteristics of children for whom they are seeking the expanded capacity license. Expanded Capacity may be granted if it is to keep children of common parentage together.

Section 5 Agency Monitoring

Licensing Worker and Case Worker Visits

A licensing worker will be in foster homes at least once a month to monitor compliance with foster care standards. The Licensing worker will meet with the foster parents and children in the home once a month.

Foster parents are to notify the agency of anything affecting their license or children immediately.

Foster parents are to notify and gain approval of the Agency for childcare providers of the children, including daytime respite, full time child care, and overnight or extended respite. The Agency will assist the foster parent in locating appropriate arrangements. The Agency will monitor alternative caregivers, including requests for background checks, drug testing, and child care licenses.

Case Managers for the children are responsible to meet face to face with the child once monthly in the home. Case managers shall meet individually with the children in the foster home, separately from the foster parents. Case Managers are allowed to talk to children about home, school, activities, interests, etc.... and attempt to ensure the child is in a good environment.

Foster parents shall cooperate with Agency staff. The Agency may suspend or terminate foster care licenses if foster parents are uncooperative, disrespectful, name call, deny access to the home, or otherwise degrade the Agency.

Complaints regarding licensing workers, case managers need to be addressed verbally or in writing with the Agency Director or Assistant Director. If the situation is not remedied then the complaint can be sent to the ICWA Commission to review conduct and application of standards by the Agency.

Section 6 Drugs and Alcohol

Drug Testing

Random Drug testing means the unscheduled, unannounced drug testing of randomly selected Foster homes.

Suspicion Drug Testing means the unscheduled, unannounced drug testing of foster homes that might have a report from the community, child, or law enforcement.

ICW wants to insure safe environments free from drugs for children in our care. Foster homes are prohibited from illegal substance use; as well as substance abuse. Illegal substances may result in immediate suspension or termination of licensure.

Under random or suspicion drug testing, the foster licensing worker or Social worker will request a drug test from the foster parents. These usually are done by urinalysis, but may also include an oral swab of saliva or hair follicle. This sample will be collected and sent off to a laboratory where a medical report officer will determine with your prescribing doctor (if there are prescribed medications) the results.

If the Agency requests drug testing the foster parents need to comply within prescribed time limits. If the foster parent refuses drug testing it will be grounds for suspension and removal of foster children for other placement. If this happens, and the foster parents want to test the next day, it will be refused by the Agency. The foster parents may be placed on a random schedule for a period of time to assure the Agency there isn't any drug use occurring, in order to be reconsidered for licensure.

If the drug test is positive for THC the Agency will require the foster parent to undergo a chemical health assessment within 14 days, list the Agency as collateral, and expect the foster parent comply with the recommendations of the chemical health assessment. The Agency will continue to test THC levels until they decrease to zero.

Prescription medication cannot be excessive or interfere with care of children nor pose any safety concerns to children. Higher doses, frequent doses, or multiple prescriptions for pain killers, muscle relaxers, stimulants, may result in a denial or termination of licensure if they impair ability to care for children.

Excessive alcohol use will require a rule 25, including ICW as a collateral, follow recommendations of the assessment, and contract with the Agency. Repeated testing that checks levels may occur.

Gambling Abuse

The Agency experiences problems at times with foster homes who appear to have gambling issues. Issues of concern include:

- Supervision of foster children while the licensee is gambling
- Continuous gambling leads to lack of personal care for foster children
- Gambling foster care money and not having money to provide for the needs of the children as expected in these standards

If the Agency knows that the foster parents are exhibiting any of the concerning issues above, the Agency will meet with the foster parents to discuss it. The result may be a compliance contract with the Agency to curb time spent away from the home gambling, and curb amounts spent on gambling. There may be a referral for a gambling assessment and to follow recommendations of that assessment. If the issues are not rectified then the Agency reserves the right to terminate the licensure.

Section 7 Training

Training Requirements:

Respite Home	CPR, Car Seat, AHT, SUID
Interim Home	CPR, Car Seat, AHT, SUID and 18 hours of additional training in elective areas.
Relative	CPR, Car Seat, AHT, SUID, and 12 hours of Annual Training in elective areas.

Foster home trainings for children in these age categories should be trained in these before, or within 30 days of licensure.

Infants	0-1	CPR	Car Seat	AHT	SUID
Toddlers	2-3	CPR	Car Seat	AHT	
Children	4-11	CPR	Car Seat		
Juveniles	12-18	CPR			

CPR Cardiopulmonary resuscitation

SUID Sudden, Unexplained Infant Death

AHT Abusive Head Trauma

CAR SEAT An approved certified car seat training

The Agency provides and arranges for trainings in each of the four core areas listed above for foster parents. Foster parents need to work with their licensing worker to obtain and document these trainings.

