



Administrative Policies and Procedures: 16.4

Subject:	Resource Home Approval
Authority:	TCA 36-1-101–142, 36-1-201, 37-4-201 et seq., 37-5-105, 37-5-106, 39-17-316, Adam Walsh Child Protection and Safety Act of 2006 HR 4472, Adoption and Safe Families, P.L. 109-239, Safe and Timely Interstate Placement Act of Children in Foster Care Act of 2006 - P.L. 109-239, and the Social Security Act, Fostering Connections To Success and Increasing Adoptions Act of 2008 (P.L. 110-351.
Standards:	DCS 2-501, 2-502, 2-503, 2-602, 3-301, 3-102, 3-200, 3-201, 3-203, 3-204, 6-102, 6-200, 6-301, 6-505 B, 6-509 C, 6-513 C, 7-200 A, 7-203 A
Application:	DCS Foster Care Staff and Supervisory Staff, Private Provider Agency Staff.

Policy Statement:

The TN Department of Children's Services (DCS) will accept applications to become a DCS resource parent from persons 21 years of age or older (relatives 18 years of age or older may be considered to become a resource parent for a sibling or other blood relative), married or single, who have been a legal resident of Tennessee for at least six (6) months and a United States citizen. Applicants may also have Legal Permanent Resident Status that has been approved by the United States Citizenship and Immigration Service regardless of gender, race, color, or national origin. Approval is a mutual selection process and will be based on the applicant's ability to meet specific approval requirements as well as their ability to promote the Department's Standards of Professional Practice.

The TN Department of Children's Services or a DCS Private Provider will also accept a referral/request on an identified TN resident submitted in compliance with the Interstate Compact on the Placement of Children (ICPC) as an application to become a resource parent for a specific child and apply this policy accordingly.

Purpose:

If a child/youth must be separated from their family, DCS is committed to place children/youth with families capable of meeting their needs. DCS is also committed to making every effort to ensure prospective resource parents are able to provide safety, permanency and well-being and that these persons are fully prepared to serve in this capacity. Serving as a resource parent for children in Tennessee is a privilege, not a right.

Procedures:

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| A. DCS Response to Prospective Resource Parents | <ol style="list-style-type: none"> 1. All inquiries received should be responded to within seven (7) calendar days. 2. Resource home referrals submitted to the region through the Interstate Compact on the Placement of Children (ICPC) should be contacted or |
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	<p>responded to by the assigned home study writer within seven (7) calendar days of the referrals entry into the current child welfare information system¹.</p> <ol style="list-style-type: none"> 3. Staff responding to inquiries or referrals will give interested families an overview of resource parenting, the home study process and approval requirements. 4. The documentation of the contact will be entered into the Resource Home Section in the current child welfare information system. 5. DCS or Private Provider staff members are responsible for assisting families in completing their application and initial paperwork during the Parents as Tender Healers (PATH) orientation session. 6. The vast majority of children entering the guardianship of the State of Tennessee are adopted by their resource parents and the Department wants to maintain that stability for those children who cannot return home. <p>There are older children in full guardianship with special needs for whom the Department seeks permanency. In these unique situations, DCS needs resource families expressing an interest (and are willing) in adoption. This engagement is to include resource families whose initial interest involved the placement of a child in the custody/guardianship/jurisdiction of another public agency pursuant to the Interstate Compact on the Placement of Children.</p>
<p>B. Orientation and Parents as Tender Healers (PATH) Schedule</p>	<ol style="list-style-type: none"> 1. At a minimum, each DCS region should schedule and offer at least one PATH course no less than one time per month. 2. Private Providers should offer orientation meetings as often as necessary to maintain a pool of families sufficient to meet their contract requirements. 3. Although there can be no changes to the PATH <i>curriculum</i>, DCS staff and/or Private Provider staff must obtain approval, in writing, from the Regional Administrator (the Director of Foster Care and Adoptions may be consulted if necessary) if any of the following PATH training <i>formats</i> are needed to better meet the needs of the family: <ol style="list-style-type: none"> a. Use of PATH training with one individual, rather than in a larger, group format. b. Substitution of other approved training and past fostering experiences accepted as PATH equivalent. 4. For compliance with ICPC, copies of any waivers to modify any portion of PATH or the approval requirements must be submitted to the Executive Director of the Office of Child Permanency/designee and copied to the Deputy Compact Administrator of the Interstate Compact on the Placement of Children/designee. Any waiver requests and responses become part of the resource home study record/resource family case file, a copy of which is retained in the TN ICPC record. 5. For resource homes wanting to be re-activated or re-classified, the <u>Protocol for Re-Activation and Re-Classification of Resource Homes</u> must be

