



Iowa Department of Human Services

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GENERAL LETTER NO. 17-E-9

ISSUED BY: Bureau of Child Welfare and Community Services,
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 17, Chapter E, ***OUT-OF-HOME PLACEMENT POLICY AND PROCEDURES***, Contents (pages 2, 3, and 4), revised; pages 2, 6, 7, 8, 10, 11, 20, 21, 24, 34, 35, 36, 48, 51, 62, 64, 68, 69, 70, 75, 79, 82, 85, 89, 91, 102, 103, 106, 107 through 112, 122, 134, 147, 163, 166, 167, 168, 172, and 176 through 184, revised; and pages 70a, 70b, and 106a through 106d, new.

Summary

President Obama signed the Preventing Sex Trafficking and Strengthening Families Act, Public Law (P.L.) 113-183 into law on September 29, 2014. Chapter 17-E is revised to:

- ◆ Implement required changes that address identification and services for victims of sex trafficking, foster care transition services, and prudent parenting to enable children in foster care to participate in age- and developmentally-appropriate activities.
- ◆ Add a clarifying amendment to procedures for responding to a foster care review board report and submitting the response.
- ◆ Remove Child Support Recovery Unit language because child welfare staff now has access to the Federal Parent Locator Service.
- ◆ Implement requirements to permit the case manager to use the "reasonable and prudent parenting standard" when a child is in foster care to promote and facilitate "age- and developmentally-appropriate activities" for the child.

The law requires documentation at the permanency hearing and the six month periodic review of the steps the agency is taking to ensure that the caretaker follows the "reasonable and prudent parent standard" and whether the child has regular opportunities to engage in "age- or developmentally-appropriate activities."

- ◆ Lower the age to initiate the transition planning process from age 16 to age 14. For children in foster care aged 14 and older:
 - The caseworker will document the child's education, health, visitation, and court participation rights, the right to receive a credit report annually, and a signed acknowledgement that the child was provided these rights and that they were explained in an age appropriate way.
 - The case plan must be developed in consultation with the child, and at the option of the child, two members of the case planning team who are not the caseworker or foster parent.

- The case plan and permanency hearing must describe the services to help the youth transition to successful adulthood.
- The caseworker must provide a child in foster care aged 14 and older a copy of the child's credit report annually and assistance in fixing any inaccuracies.
- The caseworker must provide a youth aging out of foster care at age 18 with the youth's birth certificate, Social Security card, driver's license or identification card, health insurance information, and medical records. Children who have been in foster care for less than six months are exempt.

◆ Correct form names and numbers.

Effective Date

September 29, 2015

Material Superseded

This material replaces the following pages from Employees' Manual, Title 17, Chapter E:

<u>Page</u>	<u>Date</u>
Contents (page 2)	April 20, 2012
Contents (page 3)	July 19, 2013
Contents (page 4)	April 20, 2012
2, 6-8, 10, 11	April 20, 2012
20	January 9, 2015
21, 24, 34-36, 48, 51, 62, 64, 68-70, 75, 79, 82, 85, 89, 91, 102, 103	April 20, 2012
106-108	July 19, 2013
109-112	April 20, 2012
122	July 19, 2013
134, 147, 163, 166-168, 172, 176-185	April 20, 2012

Additional Information

Refer questions about this general letter to your area social work administrator.

	<u>Page</u>
Worker Responsibilities for All Placements	43
Referral to Provider	44
Preplacement Visits.....	46
Opening the FACS Case	47
Authorization for Services	47
Issuing Notification	48
Providing Placement Information.....	48
Selecting a Relative or Kinship Placement.....	52
In-State Relative Home Study	54
Shelter Care Placement Protocol	56
Selecting a Foster Family Placement.....	59
Foster Group Care Placement	61
PMIC Placement	61
Supervised Apartment Living Placement.....	63
Out-of-State Placement	65
Approval of Out-of-State Foster Family Care Placement.....	66
Approval of Out-of-State Foster Group Care Placement	67
Postplacement Services	68
Visits to the Child	69
Reasonable and Prudent Parenting Standard and Normalcy.....	70
Education	70b
Waiver of School Fees	72
Arranging for Additional Services	73
Family-Centered Services.....	75
Health Care	76
Medicaid Eligibility	78
Child in Managed Care at Placement.....	80
Child Hospitalized Before Placement	81
Interstate Placements	82
Medicaid Services	84
Care for Kids.....	85
Mental Health and Substance Abuse Services.....	85
Transportation to Receive Medical Care.....	87
Services Not Covered by Medicaid.....	89
Managing the Placement Service.....	90
Kinship Placement.....	90
Foster Family Placement	93
Support of Foster Families	94
Group Care Placement.....	96
Supervised Apartment Living Services	97
Required SAL Services.....	100
Optional SAL Services	101

