

Lummi Nation Child Welfare Foster Care Licensing Policy

MISSION

Preserve, promote and protect our sche'lang'en (*our way of life*) by...

- Implementing a trusted foster care licensing system where the wellbeing of our children is paramount, and
- Ensure foster families are prepared to engage in:
 - Preserving the heart, mind and soul of our children,
 - Promoting positive family bonds and relationships and Lummi cultural values for our children and families,
 - Protecting the health, safety and well-being of our children

PURPOSE STATEMENT

Lummi Child Welfare (LCW) works to ensure appropriate services are provided to Lummi children and families within the dependency system to guarantee child safety while working toward family preservation and reunification.

- Primary Responsibility = The safety of our children
- Primary Goal = The preservation and reunification of our families

AUTHORITY

It is the sovereign right and responsibility of the Lummi Nation to determine the best interest of its children. Lummi Indian Business Council as the governing body maintains the responsibility to care for and nurture our children's rights (Children's Code 8.01.010).

Lummi Child Welfare, as designated in Title Eight of the Lummi Code of Laws, shall work to ensure the safety of the child while maintaining the family unit. The position of LCW is that the Lummi family extends beyond the immediate family to the grandparents, aunts, uncles, first cousins, and other individuals who have a close relationship with the child.

The rights of the children are protected and guaranteed by the Lummi Children's Code of Law (8.01.020—***Declaration of Children's Rights***), which ensures the protection and wholesome moral, mental, emotional, physical, and cultural development of children. The Code creates a framework to ensure that children, coming under the scope of the Title, have the care and guidance, preferably in the child's own home or community, which will serve to safeguard, protect and secure the emotional, mental and physical welfare of the child (Children's Code 8.01.010 e2).

Children's rights are further protected and guaranteed by the Indian Child Welfare Act of 1978, Adoption and Safe Families Act of 1997, Adam Walsh Child Protection & Safety Act of 2006, the Fostering Connections to Success & Increasing Adoptions Act of 2008, and the Indian Child Protection and Family Violence Prevention Act of 2016.

Lummi Nation has delegated the authority to license foster care homes in Lummi Code of Laws 8.01.100, to LCW. As the licensing agency, LCW will approve a foster care license for any community member and any person/family that is caring for a child who is a dependent of the Nation and meets the qualifications of these licensing standards.

LICENSING

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1. Definitions

Applicant – an individual(s) who has submitted an application and is seeking a license from the licensing agency as a family foster home.

Caregiver – any person who is licensed or authorized to provide care for children and/or cleared to have unsupervised access to children under the authority of a license

Case Manager – the LCW employee who coordinates the planning efforts of all the persons working on behalf of the child

Certification – Usually used with relative placements to verify completion of background check and home inspection when full licensure is not desired.

Co-applicant – an individual who has submitted an application jointly with another person (spouse, significant-other, relative, or other adult living in the home) for a license from a licensing agency as a family foster home.

Community standards – local norms recognized as acceptable conduct. For housing, the term means acceptable building standards based on the neighborhood and similar homes.

Corporal punishment – any form of physical discipline in which a child is spanked, paddled or hit on any part of the body with a hand or instrument.

Extended Foster Care – program for young adults, who qualify, that are in foster care at age 18 and may extend or cover to age 21 years, to voluntarily continue to receive certain foster care services.

Foster care – continuous 24 hour care and support services provided for a child in a family foster home.

Foster home – a private home, including the property belonging to the home, in which a child is placed for family foster care under the supervision of the licensing agency. This includes a kinship, relative, and child-specific home.

Foster parent – an individual who provides family foster care with a license from the licensing authority.

Functional literacy – the ability to read and write at a level necessary to participate effectively in society

Household member – any relative or non-relative who regularly lives, shares common areas, and sleeps in the home. An individual who is living, sharing common areas, and sleeping in a home temporarily for more than three consecutive nights or five nights in a month is considered a household member.

Infant – a child from birth to twelve months of age.

License – the approval or verification of a home and applicant to provide family foster care.

Licensing agency – Lummi Child Welfare, the entity that has authority to consider and approve a family foster care license. See Lummi Code of Laws at 8.01.100.