¹ **NOTE:** Currently, TNKids is the DCS child welfare information system and will be replaced by the new computer system "TFACTS" in the future. When TFACTS is fully implemented, all references to TNKids or "current child welfare information system" will mean TFACTS.

	<p>followed.</p>
<p>C. Opportunities for the Consideration of Relative/Kinship Resource Home Approval</p>	<ol style="list-style-type: none"> 1. When seeking to approve a relative or kin as a resource parent, certain non-safety approval standards (<i>Fostering Connections to Success and Increasing Adoptions Act (H.R. 6893/P.L. 110-351)</i>) may be taken into consideration on a case-by-case basis during the approval process. These considerations may include, but not be limited to, the following: <ul style="list-style-type: none"> • Income standard • Minimum number of bedrooms per inhabitant 2. Other considerations may be identified that are not listed above and should be carefully reviewed prior to the placement of children. This is in accordance with the federal statute listed above 3. Private Providers may also utilize relative or kinship homes in this manner. In cases of a Private Provider wishing to utilize a relative or kinship home after taking certain approval requirements under consideration, the provider is solely responsible for the review and waiver of otherwise mandatory requirements. Private Providers may only utilize relative and kinship homes once they are fully approved.
<p>D. Home Study Process</p>	<ol style="list-style-type: none"> 1. The home study process will begin with session one of PATH training. This involves the collection of the <i>Resource Family Application for Parenting, CS-0688</i>, the <i>Authorization for Release of Information to DCS, CS-0668</i> and the initial paperwork distributed during the orientation meeting. 2. The home study writer must conduct at least four (4) planned interviews with the prospective resource parents (three [3] if a lone applicant), including one (1) home consultation and individual interviews with each applicant. The interview process should begin immediately following PATH session three. Note: Interviews with those adults (spouses, co-habitants, etc.) residing in the same home may be conducted during one visit. In other words, it is entirely possible that the four (4) required interviews could take place in three (3) visits if each adult inhabitant were interviewed separately in one visit. 3. Documentation of contacts by the home study writer identifying the progress and status of the study process will be entered on the <i>Resource Home Recording Form, CS-0709</i> throughout the home study process and summarized in the home study narrative. 4. Each resource parent applicant and each member of the family must provide a medical report from a licensed physician, nurse practitioner or equivalent health care professional documenting the acceptable physical and emotional health of all household members, including freedom from communicable disease. <i>Forms CS-0678, Resource Parent Medical Report and CS-0427, Child's Medical Report</i> may be used to document the applicant's current medical status, as well as other adult, or child, household members. Note: In cases where a child has had a physical examination for school, well-baby checks etc., within the last 12 months, the applicants may submit