Elective training areas for Interim and Relative homes can be in any training areas related to care of children. They can include medical, spiritual, emotional, physical, mental health trainings. The Agency has resources to offer foster parents in meeting elective training requirements. In addition, monthly foster parent meetings are a way to achieve training. Each monthly foster parent training equals 2 hours of annual training credit. If the foster parent would like training in a specific area they should ask their licensing worker to arrange it.

The foster care worker will go over training hours during monthly home visits. The worker will document any training hours you completed that month. The training hours will be totaled for both foster parents, for example if there are two parents in the home and each completed 2 hours of training that would count toward 4 hours.

At the end of the yearly license if you fail to provide training hours the Agency will grant an extension of your license for 30 days to complete the training requirements and will assist you in locating trainings, which may include books, DVDs, online training.

However, if after 30 days the trainings are not complete, the Agency may:

- A) Suspend the License
- B) Contract to complete Training hours within 7 days to avoid suspension.

If a license is suspended due to training hours after the Agency has made these active efforts, then it will be up to the applicant to complete training on their own, document it, and present it to the Agency to reinstate licensure.

Some foster homes have medically needy children in their care. The Agency will consider part of the training foster homes go through with medical providers as part of their annual training hours. For example:

Initial appointment for PT/OT, Speech, PCIT, Mental Health, Medication, any Therapy, or any specialty medical issue will result in 1 hour of training.

In addition, ongoing medical appointments that the foster parent attend, participates in, and has to carry out at home will be counted as follows below:

Speech	3 hours of training per year
PCIT 1 hour a week 16 weeks long allow	3 hours of training per year
Mental Health Therapy	3 hours of training per year
Medication for child	1 hour per year
Physical or Occupational Therapy	3 hours per year
Early Childhood Education Services	3 hours per year
Other therapies	up to 3 hours per year

Local Training and conferences will be credited by the amount of hours of the training and must apply to issues concerning children.

Other trainings applicable to caring for children will be counted, and may be obtained by:

Library Videos, local training, conferences, monthly foster care meetings, books, Foster care library Videos, Books, Audio Books, Pod Cast, and Kindle.

Section 8 Records to be maintained by Foster Parents

Records to be maintained by the foster family shall include:

- 1) The name and date of birth of the child,
- 2) Medical assistance number of the child

- 3) A record of immunizations the child has received while in their care
- 4) Physical problems or limitations noticed while child is in their care
- 5) Allergies the child has
- 6) Current recommendations for special medical, mental health or other care
- 7) Record of Medical ,dental or physiological appointments
- 8) Testing or screenings or assessments done for the child
- 9) The name, address, and telephone number of the child's physician, guardian, and supervising agency;
- 10)A log of medication prescribed and given;
- 11) The names, addresses, and telephone numbers of persons to contact in case of emergency;
- 12) The names of people to whom the child may be released;
- 13) A record of waivers for immunizations;
- 14)A record and/or receipts of clothing purchased monthly;
- 15) A record of mental health appointments for the child
- 16)A record of school performance (report cards)
- 17)Any other important information regarding the child, including incident reports

;

It is helpful to maintain this record for the child, so that it can go with the child when they leave your home. The Agency may request a copy of any of this information to maintain in the child's file. The Agency requires this information to be kept confidential by the foster parents on behalf of the foster children.

Section 9 Confidentiality of the Foster Children

Confidentiality of Information

Foster parents are entrusted with confidential information about children in their care, and learn additional confidential information about children and their families as a result of their work as foster parents.

It is the children's right and expectation that confidential information will be respected and safeguarded by the foster family.

As partners in the provision of children's services, foster parents are bound by the same expectations of protecting confidential information as are agency social work staff members. This means that no information learned as a result of their work as foster parents is to be shared outside of that professional service, even if identities are "disguised."

Casual conversations about children or their family's information with friends, other foster parents, and others not involved with direct services to the client are **prohibited**.

Foster parent should never be overheard out in public discussing detailed information about the child, nor their parents, nor what's going on with respect to the child protection case. When asked in public, foster parents are to respectfully inform the other party they can't discuss confidential information.

Public Media discussions about the children or their parents by the foster parents is prohibited.

Public Media postings of pictures of foster children is prohibited unless approved by the Agency or the child's parents.

Section 10 Visitation of Foster Children with Parents

Visitation with parents – Scheduled by the Agency

In most situations children in foster care are expected to visit with their parents. There are circumstances where children were subjected to egregious harm or trauma by their parents and there will not be visitation. However, this is not typically the case.

In general, children will be expected to visit with their parents. The foster parents should expect the Agency have a schedule for visitations. If they don't have one, they can ask for one so they can make accommodations ahead of time.

Visitations usually begin as supervised by the Agency for the foster children and their parents. As the parent's stability increases the visits may expand to unsupervised, overnights, weekends, and extended time. Foster parents are encouraged to express their concerns before or following visitations with their licensing worker or the child's case manager.

Visitation is not easy on children. It is difficult to see parents and then separate again, so it is expected that following visitation the foster parents will need to spend extra time, patience, and nurturing to assist the child. Although visitation is difficult on the child and the biological and foster parents, it is still necessary. Foster parents are expected to assist with preparing the child for visits with parents and to assist the child with emotional needs after the visits.