Licensee – The family foster care license applicant(s)

Licensors – The individual employed by LCW who accepts and facilitates review of the foster care application and monitors licensed and certified foster homes

Relative – an individual connected to the child by birth, adoption, marriage, or cultural tradition of tribe, who has a close family-like relationship to another individual.

Respite – Brief, temporary relief care provided by an in-home or out-of-home provider paid by the agency. The respite provider fulfills some or all the care provider responsibilities for a short time.

Sche'lang'en –The Lummi way of life, which includes values, beliefs and practices embraced by the Lummi people.

Sibling – brothers and sisters by birth, adoption, marriage or cultural brothers and sisters.

2. Purpose of Licensing

Every child has the right to be cared for by their parents or in the home of an extended family member. Some children cannot enjoy this right due to abuse, neglect, death or illness of the parents or guardians, abandonment or exploitation. In the event a child is removed from their parents or guardians home, LCW will prioritize placement of the child in a safe home while also striving to keep the child with a family member when available. In the event the child is not able to be placed with a family member, LCW will place the child in a safe, licensed, family foster care home in the community, in accordance with the Children's Code 8.01. Family members may apply to be licensed as well.

A foster care license may also be issued to provide care on a 24 hour basis to an unrelated child. The purpose of the foster care license process is to: a) ensure the safety and protection of children in out-of-home care, b) determine the foster parents ability to ensure the child's health, c) ensure the safety of the residence in which the child may be placed, and d) provide opportunity for foster care maintenance payments for the foster child as well as support services and training for the foster family.

The issuance of a foster care license means the family; home and property were evaluated to determine compliance with LCW licensing requirements. Washington State considers a LCW foster care license to be equivalent to the State licensing for the purpose of funding (RCW 13.38.040).

3. Licensing Process

The licensing process will ensure licensing standards are applied uniformly to all applicants with a fair and impartial assessment of each applicant for initial licensing and every three years thereafter. Considerations of specific needs of a child and allowances of certain non-safety standards may be applied on a case by case basis to expedite the licensing of homes for specific relative placements.

4. Application for License

LCW shall accept, review, and process applications for family foster care licensure and determine license approval and disapproval, and monitor licensed and certified homes. Application forms provided by the department shall contain such information as the department requires, which will include evidence of the applicant's ability and commitment to comply with licensure regulations. It is important that foster parents are willing and capable of working collaboratively with the LCW staff and birth family.

All applicants must submit a complete application with accompanying documentation for a family foster home license within 90 days of initial application submission. Applicants are encouraged to maintain personal copies of all application documents.

The process for determining eligibility for complete foster care licensure will include a personal interview, criminal background checks, a home inspection, and documentation that the applicant has the physical and mental health to meet the demands of a foster child, as well as, satisfactorily complete the orientation and training requirements.

Misrepresentation or omission of information on a foster home application is cause for denial.

Types of License

- Full License – The provider meets all licensing requirements. The duration of the license shall not exceed three years.
*Full License may include a license for specific aged child(ren), or to the mental health of the particular child(ren), or licensure for emergency or respite foster care.
- Certification – Verifies that minimum safety requirements have been met to ensure the safety and protection of the foster child, which includes the background and home study. Certification is applied to family or relative placement, when full licensure is not desired. The certification remains valid for the length of the child's placement.
**Training certificate will be made available*

Eligibility Standards

Minimum qualifications of applicants for a family foster home license include:

- Applicants must be age 18 or older, may be couples or single persons
- Applicants must be able to communicate with the child in the child's own language.

- Applicants must be able to communicate with the LCW staff as well as health care and other service providers.
- At least one applicant in the home must have functional literacy, such as have the ability to read labels on medications in order to properly administer them.
- Applicants must demonstrate they have sufficient income or resources to maintain the family and household.
- Applicant will not use any illegal substances, abuse alcohol, or use prescribed medications in excess or that could impact the safety, care and wellbeing of a child (i.e. drowsiness, perception, etc.)
- Applicants must have reliable, safe, and legal transportation; and
- Applicants must submit to a Criminal and Child Protective Services/ Child Welfare History Background Check.

LCW will not discriminate or deny to any individual the opportunity to become a foster parent on the basis of the race, color, religion, gender, or national origin of the individual, or of the child, in accordance with the Children’s Code 8.01.200(d) and established tribal policy.