	<p>the documentation from that appointment, provided it speaks to the child being free of communicable disease.</p> <p>5. Verifications of valid handgun carry permit, driver's license, vehicle registration, current vehicle liability insurance, county vehicle inspection (if applicable), current marriage, any previous marriage annulments or divorces, births, adoptions and custody matters of children in the home, if applicable, must be provided. If the applicant is married, both members of the couple must be a party to the study process.</p> <p>Note: Copies of valid driver's license, (and if applicable; vehicle registration, current vehicle liability insurance, and proof of county vehicle inspection) must be obtained for any household member who might transport a child in care.</p> <p>6. References must be obtained from three (3) individuals not related to the applicants, as well as one (1) relative reference from each of the applicants. The individuals providing references may not reside in the home of the applicants.</p> <p>7. A decision on approval or denial regarding the home study should be made within ninety (90) days of the applicant's completion of PATH and any additional required pre-service training for applicants to Private Provider agencies.</p> <p>Exception: Pursuant to compliance with the Safe and Timely Interstate Placement of Children in Foster Care Act of 2006, the study, with a decision to approve or deny the resource home, should be issued within sixty (60) calendar days of the date of the ICPC referral.</p> <p>8. If completion of the study or issuance of a decision regarding the ICPC resource home cannot meet the 60 day time line, the DCS home study writer or Private Provider agency personnel will document the reasons for the delay. They must also address action steps to be taken including a proposed date of completion in the current child welfare information system. Follow-up documentation must be included every 30 days until a decision is issued. Notice of the documentation is to be forwarded to the TN State Office, ICPC.</p> <p>9. The home study approval date and the resource home approval date should be the same date. The decision regarding the home study is not valid until signed by the DCS Team Coordinator and Team Leader. The date the DCS Team Coordinator reviews and signs the home study is the official approval date.</p> <p>10. In the case of Private Provider homes, the decision regarding the home study is not valid until signed by their Private Provider agency supervisor. The date the Private Provider agency supervisor reviews and signs the home study is the official approval date.</p> <p>If approved, DCS or Private Provider staff shall:</p> <ul style="list-style-type: none">a) Notify the applicants in writing using the Resource Parent Approval, CS-0702.b) Enter the resource family into the ChiPFInS data system (DCS Only, excluding ICPC cases);
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	<p>c) Ensure the new resource home is entered into the resource home section of the current child welfare information system, including ICPC resource homes;</p> <p>d) The REACT Family Entry Information Form, CS-0697 should be completed and placed in the case file when the resource parent(s) has expressed a willingness to adopt. This information should then be entered into the Resource Exchange for Adoptable Children in Tennessee (REACT) database, including ICPC resources.</p> <p>11. DCS/Private Provider staff may not approve any applications that do not meet the standards outlined in this policy and DCS Policy 16.3, Desired Characteristics of Resource Parents. If a resource family is denied, the procedures outlined in DCS Policy 16.16, Denial or Closure of Resource Homes must be followed.</p>
<p>E. Mandatory Pre-Service Training</p>	<ol style="list-style-type: none"> 1. PATH should be co-led by DCS consortium or Private Provider staff person along with a trained DCS or Private Provider resource parent. Youth co-leaders should also be included in PATH Training Sessions five (5) and seven (7). 2. All resource parent applicants and/or any adults living in the household who will have a significant parenting role must complete PATH training. 3. A waiver request is not necessary for adults living in the resource home who have no significant parenting role. Clear documentation in the resource home record must be completed to explain why the individuals are exempt from the orientation session and PATH training and to justify the PATH waiver date recorded in the current child welfare information system. 4. Older birth or adopted children, and post custody children who are living in the home of the resource parents that turn eighteen (18) years old after the parents are approved, will not have to complete Parents as Tender Healers (PATH), unless they will have a significant parenting role. 5. Resource homes closed in good standing for less than two (2) years are not required to re-take initial PATH training. Those homes closed in good standing for a period in excess of two (2) years must re-take initial PATH training or some Departmentally-approved equivalent. 6. Those homes having completed PATH training but have remained in pending status for a period of more than one year must re-take PATH or some Departmentally-approved equivalent. 7. Please refer to the Protocol for Re-Activation or Re-Classification of Resource Homes when wishing to re-activate a home that has been closed regardless of the closure status. 8. Regions and Private Providers must consult with each other to exchange/share training and certification information. 9. In addition to the completion of PATH training, the following training must be completed prior to final approval as a resource parent: <ul style="list-style-type: none"> • CPR/First Aid (4 hours) non-certification class <p>Note: CPR certification due to employment (nurses, doctors,</p>

