

EFFECTIVE

September 1, 2014.

Subject(s)

1. Diligent search and notification process.
2. Initial relative safety screen.
3. Central registry check.
4. Relative licensing waivers.

1) Diligent Search and Notification Process

FOM 722-3B, Relative Engagement and Placement.

The diligent search and notification process was updated to include added requirements for all assigned caseworkers to follow, including Children's Protective Service (CPS) caseworkers.

Reason: Office of Child Welfare Policy and Procedure's recommendation.

2) Initial Relative Safety Screen

FOM 722-3B, Relative Engagement and Placement.

The identity of an unlicensed relative caregiver must be verified prior to placement.

Reason: Children's Legal Services' recommendation.

3) Central Registry Check

FOM 722-3B, Relative Engagement and Placement.

The conditions which must be met for an initial placement (by CPS) with an unlicensed relative are more stringent than for subsequent placements, because initial placements may be made based on the results of the DHS-588, Initial Relative Safety Screen. Therefore, initial placement is prohibited when an adult household member is listed as a perpetrator on central registry. However, when the foster care caseworker is assessing a relative for a subsequent placement, central registry results do not immediately disqualify the relative. A DHS-3130A, Relative Placement Home Study, must be completed to thoroughly assess the safety of the placement.

**4) Relative
Licensing Waivers**

Reason: Office of Child Welfare Policy and Procedure's recommendation.

FOM 722-3B, Relative Engagement and Placement.

Relative licensing waivers may only be requested under the following circumstances:

- The relative refused licensure.
- The child is an American Indian/Alaskan Native, as defined by the Indian Child Welfare Act.

Reason: Dwayne B. v Snyder, et al. settlement agreement.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-03B](#)