5. Approval Process

The Licensor will assess each foster family license applicant to ensure compliance with the licensing safety requirements including criminal background checks, an assessment of the home and property, as well as the physical capabilities and mental health of all members of the household. A foster license will be issued when everyone in the household meets the licensing requirements and all required documents are in the licensing file.

At any time the department may require additional information concerning the evaluation of the residence and property, or of a person in the home. Applicants must sign a Release of Information granting permission to all identified providers, associated with the licensing process, to share information with the Licensor throughout the licensure application and review process.

5.1 Assessment of Applicant

Each foster family license applicant, as well as all the residents of the home, will participate in an assessment to determine the safety of the home environment. The assessment includes: personal interviews, to assess the physical and mental ability and determine the capacity to provide a nurturing environment; a physical and mental assessment to determine the ability to meet the physical, mental, and emotional needs of children in foster care; and background checks.

Personal Interview

Individual interviews will be scheduled with all persons who reside at the home. At least one interview with the applicant will be scheduled at the applicant's home to assess the ability to provide a safe and nurturing family environment, as well as the willingness to work with the birth family and the department.

Each applicant will be required to provide references, including two personal references, one of which must be a relative, as well as the name of current or most recent employer, and name(s) of individual(s) with all of whom there was a significant relationship (past marriage, long-term relationships, and other parent of shared children).

Applicants and all household members must disclose any past or current mental health and/or substance abuse issues. The agency may require further documentation and/or evaluation to determine the safety and suitability of the applicant(s).

Physical and Mental Health Standards

All applicants and household members must complete physical exams from a licensed health care professional. The exam results, which must be no older than 12 months prior to application, must indicate that the applicants are free of tuberculosis (TB) or other dangerous communicable disease or illness, there's no evidence of a mental health condition that can affect the caregiver's ability to parent, and capable of meeting the demands of a foster child. The agency may require further documentation and/or evaluation to make such a determination.

Documentation must be provided to verify all children who are household members are up to date on immunizations jointly recommended by the American Academy of Pediatrics, the Advisory Committee on Immunization Practices of the Center for Disease Control and Prevention, and the American Academy of Family Physicians, unless the immunization is contrary to the child's health, as documented by a licensed health care professional.

Pertussis and influenza immunizations are recommended. Pertussis and influenza immunization for all people living in your home is required to serve foster children under the age of two. License to serve children under the age of two, even though someone in the home is unable to obtain an influenza vaccination for medical reasons, may be allowed. In this case, a licensed health care provider's statement is required noting that the influenza vaccination would result in severe medical consequences to the person and that there is no other form of the influenza vaccine that would not cause severe medical consequences

Background Check

Each household member will be reviewed for history and concerns related to placement of children in the home. Household members of age must submit to a Tribal and State criminal history check, a FBI fingerprint check, and a Child Abuse and Neglect background check for

every State or reservation in which they have resided in the last five years. The sexual offender registries will be checked for mention of the household members. Under no circumstances will licensure be approved when:

- Convictions for felonies of child abuse or neglect, spousal abuse, or any crime involving children including child pornography.
- Convictions for felonies involving violent crimes including rape, sexual assault or homicide, but not including physical assault or battery;
- Felony convictions for physical assault, battery, or for drug related offenses committed in the last five years (SSA Sec. 471 [42 U.S.C. 671](a)(20)).
- There is an open Child Dependency case involving the applicant's child.
- There is any founded CPS investigation related to sexual abuse

If an applicant or household member was convicted for another crime, has CPS findings, or prior dependency cases, an application for waiver may be made. Waivers for other offenses, including other felonies and those 10 years or older, will be considered. Felonies committed less than 10 years old, or misdemeanors less than five years old, are considered by determining if a child's safety will be impacted by the following:

- The type of crime;
- The number of crimes;
- The nature of the offenses;
- The age of the individual at the time of conviction;
- The length of time that has lapsed since the last conviction;
- The relationship of the crime and the capacity to care for children;
- Evidence of rehabilitation

Upon request, the LCW Licenser will assist a prospective caregiver with filling out the Waiver Form. The final determination on the waiver is made by the LCW Director.