	<p>emergency medical personnel, etc.) can replace this requirement. The prospective resource parent must provide a copy of their current CPR/First Aid certification to the PATH trainer or the home study writer.</p> <ul style="list-style-type: none"> • Medication Administration (4 hours) <p>Note: Medical personnel may take the modified version of Medication Administration for Medical Professionals provided by DCS nurses.</p>
<p>F. General Areas of Assessment</p>	<p>During the home study, the writer will assess at least the following areas with the applicants:</p> <ol style="list-style-type: none"> 1. All areas outlined in DCS Policy 16.3, Desired Characteristics of Resource Parents; 2. Understanding of core components of PATH; 3. Parenting strengths and abilities (see form CS-0895, Resource Family Strengths /Needs Checklist). 4. Resource home capacity (See DCS policy 16.46, Child/Youth Referral and Placement); 5. During the home consultation the writer must also assess safety and risk, documenting whether the prospective residence meets acceptable sanitary requirements utilizing the Home Safety Checklist, CS-0676. Although this list is not designed to be comprehensive, the following areas must be assessed and confirmed: <ol style="list-style-type: none"> a) Physical facilities must meet the needs of children based on age, gender, sibling group status and any other special needs. b) The residence is free of hazards. c) The residence has an adequate water supply. <ul style="list-style-type: none"> • Applicants who rely on well water will need to provide documentation of its safety. d) The residence has working toilet and bathroom facilities. e) The residence has a working landline telephone. f) The residence has adequate sewage disposal. g) The residence has adequate sleeping space. <ul style="list-style-type: none"> • Unfinished attics, basements, hallways or other outbuildings may not be used as sleeping rooms. • Children should have their own bed. • It is preferable that no more than two (2) children share a sleeping room. Exceptions may be granted, in writing, by the Team Leader or Private Provider supervisory staff, if it becomes necessary for more than two (2) children to share a sleeping room. • Children three (3) years of age or older may not share the

	<p>bedroom of the resource parent(s) except for brief periods of illness or emotional distress.</p> <ul style="list-style-type: none"> • Children of the opposite sex shall not be allowed to share sleeping rooms, except in the case siblings where all siblings are <u>age four (4) years old or under</u>. <p>h) The residence has adequate storage space.</p> <ul style="list-style-type: none"> • Individual space must be provided for each child's personal possessions. <p>6. All family pets must be vaccinated as required by law. Documentation is required to verify that the vaccination is current.</p> <p>7. The exterior of the residence must be inspected for hazards.</p> <p>8. Resource parents who are gun owners must adhere to the following:</p> <p>a. Resource Parents in possession of a Hand Gun Carry permit as per TN CODE ANNOTATED: 39-17-316 should provide DCS/Private Provider staff with a photo copy of the permit for the Resource Home File.</p> <ul style="list-style-type: none"> • Each permit carrier will be responsible for the continual authorization of the permit every four (4) years. • The permit holder will provide DCS/Private Provide staff with a copy of the gun permit at time of renewal. • Resource Parents who do possess a Hand Gun Permit and choose to carry a weapon in the presence of the children in their care are expected to exercise extreme caution at all times. <p>Note: Refer to DCS Form CS-0670, Resource Parent Oath to Abide.</p> <p>b. All firearms, bows and arrows, hunting knives and weapons of any variety must be housed and locked in a secure gun cabinet or other secure storage facility. Gun cabinets with glass enclosures or glass doors are not appropriate, unless specifically designed for the purpose of weapons display. Keys to the gun cabinet must be secured in a separate location. Trigger locks must be utilized on all firearms. Ammunition must be stored and locked separately.</p> <p>9. Swimming pools must be secured in accordance with city and/or county safety ordinances.</p>
<p>G. Fire Safety</p>	<p>1. Prior to approval, resource homes must contain the following:</p> <p>a) UL-approved, operational smoke detectors, and carbon monoxide detectors on every level of the home;</p> <ul style="list-style-type: none"> • Smoke detectors and carbon monoxide detectors where children sleep are to be located in the child's bedroom, or in the hallway adjacent to the child's bedroom.

