**Administrative Policies and Procedures: 16.8**

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<td>Standards:</td>
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<tr>
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**Policy Statement:**

All approved foster parents, including those involved with the Interstate Compact on the Placement of Children (ICPC), serve children in their home in accordance with current Department of Children’s Services (DCS) Policies and Procedures and partner and/or collaborate with DCS in the development and implementation of the child/youth’s permanency plan.

In ICPC cases, the “sending state” who has custody/guardianship/jurisdiction over the child/youth, will continue to have case planning responsibility and financial responsibility for oversight, support and maintenance of the child during the period of placement including purchase of and cost of clothing, shoes and provision of an allowance for the child/youth in accordance to their policy. The “receiving state” is not responsible for costs of these services.

**Purpose:**

DCS/Contract Agencies ensure that approved foster parents remain capable of providing for the safety, permanency and well-being of the children placed in their care and that they continue to serve children in their home in accordance with current DCS Policies and Procedures.

**Procedures:**

A. Responsibilities of Foster Parents

1. Approved foster parent(s) comply with all DCS policies, procedures, and concepts discussed in *Parents as Tender Healers* (PATH) training.

2. Approved foster parent(s) will not petition to adopt, obtain guardianship, or file for custody of a child/youth in care of DCS unless the child’s CFT concurs with the plan and gives written approval. Non-compliance with this section may be grounds for immediate closure of a foster home.

3. All household rules are clearly communicated to the youth and written down so that any age appropriate child/youth can read and understand. The
structured daily household routine provided for the youth may include:

a) Clear and concise household rules;

b) Identified acceptable and unacceptable behavior; and

c) Possible consequences for unacceptable behavior.

4. Foster parents ensure proper supervision of youth in their care. Decision making regarding participation in outings, overnight stays and extended travel are made using reasonable and prudent parenting (see Section H) and guidelines provided in the Protocol for Respite and Other Events. Foster parents are mindful of the unique needs of youth that have experienced severe trauma, such as child exploitation. Please refer to Safety Notice: Creating Safe Environments for Youth Survivors of Exploitation for more information.

5. The Foster Parent Support (FPS)/Contract Agency staff are notified within one (1) working day, of any significant changes in the home (i.e., new address, additional persons living in the household, health, income, etc.). Failure to report any significant changes could affect the status of the foster home and may result in termination of foster care board payments and possibly an overpayment assessment.

6. If a youth runs away from the foster home, the foster parent will immediately notify the Family Service Worker (FSW) to ensure the information needed to complete form CS-0705, Absconder Recovery Runaway/Escapee Checklist.

7. The foster parent must allow the DCS/Contract Agency staff to complete required foster home visits. Refer to the Visitation Protocol for visitation requirements. Foster Parent Support (FPS) staff visit foster homes monthly or quarterly if no children are placed in the home. During each home visit, the worker is to assess the need for any services by the foster family to improve family functioning or to reduce stress. Discussed and completed at each visit is form CS-0709, Foster Home Monthly Recording. Contract agencies may use an equivalent form to CS-0709, Foster Home Monthly Recording for documenting monthly foster home visits.

B. Health Needs

1. The youth’s health needs are monitored and arrangements are made to receive routine medical, dental, mental or behavioral treatment after discussing these needs with the Family Support Worker (FSW) or within the context of a Child and Family Team meeting. Appointments are made in accordance with DCS Policies 20.12, Dental Services and 20.7 Early Periodic Screening Diagnosis, and Treatment Standards (EPSDT).

2. In a medical emergency, the foster parents immediately obtain emergency assistance for the youth and notify the FSW/Contract Agency or FPS staff as soon as possible.

3. The foster parent(s) ensure that each youth’s nutritional needs are met and are encouraged to provide well-balanced meals. Families are also encouraged to accommodate the child/youth’s cultural norms when planning menus.

4. When the youth have appointments, foster parents request that the service provider complete form CS-0689 Health Services Confirmation and
### Follow-up

If received from the provider, the foster parent gives a copy to the FSW.

5. Foster parents follow all doctors’ orders for each youth in their care and make no changes in a youth's treatment unless approved by the physician.

6. Foster parents maintain form **CS-0630, Foster Home Prescription Medication Record** for each youth placed in their care and prescribed medication. The medication record is updated on a daily basis or as necessary according to the prescription and provided to the youth’s FSW each month. In ICPC cases, a copy of the form **CS-0630 Foster Home Prescription Medication Record** becomes part of the Quarterly Progress report filed by the TN DCS FSW/ ICPC Worker.

