

**COMPLIANCE WITH
LAW AND POLICY**

The PAFC contractor shall comply with all applicable federal and state laws and all applicable provisions in the consent decree entered in Dwayne B. V. Granholm, 2:06cv-13548. Many of these laws are outlined in the PAFC contract and FOM 721, Legal Requirements. The PAFC contractor shall ensure that the DHS Children's Foster Care Manual (FOM) is provided either in hard copy form or electronically to the contractor's social service staff. The PAFC contractor shall ensure that social service staff are aware of the policies and procedures contained in the manual, interim policy bulletins and L-Letters, which are submitted to the contracting agency director via email from the DHS Child Welfare Contract Compliance Unit. Compliance with these policies and procedures is required.

Note: The current version of FOM is available online at www.michigan.gov/dhs-manuals under the Children's Foster Care category. The interim policy bulletins are also contained under the same category.

**Foster Care
Supervision**

Foster care supervision is a program that provides a comprehensive and coordinated set of activities designed to place and supervise children in out-of-home placement.

Foster care supervision includes:

- The provision of services as outlined in the FOM and PAFC contract.
- Referrals for services to enhance child and family functioning and to ameliorate the conditions that caused the child's removal from parental custody.
- Developing and implementing a treatment plan and service agreement to facilitate one of the five federal permanency planning goals:
 - Reunification.
 - Adoption.
 - Guardianship.
 - Placement with a fit and willing relative.
 - Another planned permanent living arrangement.

- Maintaining client case files in accordance with the licensing rules for child placing agencies.
- Providing 24-hour emergency back-up social services staff to the foster child(ren), foster parent(s)/relative/unrelated caregiver(s), and parents or guardians.

**FOSTER CARE
SERVICES**

The PAFC contractor shall be responsible for all direct services to the child and family as specified in the FOM 722 series. The PAFC contractor shall provide the following in accordance with the treatment plan for an individual child:

**Placement
Selection Criteria**

The PAFC contractor shall ensure the placement selection for children in foster care is determined by the criteria and procedures outlined in FOM 722-03, Placement/Replacement.

**Face-to-Face
Contacts**

The contractor shall ensure PAFC workers provide face-to-face contacts and/or supervision in the form of caseworker visits to foster children, foster parent/caregiver(s) and legal parents as outlined in FOM 722-06, Visitations. All contacts and visits must be documented in the Initial Service Plan, Updated Service Plan or Permanent Ward Service Plan.

Sibling Visitation

The PAFC contractor shall ensure that each child who is not placed in the same placement as his or her sibling has sibling visits and ongoing contacts as outlined in the foster care policy manual, FOM 722-06, Sibling Visitation.

Parenting Time

The PAFC contractor shall ensure that parenting time occurs as outlined in FOM 722-06, Parenting Time. The contractor shall ensure that a detailed parenting time plan is documented within the DHS-67, Parent-Agency Treatment Plan and Service Agreement, as outlined in FOM 722-06, including:

- The frequency, location and date of parenting time.
- The plan for the expansion of parenting time.

Discipline

The PAFC contractor shall have a written behavior management policy that identifies appropriate and specific methods of behavior management for foster children, in compliance with Child Placing Agency Rule 400.12406. The contractor shall include behavior management as a component of regular foster parent training, in compliance with Child Placing Agency Rule 400.12312(3).

Wardrobe

The PAFC contractor shall ensure that the child has an adequate wardrobe while in placement as well as at the time of discharge, as defined by the DHS-3377, Clothing Inventory Checklist. When the child is absent, the PAFC contractor shall have a process in place to keep the child's wardrobe and possessions safe until claimed by the child or DHS. If the possessions are not claimed within 90 days from the child's absence, the contractor shall return the possessions to DHS.

**Medical, Dental
and Mental Health**

The PAFC contractor shall document all medical, dental and mental health needs and services for each child according to the guidelines set forth in FOM 722-06.

Additionally, the PAFC contractor shall:

- Maintain a medical passport (DHS-221) for each child according to the guidelines set forth in FOM 722-06, Medical Passports.
- Provide the medical passport to the foster parent or relative caregiver, as well as provide a copy of the updated medical passport to the DHS monitoring worker no less than annually.
- Forward all medical, dental and mental health examination reports and/or assessments to the DHS local office monitoring worker within five working days of completion or receipt from the treatment provider.

Education

The PAFC contractor shall ensure children in care are provided with educational services as set forth in FOM 722-06, Educational Services for Foster Care.

Transportation

The PAFC contractor shall ensure the provision of transportation for:

- Parenting time.
- Routine activities which parents would normally provide for their own child (such as medical and dental appointments, school conferences, school activities, extracurricular activities and sports).

**Permanency
Planning
Conferences**

The PAFC contractor shall conduct permanency planning conferences to make or recommend critical case decisions as required in the foster care policy manual (FOM).

**Preparation for
Independent Living**

Regardless of the child's permanency plan, the PAFC contractor must ensure that each youth aged 14 and older has a comprehensive written plan (with documentation of youth input) as outlined in FOM 722-06, Independent Living Preparation, to assist the youth in preparing for eventual independent living, and to assume responsibility for physical, social, economic and psychological well-being. The plan must be signed by the youth.

**Child Returned
Home and
Aftercare Services**

To assist the child and parent(s) in re-establishing family equilibrium after reunification, the PAFC contractor shall provide aftercare services as outlined in the PAFC contract and in FOM 722-06, Children Returned Home. Additionally:

- If in-home contracted services (Families First or Family Reunification) are provided, the PAFC worker continues to be

responsible for the case management, monthly home visits, and case service plan requirements.

- The period of weekly contacts may be extended beyond 90 days as determined by DHS.
- The PAFC contractor shall continue to provide and document aftercare services to the child and family until one of the following occurs:
 - Wardship is dismissed on all children in the family.
 - DHS approves, in writing, transfer of aftercare services to another placement agency foster care provider.
 - Child reaches age 20 and there are no other siblings who continue in foster care placement or wards who reside with the parents/relatives.
 - Child dies and there are no other siblings who continue in foster care placement, or wards who reside with the parents/relatives.

Family Responsibility

See FOM 913-5, Placement Resources: Child Placing Agency Family Responsibility, for agency family responsibility requirements.

Termination of Family Responsibility

See FOM 913-5, Placement Resources: Child Placing Agency Family Responsibility, for termination of family responsibility requirements.

FOSTER CARE INTAKE

See FOM 913-3, Placement Resources: DHS Referral to PAFC Contracted Agency, for foster care intake packet and procedures.