

Caregiver Placement Packet Overview

Thank you for your commitment in providing safe, quality, and loving care for the child placed in your home. Children's Administration (CA) designed the Caregiver Placement Packet to ensure you receive accurate and timely information about the child placed in your home. We understand new information can sometimes be overwhelming; please take a few minutes to review the material about the child placed with you.

In this packet you will find:

1. **Child Information Placement Referral - required to be given to all caregivers and signed by the caregiver.** Provides specific information about the child to assist you in safely caring for the child and meeting their needs. Contains information on: siblings, contact information, reason for placement, visit plan, medical info, health concerns, medications, emotional/behavioral concerns. *Only limited information may be known about a child at the time of initial placement. CA will provide updated information as it becomes available. **This completed form must be printed twice so both the caregiver and worker have signed copies.***
2. **Placement Agreement** - provides necessary and important information for caregivers to ensure the safety and well-being of the child placed in your home by CA. It establishes the agreement between CA and the Caregivers and will assist you in understanding your role in helping meet the needs of the child, working with CA, the assigned social worker and the Court.
3. **Caregiver Authorization** - Provides verification of the child's placement in your home, and allows the caregiver to engage in specific medical/dental, treatment, education, decisions for the child and identifies information about out of state travel requirements.
4. **Foster Care Initial Health Screen** – form to be completed by Dr. for the child's first scheduled medical appointment. This appointment is called the Initial Health Screen and is required within five (5) days of placement. Please obtain copies of the form once completed by the doctor for the assigned CA worker and for your records.
5. **Voucher for Interim Pharmacy Services** – document to use for medical services, **if you have not received the child's ProviderOne Medical card.** Authorizes medical/dental/pharmacy services and is to be provided to each provider for when service is received.
 - *A Spanish cover memo instructs Spanish speaking caregivers to take this form to all medical providers until the child's ProviderOne Card arrives.*
6. **Caregiver Monthly Mileage Form** – child specific mileage can be reimbursed for caregivers. This form helps you know what travel can be reimbursed and guides you through submitting the completed form to the child's assigned CA worker.
7. **School Notification Form** - The School Notification Form is a tool for social workers to inform schools when a child or youth has been: newly placed in foster care, changed placement, or returned home. The form provides details to schools "at a glance" that is essential for them to know about children and youth placed with CA.

8. **CA Worker Health & Safety Visits Caregiver Checklist** Suggestions to help guide the worker's observations and conversations with the caregiver during the child's monthly health and safety visit. Included to help caregivers be prepared for questions asked by the worker.

FORMS SPECIFIC TO RELATIVE CAREGIVERS - Receiving Placement of a Child through Children's Administration:

1. **Unlicensed Caregiver Placement Checklist** – lists requirements the assigned worker must complete within 72 hours of placing the child in your home. Contains your emergency contact information. Lists basic safety household items the worker must identify. Please assist the worker in completing these requirements –Please share your e-mail address with the worker. ***(RELATIVES ONLY)***
2. **Household Safety Inspection** - Unlicensed Relatives / Suitable Others – the form ensures specific health and safety factors in your home are addressed by the social worker before placement. ***(RELATIVES ONLY)***
3. **Application for Temporary Assistance for Needy Families (TANF) Benefits** – you may file this application with your local Community Services Office to assist you in receiving financial support for the child in your care. This application is based on the child's need and does not consider your income while the child has an open case with CA. ***(RELATIVES ONLY)***
4. **Relative and Other Suitable Person Support Services Funds** – information about funds that can be authorized for relatives or suitable persons to help support placement of a child with their relatives. ***(RELATIVES ONLY)***

A separate Caregiver Resource Packet has been developed to provide:

- ***General information,***
- ***Links to CA's caregiver website,***
- ***Caregiver Listserv,***
- ***Caregiver Connection monthly newsletter,***
- ***Policy information,***
- ***CA staff contacts, and***
- ***Caregiver training information.***

We hope this additional resource will help answer your questions, and help you learn more about working together with us as part of the child's team.