Foster parents are prohibited from denying or blocking visitations with parents when they are appropriately scheduled by the Agency.

Visitation with Parents – Supervised by Foster Parents

Foster parents may not schedule visits for the children with their parents unless it's approved by the Agency. Foster parents may not allow parents to come into their home, to watch the children, or leave children alone with parents unless it is approved by the Agency. Failure to abide by this may result in immediate suspension or termination of the license and result in the children being moved.

If approved by the Agency, foster parents may schedule visits in their home with the parents as long as the foster parents are supervising them at all times.

No foster parent will be expected to supervise visits between parents and children if they aren't comfortable doing so.

Section 11 Required Written Consents

The foster parent shall ensure that prior written consent is given by their worker for the following before pursuing for foster children:

- 1) Health care and treatment, including medical, surgical, psychiatric, psychological, and dental;
- 2) Use of psychoactive drugs;
- 3) Use of any prescribed medication
- 4) Induction into the armed services,
- 5) Driver's licenses.
- 6) Out of state travel
- 7) Use of photographs for publicity or other purposes; and
- 8) Consent to marriage for child under age of 18.
- 9) Consent for a child for getting a tattoo and piercing.

Section 12 Business and Employment of Foster Parents

The operation of a commercial rooming or boarding house on the premises is not permitted.

The operation of other business enterprises on the premises is permitted but shall not interfere with the care of the child or endanger the health, safety and welfare of the child. The supervising agency must know and approve of any business operation.

Employment outside of the home is encouraged but shall not interfere with the proper care of the foster child. When foster parents are employed outside the home, provision shall be made for adequate supervision of the children. The provision for supervision of the foster children shall be approved in writing by the supervising agency prior to placement of children in the home or at the time of employment. A copy of the approval shall be maintained in the supervising agency's licensing file and shall be sent to the foster parent.

Foster children have a choice whether to or not to work for you. They must be financially compensated in a fair manor according to Federal employment laws or Tribal Code.

Section 13 Licensing Violations

Licensing violations

Foster parents must adhere to the ongoing expectations to maintain their license. Failure to abide by the standards may result in a correction contract, for feature of foster care dollars, suspension of license, or termination.

Any alleged violation will be investigated by the Agency. The foster parent will have the right to know about the allegations and have the opportunity to respond. Children and collateral witnesses may be interviewed and may not be retaliated against for their statement.

Procedure:

Investigation

The Agency will obtain clear and complete information from the individual filing the report. The Agency will attempt to obtain names, dates, witnesses, collaterals, and thorough information to make a determination as to whether or not to proceed with the facility investigation.

The report will be screened within ICW by the intake worker, the foster care worker, and a supervisor. The information will be screened to determine whether it is a malicious report, whether it has credible information or not.

If the report is deemed credible and includes a violation of any standard the Agency will interview any witnesses. This may include foster children and biological children.

The Agency will meet with the foster parents to discuss the report, to obtain their statements and history of events.

The Agency will make a determination based on reports, interviews, and examinations of documents whether a licensing violation has occurred or not.

The Agency may place the license in non-active status pending completion of investigation.

The agency may withhold additional placement or need to move children until the investigation is complete, depending on the seriousness of the report and credibility of the report.

The Agency may increase supervision and monitoring of the children if they are left in the home during investigation.

The agency shall have up to 30 days to complete the investigation and another 15 days to compile a written determination to provide to the foster parents.

If the allegations are unfounded the license will return to active status and a letter determining unsubstantiation placed in the foster care file.

If the allegations are found to be true then the agency will take appropriate action.
Actions ICW May:

- Remove kids from home
- Require additional training for foster parent
- Provide a Correction contract with monitoring
- Provide additional monitoring in the home
- Reduce the number of kids allowed in the home
- Forfeit Foster care dollars if standards are violated
- Suspend the license up to 90 days
- Issue a Verbal Warning – which will be noted in the file
- Or Terminate licensure

Section 14 Termination of license

If a foster home's license is terminated by the Agency for foster care licensing standards violations, the home will be notified in writing of the exact reasons why their license is terminated.

Any foster children in the home will be removed and placed elsewhere if the license is terminated for violations. The Agency has to notify the foster home, in writing, that their license is terminated. The mailed postmark on the envelope begins the 30 day appeal process.

The foster home has a right to request, in writing, an appeal of the termination. The written appeal must contain valid reasons why the Agency erred in their determination. The written appeal must be received by the Agency within 30 days of the determination to terminate licensure.

The Agency will forward, within 72 hours, the written appeal request to the Commission. The Commission has the discretion to review the appeal request and determine whether a basis exists or not for an appeal.

If the Commission determines there is a basis for an appeal it does not mean the Agency erred in its determination – but that the Commission wants to hear from the foster parents. The Commission will arrange for an appeals hearing within 60 days upon receipt and acceptance of the appeal request.