7. Children who require hospitalization are expected to return to their foster home once released by medical staff. Once back in the home, the foster parents maintain follow-up care as directed by the treating physician.

8. Foster Homes with unvaccinated children:
   - Children under the age of 5 years old are not placed in foster homes with unvaccinated children. Children age 5 years old and older that are up-to-date with their immunizations can be placed in foster homes with unvaccinated children.
   - Any child with a compromised immune system is not placed in a foster home with unvaccinated children.
   - Cases involving kinship care are decided on a case-by-case basis.
   - Before placing any child in a foster home with unvaccinated children, consult with the child's PCP to make sure the child can safely be placed with the family.

### C. Clothing and allowance

1. Adequate clothing, as well as a personal allowance, is to be provided from the foster home board payment as outlined in DCS Policy, **16.29, Foster Home Board Rates**.

2. When a youth enters state custody, DCS staff makes every effort to obtain the youth's clothing from the parents or guardians following the removal. If the youth's clothing is inadequate, DCS provides an initial clothing outlay as outlined in the **Protocol for Clothing and Allowance**.
### D. Education

1. All school-age children:
   a) Are enrolled in an accredited school setting;
   b) Attend school daily;
   c) Have their attendance monitored; and,
   d) Have their education needs met in accordance with DCS Policy 21.14, *Serving the Educational Needs of the Child/Youth*.
2. The biological/legal parent, foster parent, and FSW discuss any problems regarding the child/youth’s schoolwork with the school personnel.
3. Foster parents are encouraged to attend all multi-disciplinary team (M-Team) meetings, Individual Education Plan (IEP) development meetings as well as other school-related meetings for the children in their care.
4. Non-traditional school program enrollment may only be approved as outlined in DCS Policy 21.14, *Serving the Educational Needs of the Child/Youth*.
5. A child/youth in DCS custody who has earned a high school diploma or Hi Set have their vocational and/or post-secondary educational interest addressed as in the *Independent Living and Transition Planning Guide*.
6. In ICPC cases, the “sending state” shall continue to have case planning responsibility and financial responsibility for the child/youth’s educational needs. The “receiving state” is not responsible for costs of these services.

### E. Discipline

1. Foster parent(s) strive to maintain appropriate discipline of the youth by correcting the youth’s behavior when necessary and discussing any problems with the FSW in collaboration with FPS staff/Contract Agency staff.
2. Foster parents, and all staff responsible for the care of children in DCS custody, adhere to the guidelines outlined in DCS Policy 19.12, *Behavioral Management*.
3. All consequences are to be age appropriate and timely. In accordance with DCS form *CS-0553, Discipline Policy*, the following forms of discipline are not used with children in DCS custody:
   a) Corporal punishment such as slapping, spanking, or hitting with any object;
   b) Excessive exercising (particularly of a military nature) such as running laps or repetitive sit-ups;
   c) Cruel and unusual punishment;
   d) Assignment of excessive or inappropriate work;
   e) Denial of meals and daily needs;
   f) Verbal abuse, ridicule or humiliation;
   g) Permitting one child/youth to punish another child/youth;
   h) Chemical or mechanical restraints such as use of psychotropic medications to subdue a youth;
   i) Denial of planned visits, telephone calls or mail contact with birth family, attorney, siblings, FSW, or pre-adoptive family;
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| j) | Seclusion as a punishment;  
k) | Threat of removal from the foster home. |

4. In ICPC cases, the discipline policy of both the “sending state” and the “receiving state” is practiced by the approved foster parent(s) to support the safety and well-being of the child.

### F. Routine Transportation

1. Routine travel is included in the foster home board rate and is an expectation of a foster parent. At times, frequent transportation may be required for things such as multiple appointments, alternative school, etc. If an unusual amount of transportation is required, for one child(ren), the CFT will discuss the responsibilities of each team member in assisting with transportation.

2. The foster home board rates are based on the USDA calculated cost of raising a child/youth, which includes a transportation component. Requests can be made for reimbursement to the foster parents when a youth's needs require support outside the daily expectations. Refer to the *Protocol for Routine Transportation* in regards to the steps for obtaining approval for situations considered reimbursable.

