



**Administrative Policies and Procedures: 16.11**

<b>Subject:</b>	<b>Shared Foster Homes</b>
<b>Authority:</b>	TCA 36-1-101–142, 36-1-201, 37-4-201 et seq, 37-5-105, 37-5-106, 39-17-1315; Interstate Compact on the Placement of Children (ICPC); Adam Walsh Child Protection and Safety Act of 2006, HR 4472; Adoption and Safe Families, P.L. 105-89; Safe and Timely Interstate Placement of Foster Children 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
<b>Standards:</b>	<b>COA:</b> PA-FC 6.01, PA-FC 6.02
<b>Application:</b>	All Department of Children's Services Foster Care Employees, Supervisory Employees and Contract Provider Agency Employees
<b>Policy Statement:</b>	
The Department of Children's Services (DCS) and active Contract Providers may agree to share foster homes for children in state custody. Tennessee foster homes that are identified through the Interstate Compact on the Placement of Children (ICPC) process as a proposed placement for children, who are in the custody/guardianship of another State or agency, may be a current approved foster home as outlined in DCS policy. A foster home may also be an approved foster home through a Contract Provider, or may become a shared foster home as defined in this policy and subject to application of this policy.	
<b>Purpose:</b>	
To provide guidelines and establish collaborative processes that enable custodial children and siblings to stay together and remain in a safe and nurturing home.	
<b>Procedures:</b>	
<b>A. Shared Home Agreement</b>	<ol style="list-style-type: none"> <li>1. Contract Provider homes may be used as shared homes due to the special needs of the child being placed in the home. Individual situations (such as the need for sibling placements) can be reviewed by the Team Coordinator of the Foster Parent Support Unit or Central office as needed.</li> <li>2. A foster home must not provide placements for both DCS and the contract provider without a written agreement delineating the responsibilities of both parties involved and approved by the Regional Administrator/designee and the Director of the Contract Provider Agency. (Refer to <a href="#">Protocol for Re-Activation or Re-Classification of Foster Homes</a>.)</li> <li>3. Shared homes may only be affiliated with one (1) contract agency provider.</li> </ol>
<b>B. Fiscal Procedures for Shared Home Agreements</b>	<ol style="list-style-type: none"> <li>1. The Department or the Contract Provider, that originally approved the foster home, must provide a copy of the family's home study case file to DCS or the sharing agency, to be reviewed for compliance with all areas outlined in this</li> </ol>

	<p>policy and DCS policies, <a href="#">16.3, Desired Characteristics of Foster Parents</a> and <a href="#">16.4 Foster Home Selection and Approval</a>.</p> <ol style="list-style-type: none"> <li>2. The results of the home study review are documented in the foster home case file along with the recommendation of the staff reviewer. The DCS Team Leader (TL) or Contract Provider Supervisor also notes their recommendation and secures the approval of the Regional Administrator/ designee and the Contract Provider Director.</li> <li>3. Both the Department and the Contract Provider Agency must sign in agreement form <b>CS-0672, Shared Home Authorization</b>.</li> <li>4. The assigned regional DCS employee/designee is responsible for completing all fiscal procedures to ensure the family receives their foster home board payment.</li> <li>5. These homes must be paid the same rate structure as any other DCS foster home.</li> <li>6. Special or extraordinary foster home board rates must be requested and approved by the appropriate DCS staff in accordance with DCS Policy <a href="#">16.29, Foster Home Board Rates</a>.</li> </ol>
<p><b>C. Shared Home Maintenance</b></p>	<ol style="list-style-type: none"> <li>1. The child casework responsibilities remain with the DCS Family Service Worker (FSW) or Contract Provider staff who is responsible for each child.</li> <li>2. The home study re-assessment is the responsibility of the Contract Provider to ensure that the family continues to meet all the requirements outlined in DCS Policy <a href="#">16.8, Responsibilities of Approved Foster Homes</a> and the requirements of the Contract Provider agency.</li> <li>3. If both DCS and the Contract Provider agree that the foster home may be shared, the DCS FSW ensures that the foster home is entered into the foster home section of TFACTS as a shared home as outlined in the <a href="#">Protocol for Re-assessment or Re-classification of Foster Homes</a>. During the length of the shared agreement, DCS is responsible for entering all documentation into TFACTS.</li> <li>4. An approved re-assessment through a Contract Provider means continued approval as a DCS foster home. The Contract Provider must provide DCS with copies of the family's annual re-assessments upon completion.</li> <li>5. The re-assessment is the responsibility of the Contract Provider because the training requirements are greater for therapeutic homes and a shared home would have to maintain their approval with the Contract Provider agency and DCS.</li> </ol>
<p><b>D. ICPC Cases</b></p>	<ol style="list-style-type: none"> <li>1. For the purposes of ICPC, public agency requests for a foster/adoptive home study are routinely assigned to the public agency in the receiving state. In Tennessee, such assignments are made to Regional Foster Parent Support staff. Refer to the <a href="#">ICPC Practice and Procedure Manual</a> regarding types of home study requests.</li> <li>2. If the family is an approved foster home for a Contract Provider and wishes to remain with the agency a Share Home Agreement may be negotiated as outlined by this policy. If the Contract Provider or the family does not agree</li> </ol>

	<p>to become a shared home the sending state must contract directly with the Contract Provider.</p> <p>3. Financial obligation is the responsibility of the sending state for a child/youth placed in an approved foster home in Tennessee. DCS is not responsible to provide foster home board payments.</p>
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<b>Forms:</b>	<a href="#"><u>CS-0672 Shared Home Authorization</u></a>
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<b>Collateral Documents:</b>	<a href="#"><u>Protocol for Re-Activation or Re-Classification of Foster Homes</u></a> <a href="#"><u>ICPC Practice and Procedure Manual</u></a>
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