If the appeals hearing results in affirmation of the termination of licensure then there is not another appeals process. The licensure will not be reinstated.

If a foster home has maltreatment of a child substantiated by the Agency they are subject to a permanent ban from the Tribal Council.

If a foster home has a less egregious violation, the foster home may reapply after 12 months, to request reconsideration and demonstrate their circumstances have changed. The applicants will complete an application and include an essay detailing how they demonstrate circumstances have changed. The agency will process the Application if the essay has clearly demonstrated that the applicant's circumstances have changed dramatically enough to be safe for foster children.

Section 15 Care of Children

Meeting Basic Needs of Children

- a) All children in the foster family shall be treated equitably.
- b) Children shall receive supervision appropriate to their developmental age at all times.
- c) All children in the foster home shall be protected from exploitation, neglect, and abuse. Suspected child abuse or neglect shall be reported to the supervising agency and to the Department immediately.
- d) Foster parents shall provide the child with ongoing opportunities to explore a wide variety of interest areas to expand his or her knowledge of learning possibilities that may lead to the child's systematic and lifelong involvement in one or more interest areas.
- e) Each child shall be given the opportunity to develop social relationships through participation in schools, cultural and other community and group activities. Each child shall have the opportunity to invite friends to the foster home and to visit in the home of friends.
- f) Each child of sufficient age shall be allowed to participate in school sports. Foster parents are to pay fees, provide after school money for practices and games.
- g) Care shall be exercised in giving permission for the foster child to visit overnight with friends or relatives of the child or foster parents. Extended trips away from the foster home must be approved by the Department.
- h) Personal allowance money shall be available to the children based upon the child's age and ability to manage the money. Adolescents may be allowed to earn additional spending money.
- i) Children should receive monthly money for spending money. Children ages 10-12 \$20 per month and children ages 13-18 \$40 per month.
- j) Teenage children will have the opportunity to learn and work outside the foster home and foster Parents will assist with job skills and transportation.
- k) Foster parents shall assist the child in the proper handling of money.
- l) Each child shall have the opportunity to learn to assume some responsibility for himself and for household duties in accordance with his age, health, and ability. No child shall be permitted to do tasks which are hazardous, dangerous or risk harm to the child.

- m) Youth should be allowed the opportunity to complete driver's education, drivers training, driving opportunities and obtain their driver's license.
- n) Foster parents shall provide \$75.00 dollars a month for clothing for the foster children.
- Diapers and Wipes are not included.
- o) Children shall receive \$25 a month for toys or electronics that will belong to the child.
- p) The supervising agency shall immediately be notified of any serious situation or incident involving a foster child.
- q) Foster parents shall provide the foster children with cultural opportunities
- r) Foster parents shall provide the foster children with mental health services by collaborating with the child's worker.
- s) Specialty clothing for events such as prom, homecoming, graduation, elementary programs, shall be provided by the foster parents.

Hair Cutting

The hair of Anishinaabe children is sacred.

Prior to cutting hair of children in foster care, foster parents need to consult with the child's case manager.

Hair cutting involving 2 inches or more requires preapproval by the Agency.

Hair trimming is allowable.

Longer hair cutting (3 inches or more) may require consult of parent or grandparent. Longer hair cutting may require a ceremony beforehand to teach children Anishinaabe beliefs.

Hair dye and drastic changes require approval from the case manager and or parent.

Health Care of Children

- a) Upon an initial placement in a foster placement child must have a well child check in 72 hours and the follow up appointments are the responsibility by the foster parents.
- b) Each foster child shall have a dental checkup within 60 days with follow up required by foster parents.

- c) Each foster child shall see the eye doctor checkup within 60 days with follow up required by foster parents.
- d) In case of sickness or accident, immediate medical care shall be secured for the child and notify ICW.
- e) Immunizations and tests, unless exempt on religious grounds, or parental wishes shall be administered.
- f) Foster parents shall keep the department informed of any of the child's health concerns.
- g) Prescription drugs or prescription medicines shall not be given to a foster child without a physician's prescription and department approval. When administering prescription medication, the foster parent shall follow the directions of the physician and all prescription medication administered by the foster parent shall be documented. Foster parent should not deny child of prescriptions without department consent.

Any medication a child is taking should be documented and reported to the social worker prior to dispensing it.
- h) Foster parents should explain to anyone caring for the foster child in their absence any medication a child is taking should be documented and reported to the social worker.
- i) Any child who is suspected of having a serious contagious disease shall be separated from other children until a medical determination has been received that the disease is not contagious or is no longer contagious, or a plan for appropriate care and protection of other household members has been approved by the supervising agency after consultation with a licensed physician.

Emergency Care of Children

In the case of an emergency requiring the absence of the foster parent from the foster home for a period of 24 hours or longer, the department must be notified so that appropriate arrangements may be made for the care of the child.