### G. Extra-Curricular Activities

The youth’s extracurricular activities are encouraged and monitored. The actions associated with this monitoring and oversight include, but are not limited to, the following:

1. The FSW attempts to discuss and obtain the consent of birth parents when special activities arise for children. Form *CS-0559, Authorization for Release of Child-Specific Information from DCS and Contract Service Providers* is provided to the parents and completed during these conversations. However, DCS may give consent or authorize the foster parents to give permission for special activities.

2. Foster parents consider the youth’s age and developmental level and assist in making developmentally appropriate choices in choosing extracurricular activities.

3. Information regarding a youth’s activities is regularly communicated with birth family members by the FSW and/or foster parent.

4. Refer to DCS Policy 1.15, *News Media Relations for DCS Regional Offices and a Youth Development Center*, Section F, items 1-4 regarding interviews or photos of child/youth in DCS custody.

### H. Reasonable and Prudent Parenting

Through thoughtful decision-making, foster parents support the child/youth’s health, safety and best interest while encouraging the youth’s emotional and developmental growth through the following activities: extracurricular, cultural, enrichment and social activities. Such activities promote “normalcy” which promotes well-being for all youth in care. Refer to the *Protocol for Reasonable and Prudent Parenting* for additional guidance on activities and opportunities for children/youth in foster care.

### I. Religion

Foster families make accommodations for children to participate in the religion or faith of their choice dependent on the youth’s wishes.
**J. Case Planning Participation**

Foster parents and the CFT are vital partners to the Department. Foster parents consistently participate in case planning by:

1. Attending and participating as an active member in the CFTM process;
2. Providing input to case decisions and permanency plans; and
3. Supporting the implementation of those plans.

**K. Shared Parenting**

Foster parents share planning and caring for children with members of the CFT, including the birth parents, DCS, and Contract Agencies.

1. When parental rights are intact, shared parenting takes place through direct contact with the birth family, unless otherwise indicated by a decision of the CFT.
2. Foster parents assist the youth’s FSW and actively support the quality visitation plan outlined in the youth’s permanency plan.
3. If parental rights have been terminated or surrendered, the foster parent acknowledges and respects the child/youth's feelings about the birth family and demonstrates this through their parenting.

**L. Life Book maintenance**

1. Children in DCS custody have a life storybook to document and preserve their history during the time they are in DCS custody. This “Life Book” constructed and maintained in order to help the youth understand their current situation as well as help them process the feelings they may have around significant life events.
2. The FSW assists the foster parent in creating and maintaining Life Books for all youth placed in their home (refer to *Guidelines For Life Story Books*).
3. The FSW/Contract Agency staff assists foster parents with access to basic Life Book supplies. Staff consult with their Team Leader regarding the manner in which to acquire these supplies. Each region establishes a process for the procurement of Life Book supplies and ensures that information regarding access to the supplies is communicated to Team Leaders.
4. The Life Book is the property of the child/youth and travels with the youth any time there is a placement change.

**M. Mandatory In-Service training for foster parents**

For mandatory in-service training information, refer to Policy **16.9, Required Foster Parent In-Service Training**.

**N. Foster Home addendum requirements**

1. Foster parents are to notify FPS/Contract Agency staff of any significant changes to their home within one (1) working day. In addition to self-reporting, the FPS/Contract Agency worker assesses the need for an addendum to the foster home study during each home visit.
2. An addendum to the home study is completed within fourteen (14) working days of notice that there has been any significant change in the family (see form *CS-0773, Foster Home Addendum*). These changes may include but are not limited to a change in the number/type of children for which the family is approved, a change in address, or the addition of household
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members/significant others entering the home. The addendum is approved by the Team Leader/Contract Agency supervisory staff and entered into TFACTS.

3. The following checks are required for a new adult household member who will reside in the foster home for more than fourteen (14) calendar days:
   a) Internet Record Clearance checks are completed the first business day after the new adult household member entered the foster home. A complete local criminal background check is initiated the first business day after the new adult household member entered the foster home and completed with results within fourteen (14) calendar days. This will include all adults residing on the foster parent’s property (main residence, detached apartment, garage, trailers, etc.). This includes a search of all legal residences within the last six (6) months.
   b) A complete local criminal background check is initiated the first business day after the new adult household member entered the foster home and completed within fourteen (14) calendar days. This will include all adults residing on the foster parent’s property (main residence, detached apartment, garage, trailers, etc.) and a search of all legal residences within the last six (6) months.
   c) DCS Records checks are completed within fourteen (14) calendar days after the new adult household member entered the foster home.
   d) Fingerprinting is arranged within fourteen (14) calendar days after the new adult household member entered the foster home. Verification of fingerprint scheduling is provided if the fingerprint result is dated beyond fourteen (14) calendar days.

