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I. INTRODUCTION

The purpose of this manual is to provide basic guidelines of the Krista Foster Homes program for Krista foster parents. Although we have attempted to make this manual inclusive, it is impossible to anticipate every situation that may arise in your experience as a foster parent. Your Krista staff is available to answer questions and provide assistance when it is necessary. Please study the policies and procedures set forth in this manual, as you will be responsible for the contents.

HISTORY AND MISSION

Krista Foster Homes was founded by a former foster parent, group home house parent, and psychotherapist, Diane Phillips. She chose the name “krista” as it is a derivative of the biblical Greek name for Christ which reflects the spiritual foundation of the agency. Krista Foster Homes has been licensed by the state since June of 1992. Krista’s purpose is to provide quality, loving foster parenting, and demonstrating God’s love to the children entrusted in our care. Our hope for these children is their developed relationship with God, emotional and spiritual healing, the creation of healthy relationships, and the ability to function with success in their community.

PROGRAM GOALS AND SERVICE PROVISION

Krista Foster Homes is committed to excellence by certifying families with the skills, values, and motivation to provide quality care to children when an out-of-home placement becomes necessary. Krista foster families meet the comprehensive needs of children in a foster home setting. Our Social Work staff provides training and support to the foster families, social services to the children, and services to the natural families of the children when appropriate.

Krista’s staff is committed to training and providing ongoing consultation and services to foster families. They also work to ensure that the children’s needs are met and that they have as normal a childhood as

possible. Krista Foster Homes creates a supportive, therapeutic milieu providing social, educational, and recreational activities for our foster families on a regular basis. Krista foster parents also have access to the agency library and peer support.

Krista Foster Homes is therapeutic in nature. Treatment provision is a cooperative effort among administrators, social workers, therapists providing individual therapy, foster parents, placing workers, the child and often his/her natural family.

EXPECTATIONS OF FOSTER PARENTS

Krista Foster Homes is a lifestyle ministry to children and teens. Our goal for each child in our care is for their salvation and healing. Therefore, foster parents are asked to participate in the gathering of believers to strengthen their faith and spiritual development, as well as include their foster children in church activities. We encourage our families to pray for and to pray with children in their care, to demonstrate a lifestyle dependent on God to meet the needs of His people. Furthermore, as a lifestyle ministry, we ask that our foster parents uphold the values and traditions of the Christian faith in their home. Regarding our single parent families, we ask that if a foster parent is dating, to do so utilizing Christian dating principles. We ask that foster parents abstain from drinking alcoholic beverages in the presence of their foster children and that all alcohol is locked and inaccessible to them.

CHILDREN ACCEPTED FOR PLACEMENT

Krista Foster Homes will only accept children between the ages of birth to eighteen whose needs can be successfully met in treatment foster care. Children whose needs are better served in a more structured setting (such as a group home) will not be accepted. Children who are psychotic, in imminent danger to themselves or others, non-ambulatory, or moderately to severely physically or developmentally disabled will not be accepted.

Assessment of the child begins with interviewing placing workers and the child in the intake process, then includes prior care providers, school records, etc. in the needs and service appraisal. Ongoing evaluation of the

child's needs and service provision occurs through weekly staffings, progress reports and input from foster parents, teachers and the child's therapist.

The ways by which children can be placed in foster care are:

Children's Protective Services:

The child is in danger through no fault of his/her own, he/she has been abandoned, neglected, physically or sexually abused by his/her parents (Welfare and Institutions code 300).

Juvenile Probation:

1. The child is incorrigible, refuses to obey his/her parents, is habitually truant, or violates curfew laws (Welfare and Institutions code 601).

2. The child has violated a law of the state, the United States, or an ordinance of any city or county (Welfare and Institutions code 602).

Voluntary:

Under limited conditions, parents may voluntarily place their children in foster care. Parents wanting to place their children must work with Social Services. Social Services places the child for a specific period of time and the parent agrees to work on a reunification plan. Voluntary placement makes use of county funding and is generally done in cases of extreme need. Parents can and likely will be charged a portion of the foster care payment.

Private:

In some circumstances, a parent may want to place a child in foster care without the involvement of Social Services. If the natural parents request foster placement, they must work directly with Krista Foster Homes to place the child. The standard placement procedures are followed except a placing worker is not involved. The natural parents assume all financial responsibility for the placement.

State Adoptions:

State Adoptions places children in foster care when out-of-home placement is again warranted for a child who has been adopted.

INTAKE AND PLACEMENT PROCEDURE

The intake process includes an initial evaluation and needs and services appraisal of the child, selection of an appropriate foster family, placement of the child in the foster family, and implementation of the initial treatment plan.

1. Initial Evaluation:

The staff of Krista Foster Homes' gathers information and pertinent documents such as court reports, school records, medical history, and if possible, reports from prior placements. The Krista social worker will interview the child's placement worker and may interview the child as well. And, when possible, the child's natural parent(s) and/or prior care provider will be interviewed.

2. Selection of Foster Family:

A child is accepted if a foster family is available to successfully meet the child's needs and evidences compatibility in terms of family structure and dynamics, individual personality dynamics, and the ability to respect the child's race, religion and social class. Krista Foster Homes' social workers place a child in a foster family when good judgment and practice indicate good to excellent prognosis for a successful placement. However, we sometimes place children on an emergency or short term basis with the hope that the placement will be successful.