If a child is taken to the emergency room, taken by ambulance, or taken to the hospital, the foster parent must notify the Agency within 10 minutes. If the foster parent does not have phone numbers available at the time, they can call White Earth Dispatch and request to speak to an ICW worker immediately.

Nutrition and Meals

- a) The foster home shall provide at least three balanced meals (meat, fruit, vegetables, grains, and Dairy) per day in quantities sufficient to meet the recommended dietary allowances for nutritional needs of children, For proper growth and development. The time span between meals during the day shall not exceed 6 hours.
- b) Food products from home-raised animals shall meet the standards of the Departments of Agriculture and Public Health.
- c) Milk must be offered to children who are 12 months and older.
- d) When a physician has prescribed a special diet for a child, the home shall provide the special diet.
- e) Caregivers must feed an infant whenever the infant is hungry. Infants formula must be prepared according to directions and not watered down. WIC helps offset formula costs but ICW pays you to buy the rest of the formula.
- f) The foster home shall consider the child's nutritional needs in relationship to the sex, age, religious beliefs and cultural background of the child.
- g) Meals served to children shall be substantially the same as those served other family members unless a variation based on medical needs or religious beliefs is required.
- h) Meals shall be served in an unhurried manner, under clean and sanitary conditions.
- i) Children shall be encouraged to eat the food that is served, but shall not be subjected to coercion or forced feeding.

If a child refuses to or cannot eat a meal or snack:

The caregiver must offer a child a meal or snack but the caregiver may not force the child to eat.

- j) The caregiver does not have to offer other food to a child who:
 - (1) Refuses a meal or snack
- k) The caregiver must discuss recurring eating problems with child placement staff and the child's parent.
 - l) If a meal or snack is not appropriate to meet a child's individual needs, for example food allergies or religious reasons, then you must offer the child an appropriate nutritional substitute.

m) A caregiver may not use food that meets a child's nutritional requirements as a reward or punishment or as part of a behavior management program. Food cannot be withheld.

n) Caregivers may offer a child in care different food choices than what the family is eating

Children may be allowed to assist in meal preparation under adult supervision.

Snacks must be provided.

Kids need to be fed nutritious food when hungry. Gorging issues will be addressed in a separate plan, prepared with the child's social worker.

- (a) A caregiver must offer a child in care the same food choices that other children in the home are offered, unless medically contraindicated for the child.
- (b) A caregiver must offer a child in care food choices that are at least comparable to what the adults in the home are eating, unless medically contraindicated for the child.
- o) If a child requires a therapeutic or special diet
 - (a) For a caregiver to serve a therapeutic or special diet to a child, you must have written approval in the child's record from a licensed physician or a registered or licensed dietician. This approval must be in the child's record.
 - (b) If a child requires a therapeutic or special diet, you must have approval from the agency.
 - (c) Caregivers must make dietary alternatives available to a child who has special health needs as instructed by a licensed health-care professional.
 - (d) Caregivers must feed a child with primary medical needs according to his medical and developmental needs.
 - (e) A licensed physician must prescribe tube feeding. A dietician or physician must plan the diet that the physician prescribes.
 - (f) Children must eat in an upright position unless the service planning team's recommendations are to the contrary.
 - (g) Food service practices for children receiving treatment services for primary medical needs or mental retardation, including non-mobile children, must encourage self-help and development.
 - (h) A toddler or older child must eat or be fed in the dining area, unless the service planning team's recommendations are to the contrary.
 - (i) Infants must be held during feedings, unless the service planning team's recommendations are to the contrary.
 - (j) If a child is tube fed a registered or licensed dietician, physician, or a registered nurse must ensure and document that the caregiver that prepares formula is adequately trained and has demonstrated competency in preparing the formula.

- (1) Tube-feeding formulas must supply the recommended dietary allowance for each child.
- (2) Caregivers must prepare and store the formula:
According to directions; or
As prescribed by a health-care professional.

Food Storage

All food items must be:

- (1) Covered and stored off the floor;
- (2) Stored on clean surfaces;
- (3) Protected from contamination;
- (4) Stored in a container that is protected from insects and rodents;
- (5) Refrigerated immediately after use and after meals, if the food requires refrigeration;
- (6) Covered when stored in the refrigerator.

Maintenance of food prep and serving area.

- (a) Caregivers must keep furniture, equipment, food contact surfaces, and other areas where food is prepared, eaten, or stored clean and well repaired.
- (b) Utensils and containers intended for one-time use, such as paper and plastic dishes, must not be used more than once.

Food Allergies

A food allergy is caused by the body's immune system reacting inappropriately to a food or food additive. Symptoms may include wheezing, difficulty breathing, diarrhea, rashes, itching, hives, and headaches. Food allergies are most common in infants, due to their immature digestive systems. Food allergies are usually outgrown during the preschool years. Although any food may cause an allergic reaction, six foods are responsible for most of these reactions in children. These foods are:

- Peanuts;
- Eggs;
- Milk;
- Tree nuts;
- Soy; and
- Wheat.