All background check information is confidential and may only be released to the person for whom the check is being conducted. It is the policy of the LCW to obtain the background check report from the applicant to determine eligibility for license and inform the person of the results in regards to eligibility or non-eligibility and the specific findings that prevent the background check from clearing.

[5.2 Residence Licensing Study](#)

An assessment of the family home and environment is required to determine the health, safety and protection of children in care.

Home Study

A written comprehensive home study will be conducted, in collaboration with the applicants, to determine the safety and suitability of the home to accommodate the needs of the family and foster children. The assessment will include:

- At least one scheduled on-site visit to assess the safety of the home and ability to meet licensing standards.
- At least one scheduled in home, individual interview of each household member to observe family interactions and assess the family's capacity to meet the needs of a child in foster care. The Licensor will determine on a case by case basis whether to interview or just observe each child based on his or her age and developmental ability.
- Inspection and investigation of the residence focused primarily on an examination for compliance with fire safety and sanitation standards which include, but are not limited to: water and sewer management, garbage and refuse disposal, food storage and appliances used in preparation.

Residence Standards

The home and property must be clean and in good repair, within community standards, with adequate toilet and bathing facilities, light and heat to ensure the health of all residents, free from hazards, including those resulting from medications, alcohol, chemicals, tools, knives, and weapons and ammunition. Effective measures must be taken to prevent or eliminate rodent and insect infestations while assuring repellants are not accessible to children.

The home must have adequate space for living, eating, study and play for all of the family members. There must be at least one telephone, the appliances must be in good working order, there must be at least one functioning bathroom, and have hot and cold running water.

Capacity Standards

In an effort to maintain a family's ability to care for each individual child in the home, the Licensor will identify the maximum number, age range, and gender of children that may be placed in a home. This will be based on the foster parents skills, the number of caregivers, the physical accommodation of the home, and the needs of the children.

Licensed capacity parameters will be based on the family assessment and home study to assure:

- A home will be licensed for a maximum number of children who may reside in the home at any one time,
- The total number of children in a licensed foster home with two caregivers, including the family's own children (under age 18) living in the home, does not exceed 6,

- The total number of children in a licensed foster home with one caregiver will not exceed 4,
- A licensed foster home with the maximum number of the family's own children may be licensed for one foster child if the other licensing requirements are met.
- Age distribution by specifying the maximum number of children under 1st grade, infants and toddlers, who may be in care at any one time.

Discretion for exception is allowed to temporarily exceed the determined capacity to maintain the family relationship by providing care to a sibling group, respite care, placement of a relative child, or because exceptional skills or abilities to meet the needs of children have been demonstrated. The placement must be in the best interest of the child and may not affect the health and safety of other children in the home.

Sleeping Standard

The home must have sufficient sleeping space to provide privacy, comfort, and enough floor space to assure the safety and developmental needs of all the children. Each child must have their own appropriately-sized and type of bed, in good condition, with clean bedding, and space to store clothing and personal belongings. An infant's crib is allowed to be in an adult's room.

Each area designated as a bedroom will be assessed for safety including:

- When bunk beds are used there is not more than two tiers and the upper bed has railings on both sides.
- Infant crib that is in compliance with Consumer Product Safety Commission standards, including: secure latching devices and a firm snug-fitting mattress covered with waterproof material.
- The distance and access of an adult to where children under six years of age are sleeping.
- Unrestricted access to outdoors as well as direct access to a common use area such as a hallway, living room, or other such common use area.

Sharing Bedrooms

Each area designated as a bedroom will be assessed to determine capacity based on the options for sharing a bedroom. A foster child who is a teen parent may sleep in the same room with their child when they are the only occupants of the bedroom. Foster children over age one may share a bedroom with an adult who is not the child's parent only if it is needed for close supervision due to the child's medical or developmental condition and the child's licensed health care provider recommends it in writing. Foster children who are relatives may share a bed with agency approval. An individual in the extended foster care program may share a bedroom with a younger sibling of the same gender. If the younger

child is unrelated to the individual in the extended foster care program, the younger child must be at least 10 years of age.