3. Placement:

If the selected foster family indicates strong interest in the child based on the information available, a visit is arranged when feasible. Following the visit, a decision is made by all parties regarding the placement of the child in that home. The Krista social worker visits the foster family and child at

least once during the first week of placement to help facilitate the transition into the new home. The initial needs and service appraisal, along with a physical (C.H.D.P.) and dental exam, is completed within the first 30 days of placement.

4. Placement Changes:

A foster child can be removed from the foster home by the placing worker, Krista social work staff, or the foster parent (in cooperation with Krista staff) if the child is having serious behavioral problems and/or cannot adjust to the foster family. To insure that another suitable placement can be found for the child, at least a seven day notice is required when the foster parent requests the removal of a child from their home. The Krista social worker will meet with the child and foster parents to assess whether the problems can be resolved and to aid in this process. When a child poses a threat to himself or others, or if there has been an abuse or alleged abuse in the foster home, the child will be removed from the home immediately.

Planned discharges are contingent upon evaluation of all aspects of the placement of the child in the foster home, including but not limited to, overall behavior of child, progress of natural parents in the reunification plan, and the long-term treatment plan. All planned discharges are a coordinated effort involving (when possible) the child, foster parents, Krista social worker, Krista administrator, placing worker, and the child's natural family.

II. FOSTER PARENTS

CERTIFICATION PROCESS FOR NEW FAMILIES

A Krista administrator contacts individuals or couples who have indicated an interest in foster parenting. An interview is scheduled and intake paperwork given to those who appear to be good candidates for

certification. The following steps are taken, although not necessarily in this order: A criminal background check is made, interested parties attend foster parent trainings, participate in First Aid and CPR classes, obtain a copy of their driving record from the D.M.V., complete a physical exam to include T.B. testing, provide a floor plan and disaster plan, the agency policy manual is read and training by office staff regarding paperwork requirements provided, and a home study and home inspection is completed by an agency administrator or Social Worker. Twelve hours of training is completed prior to certification. These hours consist of: 6 hours of CPR and First Aid training, 1 hour studying the agency policy manual, 1 hour of training by office staff covering the paperwork requirements foster parents have in the upkeep of foster children's home files, 1 hour of self esteem training, 1 hour of child abuse and reporting laws, 1 hour of training provided by the social worker during the home study in areas such as discipline and supervision, and 1 hour of love and logic training.

BASIC DUTIES OF FOSTER PARENTING

1. Provide children with the nurture, care, clothing, transportation, medical treatment, and training suited to his/her needs.
2. Develop an understanding of the responsibilities, objectives and requirements of the agency in regard to the care of foster children and work with the agency in planning for those in your home.
3. Encourage the maintenance of the natural parent-child relationship.
4. Not use corporal punishment, punishment before the group, deprivation of meals, monetary allowances, visits from parents, home visits, Krista organized events, threat of removal or any type of degrading or humiliating punishment, but instead use constructive alternative methods of discipline.
5. Respect and keep information regarding each child and his/her family confidential.
6. Participate I.E.P. meetings (independent educational planning with school), meetings with the child's placement worker, I.L.S. (Independent Living Skills), intake meetings, Krista agency case planning, and provide written reviews of this child at the request of Krista Foster Homes.
7. Immediately notify agency of significant changes in your foster children's health, behavior, or location.

8. Schedule and take children in your care to all medical and dental appointments. CHDP's (physical exams) and Dental Exams are to be completed during the first thirty days of placement. CHDP's are required annually and dental visits twice a year. If the child has never had an eye exam, an initial exam is recommended. If you have a teenager you suspect may be using drugs, ask the physician privately to do a drug screen test during the C.H.D.P. exam. Also, if you have a child or teen coming directly from a substance abusing home or are themselves known substance abusers, ask the physician privately to test for communicable diseases such as Hepatitis and HIV/Aids.
9. Submit copies of any pertinent information you receive such as school reports, medical and dental reports, court reports, and psychological or psychiatric reports when you receive them from an outside source.
10. Maintain each child's home file on a weekly basis.
11. Give this agency notice of at least 7 days of intent to discharge a child from your home, unless it is agreed upon with the agency that less notice is necessary.
12. Conform to Community Care Licensing and recertification requirements.
13. Provide county placement workers, state Community Care Licensing analysts, and child advocates, (CASAs, Court Appointed Special Advocates), and Independent Living Skills Case Managers access to your home, the children, and each child's file.
14. Notify the agency immediately if an application is made on behalf of a child in your care for any kind of income. Examples of income include, but are not limited to: Child support payments, Veterans Benefits, Railroad Retirement, Social Security, RSHDI, and Supplemental, Security Income/State Supplemental Program (SSI/SSP).
15. Contact Krista immediately if your foster child receives or may receive any kind of payment resulting from a litigation or settlement.

FOSTER PARENT TRAINING/DEVELOPMENT

Foster Parent trainings are offered four or five times during the school year through this agency. Topics are pertinent to issues encountered in the foster care setting. Our trainings include but are not limited to: parenting skills, unattached children, coping skills, sexual and physical abuse, special education, conflict management, managing assaultive behavior, discipline procedures, drug and alcohol abuse, moral development, self-esteem, dysfunctional families, first aid/C.P.R., and working with natural parents. Training methods include agency and guest speakers, video tapes, lectures and discussion groups. Trainings will be conducted by qualified professionals.