It is best not to offer children under two to three years old peanuts or peanut products, such as peanut butter and foods containing or cooked in peanut oil, because of the potential of developing this life-threatening and often life-long allergy. Foods that cause allergic reactions should be eliminated from the diet. However, it is important that the diet still contain a variety of foods for healthy growth and development. A child should receive a medical evaluation if food allergies are suspected.

Food Intolerance

Food intolerance is an adverse food-induced reaction that does not involve the body's immune system. Lactose intolerance is one example of food intolerance. A person with lactose intolerance lacks an enzyme needed to digest milk sugar. When that person

eats milk products, gas, bloating, and abdominal pain may occur. It is best to provide food substitutions for children with food intolerances who cannot consume the regular meal.

Choking

Research has shown that 90% of fatal choking occurs in children younger than four years old. Examples of foods that present a risk of choking include hot dogs sliced into rounds, whole grapes, hard candy, nuts, seeds, raw peas, dried fruit, pretzels, chips, peanuts, popcorn, marshmallows, spoonfuls of peanut butter, and chunks of meat larger than can be swallowed whole.

Education

- a) Foster parents shall encourage each child to attend school daily
- b) Complete high school or vocational training in accordance with their aptitude.
- c) Foster parents shall cooperate with the Department in the child's educational plan.
- d) No foster child shall be allowed to be truant.
- e) Foster parents are to assist kids with their homework and ensure good grades.
- f) Children shall be permitted and encouraged to participate in extra-curricular activities including sports, art and music to the extent of their interests, abilities, and talents. Foster homes will pay any fees for the children to participate.
- g) The foster parent shall ensure that the foster parents shall maintain contact with those serving the educational needs of their children and seek their cooperation to assure that children are placed in appropriate grades and program.
- h) Foster parents shall attend conferences and IEP meetings and any other meetings that the school deems necessary.
- i) The foster parent shall ensure that each child is provided with the necessary school supplies, materials, equipment, and school pictures.
- j) The foster parent shall be responsible for the transportation of child to school when the school transportation is no longer available.

Discipline of Children

Discipline - means the process of helping children to develop inner controls so that they can manage their own behavior in socially acceptable ways. Discipline does not include the use of corporal punishment as defined in this Part.

- a) Consequences shall be appropriate to the developmental age of the child, developmental abilities of the child, take into consideration prenatal exposure of the child, related to the child's act, and shall not be out of proportion to the particular inappropriate behavior.
- b) Consequences shall be handled without prolonged delay. If a child is disciplined already at school or childcare or elsewhere then they should not be dual punished at home if under age 6. The foster parent is to talk to the child about the behavior that occurred elsewhere and try to reinforce, through talking, about making better choices.
- c) If it is a significant offense involving a child in elementary or high school the foster parent may remove some privileges up to 3 days for the child, including television, electronics, social media, video games. It needs to reflect the child's developmental age and abilities of the child and must include notification of the Agency. The foster parent must talk to the child and explain things, and encourage making better choices, using it as a teaching moment.
- d) Special or additional chores may be assigned as a disciplinary measure, as approved by the department.
- e)

Discipline shall never be delegated to a child's peer or peers, nor to persons who are strangers to the child. A foster care parent cannot tell another child to hit or discipline another child.

Foster parents should work effectively together to appropriately address the consequences.

No child shall be subjected to corporal punishment.

Corporal punishment - means hitting, spanking, beating, shaking, pinching, and other measures that produce physical pain. And any form of physical force intended to cause pain. Anything to cause humiliation or pain. Binding locking a child in a confinement. Run followed by a car behind them.

No child shall be subjected to verbal abuse, threats, or derogatory remarks about him or her or their family.

No child shall be deprived of a meal or part of a meal as punishment.

No child shall be deprived of visits with family or other persons who have established a parenting bond with the child as a means of punishment.

No child shall be deprived of clothing or sleeping in their bedroom as punishment.

A child should have timeouts according their age. One minute per year example 5 years old five minutes. Children cannot be confined when in a time out. Foster parents must talk to the child after the timeout to discuss the reason for the timeout.

The personal spending money of a child may not be used as a form of consequence.

Religion and spirituality

The spiritual beliefs and rights of children is legally protected.

Each child shall be given religious instruction the faith or spirituality identified by their parents or by the child.

A child may participate in another spirituality of faith of the foster parents if the biological parents or social worker consents.

Children shall be taught and encouraged to smudge, and pray unless their biological parent objects.

Children shall be taught and allowed to attend sweats ceremonies and other spiritual events, unless their biological parent objects.

If foster parents don't have access to teachings or resources to fulfill these requirements they can ask their licensing worker or the child's case manager. The Agency has the responsibility to ensure these are put into place for the child if the foster parent or child makes them aware of the need.