Foster children may not share the same bedroom with a child of another gender unless all children are age six or under and there are no safety concerns. Other accommodations may be allowed with administrative approval if it is supported by the Licensor, the Case Manager, and is in the best interest of the child

Health and Safety Standards

Child's safety is of paramount importance. The home must meet generally accepted health standards for cleanliness, food storage and preparations. All toxic materials must be stored out of the reach of children and separated from food items. The home must have adequate sewage and garbage disposal, a continuous supply of safe drinking water, tested by an approved facility, and hot water that does not exceed 120 degrees. The home and property must be free from hazardous conditions or a plan must be in place to address identified conditions.

To assure child safety there must be an Emergency Evacuation Plan posted in a prominent place, easy passage through all areas of the home, approved safety devices must be in place (i.e., fire ladder, fire extinguisher, smoke detector, etc.). Emergency numbers (including poison control) must be prominently posted, and the home address must be visible.

To prevent poison exposure, medications, alcohol, and other hazardous materials must be locked and not accessible to children. Cleaning supplies and other toxic materials must be stored out of reach of children and separate from food items. First aid supplies must be readily available in the home.

All persons must refrain from permitting second hand smoke exposure, including no smoking in the home or in any vehicle used to transport children or in the presence of children in foster care. Under federal law, Marijuana is not legal and will not be allowed in the home or on the property.

Fire and Safety Standard

The foster caregiver must ensure compliance with fire and safety codes including functioning smoke detectors, according to manufacturing specifications, on each level of the home and near sleeping areas, and at least one approved fire extinguisher, 5lb or larger, readily available at all times. The home must be free of obvious fire hazards and heating equipment must be appropriately equipped and maintained, including carbon monoxide detector on each level of the home and near sleeping areas. There must be easy access to all rooms in the home, children must be able to escape from every floor in the home, and escape windows must open to the outside and be large enough for entry or exit.

If at any time during the Home Study process, the safety of the home is in question, inspection by a home inspector or the local fire authority may be required.

The home address must be clearly visible and emergency vehicles must be able to access the home.

Emergency Plan

There must be an approved plan to address emergencies, with names and numbers on hand of individuals to be contacted (including LCW), and an evacuation plan developed in case of fire, natural disaster or other emergency. The evacuation plan must include: an evacuation floor plan, identifying exit doors and windows; action to take for vacating the home that ensures responsibility for the children; and a plan for notification regarding the whereabouts and well-being of the children following the evacuation.

The evacuation plan must be based on age and capacity of the foster children placed at the home; it must be kept up-to-date if circumstances in the home or property change, and it must be practiced at least once a year with children residing in the home.

Weapon Safety

When firearms or other weapons are present they must be stored in a locked location, unloaded and inaccessible to children. Ammunition and other projectiles for weapons must be stored in a separate locked place.

Water Safety

To ensure children safety around bodies of water: all swimming pools and other bodies of water shall be secured by a fence or barrier on all sides with a locking gate and other approved safety device (appropriate sized life jackets, rescue rings, life hooks, etc.); ladders shall be removed from temporary swimming pools when not in use; hot tubs and spas must have safety covers that are locked when not in use; all potential hazards, including wading pools, must be inaccessible to children when not in use.

A pool fence or fence providing a barrier to other bodies of water must be at least four feet high on all sides with the access equipped with a safety device, pools and homes in close proximity to other bodies of water must be equipped with a life saving device, and if a pool cannot be emptied following each use it must have a functioning pump and filter system.

To ensure safety in around all water crafts including, but not limited to, canoes and boats, foster parents must provide adequate supervision, appropriate sized life jackets and safety instructions.

Transportation Safety

Only adults may transport foster children. The driving record of foster parents or any adult transporting children in foster care, must be in good standing, have a valid driver's license, be covered by liability insurance, and the vehicle must be equipped with seat belts and other appropriate safety devices as required by law. To determine good standing, driving records will be assessed for number and time period of driving infractions.

Pet Safety

All animals on the property must be safe and properly cared for in a manner that complies with local statutes and regulations regarding: animal safety; vaccinations, and; standard veterinary care. Animals that are determined to be dangerous to children in care will not be allowed in the home or on the premises. The LCW Licenser will have the discretion to limit the type and number of household pets and animals if a risk to the children in care is determined.