	<p>b) A functioning fire extinguisher for each floor of the residence.</p> <p>2. Applicants must prepare a floor plan of their home which identifies the location of all smoke detectors, carbon monoxide detectors and fire extinguishers and illustrates evacuation routes in case there is a fire in the home. This plan should be posted in a prominent location once the home is approved.</p> <p>3. The home study writer may provide assistance in creating the floor plan. The home study writer will discuss a fire drill plan with the applicants during the home study process. Fire drill plan discussion should include:</p> <ul style="list-style-type: none"> a) How fire drills might be conducted in the family home; b) How each family member would be made aware of the plan; c) The location where all families members would meet after the home is evacuated; d) Emergency phone numbers; and, e) How family members with special needs might be assisted.
<p>H. Assessment of Relationships</p>	<p>1. The home study writer must assess the quality of an applicant’s current and past relationships. The study must include an assessment of the prospective resource parent’s ability to build and maintain trusting and stable relationships with persons including their own children, family members, friends and others significant to the applicant. This assessment must include the following:</p> <ul style="list-style-type: none"> a) Reading the SAFE Questionnaire or resource parent’s autobiography; b) PATH training; c) Face to face interviews; and, d) Contacting the references. <p>2. Significant relationships should be assessed based on duration as well as the number of relationships over time.</p> <p>3. A conversation should be held with each member of the household to assess their attitude about sharing their home with children from the child welfare system.</p> <p>4. A summary of these conversations must be included in the study narrative.</p>
<p>I. Background and Criminal Records Clearance</p>	<p>1. All adult household members must complete an <u>Authorization for Release of Information to DCS, CS-0668</u> by the conclusion of the first PATH session. Criminal background checks must begin immediately following session one of PATH.</p> <p>2. A criminal background check to include local Law Enforcement Agency records, TBI/FBI fingerprinting, an internet records check (see form CS-0687, Internet Records Clearance with results attached) and a DCS records review must be completed on each applicant. These checks must also be conducted for any other adult member of the household, and must also be documented in the resource home case record (see form CS-0845, Background Checklist and Results Summary) with results attached. Any changes identified from this search for which there is no disposition must be</p>

- clarified by obtaining additional documentation from the court of jurisdiction.
3. All adults in the home must have the criminal records check include not only the current residence but extend to all residences for each individual for the previous five (5) years.
 4. **No applicant may be approved or waiver request made** for anyone who has a **felony conviction** involving:
 - a) Child Abuse or Neglect;
 - b) Spousal Abuse;
 - c) A crime against a child or children (Including Child Pornography); or,
 - d) A crime involving violence including rape, sexual assault, or homicide.
 5. **No applicant may be approved or waiver request made** for anyone who has a **felony conviction in the last five years** involving:
 - a) Physical Assault;
 - b) Battery; or,
 - c) A drug/alcohol related offense
 6. Persons with other types of criminal charges/convictions **may be considered as resource parents** within the following parameters:
 - a) The conviction must not be for any of the criminal charges listed in paragraphs 4 or 5 above;
 - b) The conviction must have occurred at least five (5) years prior to the prospective resource parent applicant's approval date with each offense addressed in detail within the home study;
 - c) Refer to **Protocol for Requesting a Waiver of Criminal Charges/Convictions** and complete **Waiver of Criminal Charges/Convictions, DCS Form CS-0921**.
 7. An ***Internet Records Clearance, CS-0687***, must be completed for all household members age eighteen (18) years or older which includes the following:
 - a) A ***Methamphetamine Offender Registry Clearance*** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet Website address is: <http://www.tennesseeanytime.org/methor>
 - b) A ***Tennessee Sexual Offender Registry Clearance*** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address for a TN search is: http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp.
 - c) A ***National Sexual Offender Registry Clearance*** must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Internet Web site