4. Foster homes that have new adults residing in the home who have not had a criminal history check as outlined in this section may not be paid and run the risk of a possible overpayment assessment.

5. All new household members provide a medical report from a licensed physician (refer to DCS Policy 16.4, Foster Home Selection and Approval, Section E, item 6).

6. For new household members that become foster co-parents, an addendum to the home study should include all required sections/narratives that apply to a co-parent. Refer to Documentation of the Foster Family Home Study.

7. All adult household members or significant others (Paramours, fiancés, or partners) that have regular access to the children placed in the home and provide a significant parental role (which may include routine child care, transportation, discipline, or other support to children) must enroll within 30 days of entering the home and complete PATH training.

O. Foster Homes Re-Assessments and Home evaluations

1. All DCS or Contract Agency foster homes, including those foster homes actively serving a child/youth in placement pursuant to the ICPC requirements, are re-assessed no less than biennially (every two years from the date of initial approval). Approval periods remain the same biennially unless extenuating circumstances arises in which the foster home requires a new approval period. A foster home’s approval period is considered lapsed when the re-assessment due date is not met. A foster home defaults to an “Unapproved” status if the home remains unapproved for thirty (30)
consecutive days **after** its re-assessment due date. Any foster home which remains in "Unapproved" status **after** thirty (30) consecutive days is considered inactive effective the 31st day and **all** new criminal background checks are to be obtained (refer to DCS Policy 16.4, Foster Home Selection and Approval, Section J). A foster home's approval date may change based on the date that the re-assessment of the foster home was completed and approved. The home retains an active eligibility status for 2 years from the date the home was approved/re-assessed.

2. If the re-assessment due date has lapsed, a paper addendum explaining the reason the approval due date was not met timely is required. The paper addendum is also included with the approval documentation. Team Coordinator and Regional Administrator signatures are obtained for this document. For Contract Agency foster homes, equivalent title signatures are obtained.

3. Refer to DCS Policy 16.36, Title IV-E Foster Care Funds, to determine the period of eligibility/reimbursability of any foster home or childcare institution.

4. Documentation for foster home approval is not dated older than ninety (90) days from the approval due date.

5. The reassessment process consists of:
   a) A home visit by the FPS or Contract Agency staff;
   b) Completion of form **CS-0932, Foster Home Disclosure Acknowledgement**
   c) Completion of form **CS-0559, Authorization for Release of Information and HIPAA Protected Health Information TO or FROM the Department of Children's Services and Notification of Release**;
   d) Results from all background checks as identified below is documented on form **CS-0687, Background Check and IV-E Eligibility Checklist**.
      - DCS/Contract Agency Foster parents, and any other adult residing in the home, will report any arrest indictment or criminal conviction of any criminal offense (either misdemeanor or felony).
      - Any youth that is being served through the extension of foster care or adjudicated as a delinquent youth are not required to have a criminal records check to maintain the approval status of the home.
      - Biological/adopted youth that turn 18 years old and remain household members must have a criminal records check during the foster home’s next biennial reassessment. The criminal records check is to include checks outlined in paragraphs (f) and (g) of this section and the **DCS Records** check.
      - Youth that exit extension of foster care and remain a household member must have a criminal records check during the foster home’s next biennial reassessment. The criminal records check is to include checks outlined in paragraphs (f) and (g) of this section and the **DCS Records** check.
If the youth leaves the home after exiting extension of foster care and later returns to the foster home, follow steps outlined in Section N, item #3 of this policy.

Non-documented youth that exit custody at age 18 years of age and remain a household member must have a criminal records check during the foster home’s next biennial reassessment. The criminal records check is to include checks outlined in paragraphs (f) and (g) of this section and the DCS Records check.

e) A local criminal history check for all adult household members.

- Any charges identified from this search for which there is no disposition (misdemeanor or felony) will be clarified by obtaining additional documentation from the court of jurisdiction.

- If during the course of gathering this information any new criminal charges are found that will require a waiver, refer to CS-0921, Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues, and CPS Substantiations.