All pet medications must be kept in a separate locked container

5.3 Orientation & Training Requirements

To assure adequate preparation for placement, all applicants will be required to attend orientation and training prior to license approval and comply with a training plan following licensure to maintain the foster care license.

Prior to license approval all applicants must complete at least 16 hours of orientation and training. Household members over the age of 18 must complete and maintain: first aid training and age-appropriate CPR, as approved by the department; HIV/AIDS and blood borne pathogens training, including infection control standards.

Orientation and core training topics will include: an overview of LCW system, policies and procedures, working with the Courts, Roles and Responsibilities of the foster parents, child development, behavior management and appropriate discipline; cultural sensitivity, attachment, separation and loss issues; home and child safety, impacts of fostering on the child and the biological family.

An individualized training plan of a minimum of six hours annually will be developed with an emphasis on meeting the needs of the child(ren) in foster care. Modifications to the training plan, which may include an additional time commitment, may be made at any time to continue to meet the needs of the specific foster child in the home or address non-compliance findings. Support services may be provided as necessary to enable the foster parent's participation in identified training.

5.4 License Approval & Agreements

When all the documents are complete and the Licenser can certify that required pre-license training requirements are met, a family foster care license will be approved. At the time of

approval, the applicant must assure that the on-going needs of the children placed in their care are met, as determined by the LCW Licensor.

The LCW Licensor will facilitate with Children's Administration to ensure a LCW licensed family foster home is eligible for maintenance payments.

Assurances

Prior to licensing, applicants must sign an Agreement confirming that they, and all household members, understand, and will comply with, the expectations, roles and responsibilities of a foster family, as discussed with LCW. The Agreement will address the following:

- The use of corporal punishment,
- The use of alcohol, drugs or illegal substances,
- Smoking in the presence of children,
- The supervision of children around a swimming pool or any body of water, water safety instruction, water craft safety, and swimming pool safety,
- The supervision of children in and around motorized vehicles including ATV's and boats
- The supervision of children on and around trampolines
- Safe and legal transportation to and from appointments, school activities, and family visitation; and
- Any additional requirements to assure a foster child's safety.

Additionally, the licensed foster parents will be required to:

- Ensure their full participation in required training to assure the mental health or special needs of the child are met, including but not limited to: Meeting the specific child's Developmental Needs, and/or Family Therapy.
- Ensure that the child has the opportunity to learn the child's inherent heritage, culture, traditions, and history so that they build understanding of their significance as a member of the Lummi Nation, knows who they are, and how they are related.

The Assurance Agreement will be reviewed with the foster parent at initial licensing, when a child is placed in their care, and at least annually thereafter. It may be updated to address the child's permanency plan if it is determined by the court that reunification with the birth parents is not in the child's best interest.

6. License Term, Monitoring and Renewal

The duration of an approved foster care license is three years. Prior to the license expiration, a Renewal Application must be completed. Notice to remind foster parent(s) of

license renewal will be sent by LCW at least 60 days prior to the license expiration date, although, it is the responsibility of the Licensee to be observant of the imminent expiration of the term.

All applications for renewal of license shall be completed at least 30 days prior to the expiration date of the previously issued license. A license can be closed if renewal documents are not received prior to the license expiration date. Prior to renewing a license, the LCW Licensor will reassess the safety of the home and the quality of care needed by children placed in the home, as well as the fulfillment of the training requirements.

Each license shall be issued only for the premises and persons named in the application and no license shall be transferable. Any changes to the residence, structural or occupants must be approved by the Licensor to maintain license.

Approved licenses shall be maintained and available on the licensed premises. The LCW Licensor will conduct routine monitoring of 100% of licensed homes annually, or more frequently when a concern is identified, to assure compliance with established health and safety standards and conduct exit interviews when a license is not renewed.

7. Denial, Suspension, or Revoking License

An applicant may be denied licensure or certification if: the health and safety of a foster child cannot be assured; the minimum training requirements are not met; it has been determined the applicants do not have the financial resources; the applicants physical or mental health would interfere with a child's care, or; if the applicant provides false or misleading information.

License or certification will be denied in any case of felony conviction for child abuse or neglect, spousal abuse, crimes against children, or crimes involving violence. A waiver may be granted for some crimes after passage of sufficient time and proof of rehabilitation efforts.

