

## 2016 Request for Proposal: Level II Foster Care Licensure

Selected agency will provide at least one staff and one supervisor for study completion and approval. The selected candidates will:

1. Complete level 2 foster care licensures of families referred for study and licensure.

Note: (Prior to referral to contract agency, LCHSD will provide the required orientation and pre-placement classes, provide application packets, run background checks, gather formal application and subsequently provide the family's file to the contract agency.)

2. Be trained in and comply with DCF 56: Foster Home Care for Children
3. Be trained in and utilize the SAFE home study and its associated forms and tools.
4. Attend one Orientation meeting and monthly Pre-Placement meetings, to meet incoming prospective foster parents and become familiar with our county-specific expectations and practices.
5. Maintain regular communication with LCHSD supervisor, Cheryl Howe (CH) and social service specialist, Rhonda Rude, returning email or phone call inquiries within 2 business days.
6. Communicate immediately to CH any concerns regarding the family's cooperation with licensure, their availability for contact by the department for placements, their beliefs or expectations around birth family involvement, or any other barriers to providing care to a child placed due to maltreatment.
7. Review all application materials and background checks to ensure thorough assessment of the family's strengths and any challenges or barriers to providing care to foster children. Pursue additional documentation where necessary, such as police reports, mental health records, etc.
8. Maintain record of all study assignment dates, application completion dates, interview dates, licensure dates, and file return date.
9. Use La Crosse County licensing forms provided in the application packet and those used by our licensers.

10. Refer licensees to learning materials accessible through FCARC, Coalition for Children, Youth and Families, the National Child Traumatic Stress Network, WI DCF, La Crosse County and other websites addressing the needs of children and youth in out-of-home care, adverse childhood experiences, trauma-informed caregiving, and other relevant topics .
11. Write the home study and attain approval of study in the state's automated child welfare data base, eWiSACWIS, (which is available through our sacwis internal security delegate.)
12. Attain licensure approval within 60 days of the completed application. (Completed application means all paperwork, background checks and interviews regarding Questionnaires 1 and 2 have been completed.)
13. Attain licensee's signature on the approved study to ensure all historical and other information is accurate.
14. Deliver approved, signed study with file to the office building within 3 business days of study approval in eWiSACWIS.
15. Facilitate a face-to-face introduction of the La Crosse County social worker to the newly licensed family.
16. Refrain from encouraging or soliciting any family studied to attain licensure with the contract agency for at least two years from the date of licensure.