Contract provider agency employees who are approved as foster parents are allowed placements that do not create a conflict of interest per the criteria below.

1. Provider agency employees may be approved to parent a child(ren) case managed or served by the employee's agency if the child(ren) is related through blood, adoption, or marriage.

2. Any other placement type would require that the child(ren) be in full guardianship and be placed with and case managed by an agency other than the employee's agency (for example, an employee of "Agency A", could not become a foster placement resource for a child placed with and case managed by "Agency A", but, could become a foster placement resource for a child(ren) placed with or case managed by "Agency B" or DCS). Transfer of children between agencies to circumvent this stipulation is prohibited.

3. The process involved in requesting approval for this placement type includes:
   
a) Child and Family Team Meeting (CFTM) determines "Best Placement" for the child.
   
b) Form **CS-0763, Permission to Place DCS Child in DCS Employee or Contract Provider Foster Home**, is completed by the Permanency Specialist/FSW and submitted to the Regional Administrator, along with the CFTM Summary from the meeting recommending placement with an employee, the employee's home study and any assessments related to the child (FFA, CANS, others).
   
c) After review, the Regional Administrator forwards the recommendation, including all documents in 3b, to the Director of Foster Care and Adoptions, who routes the request to the external review team (comprised of two non-DCS LCSW's).
   
d) The external reviewers respond to the request within (7) work days from date of receipt by forwarding DCS Form **CS-0763, Permission to Place DCS Child in DCS Employee or Contract Provider Foster Home** to the Director of Foster Care and Adoptions who routes the decision back to the Regional Administrator.

**SPECIAL CIRCUMSTANCE/WAIVER CONSIDERATIONS**- In circumstances where a child/youth has been in full guardianship for a minimum of four (4) months, and no home is identified or anticipated for placement after efforts are made through the normal processes of web postings, diligent search, individualized recruitment plans, etc., an agency employee may submit a request for waiver consideration through the agency chain of command to DCS utilizing form **CS-1079, WAIVER Request for Placement with Contract Agency Employees**.

**NOTE:** The form is used only to capture that the contract agency chain of command and the Regional Administrator have reviewed the request for a special circumstance waiver and agree it is appropriate to move forward in accordance with requirements in Policy 16.21 and this protocol.

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**Effective Date:** 10/7/16  
**Supersedes:** None  
**Supplemental to:** DCS Policy 16.21  
RDA SW22