An applicant shall not be issued a license, or may have the license revoked, not renewed or suspended, if the applicant, co-applicant, or any other person living in the foster care residence, is awaiting trial for a felony crime or crime of violence. A license may be revoked, resulting in the removal of foster child(ren), for a new CPS case, criminal charge, or if someone in the home does not pass a background check (section 5.1).

A license may be suspended for non-compliance of any requirement of this policy, the signed agreements, or following investigation of any founded CPS report. At any time it is found that a licensed family does not meet training or licensing requirements and it is determined the child's safety is not compromised, a corrective action plan will be developed to maintain licensure. A corrective action plan is a written agreement to correct findings within a specific time frame and may require additional training time to ensure the

needs of the child(ren) are met (section 5.3). During license suspension the foster child may remain in the home while the corrective actions are taken. Continued non-compliance with a corrective action plan will result in removal of foster child(ren) and consequences up to and including revocation.

A license may be suspended or revoked for non-compliance with licensing requirements which compromise a foster child's health, safety, and well-being. Non-compliance of safety standards may result in the removal of foster child(ren) until corrective action is taken.

The department considers the licensing of LCW employees as a family foster home a conflict of interest. If an applicant works for LCW, or if LCW determines there is a conflict of interest, a foster care license shall not be issued by LCW.

8. Records and Reporting

The licensed foster parent is responsible for maintaining a reasonable set of records, relative to the care of the children placed in their home. These records ensure both the ability to meet the child's needs and to inform LCW of the nature of care the child requires.

To meet the immediate needs of the child, the foster parent must maintain a file of personal identification, as provided by LCW, including, but not limited to, name, date of birth, medical information and medical insurance.

The foster parent must provide to LCW any new medical reports, updates, or referrals.

8.1 Required Reporting

A licensed foster family must immediately report to the LCW Licensor if:

- There is an address or telephone number change, the structure of the home changes or there are plans to make changes to the structure.
- There are any changes regarding people in the home or property, including any one moving in or out, an arrest or any juvenile offenses committed by any member of the household, and any changes in medical condition that may interfere with the care of children.
- Changes in the home which may require the department to complete a new assessment of the home or which may result in a change in licensing, or
- Any changes to the information provided on the original licensing application

In order for foster children to travel more than a day trip, travel must be requested and approved by the social worker in advance.

The following Incidents require immediate reporting to LCW staff no later than 30 minutes after the incident:

- Any serious injury or illness that requires medical treatment by a medical professional or hospitalization of a child in care;

- suspicion or disclosure of physical or sexual abuse;
- suicidal or homicidal thoughts, gestures, or attempts that do not require professional medical treatment;
- Any treatment by a medical professional for emergency medical or emergency psychiatric care;
- Drug or alcohol use by a foster child;
- Any inappropriate sexual behavior by or toward a foster child; or
- Any other circumstance where the health and safety of the foster child has been impacted.

8.2 Missing Child Reports

Any time there is reason to believe a child is missing, has run away, or the whereabouts are otherwise unknown the case manager and the local law enforcement must be contacted within one hour₂ to file a report.

A report must be made immediately, at the time of discovery if:

The child is believed to have been taken, removed or detained by another person; has left placement under circumstances that indicate the child may be at risk of physical or sexual assault or exploitation; The child has one or more physical or mental health conditions that if not treated daily will place the child at severe risk; The child has an intellectual and developmental disability that impairs the child's ability to care for him/herself; or the child is at risk due to circumstances unique to that child

Report the following information to law enforcement and to the child's case manager when making a missing child report: identifiable information (physical description, child's clothing, and physical characteristics), time and location of last known whereabouts, known companions, and special conditions that affect the child's safety.

9. Emergency Placement

A child may be placed in a home on an emergency basis, pending licensure, for a maximum of 15 calendar days, only if placed with a relative or other suitable placement. The relative, and other household members age 16 and over, must submit to a criminal fingerprint background check. The agency must complete a criminal fingerprint background check and child abuse and neglect registry and adult protective services registry check, for states in which the applicants and other household members have resided in the preceding five years, a preliminary visual safety inspection of the home, and an assessment of the ability of the relative to meet the needs of the child. Foster care maintenance payments are not available prior to licensure.