Date- September, 2019

Manual – Child and Family Services Manual, Chapter D Resource Family Home Approval

Transmittal # - *283*

Optional: The following acronyms are used in this transmittal:
(list and identify acronyms)

The purpose of this transmittal is to provide new and revised guidance as well as clarify existing guidance for the Resource Family Program. Unless otherwise stated, the provisions included in this transmittal are effective 10/30/19.

New and revised guidance will add timeframes for when background checks must be completed which will allow consistency with LCPA guidance and support best practices for approving and reapproving foster and adoptive providers. Changes to guidance will also clarify the process for obtaining background checks, approvals, re-approvals and emergency approvals.

This transmittal and manual are available on FUSION at
http://spark.dss.virginia.gov/divisions/dfs/resource_family/files/manuals/gudiance.

Significant changes to the manual are as follows:

Page(s) Changed *(Subchapter, section, page number(s)*	Significant Changes
1.4.1 Dual approval process	Language added to clarify that providers who are interested in adopting may be required to meet additional legal requirements.
1.5.1.6 Anti-discrimination	Added additional criteria to the anti-discrimination language.
1.5.2 Background checks	Adds language referencing exceptions of barrier crimes which allow certain individuals to be considered for approval. Adds language clarifying who is required to provide background checks. Adds language implementing timeframes which will require all background checks to be completed no more than ninety days prior to approval to be consistent with LCPA policy.
1.5.2.1 Criminal background check	Old language has been removed. Sub section renamed and now addresses the requirement for sworn disclosures.

1.5.2.1.1 Applicant fingerprints and Child Protective Services checks	Sub section has been removed and divided into two new sub sections.
1.5.2.2 National criminal background checks	Added new sub section which addresses the new fingerprint process for child placing agencies and provides a link to the OBI webpage.
1.5.2.3 Central Registry of abuse and neglect	This section has been added to clarify requirements for child protective services checks and add a 90 day timeframe.
1.5.2.1.2 Other household members	This section has been renumbered to align with previous sub sections. Information in this sub section can now be found in section 1.5.2.4.
1.5.2.2 National name search	Sub section re numbered is now 1.5.2.5.
1.5.2.2 Department of Motor Vehicles check	Sub section re numbered is now 1.5.2.6.
1.5.2.2.1 Driver record check	Sub section re numbered is now 1.5.2.6.1.
1.6.5 Notification to the provider	Language added to clarify that a certificate of approval cannot be issued unless all required documents are received.
1.9.1 Change in household composition or circumstances	Language added to require immediate notification of changes that impact the health or safety of a child placed in the home.
1.10 Re-approval requirements	Language added to now state that the certificate of approval will expire by the end date of the previous certificate of approval.
1.10.2.1.Criminal background checks	Additional language requires that background checks be completed no later than three years from the date of the previous ones. It also requires a new sworn disclosure to be completed at the time of reapproval.
1.10.4 Notification to provider	Provides clarity that a certificate of approval cannot be issued unless all required documents are received.
1.12.1. Purpose and limitations	Adds clarification that in emergency situations background checks must occur prior to placement. Removed broken link.
1.12.1.2.2 Fingerprint requirements	Subsection renamed and now adds central registry requirements when conducting emergency approvals.

1.12.1.2.3 Additional requirements	Adds new sub section which lists the required documents when approving emergency placements.

Questions about this transmittal should be directed Adoption & Family Recruitment Consultant:

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