	<p>address for a national search is: http://www.nsopr.gov/</p> <p>d) A TN Felony Offender Database Clearance must be conducted for the prospective caregiver(s) and all adult household members using the Internet. The Website address is http://www.tennesseeanytime.org/foil/search.jsp.</p> <p>e) An Abuse Registry Clearance must be completed for the prospective caregiver(s) and all adult household members using the Internet. The Website address is http://health.state.tn.us/abuseregistry/index.html%20</p> <p>8. A current child welfare information system person search and an inquiry to the Social Service Management System (SSMS) must be completed to determine if there is a past Child Protective Service (CPS) indication for any adult household member. If a record is found, it must be reviewed, on a case-by-case basis at Central Office, to assess the finding. Any involvement related to allegations of abuse or neglect must be considered in the assessment/home study process. If the applicant is an indicated perpetrator of sexual or severe physical abuse, approval will not be granted. A Database Search Form, CS-0741, must be completed to document search results.</p> <p>9. Older birth, adopted, or post custody children, who are living in the home of the resource parents who turn eighteen (18) years old <u>after</u> the parents are approved, will have to have all criminal background clearances, including fingerprints, within six (6) months of their eighteenth birthday. Any home with adult children residing in the home who have not completed the background checks will not maintain approved status.</p> <p>10. Internet Records Clearance and local background checks must be completed for all adults living on the resource parent's property having the same mailing address. If any causes for concern are noted, fingerprinting must be completed on the individual(s) that prompted the concern.</p> <p>11. A Driving Record Check/Moving Violation Record Check must be completed for each resource parent that provides transportation for DCS children.</p>
<p>J. Documentation and Home Study Requirements</p>	<p>1. The entire resource home study record, including the application, autobiography, all PATH forms and all supporting documentation (medical statements, criminal background checks/clearances, references, etc.) constitutes a completed study. This collection of information must become a part of the resource home case file (see DCS Policy 16.23, Resource Home Case Files) along with the home study writer's recommendation. This file is then submitted to the Supervisor and Team Coordinator by the staff person completing the home study. The entire resource home study record will be reviewed for approval or denial. Private Provider agency's home studies must also have <u>two levels of supervisory review/approval</u> upon submission.</p> <p>a) A resource home study completed in response to an ICPC request must be child-specific to each child/youth identified on the Interstate Compact Placement Request (100A), CS-0525 and include a statement regarding the certification of the resource home as eligible under TN DCS standards for federal IV-E financial assistance.</p>

	<p>b) All resource homes should have form CS-0871, Resource Family Disaster Plan completed as a part of the home study.</p> <ol style="list-style-type: none"> 2. All completed home study narratives must include a recommendation statement that clearly defines the age range, number and gender of children for which the family is approved to parent. The recommendation statement must also include information regarding the type of physical, emotional, behavioral and personality traits of children the family will be most successful in parenting. In cases where the study was initially intended for a kinship care placement, a statement regarding the family’s capability to meet that <i>specific</i> child’s needs must also be included. 3. It must be documented, in the resource home record, that the discipline policy has been explained, and that the applicants agree to the discipline policy guidelines by signing the form Discipline Policy, CS-0553. 4. Resource home approval information must be entered into the current child welfare information system in a timely manner following the approval of the home study. In addition, any change that will affect the status of the home’s continued approval must be recorded in a timely manner both in the resource home record and in the current child welfare information system. 5. All applicants must agree to read and sign a Resource Parent Oath to Abide CS-0670, prior to approval. 6. The resource home record must contain a Resource Parent Approval, CS-0702, which indicates the number and type of children for whom the home is approved as well as the approval date. <ul style="list-style-type: none"> • The resource parent approval for a home studied under compliance with the Interstate Compact on the Placement of Children must also include a statement regarding approval of the specific child/youth identified in the ICPC documents and include a statement regarding the certification of the resource home as eligible under TN DCS standards for federal IV-E financial Assistance. In cases where the study was requested for an ICPC placement, a statement regarding the family’s capability to meet that <i>specific</i> child’s needs must also be included.
<p>K. Home Study Maintenance</p>	<ol style="list-style-type: none"> 1. Once an applicant is approved as a resource family, the resource home study record must be maintained in accordance with <u>DCS Policy 16.23, Resource Home Case Files</u>. 2. In order to remain approved the resource family must maintain compliance with <u>DCS Policy 16.8, Responsibilities of Approved Resource Parents</u> and all other DCS policy.
<p>L. Types of Resource Homes Defined</p>	<ol style="list-style-type: none"> 1. Once all the above requirements are met, an approved resource family is permitted to accept placements for kinship care, foster care or adoption. 2. An approved resource family may also parent children who are adjudicated delinquent, provided they complete the specialized training requirements

