



Tennessee Department of Children's Services

Guidelines for Foster Care Associations-Attachment 4

Supplemental to DCS Policy: 16.8

1. Appointment of Foster Parent Liaison

- a) The Regional Administrator shall be responsible for the identification and appointment of staff in each county (or cluster of counties in rural areas), to serve as the liaison between the foster parent association and the Tennessee Foster and Adoptive Care Association (TFACA).
- b) In the event that there is no local foster parent association, staff must still be identified to serve as the liaison with the state association and assist in the development of a local association if desired by the local foster parents.
- c) The names of the foster parent association liaison shall be submitted to the Director of Foster Care in the Central Office and to the Tennessee Foster Care Association Board of Directors by January 1, of each year.
- d) There is no limit on the length of time appointed staff may serve as the foster parent association liaison, and more than one staff person can be appointed if the Regional Administrator desires or the size of the foster care population warrants more than one person.

2. Duties of the Foster Parent Liaison

The duties of the Foster Parent Association liaison include:

- a) Attendance at each regularly scheduled meeting of the local foster care association.
- b) Maintaining a list of each foster parent in the county, with correct name, address, and telephone number.
- c) Maintaining a notebook with information provided by the local foster parent association including officers' names, local procedures, local meeting schedule, etc.
- d) Knowing how to access training and information on the Foster Parents' Bill of Rights and the Foster Parent Advocacy Program.
- e) Monthly communication with the Regional Administrator on the status of the region's foster parent associations; this can be accomplished by telephone or written correspondence.
- f) On-going contact with the president or other officers of the local association.
- g) Writing an annual report on local association activities to be presented to DCS Central Office and the Tennessee Foster Care Association Board of Directors.

- h) Attendance at the regional Foster Parent Training Conference, held annually.
- i) Assisting the Regional Administrator and the Team Coordinators with any complaints filed/brought by foster parents.
- j) Supporting all association efforts to develop information and support networks coordinated by and for foster parents through the local associations.

3. Central Office Foster Parent Liaison

Selected Program Managers or Coordinators from Central Office Foster Parent staff shall serve as liaisons to the Tennessee Foster Care Association Board of Directors, advisor to the Foster Parent Advocacy Board, and advisor to local DCS staff working with local associations.

4. Training

DCS Central Office staff will provide training for the liaisons.