



**Administrative Policies and Procedures:16.7**

<b>Subject:</b>	<b>Resource Family Recruitment and Retention</b>
<b>Authority:</b>	TCA 37-5-106; Multi-Ethnic Placement Act of 1994, Public Law 103 – 382; Inter-Ethnic Adoption Provision of the Small Business Job Protection Act of 1996, Public Law 104 – 188, Sec. 1808; Administration of Children, Youth and Family – 1M-CB-97-04
<b>Standards:</b>	DCS 2-106 B, 2-303, 3-101, 3-103, 3-201, 3-202, 3-203
<b>Application:</b>	Family Service Workers, Supervisory Staff and Resource Parents

**Policy Statement:**

Each region shall maintain a regional recruitment plan that shall be updated annually. These plans are to be developed in collaboration with the local community, faith-based communities, and private providers. These plans will be developed with representatives most directly affected by foster care: birth parents, youth who are presently or have been in foster care and current and former resource parents. Strategies and action steps to retain resource parents will also be a part of the plan.

**Purpose:**

DCS has an obligation to locate family placements or significant persons within children's local communities, recruit and maintain a diverse pool of approved resource families and to ensure quality family home placements will be available to children in DCS custody.

**Procedures:**

<b>A. Regional Targeted Recruitment Plan</b>	<ol style="list-style-type: none"> <li>1. Each Region should develop and submit a Regional Recruitment Plan to Central Office by January 15<sup>th</sup> of each fiscal year.</li> <li>2. Each Regional Recruitment Plan should address the areas identified in the needs assessment and consist of at least the following components:             <ol style="list-style-type: none"> <li>a) A demographic summary of the children and families served by the region,</li> <li>b) A summary of the region's most recent general, targeted, and child-specific recruitment efforts and gain of resource home numbers,</li> <li>c) A summary of the current regional needs,</li> <li>d) A regional priority list,</li> <li>e) A summary of planned general and targeted community awareness activities,</li> <li>f) An estimated timeframe to meet the need in each category,</li> <li>g) A plan for engaging more community partners,</li> <li>h) An estimated number of new resource family placements expected to be gained from each recruitment campaign,</li> </ol> </li> </ol>
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	<ul style="list-style-type: none"> <li>i) The type of technical assistance and resources needed from Central Office,</li> <li>j) A Regional PATH and in-service training schedule,</li> <li>k) A plan to support and maintain current resource families.</li> <li>l) A plan to increase relative placements.</li> </ul>
<p><b>B. Child-Specific Recruitment</b></p>	<ul style="list-style-type: none"> <li>1. Any child in custody for twelve (12) months with a dual goal or sole goal of adoption and has no identified adoptive family resource, will have a child-specific recruitment plan developed and implemented by the child and family team.</li> <li>2. The Permanency Specialist and/or a regional recruiter will join the child’s team to assist in developing and implementing the child-specific recruitment plan to ensure specific strategies, time frames, roles, and responsibilities are included in the plan.</li> <li>3. <a href="#">The Child/Youth-Specific Recruitment Plan</a> (see <a href="#">Child and Family Team Meeting Protocol</a>) will be written by the Permanency Specialist and will be developed in the context of the Child and Family Team Meeting. The plan should be updated in TFACTS no less than every three (3) months until a permanent family is found for the child.</li> <li>4. Within thirty (30) calendar days of a child or youth, entering full guardianship, without a permanent family, a referral will be made to the Focus Team.</li> </ul>
<p><b>C. Retention of Resource Families</b></p>	<p>Retaining resource parents is a critical part of providing service to children and families, so in an effort to retain them as partners, DCS should:</p> <ul style="list-style-type: none"> <li>1. Provide recruitment opportunities for resource parents to assist DCS with recruiting families who are open to parent teens, sibling groups and minority children.</li> <li>2. If any disagreement cannot be resolved regionally, provide resource parents with a procedure to formally file a grievance if they believe the Foster Parent Bill of Rights has been violated (see <a href="#">Protocol for Resolution of Disagreements and/or Conflicts Between Resource Parents and DCS</a>).</li> <li>3. Provide open door access for resource parents to the Regional Administrators to address Resource Parent questions.</li> <li>4. Provide support to the TN Foster Care Advocacy Program by offering training to the TFACA appointed advocates.</li> <li>5. Provide monthly calendars of phone in dates to help ensure accurate board payments.</li> <li>6. Provide in-service training opportunities for all resource parents through state and regional conferences.</li> <li>7. Provide annual recognition and appreciation events for Resource Parents</li> </ul>

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<b>Forms:</b>	<a href="#"><u>CS-0768 Child/Youth Specific Recruitment Plan</u></a> <a href="#"><u>CS-0769 Child Specific Case File Review Tool</u></a> <a href="#"><u>CS-0774 Genogram</u></a>
<b>Collateral documents:</b>	<a href="#"><u>Child and Family Team Meeting Protocol</u></a> <a href="#"><u>Protocol for Resolution of Disagreements and/or Conflicts Between Resource Parents and DCS</u></a>