New foster parents are required to have twelve hours of initial training and twelve hours per year thereafter. In addition to the Krista agency foster parent trainings, hours may be accumulated by attending relevant seminars in the community. These community trainings need to be approved by a Krista social worker and verifying documentation of participation submitted to the Krista office. Furthermore, foster parents attending college may be credited for up to six hours of foster parent training time if participating in a class with content related to the population of children we serve. Such courses may include sociology, psychology, social problems, child development, etc. Documentation including a class syllabus and copy of a report card indicating course completion will be required for our office files. First Aid and C.P.R. class participation hours count only toward the initial training hours prior to certification. However, foster parents are required to keep current in C.P.R. & First Aid. Furthermore, water safety training is required if supervising foster children in water when a lifeguard is not present.

SUPPORT SERVICES

Krista provides ongoing support to foster families. A social worker will be assigned to each family and will maintain frequent contact with the parents. The social worker will meet with the parent(s) at least twice a month at a scheduled day and time. The social worker will make phone contact the week that he/she is not at the home, and be available if the family requires his/her assistance. Krista also provides support via counseling. If a foster family wishes to receive counseling for the natural family members, Krista will pay half of the expense. This includes

marriage counseling, family counseling (natural family members as well as foster children), and any other counseling needed as a result of stress from foster parenting.

SUPERVISION

Foster children need to be supervised in the foster home at all times unless a written exemption is granted by Community Care Licensing. Such exceptions allow for a child to be in the foster home alone for two hours a day or up to six hours within a 72-hour period for teenagers 14 or older. These hours need to be documented. When the foster parents cannot supervise their foster children, licensed or agency approved child care providers may be used. The foster family is responsible for paying the care provider and to receive prior approval from the agency social worker.

The child care provider ***must***:

- be at least 18 years old
- have current first aid and C.P.R. certification
- have received criminal history and child abuse index clearance through the Krista Office.
- possess a valid driver's license, available vehicle, and vehicle insurance
- be given copies of the child's medical consent and medical card
- have the emergency pager number to reach a Krista social worker as needed

If a child is being supervised in the home of a respite person, the house has to meet the standards of a certified foster home. An agency Social Worker needs to first inspect the home for approval.

UNSUPERVISED TIME IN THE COMMUNITY

Krista youth are encouraged to participate in activities outside their foster home. Activities such as school sports, California Youth Connection, church youth group meetings and activities, school dances, etc. generally provide positive socialization experiences. When a teen asks permission to spend unsupervised time outside the foster home such as time at the mall or watching a movie with friends, contact your Krista agency Social

Worker to decide together the level of freedom this youth can have. A decision will be made based on the youth's age, history, vulnerability to victimization or substance abuse, and recent behavior. Krista staff may consult with the youth's placing worker as well. When these guidelines are established and the youth has proven successful with these alone time opportunities, foster parents may grant permission for future activities without first consulting Krista Social Work staff.

DISCIPLINE POLICY

The purpose of discipline is to train your child to get along first as a member of a family and then with the community. Another purpose is to train the child to become a responsible and mature adult. Discipline is an essential part of child rearing and needs to be viewed as a learning experience so the child will develop acceptable patterns of conduct. It is important for foster parents to keep in mind that foster children typically come from homes lacking consistent standards of behavior. A foster child's behavior needs extra understanding. Developing appropriate behavior takes time. It is important to accept the foster child as he/she is at the moment, even if you do not approve of his/her current behavior. Suggestions for determining an effective means of discipline for children will be covered in training and in consultation with agency social workers.

Discipline Hints:

When a child is first placed in your home explain the rules and responsibilities for the household. Clearly communicate your expectations concerning the child's behavior.

1. Establish clear limits and guidelines expected of the child and let the child know he/she will be responsible for the consequences of his/her choices.
2. Help the child understand the purpose of disciplinary action and be sure to consider the child's age and maturity.
3. Talk and listen to the child and encourage them to do likewise so that you each understand how the other thinks and feels.
4. Remember that ultimately you can only control your behavior, not

the child's. Your control is over the consequences of the behavior, not the behavior itself.

Discipline Regulations:

The following disciplinary methods are ***not*** permitted by state regulation or by Krista Foster Homes:

1. Corporal punishment.
2. Punishment in the presence of others.
3. Withholding of meals.
4. Preventing daily living functions such as meals, toileting, or sleep.
5. Threat of removal from your home.
6. Any degrading or humiliating punishment.
7. Withholding family contact and visits (unless given prior approval by the child's placing worker and Krista case manager).

The decision about the child's consequences will typically be made by the foster parents with the assistance of the agency social worker when needed. If the child commits a major infraction (such as running away, theft, assault or truancy), contact your Krista social worker immediately. Consult with your social worker when an infraction is consequented by the loss of all privileges.

PRIVILEGES FOSTER YOUTH MAY ENJOY

Watching T.V.

Watching videos

Playing video games

Computer time

Fishing

Swimming

Listening to stereo

Being able to go places alone (mall, etc.)

Skating Rink

Phone calls – outgoing and incoming

Bike riding

Rollerblading

Skateboard Park

Staying overnight with friends
Having friends stay overnight
Visiting at a friend's house
Having friends over to visit at your house
Being able to go off school campus
Dances
School activities such as sporting events and clubs
Gym time
Staying up late
Going for walks alone
Community events such as the Rodeo or County Fair

- Church activities are not considered privileges that can be used as consequences for misbehavior.