Recreation and Leisure Time

- a) Foster parents should encourage appropriate indoor and outdoor recreation.
- b) In warm weather children should be encouraged to play outdoors
- c) Families are encouraged to do family events together
 - Pow Wows
 - Walks
 - Out to eat

Movies
 Cooking
 Family movie nights

d) Kids should be encouraged to do age appropriate outing and school events

Transportation

Vehicle requirements to transport foster children

Vehicles used to transport foster children must be:

- (1) Maintained in safe operating conditions at all times; and
- (2) Registered and insured.

Transporting foster children

The driver and all passengers must follow all federal, state, and local laws when driving, including laws on the use of child passenger safety systems, seat belts, and liability insurance.

AGE GROUP	TYPE OF SEAT	GENERAL GUIDELINES
INFANTS/ TODDLERS	Rear-facing only seats and rear-facing convertible seats	All infants and toddlers should ride in a Rear-Facing Car Seat until they are at least 2 years of age or until they reach the highest weight or height allowed by their car seats manufacturer.
TODDLERS/ PRESCHOOLERS	Convertible seats and forward-facing seats with 5 point harnesses	Any child who has outgrown the rear-facing weight or height limit for his convertible car seat should use a Forward-Facing Car Seat with a harness for as long as possible, up to the highest weight or height allowed by the car seat manufacturer
SCHOOL AGED CHILDREN	Booster Seats	All children whose weight or height is above the forward facing limit for their car seat should use a Belt Positioning Booster Seat
OLDER CHILDREN	Seat Belts	When children are old enough and large enough for the vehicle seat belt to fit them correctly, they should always use Lap and Shoulder Seat Belts for optimal protection.

Children 12 and under are safest when properly restrained in the rear seat. Keep children rear-facing as long as possible. Always refer to the child safety seat instructions

and vehicle manufacturer's instructions for weight and height limits, proper use and installation.

Teaching foster children to drive

- (a) Caregivers may teach or supervise foster children in learning to drive. You must document your approval in the child's record.
- (b) Only the caregiver responsible for instruction and the child(ren) learning to drive may be present in the vehicle.

Children must be inside the vehicle when transported. The back of a pick-up truck is not considered inside the vehicle. Children must never be transported in the bed of a pick-up truck, while standing on runners, or while on the hood or trunk of any vehicle.

Tobacco Use

Policies must be enforced regarding tobacco products.

- 1) A child may not use or possess tobacco product (unless it is for spirituality and approved.)
- 2) Caregivers and other adults may not smoke in the home, this would also include vaping and use of e-cigarettes.
- 3) No one may smoke tobacco products in a motor vehicle while transporting children, this would also include vaping and use of e-cigarettes

Serious Incidents must be reported immediately

A serious incident is a non-routine occurrence that has or may have dangerous or significant consequences on the care, supervision, and/or treatment of a child.

You must report and document the following types of serious incidents involving a child in your care. The reports must be made immediately to ICW:

- a) A critical injury or illness that warrants treatment by a medical professional or hospitalization, including dislocated, fractured, or broken bones; RSV; Seizure; concussions; lacerations requiring stitches; second and third degree burns; damage to internal organs; and dog bites.
- b) Allegations of abuse, neglect, or exploitation of a child; or any incident where there are indications that a child in care may have been abused, neglected, or exploited.
- c) Physical abuse committed by a child against another child. For the purpose of this subsection, physical abuse is:
 - physical injury that results in substantial bodily harm and requiring emergency medical treatment, excluding any accident; or failure to make a reasonable effort

to prevent an action by another person that results in physical injury that results in substantial bodily harm to the child.

- d) Sexual abuse committed by a child against another child. For the purpose of this subsection, sexual abuse is:
 - conduct harmful to a child's mental, emotional or physical welfare, including nonconsensual sexual activity between children of any age, and consensual sexual activity between children with more than 24 months difference in age or when there is a significant difference in the developmental level of the children; or failure to make a reasonable effort to prevent sexual conduct harmful to a child.
- e) A child is indicted, charged, or arrested for a crime, not including being issued a ticket at school by law enforcement or any other citation that does not result in the child being detained.
- f) A child is absent from a foster home and cannot be located, including the removal of a child by an unauthorized person.
- g) A child in your care contracts a communicable disease
- h) A suicide attempt by a child.
- i) Any incident that renders all or part of your operation unsafe or unsanitary for a child, such as a fire or a flood.
- j) An emergency that requires to need respite or take a break from foster care.
- k) An adult who has contact with a child in care contracts a communicable disease.
- l) If a child is found using drugs.
- m) Medically routine incidents for that child, such as seizures, that do not rise to the level of a serious incident. Needing outside medical care, School incidents resulting in disciplinary action.
- n) Behavioral incidents

(b) Foster parents must immediately report any serious incident directly to their social worker, foster care worker, or dispatch, if the incident involves a child under the care of the foster parent.