- In situations where there are pending felony charges that have not been resolved, Central Office is consulted as to the continued eligibility and viability of the placement resource.

- Misdemeanor convictions, unless related to child safety or domestic assault or domestic violence, do not require a waiver (Refer to the Waiver Tip Sheet). However, such offenses are considered when assessing safety risk associated with foster parent responsibility.

f) An Internet Records Clearance, with documentation that includes the following:

- National Sexual Offender Registry

- Tennessee Department of Health Abuse Registry Clearance

- Each criminal history records check is to be completed in accordance with policy to ensure timely assessment of foster homes. However, to allow for human error, it is permissible to rectify errors (i.e. incorrect name spelling, DOB, SSN) on such checks. Newly conducted checks that show no results are considered compliant.

- Checks that show convictions or substantiations of abuse or neglect within the findings that would exclude the applicant from becoming an approved foster home or approved household member as outlined below are deemed non-compliant.

- Any Contract Agency using an internet service to complete the required background checks for adult household members is responsible for assuring that such provider accesses the internet searches listed above. Doing so will precludes the need for the provider to complete each individual internet search. Failure to verify that the chosen internet service uses the exact sites listed above for each check results in that check being considered invalid. This may
cause a home to be identified as noncompliant and result in monetary penalties.

g) Verification of a valid driver’s license, current vehicle registration, vehicle liability insurance, and a Driving Record Check/ Moving Violation Record Check for each foster parent or other household member approved to transport a youth is required.

h) Review and completion of form CS-0553, Discipline Policy with new signature by the foster parent(s).

i) Review and completion of form CS-0670, Foster Parent Oath to Abide with new signature by the foster parent(s).

j) Review and completion of form CS-0431, Monthly Family Financial Income and Expenditures and collection of income verification documentation.

k) An updated medical report, from either 6 months prior or 6 months post re-assessment, using form CS-0678, Foster Parent/Other Adult Medical Report, is required to be completed by a licensed physician, nurse practitioner or equivalent health care professional documenting acceptable physical and emotional health for all foster parents. All other household members are required to complete form CS-0707, Medical Self-Report.

l) When a foster parent or other adult household member has been prescribed or a change in medication has occurred, form CS-0707, Medical Self-Report is completed to document the changes. Refer to the Protocol for Drug and Medication Expectations for Approved Foster Homes and the Controlled Substance and Medication Work Aid.

m) Completion of forms CS-0676, Home Safety Checklist and CS-0871, Foster Home Disaster Plan.

n) Completion of form CS-0699, HIPAA Notice of Privacy Practices - Client Acknowledgement.

o) FPS staff ensures the foster home section of TFACTS is current. If any changes need to occur regarding preferences, the foster parent can update information in TFACTS through the Foster Parent Portal or update information by completing form CS-0962, Foster Parent Applicant Questionnaire.

p) Complete form CS-0692, Foster Home Assessment or Re-Activation with the foster parents. The Team Leader or Contract Agency supervisor signature confirms the approval or denial of the assessment. The foster home disposition information is entered into TFACTS.

q) The FPS staff completes a new form CS-0702, Foster Home Approval for all families who remain in good standing, following their biennial re-assessment.

6. The requirements, related to foster home re-assessment, described in this section apply to DCS foster families serving children from another state under the ICPC. Re-assessment of foster homes in another state serving DCS children is subject to the policies/procedures of that state. However, in order to continue to provide federal financial and other benefits subject to IV-E, DCS is
required to document and maintain the foster homes in another state serving DCS children.

7. Once the above requirements are met, a new form **CS-0702, Foster Home Approval** is completed for families who remain in good standing. The approved foster family is permitted to continue to accept placements for kinship care, foster care, or adoption.

8. RPS staff complete an anniversary assessment within one (1) month of the approval anniversary during the years the biennial re-assessment is not required.

- The anniversary assessment process consist of:
  - A home visit by the FPS or Contract Agency staff;
  - Completion of form **CS-0676, Home Safety Checklist**;
  - Completion of form **CS-0668, Authorization for Release of Information**;
  - Review of training requirements;
  - Completion of form **CS-0692, Foster Home Assessment or Reactivation**; and
  - Completion of a Case Process Review by a supervisor or peer review: [https://stateoftennessee.formstack.com/forms/fh_reassessment_review](https://stateoftennessee.formstack.com/forms/fh_reassessment_review)
  - All family pets receive vaccinations as required by law. Documentation is required to verify that the vaccination is current.