EMERGENCY PROCEDURES

All major incidents or emergencies are to be reported immediately to a Krista social worker or administrator. If calling after office hours, contact Krista staff through the pager system by dialing 248-6414, then put in your phone number after the beep. You should also attempt to reach your foster child's Krista social worker by cell phone; Bob Phillips, 515-4442 or George, 227-5351. The following procedures are outlined to protect the child and the foster family from danger in any of the emergencies listed below:

Runaway/Missing Foster Children:

When the foster parent determines that a foster child has run away or is missing, (usually after a one hour absence) he/she will contact a Krista social worker and law enforcement. The Krista social worker will inform the administrator and placement worker and complete an incident report for the placement agency and Community Care Licensing.

Medical Emergencies:

Regarding medical emergencies which temporarily incapacitate the foster parent(s), substitute care plans will be implemented. When this incapacitation is long term, the foster child will be placed in another Krista home with the placement worker's approval. When foster children are in need of emergency medical care, the foster parent will take the child to the hospital or call 911, if necessary. All foster parents have signed medical consent for treatment forms authorized by the natural parents or placement agency. The consent to treat form, medical card or insurance card must be taken with the child to the hospital. The foster parents are to contact a Krista social worker as soon as possible. The social worker will contact the placement worker and Community Care Licensing.

Disaster:

An Emergency Care and Disaster Plan will be posted in the foster home and on file in the Krista office. This plan is reviewed with each foster child when placed in the foster home and includes assignments for person count, first-aid procedures, telephone and emergency numbers, and transportation. All residents in the foster home need to understand where to exit in an emergency and where the temporary relocation sites will be. The foster parents will be responsible for shutting off utilities if necessary. Disaster drills need to be conducted with all foster youth and family members every six months. These drills need to be documented on the forms provided by the agency.

Legal Conflicts:

Legal problems can take many forms, such as shoplifting or truancy, etc. Foster parents need to allow the child to experience the consequences of his/her actions. If the foster child has legal conflicts with the police or school, contact a Krista social worker.

TRAVEL

Krista encourages foster parents to include foster children in vacations

and travel as a part of their family. Foster parents must notify a Krista social worker as soon as possible when they plan to go out of the state or country and wish to take their foster children with them. (This includes all overnights outside the foster home, as we need to reach our families in the event of an emergency). Permission for out-of-state travel must be requested at least one month in advance as a court order is required; in some cases, the natural parents must also consent. The Krista social worker will coordinate with the placing worker to obtain the necessary consent and court order. The court orders are needed to enable foster parents to seek medical help for a foster child when traveling out of state and permission for border crossing when traveling out of the country.

Please contact the Krista office at least one month prior to out-of-state travel providing us with the dates of travel, where you will be staying overnight, and a contact name with address and phone number. Sometimes standing consent can be obtained for regular travel to an out-of-state location.

TRANSPORTATION

The primary responsibility of transporting foster children is the duty of the foster parent. This includes transportation to and from school, a job site, church functions, court appointments, family visits, I.L.S. trainings, personal development activities, Krista meetings and activities, medical/dental appointments, counseling appointments, and visits with the child's placing worker. If a transportation problem arises, the foster parents are to contact the Krista office for assistance. If transporting a youth for employment, contact the youth's Krista agency social worker to discuss charging the youth gas money for this ongoing transportation need. The other exception is when a youth loses bus privileges due to behavioral problems. These are the only situations in which a child pays for transportation.

Krista Foster Homes requires each foster home to have an automobile available at all times to meet the transportation needs of children in their

care. The automobile must be in safe working order and be equipped with seat belts and car seats for young children. Car seats are required for children six years old who weigh under 60 pounds. Foster children are required to wear seat belts when the vehicle is in motion. Driver's licenses and auto insurance must be current in our office files.

Transportation of foster children is done **exclusively** by:

1. Krista foster parents and/or approved baby-sitters or child care workers.
2. Krista employees
3. Placement workers
4. City or school bus drivers
5. Coaches, church youth leaders or mentors and Krista interns (without legal clearance) **with another child present**.
6. The parents of foster children's friends with the friend present **and** with foster parent meeting and prior approval of family. (A current driver's license and insurance must have been shown to foster parents prior to transportation.)
7. The driver must be 18 years old or older and have at least 3 month of licensed driving experience along with **prior approval** by Krista social work staff (current driver's license and insurance must be shown to foster parents).

RELIGIOUS PRACTICES

A foster child is free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Children's records contain information including but not limited to religious preference and the name and address of clergy or religious advisors, if any.

The selection of a foster home is based upon the child's needs and how well the foster parent can meet them. This includes the ability of the foster parent to accept and respect individuals of any race, creed, color, *religion* or nationality. The foster parent has the right to practice the religion of his/her choice, but the practice must not be forced on the foster child, nor interfere with the provision of care to the foster child. The religious beliefs and practices of the foster parents should be discussed with the child prior

to placement in order to maximize the potential for compatibility.

The religious practices of the foster parents, including but not limited to, dietary restrictions, prohibition of birthday and holiday celebrations, and prohibition of the use of makeup, may not be imposed on the foster child. As well, religious practices that advocate the prohibition of medical care, use of corporal punishment, and other practices that pose a threat to the child's health and safety *are prohibited*.