	<u>Page</u>
Provider Responsibilities	102
Clothing	102
Daily Routine	103
Discipline.....	103
Family and Culture.....	104
Personal Funds.....	104
Leisure-Time Activities	105
Transporting Children	105
Transition Planning	106
Response to Unauthorized Absence From Placement	106c
Child and Parent Rights and Responsibilities	113
Participation in Case Planning	113
Communication With Attorney	114
Right to Attend Court Hearings	114
Placement Notification	115
Parental Visits and Communication.....	116
Parental Decision-Making Authority	117
Parent-Child Relationship Terminated	118
Guardianship of the Child.....	118
Legal Custody of a Child	118
Voluntary Placement	119
Foster Care Payment.....	120
Maintenance Payment	121
Foster Family Maintenance Payment	123
Add-on for Sibling Groups	125
Add-on for Transportation for Visits.....	125
Add-on for Maintenance Plus Levels.....	126
Shelter Care Payment.....	128
Group Care Payment	129
Supervised Apartment Living Payment	130
PMIC Payment.....	131
Child Parent in Placement with Young Child	133
Reserved Bed Payment	135
Absence for Family Visit.....	136
Absence for Hospital Care	137
Absence of Runaway	138
Absence for Preplacement Visit.....	139

	<u>Page</u>
Other Payments	140
Clothing Allowances	140
Foster Family Tangible Goods, Ancillary Services, and Child Care.....	142
Foster Family Respite Care	144
School Fees	145
Funeral Expenses.....	146
Payment Errors	147
Correction of Overpayments.....	147
IV-E Eligibility Determination.....	149
Judicial Language Criteria	152
Verification of Citizenship Status	153
Liability for Cost of Care	154
Referral to Foster Care Recovery Unit	155
Child's Income and Resources	160
Application of Unearned Income.....	160
Escrow Account	161
Child's Earned Income.....	163
Health Care Resources.....	163
Liability for Negligent Supervision of a Foster Child.....	163
Periodic Reviews.....	165
Court Reviews	166
Iowa Citizen's Foster Care Review Board	167
Administrative Review	168
Participation on the Review Committee	169
Confidentiality of Review Information.....	172
Review of Payment Determinations	173
Report of Changes	174
Reviews of IV-E and Medicaid Eligibility.....	175
PMIC Level of Care Reviews.....	176
Ending Out-of-Home Placement	176
Notice and Explanation of Removal.....	177
Foster Family Conference.....	178
Move to Another Placement.....	179
Closing Placement Services	180
Termination of Group Care Services.....	182
Termination of Supervised Apartment Living Services	182
Family Reunification	183
Termination of Parental Rights and Adoption.....	183

The objectives of placement are:

- ◆ To care for the child on a temporary basis in a nurturing, stimulating environment, which offers the child opportunities to participate in developmentally healthy and appropriate activities.
- ◆ To help heal the hurts the child has suffered as a result of the events that led to the placement, separation from the family, damage to self-worth through placement, and other events in the child's past.
- ◆ To develop and execute a permanency plan for the child's future.

Because separation from the family can be a traumatic event for the child, efforts must be made to alleviate the pain of separation and to maintain the parent/child bond when reunification is the permanency goal.

Placement Outcomes

- Child safety
- Permanency for the child
- Child well-being

Placement Decisions

- Permanency goal
- Appropriate type and level of child's placement
- Type, level, and intensity of services

Placement Criteria

- Safety factors
- Child's capacity and needs
- Parents' capacity and needs

Scope of Chapter

This chapter describes state policy and procedures for Department service workers who perform case management for children in temporary out-of-home care under the supervision of the Department or of Juvenile Court Services.

- ◆ Record searches, including searches of employment, residence, utilities, Armed forces, vehicle registration, child support enforcement, law enforcement, and corrections records and any other records likely to result in identifying and locating the person being sought.

3. Contact the identified persons to determine their willingness to be a support to the family or a potential placement. Iowa law does not require a signed parental release for this initial contact.

Use form 470-4769, *Notice to Relatives*, if the child has already entered care. The *Notice to Relatives* is required to be sent to relatives within 30 days of removal of the child.

