

ACKNOWLEDGMENT OF INFORMATION

Original Signature to Agency Copy to Foster Family

I/We _____ are duly informed of access to the following information on the date _____:

- **465 IAC Article 2, Rule 1.5 – “Licensing of Foster Family Homes for Children”**

Location(s):

- 1) <http://www.in.gov/legislative/iac/T04650/A00020.PDF?>
- 2) http://www.in.gov/legislative/iac/iac_title?iact=465&iaca=2

- **Bill of Rights for Foster Children**

Location(s):

- 1) Indiana Foster Parent Resource Guide – Page 11 (included in your Children’s Bureau Foster Family Handbook),
- 2) Online at <http://www.in.gov/dcs/files/1003NewFosterGuide4Web.pdf>

- **Foster Parent’s Bill of Rights**

Location(s):

- 1) Indiana Foster Parent Resource Guide – Page 11 (included in your Children’s Bureau Foster Family Handbook),
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- **Foster Parent Agreement & Resource Parent Role Acknowledgement**

Location:

- 1) Hard copy of each to be handed to the foster family during the initial, annual, and relicensing evaluation visits.

- **Confidentiality Procedure**

Location(s):

- 1) Reference Section 5 of your Children’s Bureau Foster Family Handbook.
- 2) Indiana Foster Parent Resource Guide – Section 59, pages 60-61 included in your Children’s Bureau Foster Family Handbook or online at <http://www.in.gov/dcs/files/1003NewFosterGuide4Web.pdf>

- **Accessing assistance during Crisis & Emergency Situations**

Location:

- 1) Reference Section 6 of your Children’s Bureau Foster Family Handbook & Resource Guide binder.

- **Behavior Management/Discipline Procedure**

Location(s):

- 1) Reference Section 7 of your Children’s Bureau Foster Family Handbook.
- 2) Indiana Foster Parent Resource Guide – Section 81, pages 103-106 included in your Children’s Bureau Foster Family Handbook or online at <http://www.in.gov/dcs/files/1003NewFosterGuide4Web.pdf>

I/We have been provided access to aforementioned information. We have been given an opportunity to ask questions and express concerns. I/We understand and agree to follow all requirements in regards to the listed items. I/We understand that if I/We do not follow the procedures listed in these documents, corrective action may be initiated and there may be an impact on being considered for future placements or the types/characteristics of children place in my/our home. I understand I may request a printed copy be provided by Children’s Bureau, Inc.

Signature of Foster Parent / Applicant A

Signature of Foster Parent / Applicant B

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Signature of Foster Parent / Applicant A

Signature of Foster Parent / Applicant B

Children's Bureau FOSTER CARE AGREEMENT

This agreement made and entered into this _____ day of _____ 20_____,
by and between Children's Bureau, Inc. and _____,
hereinafter referred to as "Foster Parents."

WITNESSETH

Whereas, Children's Bureau, Inc. is a not-for-profit organization which operates a social service program to meet the needs of abused, neglected, and dependent children, including the placement of children into foster homes;

Whereas, Foster Parents desire to accept placement of children in foster care from Children's Bureau, Inc. into their home under the terms and conditions set forth in this agreement;

Now therefore, in consideration of the mutual promises and covenants set forth below, the parties hereby agree as follows:

A. THE FOSTER PARENT(S):

1. **Placement of Child.** Children's Bureau, Inc. places and the Foster Parents accept placement of a child or children (hereinafter referred to as "the child"), to remain as long as the best interests of the child are served, unless earlier termination pursuant to paragraph (7) below.
2. **Training.** Foster parents agree to participate in pre-service training prior to licensure as required by Indiana Child Welfare Policy 12.5. Children's Bureau, Inc. will provide pre-service training and evaluate the applicant's participation and performance during the training prior to recommendation for the State of Indiana Licensure; Foster Parents agree to participate in a minimum of twenty (20) additional hours of training per year as required by 465 IAC 2-1.5-22 (following the initial 20-hour pre-service training). Additionally, foster parents are required to successfully complete and maintain certification in First Aid, CPR, and Universal Precautions (Prevention of Disease Transmission) also as required by 465 IAC 2-1.5-5-22.
3. **Supervision.** The foster parents agree to have an adequate plan for the provision of care and supervision of foster children at such times as the foster parent(s) may be absent from the home as required by 465 IAC 2-1.5-13(c). If a safety plan is implemented for a particular child, the foster parent agrees to provide enhanced supervision and protection for children addressed in the safety plan.
4. **Per Diem.** While the child is living with the Foster Parents, Children's Bureau, Inc. shall provide to Foster Parents a per diem amount determined by the Indiana Department of Child Service. Per diem (also known as "maintenance payments") is payable monthly by direct deposit into the foster parent's banking account. In consideration of this stipend, Foster Parents agree to receive the child into their home, to provide adequate food, shelter, clothing, supervision (including daycare, infrequent babysitting, and before/after school care), education, medical and dental care (payable by Indiana Medicaid and/or Indiana DCS), extracurricular activities, entertainment, and provide transportation to and from psychotherapy and other appointments relating to the child's treatment, care, legal and educational issues.