SOCIAL AND RECREATIONAL ACTIVITIES

Foster parents are encouraged to promote and support their child's involvement in youth groups, sports, and other social and recreational activities. Krista sponsors regular activities for our foster families such as lake sports, water slides and trips to amusement parks. Krista pays for some church and sports camps for foster youth. In addition, Krista allots up to \$50.00 monthly per child for personal enrichment activities including but not limited to: art classes, dance, health club memberships, music lessons, or gymnastics.

REIMBURSEMENT

Krista Foster Homes reimburses foster parents for the care they provide to foster children in their home. A minimum amount of the reimbursement is established by the State Rate Setting Board and varies according to the age of the foster child.

Reimbursements are made per month per foster child. One month means the first day of the calendar month to the last day of the month. When a child is placed in a home during the month, the amount of the reimbursement is pro-rated daily through the end of that month. Reimbursement for care of foster children is determined by each night a child spends in the foster home. The foster families receive reimbursement checks between the 15th and 20th of each month for the previous month's care of a child. If the 15th falls on a weekday, the checks

will be ready after twelve noon. If it falls on a weekend, checks will be issued on the following Monday at noon.

Please keep a record of the days a child is in your home and let us know when we miscalculate your reimbursement pay. If a child in your home runs away, we determine continued payment to you for the youth based on an agreement reached between you and Krista's administration to continue providing care for this youth when or if the youth returns.

The county calls this "keeping the bed open" and will sometimes continue to pay us for this child's care if he/she returns during a reasonable time frame. Each county's policy differs. We may be paid for one or two days or up to two weeks waiting to see if a child returns. We pay you at the normal reimbursement rate for the days for which the county pays us, even though the child is not actually in your home. However, if you decide to terminate caring for this child in your home, we discontinue reimbursement payment to you from the day the child leaves.

Regarding respite or temporary care reimbursement, we are paying you to care for a foster child that does not normally live with you, thus we reimburse you at the higher rate of \$30.00 per day. We do this because there are additional demands on you and your family, such as the frequency that short term notice is given you for this respite need, usually additional transportation is needed, the child's bedding needs etc. If a child is placed in your home while his/her foster parent(s) are using their respite days, or if we receive a child on an emergency or short term basis, we reimburse you at \$30.00 per day rate up to one week. If this child remains in your home for more than 7 days, the reimbursement converts to the rate normally given for the age of the child. However, when we are asking you to care for particularly demanding youth or a youth with special needs, we may continue paying at the \$30.00 per day rate. The last exception is when you are asked to take a child into your home on a temporary basis because this child needs temporary housing from the county or has "blown out" of his/her Krista foster home placement. If you are temporarily housing a child and decide one day you would like to have this child live in your home on a permanent or placement basis, notify us to discuss if this child is an appropriate placement for your home. If agreed, we make the placement of the child with you and he/she no longer

has a respite status. The respite rate ends on that day and the reimbursement for care changes to the rate normally given for the age of this child.

RESPITE

Krista Foster Homes has a system set up for foster parents to earn paid respite days. If you have one or two foster youth living in your home, you earn one paid respite day every other month. If you have three or more living in your home, you will earn one respite day per month. Please contact the Krista office at least one week prior to using your respite days to give us time to make the necessary arrangements for your foster youth. We welcome your input regarding whom to use for respite. If you have used your respite days or have not yet earned any respite days and need respite care for your foster child you will not be reimbursed for those days your foster youth is in respite care. A foster parent can only save up to twelve days. A family friend or relative that has been fingerprint cleared with Krista, has current CPR and First Aid training and is cleared with us to provide respite, can provide respite in your home when approved by Krista Administration.

FISCAL RESPONSIBILITIES

Allowance:

Allowance is to be provided by the foster parents from their monthly reimbursement. Allowance is given weekly at the end of the child's first week in your home. The following minimum weekly allowance schedule is required by Krista Foster Homes:

ages 2-5.....	\$2.00
ages 6-10.....	\$5.00

ages 11-14 \$7.00
ages 15-18 \$10.00

Additional money can be earned by behavior contracts and chores in excess of the child's regular chores. Allowance can be deducted for property destruction, to pay a foster parent for transportation costs if the youth is "kicked off" the school bus, or if the youth has regular transportation needs for employment. Allowance deductions or payment to a foster parent for any reason must be approved by a Krista Social Worker. Foster parents are not permitted to borrow money from foster children. Furthermore, foster parents are not permitted to open bank accounts with foster children.

Management of Children's Finances:

If a child receives over fifty dollars in gifts or income, a Krista social worker supervises his/her spending of the money. Employment is allowed when a youth's health, safety, and education are uncompromised. When a foster child is working, he/she is required to save 70% of their earnings in a joint savings account with a Krista Administrator. Withdrawals from the account must be approved by the child's Krista Social Worker. Under no circumstances are foster parents allowed to borrow money from their foster child. Foster children are not permitted to carry over \$20.00 at one time without the permission of their Krista Social Worker.

Clothing:

Foster parents must spend at least \$40.00 a month per child on clothing needs. The monthly clothing allotment begins the day the child is placed in your home. Therefore, after a child is in the home for a month, a foster parent will spend \$40.00 for clothing. The clothing purchased must be documented and receipts kept to turn into the office on a quarterly basis when the child's file is requested. If a child enters foster care in need of basic clothing items, Krista provides additional funds to meet the need. The foster parents are then responsible for maintaining the child's wardrobe. Krista also provides funds for school shopping costs during the

month of August. The child's regular August and September clothing money is to be spent on such items as school supplies, a yearbook, student body card, and school photographs. If there is money left over, use it toward additional clothing.