	<p>outlined in <u>DCS Policy 16.8, Responsibilities of Approved Resource Parents.</u></p> <p>3. An approved resource family may also be considered to serve as respite, mentoring, transportation, visitation or other resource services deemed necessary by DCS.</p> <p>4. Anyone who applies to become a resource parent after the effective date of this policy wishing to provide therapeutic care or care for medically fragile children should make application to a Private Provider, unless an arrangement can be made in compliance with <u>DCS Policy 16.11, Shared Resource Homes.</u></p>
<p>M. Resource Home Eligibility Teams</p>	<p>In order to ensure that federal IV-E safety requirements are met for funding purposes, the documentation used to support the initial resource home approval decision will be provided to the appropriate Resource Home Eligibility Team (RHET) New homes approved by private providers will submit the documentation to RHET overseen by Child Placement and Private Provider Unit (CPPP) in Central Office. New DCS resource home approvals by the various regions will submit the documentation to the appropriate Departmental Resource Home Eligibility Team (D-RHET) contact in the DCS Region's Placement Services Division (see <u>Departmental Resource Home Eligibility (D-RHET) Protocol</u> and <u>Resource Home Eligibility Team (RHET) Protocol</u> that are attached as collateral documents).</p>

Forms:

[CS-0431 Monthly Family Income and Expenditures](#)

[CS-0427- Child's Medical Record](#) (for all children in the home)

[CS-0553- Discipline Policy](#)

[CS-0668 - Authorization for Release of information](#) (for all adults in the home)

[CS-0670- Resource Parent Oath To Abide](#)

[CS-0676 Home Safety Checklist](#)

[CS-0678 Resource Parent Medical Report](#)

[CS-0845- Background Checklist and Results Summary](#)

[CS-0741- Database Search Results](#)

[CS-0871 – Resource Family Disaster Plan](#)

[CS- 0688 – Resource Parent Application for Parenting](#)

[CS-0687 Internet Records Clearance](#) (for all adults in the home)

[CS-0690 Resource Home Study Verifications Checklist](#)

[CS-0691 Fingerprint Card Information](#) (for all adults in the home)

[CS-0697- REACT Family Entry Information](#)

[CS-0702 - Resource Parent Approval](#)

[CS-0709 - Resource Home Recording](#)

[CS- 0842- Substitute W-9 Form](#)

[CS-0895- Resource Parent Strengths /Needs Checklist](#)

[CS-0921, Waiver of Criminal Charges/Convictions](#)

Note: Private Provider Agencies may use equivalent forms, provided the content of the forms capture the content of the forms listed above.

Collateral documents:	<p><u>Protocol for Reactivation or Re-Classification of Resource Homes</u></p> <p><u>Protocol for Requesting a Waiver of Criminal Charges/Convictions</u></p> <p><u>Departmental Resource Home Eligibility (D-RHET) Protocol</u></p> <p><u>Resource Home Eligibility Team (RHET) Protocol</u></p> <p><u>Resource Parent's Bill of Rights</u></p> <p><i>Eco Map</i></p> <p><i>Parenting Strengths Checklist</i></p> <p><i>Results from Police Records Checks</i></p> <p><i>Reference Letters</i></p> <p><i>Proof of all sources of income</i></p> <p><i>Autobiography for each applicant/SAFE Questionnaire</i></p> <p><i>Individual Interview (Work Aid)</i></p> <p><i>Resource Parent Home Study Outline (Work Aid)</i></p> <p><i>SAFE Family Home Study Outline (Work Aid)</i></p>
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Glossary:	
Parenting Role	The assumption of the primary responsibility for promoting and supporting the physical, emotional, social and intellectual development of a child from infancy to adulthood by an adult member/members of a household. Parenting refers to the activity of raising a child and is not specific to a biological connection. The nurturing parent can be an ancestor, step-parent, adoptive parent or guardian.
Driving Record Check/Moving Violation Record	Each region has designated specific Resource Parent Support Staff who are able to access the Moving Violation Records via an understanding with the Tennessee Department of Safety. This access provides DCS with driving records for each resource parent/ individual that provides transportation for DCS children. The report will show speeding and DUI charges and other moving violations. In an attempt to keep DCS children safe while in foster care, these reports will be completed during annual re-assessments of resource homes and should also be completed prior to approval of a new resource home.