5. **Monitoring.** The foster parents agree to admit representatives of Children's Bureau, Inc., the Custodial agency (DCS, Probation, or other), and the child's representative (GAL, CASA, etc), or other identified professional treatment team member (such as counselor/therapist, agents of the school system, legal authorities, etc.) into the home at any reasonable time, or whenever a situation requires their presence. Unannounced monitoring may occur if necessary as authorized by Statute (IC 31-27-4-20).
6. **Acceptance of Children's Bureau, Inc.'s** Foster parents understand that as long as licensed through Children's Bureau, Inc., they cannot accept any foster child(ren) into their home without the prior consent of Children's Bureau, as long as this agreement shall remain in effect. Licensed foster family homes may not be licensed through more than one agency as the license is a singular permit granted by the State of Indiana.
7. **Emergencies.** Foster parents agree to notify Children's Bureau, Inc. within twenty-four (24) hours, or as soon as reasonably possible, of (a) death or serious illness or injury, (b) runaway, (c) school suspension or expulsion, or (d) any major incident or event in the child's life. Additionally, foster parents will transport or arrange transportation through Emergency Medical Services (EMS – 911) to the hospital emergency room in the event of a medical emergency and to accompany or arrange for an adult to accompany the foster child and remain until discharge or admission.
8. **Moving or Travelling.** The foster family agrees to receive the prior consent of Children's Bureau and the child's legal guardian before removing the child from the State of Indiana or out of county travel when the child will be away from the foster home in excess of 72 hours. Foster Parents also agree to notify Children's Bureau, Inc. in advance of any change in residence or household occupancy.
9. **Transportation.** The foster family agrees to transport or arrange transportation of a foster child to school, appointments, employment, primary family visits, court appearances, social events and any other destinations as child's needs dictate and/or as determined by child's treatment team and to attend these events when necessary.
10. **Termination.** This agreement may be terminated by Foster Parents as follows:
 - a. If foster parents find they can no longer control or manage the care of the child, they shall promptly notify Children's Bureau, Inc. If Children's Bureau determines an unresolvable emergency exists, Foster Parents can terminate is agreement immediately. Foster Parents are to give two weeks prior written notice if a child is to be removed from their home, so that suitable alternative placement can be sought.
 - b. If Children's Bureau, Inc. determines an unresolvable emergency does not exist under paragraph 10(a) above, or if a foster family determines they no longer wish to provide foster care in a licensed capacity for Children's Bureau, they may terminate this agreement upon thirty (30) days notice to Children's Bureau.
 - c. This agreement may be terminated by Children's Bureau, Inc. at any time when circumstances or events merit such a response.
11. **Indemnification and Insurance.** Foster Parents agree to maintain the following insurances:
 - a) Homeowner's or rental liability insurance on the foster family's residence.
 - b) Automobile insurance for all driver's who will provide transportation to foster children placed in the foster home. Foster Parents also agree to cover vehicles used to transport a foster child with liability insurance in accordance with current state laws.
 - c) Foster Parent Liability insurance.

Insurance coverage must be continuously in effect as long as the family is licensed through Children's Bureau, Inc. and to provide proof of such coverage to the Licensing Department upon request.

12. **Reports and Reviews.** Foster Parents agree to cooperate fully in providing periodic reports, completion of forms, attending Juvenile Court hearings, and undergoing periodic reviews, as such may be required or requested by Children's Bureau, Inc. Children's Bureau, Inc. agrees to provide ongoing supportive services in the form of home visits, therapy, and referrals for additional services.
13. **Final Determination.** Foster families agree to accept the treatment team's (also known as Child and Family Team) as final determination when making decisions for the children placed in foster care when, in the opinion of team, such decisions are indicated as necessary.

B. Children's Bureau, Inc.:

1. **Disclosure.** Children's Bureau, Inc. agrees to fully disclose all known information regarding a child to the foster parent(s).
2. **Acceptance of Placements.** Children's Bureau, Inc. agrees that foster parents have the right to accept or refuse any potential placement without repercussions.
3. **Service Provision.** Children's Bureau, Inc. agrees to provide services within the scope of the foster care program and/or outside providers to support the child and foster family, including a first contact by an agency team member within 48 hours of placement, or by the 1st business day following a weekend, Holiday, or agency closure.
4. **Crisis Support.** Children's Bureau will provide foster parent(s) access to 24 hour crisis support.
5. **Per Diem.** Children's Bureau, Inc. agrees to pay the foster parent(s) a daily rate determine by DCS at the time of a child's placement, and to ensure that such payments are made promptly and regularly. Rates are subject to change by the referring agency or Children's Bureau, Inc. Children's Bureau will never provide a maintenance payment less than the minimum required pass through payment determined by DCS. Children's Bureau, Inc. agrees to provide notice of any rate change.
6. **Medical/Dental.** Children's Bureau, Inc. agrees to make available a written medical release or plan authorizing the foster parent(s) to obtain routine and emergency medical services when appropriate. Children's Bureau will assist foster parents in obtaining medical and dental services as required and in obtaining prior approval from the referring agency for major medical care or surgery.
7. **Travel.** Children's Bureau, Inc. agrees to assist the foster family in obtaining written permission from the referral agency when foster children are to be taken out-of-state or out-of-county according to referring agency's requirements.
8. **Placement Disruption.** Children's Bureau, Inc. agrees that after receiving at least 2 weeks written notification from the foster parent(s) the agency shall remove the child within 24 hours or by the end of the deadline of the notice, unless an alternative timeline is arranged with the foster parent(s). In the event of an emergency, an agreed upon plan will be negotiated.
9. **Licensing Adjustments.** Children's Bureau, Inc. agrees to explain to the foster parent(s) any changes in their license, or reasons why a license is revoked, not renewed, or placed on probationary status.