Foster parents are encouraged to purchase the foster child's clothing on a monthly basis. Exceptions may be granted by the Krista social worker in the event the foster parent plans to save for two months for a large ticket item such as a pair of shoes, prom dress, or a winter jacket. In such instances the \$40.00 saved is to be put in an envelope with the child's name to be used at a later date.

Haircuts:

Foster parents are responsible to provide haircuts to their foster children at least monthly. If the foster child wants more frequent haircuts, he/she can pay for it with their money. When a child is not a dependent of the court (the child is in active reunification with his/her natural parent), the natural parent must give permission for the hair cut and determine how it can be cut.

Personal/Toiletry Items:

Foster parents are responsible for providing the basic hygiene needs for their foster children, such as but not limited to a toothbrush, hairbrush/comb, razors, feminine supplies, shampoo, etc. If the foster children wish to use their favorite brand name supplies, they can pay the difference for the item(s). Each child is given a towel to use that is not shared with others. Some foster parents provide towels with different colors to each family member. Beds used by foster children are required to have a mattress pad. These need to be laundered regularly and laundered when a child leaves the house.

Entertainment:

Foster parents are responsible for providing entertainment costs. If a child is accompanying the foster family on an activity, the child's cost should be paid by the foster parents. If a child is not participating in a family activity, (such as going to a movie with a friend), he/she can pay for the activity with their allowance. Krista recommends that the foster parents plan and pay for at least one family activity per month. Krista encourages foster parents to actively spend time with their foster children in a variety of settings such as outdoor activities, indoor games, movies, sports activities, community events, and church activities.

III. FOSTER CHILDREN

TREATMENT PROVISION

Krista Foster Homes is a treatment-based agency. We provide counseling services to our foster children and when appropriate their natural parents. Treatment provision is a cooperative effort between administrators, social workers, therapists, foster parents, and the child as well as coordination with the child's natural family and placing worker. Since we believe most treatment occurs in the foster home, Krista Social Workers and Administrators provide continual support and guidance to the foster parents.

Formal treatment includes psychotherapy services to the majority of foster children on a weekly or bi-monthly basis. Therapy is provided by a variety of services providers as well as our own staff. Krista's staff is responsible to inform foster parents of the therapist's name and phone number. And, Krista Foster Homes assumes financial responsibility for the counseling services.

The foster parents are responsible for scheduling appointments and transporting the child to the therapist's office. They are also responsible for the foster child's attendance. If a problem or concern arises (such as the foster child refusing to go), the foster parent is required to contact the therapist and Krista social worker within 24 hours of the scheduled appointment. When a child misses a counseling appointment due to an

oversight of the foster parents we are still billed for that missed appointment. We will allow one missed visit on occasion, but if a second occurs within six weeks or so, Krista will bill the foster parent \$25.00 for the second missed appointment. If there is illness in the family or car problems arise, preventing transporting the child, a foster parent notifies the Krista office or pager as soon as possible. Most of our staff will be willing to provide transportation on an emergency basis. If your foster child is ill, notify the therapist as soon as possible to cancel the appointment.

The charge for missed appointments will not apply when there is reasonable notice given. Also, if a foster child's therapist is seeing the child at school on a specific day of the week and he/she is home ill, suspended, or has that day off from school, foster parents notify the child's therapist.

Foster parents are encouraged to be involved in the foster child's therapy at the request of the therapist. It is critical for foster parents to notify those attempting to help of any concerns, behavioral changes, or any significant events in the life of a child. Sometimes the child's natural family is involved in the child's therapy particularly when there is a reunification plan. The foster parents need to be supportive of and cooperative with this aspect of treatment as well. The therapist is responsible for informing the foster child and foster parents of the parameters of confidentiality. Therapists are also required by law to keep in confidence certain information disclosed by adolescents in therapy.

NEEDS AND SERVICE PLANS/ASSESSMENT

Needs and service plans identify the following:

-reason for placement

- visitation with natural family members
- planned length of placement
- treatment goals addressing emotional and social needs
- educational needs
- other types of services needed such as independent living or anger management
- medical needs
- training such as personal care and hygiene
- ability to manage his/her own money which may include the maximum amount of money the child will be allowed to have in his/her possession at one time

The needs and service plan specifies the treatment goals for the foster child, the person or persons responsible for meeting those goals, the plan and time period needed for goal attainment, and how progress will be measured. Krista Foster Homes will provide the foster parents and the child's authorized representative (placement worker) with a copy of the child's needs and services plan. A needs and services plan will be completed within 30 calendar days from the date of placement and is updated every six months.

PROGRESS REPORTS

Progress reports are written by Krista social workers twice per year or at the request of the placing worker. Our social workers gather information on the foster child's progress from the foster parents' written reports, teachers, administrators, and therapists. The written progress reports include: a child's background, adjustment, relationships, education, physical health, emotional health, treatment progress, family issues, and recommendations. These reports are reviewed by an administrator then submitted to placing workers. Copies are placed in the foster children's files at the office and in the foster home.

SCHOOL/EDUCATION

Most of the children placed in foster homes attend public school. Foster parents are responsible for enrolling a child in school, arranging

transportation, encouraging the child's academic and behavioral success, supervising a suspended or ill child, attending school conferences such as I.E.P.'s, obtaining report cards and progress reports and giving copies to the Krista office for the child's file.