9. FPS staff documents the anniversary evaluation in the foster home case recording and ensures the foster home section in **TFACTS** is current.

**P. Case Transfer**

During the course of application, home study, or tenure of a DCS foster home, any change of circumstance that triggers a move of that home to another agency, county or region, follow DCS Policy **31.3, Case Transfer Guidelines Between Regions, Agencies, and Facilities**.

**Q. Resource Eligibility Teams (RET)**

In order to ensure that Federal IV-E safety requirements are met for funding purposes, the Resource Eligibility Team (RET) reviews the documentation used to support the foster home approval decision. Safety documents for Contract Agency and DCS foster homes are uploaded in TFACTS and attached to the foster home's current assessment. (Refer to the [Protocol for Resource Eligibility Team (RET)](https://stateoftennessee.formstack.com/forms/fh_reassessment_review).)
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### Forms:
- CS-0431, *Monthly Family Income & Expenditures*
- CS-0871, *Foster Home Disaster Plan*
- CS-0553, *Discipline Policy*
- CS-0630, *Foster Home Prescription Medication Record*
- CS-0559, *Authorization for Release of Information and HIPAA Protected Health Information TO or FROM the Department of Children’s Services and Notification of Release*
- CS-0676, *Home Safety Checklist*
- CS-0670, *Foster Parent Oath To Abide*
- CS-0678, *Foster Parent/Other Adult Medical Report (if Applicable)*
- CS-0687, *Background Check History and IV-E Eligibility Checklist*
- CS-0689, *Health Services Confirmation and Follow up Notification*
- CS-0692, *Foster Home Assessment or Re-Activation*
- CS-0699, *HIPAA Notice of Privacy Practices - Client Acknowledgement*
- CS-0702, *Foster Home Approval*
- CS-0705, *Absconder/Runaway/Escapee Recovery Checklist (If Applicable)*
- CS-0707, *Medical Self-Report*
- CS-0709, *Foster Home Monthly Recording*
- CS-0727, *Initial Intake, Placement and Well-Being Information and History*
- CS-0773, *Foster Home Addendum*
- CS-0871, *Foster Home Disaster Plan*
- CS-0909 *Foster Home Performance Improvement Plan*
- CS-0921, *Waiver of Criminal Convictions, PATH Training Modifications, Non-Safety Issues, and CPS Substantiations*
- CS-0932, *Foster Home Disclosure Acknowledgement*
- CS-1012, *ADOPTUSKIDS Registration*
- CS-0962, *Foster Parent Applicant Questionnaire*
- CS-1000 *Foster Parent Elective Training Documentation*
- FA-0080, *Claim for Travel Expenses*

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

### Collateral documents:
- 16.9, *Required Foster Parent In-Service Training*
- *Attachment-Guidelines For Life Story Books*
- *Attachment-Guidelines for Foster Care Associations*
- *Community Risk Assessment (When Applicable)*
- *Documentation of the Foster Family Home Study*
### Foster Parent Handbook

### Local Police Check Results

### Proof of all Reported Income

### Protocol for Drug and Medication Expectations for Approved Foster Homes

### Controlled Substance and Medication Work Aid

### Protocol for Clothing and Allowance

### Protocol for Re-activation or Re-Classification of Resource Homes

### Protocol for Routine Transportation

### Protocol for Resource Eligibility Team (RET)

### The Interstate Compact on the Placement of Children Practice and Procedure Manual

### DCS Policy 31.3, Case Transfer Guidelines Between Regions, Agencies, and Facilities

### Visitation Protocol

### Protocol for Reasonable and Prudent Parenting

### Required Foster Parent In-Service Training Chart

### Protocol for Respite and Other Events

### Safety Notice: Creating Safe Environments for Youth Survivors of Exploitation

### Waiver Tip Sheet

### Glossary:

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<tr>
<td><strong>Driving Record Check/Moving Violation Record:</strong></td>
<td>Each region has designated specific Foster 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 individual/foster parent 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 are completed during annual re-assessments of foster homes and are also completed prior to approving a new foster home.</td>
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<td><strong>Family Service Worker:</strong></td>
<td>A DCS term used to identify the position previously known as the DCS Case Manager or Home County Case Manager. This person is principally responsible for the case and has the primary responsibility of building, preparing, supporting and maintaining the Child and Family Team as the child and family move to permanence.</td>
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