How to document a serious incident

A serious incident must be documented in a written report that includes the following information:

- (1) The name of the foster home;
- (2) The time and date of the incident;
- (3) The name, age, gender, and date of incident of the child or children involved;

- (4) The names of all adults involved and their role in relation to the child(ren);
- (5) The names or other means of identifying witnesses to the incident, if any;
- (6) The nature of the incident;
- (7) The circumstances surrounding the incident;
- (8) Interventions made during and after the incident, such as medical interventions, contacts made, and other follow-up actions;
- (9) The treating licensed health-care professional's name, findings, and treatment, if any; and
- (10) The resolution of the incident.

Get the written documents to ICW within 24 Hours after you made the verbal report.

Section 16 Foster Care Benefits from the Agency to Foster Parents

Foster Care Vouchers

The licensing worker will show the foster parents how to fill out monthly payment vouchers. It is the responsibility of the foster parent to get their voucher turned in to the Agency by the deadline established each month to be paid that week. It is the foster parent's responsibility to check to make sure it was received if they emailed, faxed, or mailed it to the agency.

The foster parent can expect vouchers to be mailed to them within 45 days of a child's placement for foster care payment. If a foster home needs emergency assistance during this period it is their responsibility to request that from the Agency. The Agency will assist, if funding is available, with emergency clothing, food, diapers, formula, bedding for the children.

Difficulty of Care Assessment - MAPCY

The Agency will conduct a difficulty of care assessment on any new child placed into a foster home within 30 days.

The Agency will notify the foster parent in writing within 30 days what that assessment determined for payment levels.

If the foster parent disagrees with the benefit level they have 30 days to appeal the determination to the Agency, in writing.

The Agency will have an additional 30 days to reassess the levels and inform the foster parent in writing. If there is still a discrepancy the foster parent may appeal it with the ICWA Commission in writing within 30 days.

The ICWA Commission will have 30 days to review and send the decision to the Agency and the foster parents. This decision is final.

The MAPCY assessment is completed, scored, and approved inside SSIS (Social Service Information System). Different sub tools are used for three different groups, and they are updated on a regular basis.

- 1) Child ages birth – 12yrs
- 2) Youth 13 up to 21 including youth extended foster care who are not in Extended Foster Care- Supervised Independent Living
- 3) Extended Foster Care- Supervised Independent Living for youth 18-21

Monthly Foster Parent Newsletter

The Agency will issue a Monthly Foster Parent Newsletter. This identifies news, trainings, monthly foster parent meetings, and voucher due dates.

Monthly Foster Parent Meetings

Monthly Foster Parent Trainings are conducted by the Agency. There are trainers at times for these meetings. All meetings count toward annual training hours.

Specialty Trainings

The Agency does pay for some specialty trainings for foster parents when it can afford it. These will be announced in foster parent newsletters and monthly foster parent trainings.

Respite Care

Respite: Foster parents are allowed 2 nights a month paid by ICW, and must be approved and arranged by ICW. Respite nights may not accumulate or be banked from month to month. If foster parents don't use it, then they are forfeited.

A licensed foster family home may receive an expanded capacity license to care for a maximum of eight children(including the foster parents own children under age of 18 and all other children under age of 18 receiving full time care care.), if the home provides respite foster care. Any children received for respite care shall be counted in the maximum of eight children.

Child Care

Child Care: When funding is available the program assists with child care costs for foster children under school age, and during summer months.

Child Care assistance is built into the foster parent payment and may not cover the entire bill, but will be close.

- Child care should be discussed with Social Worker or Foster care licensing worker and providers need to have backgrounds done and preapproved by ICW before child care (Babysitting) takes place.
- Child care is available for working foster parents.
- Child care may be allowed in circumstances warranting it.

Section 17 Policies and Procedures for License Renewal

Renewal of License

- a) Application forms for license renewal shall be mailed or brought by the foster care worker to the foster parent at least three months prior to the expiration date of the license.
- b) The completed, signed application needs to be received by the department no later 30 days before the license is due to expire.
- c) Upon receipt of the application for license renewal, the Agency shall conduct a license study in order to determine that the foster home continues to meet licensing standards. The licensing study shall be in writing and shall be reviewed and signed by the supervisor and signed by the worker performing the study.
- d) When a licensee has made timely and sufficient application for the renewal of a license and the Agency fails to render a decision on the application for renewal of the license prior to the expiration date of the license, the existing license shall continue in full force and effect for up to 90 days until the final Agency decision has been made. This period can account for delays in criminal background checks and or timelines to the Tribal Council or Commission decision.
- e) As part of the renewal application, each foster family home applicant and member of the household 17 and older shall authorize criminal background checks in accordance with 89 Ill. Adm. Code 385 (Background Checks) and shall submit to fingerprinting, if fingerprints are not already on file with the Department, to determine if the individual has ever been charged with a crime and, if so, the disposition of the charges. (In addition, members of the household ages 16 and older must authorize a SACWIS check and a check of the Child Sex Offender Registry.)
- f) The foster home will receive a confirmation from the Agency regarding the status of their license. This will include a letter of denial if it is not approved, or a copy of the fully executed license.