If home study is needed and the foster family can provide the necessary supervision, the foster parent, Krista social worker, and child's placement worker coordinates the child's academic program with the public or private school home study teacher. Home study requires additional responsibility by the foster family to ensure the work is completed and the child attends the required home study appointments.

A foster child may be functioning below grade level and require additional assistance. Those children unable to function in a normal classroom setting are evaluated by a Student Study Team and an individualized educational plan (I.E.P.) may be developed. This child may even qualify for a specialized class setting such as a Special Day class or a non-public school for the Emotionally Disturbed.

FAMILY VISITATION RULES AND POLICY

All home and family visits are coordinated by a Krista social worker in cooperation with the foster child, foster parents, placing worker, and natural parents. The Krista Social Worker works with those involved to determine the appropriate length, frequency, and location of the visits, and what degree of supervision is required. Feedback about the foster child's behavior during and/or following each visit is documented by the foster parents on the "family contact form" in the child's file at the foster home. If a foster child visits family at the Family Visitation Center on Court Street in Redding, please become familiar with and abide by their rules of visitation.

CHILDREN'S PERSONAL RIGHTS

During the intake procedure, the child's authorized representative signs the Personal Rights (LIC 613B) of a foster child (see page 28). Please

read these personal rights with foster children when they are placed in your home. The child signs on the bottom portion of the form and the top portion is given to them. If the child is unable to read or their cognitive functioning is limited, explain their rights at their level of understanding. A copy of the LIC 613B form is posted in each foster home. Each foster parent is responsible to abide by these rights. If a child wishes to make a complaint, the phone number and address is listed on the children's rights posted in each certified home. Each child/youth will have access to a phone in the foster home or Krista office. The child or youth will be encouraged to speak first to their Krista Social Worker or to a Krista Administrator who provides case management before contacting Community Care Licensing as the issue could be resolved within the agency. However, if the child/youth wishes to contact Community Care Licensing directly, free access is allowed.

Complaints:

Community Care Licensing investigates all complaints about foster families and any violation of a child's rights. A state investigator will interview the child and person(s) involved in the complaint, and may inspect the certified family home. In the case of serious violations, further investigations may be conducted by law enforcement. A written report of the complaint and findings is kept in the certified family home file at the Krista office.

The state will determine whether the complaint is substantiated, inconclusive, or unfounded. Copies of all substantiated complaints are provided to the child's placement worker and the Board of Directors of Changed Lives Inc., the board overseeing the functioning of Krista Foster Homes. Action is taken to insure that the affected certified family home complies with the applicable state regulations. A log is maintained in the Krista office of all complaints received.

PERSONAL RIGHTS **Child Care Facilities**

Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

- To live in a safe, healthy, and comfortable home and to be treated with respect.
- To be free from physical, sexual, emotional or other abuse, or corporal punishment.
- To receive adequate and healthy food and adequate clothing.
- To wear their own clothes.
- To possess and use personal possessions, including toilet articles.
- To receive medical, dental, vision, and mental health services.
- To be free of the administration of medication or chemical substances, unless authorized by a physician.
- To contact family members (unless prohibited by court order) and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.
- To visit and contact brothers and sisters, unless prohibited by court order.
- To contact Community Care Licensing Division of the State Department of Social Services of the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially and to be free from threats or punishment for making complaints.
- To be informed by the caregiver of the provisions of the law regarding complaints.
- To make and receive confidential telephone calls and send and receive unopened mail (unless prohibited by court order).
- To attend religious services and activities of their choice.
- To maintain emancipation bank account and manage personal income, consistent with their age and developmental level, unless prohibited by the case plan.
- To not be locked in any room, building, or facility premises, unless placed in a community treatment facility.
- To not be placed in any restraining device, unless placed in a postural support and if approved in advance by the licensing agency or placement agency.
- To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with their age and developmental level.
- To work and develop job skills at an age appropriate level that is consistent with state law.
- To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- To attend Independent Living Program classes and activities if they are 16

or older.

- To attend court hearings and speak to the judge.
- To have storage space for private use.
- To review their own case plan if they are 12 years of age and to receive information regarding out-of-home placement and case plan, including being told of changes to plan.
- To be free from unreasonable searches of personal belongings.
- To have all their juvenile court records be confidential (consistent with existing law).

Reference: California Code of Regulations – Foster Family Homes Regulations, Section 89372

Community Care Licensing
520 Cohasset Road, Suite #6
Chico, CA 95926
(530) 895-5033

SAFEGUARDING POSSESSIONS

1. When a child is placed in your home or just spending one night in respite. An inventory must be taken of all the child's belongings. Each item of clothing needs to be counted and recorded. Any non-clothing item needs to be recorded; the more valuable items need more description including the size, color and quantity. If a child has a particularly valuable item, such as a nice jacket a collectable or money over \$20.00, the foster parent needs to record and lock up the item(s).

2. When a child brings inappropriate items into the foster home such as a weapon, video or music obtaining explicate lyrics or viewing, the item(s) need to be either bagged or boxed with the child's name on it along with a list of the contents. *YOU MUST NOT DESTROY SUCH ITEMS.* If you are uncomfortable storing these items in your home, you may bring them to the Krista office for storage.

3. When a child leaves your home, all of his/her belongings need to be inventoried again. These items should already be listed on either the initial

inventory sheet, added to the inventory at a later date or on the clothing purchase list. Belongings need to be added to the possessions list as the child gets them. For example; a child receives a watch for a birthday gift, the watch with some description needs to be listed on the child's inventory list. The final inventory goes into the child's file and is to be returned to the Krista office. If a child is in your home for a short respite stay, an inventory is to be made of the child's belongings coming into the house and exiting the home. This is a safeguard for the foster parents, those living in the home, and the visiting foster child. It is not necessary to use the form for this. (A copy of the child's Medi-Cal card or private insurance card needs to accompany the child as well.)

4. When a child has outgrown or for whatever other reason decides to sell give away or throw away a possession or an item of clothing, the item needs to be listed on the inventory sheet at the bottom.

5. If a child comes into your home with cash over \$50.00 or is given a gift of \$50.00 or more notify your Krista case manager. We will be responsible to help monitor the spending or savings of such funds. The only people currently working for Krista which are bonded are Diane Phillips and Bob Phillips. They are the only people allowed by licensing to open or close a Child's checking or savings account. *(FOSTER PARENTS ARE NOT TO OPEN BANK ACCOUNTS WITH OR FOR FOSTER CHILDREN.)* Keep in mind that when a child works, 70% of the money earned needs to be saved in the bank or used to purchase items for independent living. Such items may be an alarm clock, stereo, video game player, T.V., dishes, sleeping bag, or bicycle. *(THESE PURCHASES NEED TO BE APPROVED BY THE CHILD'S CASE MANAGER.)* Following the above procedures will protect you from unnecessary liability problems.

I have read this manual and agree to follow the above procedures and regulations:

Krista Foster Parent	Date	Krista Foster Parent	Date
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GENERAL RULES FOR FOSTER CHILDREN

Dating:

Foster children are allowed limited dating. Krista social workers are involved with the decision; consideration is made regarding the age, level of maturity, and appropriateness of each relationship. Placing workers reserve the right to restrict or disallow dating if they deem it necessary.

Homework:

A child's homework is monitored by foster parents. The child is encouraged to complete all assignments and may receive consequences (such as a loss of privileges) if failing to do so. Foster parents are encouraged to help their child with homework when needed and/or asked by the child or child's teachers.

Chores:

Cleaning and chores are determined by the foster parents. Each child is responsible to keep his/her bedroom clean as well as to perform daily chores (not to exceed 20 minutes per weekday and one hour on a weekend day). Additional chores may be added on a paid basis.

Entertainment Equipment:

Entertainment equipment is available to foster youth as it is to other household members. Children may be restricted from some equipment based on their age and respect for property. Foster children may own and possess entertainment equipment.

Dress Codes:

Dress codes are established to protect the children in our care. Gang related apparel such as bandanas, sagging pants and particular colors in clothing are discouraged. We encourage our youth, especially females, to dress modestly to prevent their exploitation and enhance their self image.

Laundry:

Providing for the laundering of a child's clothing and bedding is the responsibility of the foster parent. However, foster children depending on their age and maturity, are responsible to launder their own clothing, towels, and bedding at least once a week. They are not responsible for the clothing of others.

Prohibited Behaviors:

Some general prohibited behaviors include but are not limited to the following: using/abusing substances, tobacco use, sexual acting out, truancy, running away, assaultive behavior, property destruction, and any illegal behavior.

Visiting Friends:

Foster parents first invite the child's friend to visit in the foster home to evaluate the appropriateness of the relationship. Furthermore, the foster parents need to meet the friends' parent(s), obtain their phone number and address, visit the home to assess for suitability, and inform them of our supervision requirements. These guidelines are to be followed prior to allowing the foster child to visit in the home of their friend. In the case of overnight visits, an overnight visit needs to occur first in the foster home. If the relationship appears to be a healthy one for the foster child and your child is invited to the friend's home for an overnight, check with the Krista Social Work staff for approval of a first visit before allowing the child to spend the night.

WHEN A CHILD ENTERS YOUR HOME:

- ♥ Welcome, introduce to family members and give a tour of your home, showing where he/she will be sleeping and where to store possessions.
- ♥ Inform the child of our inventory process, then inventory (list) all possessions coming into your home. If time does not allow, inventory just the necessary items for that day until a later time allows you to finish.
- ♥ Provide hygiene items as necessary.
- ♥ You may want to observe for or check the child for head lice, especially when coming directly from their biological family.
- ♥ Review the child's rights with the youth.
- ♥ Show the youth the emergency and disaster plan, explaining exits on the floor plan and relocation site in case of a disaster such as a fire.
- ♥ Explain your house/family rules and behavioral expectations, including chores.
- ♥ Explain your family's schedule of bedtime, wake-up, etc.

WITHIN THE 1ST WEEK OF PLACEMENT:

- ♥ Finish the inventory of possessions.
- ♥ Enroll child in school.
- ♥ Make appointment for CHDP, dental, and eye exams.
- ♥ Describe adjustment and observed needs and behavior to Krista Staff.
- ♥ Shop for clothing with agency intake funds if child is in serious need of clothing.
- ♥ Introduce child to community, such as your extended family members, neighbors, family, friends, church friends, children's or youth pastor, etc.

WITHIN THE 1ST MONTH OF PLACEMENT:

- ♥ Complete medical, dental, and eye exams.
- ♥ Provide allowance on a weekly basis.

- ♥ Provide haircut.
- ♥ Shop for clothing with the child at the end of the month.