If a relative indicates willingness to be a support to the family or a potential placement after receipt of the *Notice to Relatives*, have the parent or guardian sign a release of information before you share information regarding the child and family. If the parent or guardian refuses to sign the release, approach the court for authority.

4. If no relatives are identified, ask about non-relatives who have a significant relationship with the child.

Have the parent or caretaker sign a release of information to share information regarding the child, so you can contact a non-relative. If the parent or guardian refuses to sign the release, approach the court for authority. Obtain the same information as listed above for relatives.

- | 5. Complete an assessment of each person who responds to determine the person's ability to provide the care and support required by the child, including placement.

If appropriate to the child's developmental stage, ask the child the following:

- ◆ Do you know this person?
- ◆ Have you been to this person's house?
- ◆ Would you feel safe with this person?

If you determine that the person is unwilling or unable to assume care of the child, determine if the person is willing to provide other types of support to the child to maintain their connection to family relatives and others with whom they have a significant relationship.

- | 6. After the completion of the initial search, the Department has a continuing duty to search for relatives and kin with whom it may be appropriate to place the child until such relatives are found or until the child achieves permanency through adoption or guardianship.

Whether the child returns home, is adopted or placed with a guardian, the relatives and kin can provide family connections and supports to the child such as participation in family reunions, visits, e-mail, respite, and family activities.

Page 8 is reserved for future use.

Age Limits

Legal reference: [Iowa Code sections 234.1\(2\)](#) and [234.35](#); [441 IAC 156.20\(1\)](#), [202.1\(234\)](#), and [202.9\(1\)](#)

Policy:

The Department may provide foster care to any person meeting the definition of “child” in Iowa Code section 234.1. Persons of certain ages have additional conditions and limits on eligibility as follows:

Placement Type	Additional Conditions		
	Birth to Age 18	Age 18	Age 19
For all placements	None	Must attend high school or high school equivalency classes full-time or require special education as identified by the area education agency.	
Shelter care	Not appropriate for child under 12 unless no alternatives are available.	Not available	
Kinship care	None	Not available	
Foster family care	None	Available with voluntary placement agreement if child has been in continuous placement since reaching age 18.	Available by service area manager approval if child does not have intellectual disability* and is at imminent risk of becoming homeless or of failing to complete high school or high school equivalency. Must have voluntary agreement and available funding.
Foster group care	May be limited by facility	Available by service area manager approval if child does not have an intellectual disability* and is at imminent risk of becoming homeless or of failing to complete high school or high school equivalency. Must have a voluntary placement agreement and available funding.	

Placement Type	Additional Conditions		
	Birth to Age 18	Age 18	Age 19
Supervised apartment living	Must be 16½ for a cluster setting and 17 for a scattered-site setting.	Available by service area manager approval if child is at imminent risk of becoming homeless or of failing to complete high school or high school equivalency. Must have a voluntary placement agreement and available funding. The child must have been in foster care immediately before reaching the age of 18. The service area manager may give approval for a child who left care at age 18 and voluntarily returns prior to the age of 20 to complete high school or high school equivalency.	

* Individuals with an intellectual disability who are aged 18 or over are expected to be served through the adult disability system.

Procedure:

1. Be sure the child meets the eligibility requirements applicable to the child's age. See [Voluntary Placement for Children Aged 18 or Older](#) and [Supervised Apartment Living](#) for more information.
2. Terminate foster care service with timely and adequate notice and appropriate procedures as outlined in [Closing Placement Services](#) when the ceases to meet these criteria by:
 - ◆ Obtaining high school diploma or general high school equivalency diploma;
 - ◆ Stopping attending high school, high school equivalency or special education classes; or
 - ◆ Reaching age 18, 19, or 20, as dictated by the placement authority. Children may remain in care through the day of their birthday.

Voluntary Placement for Children Aged 18 or Older

Legal reference: [Iowa Code sections 234.1, 234.35\(1\) and 234.35\(3\); 441 IAC 156.20\(1\)"b," 202.1\(234\), and 202.3\(3\)](#)

Policy:

The Department has responsibility for the placement and care of a child 18 years of age or older when it has agreed to provide foster care services for the child on the basis of a signed voluntary placement agreement between the Department and the child or the child's court-appointed guardian.

Voluntary placements of a child aged 18 or older may be granted for six months at a time when the child meets all of the following:

- ◆ Is 18 or 19 years old and has **not** received a high school diploma or a high school equivalency;
- ◆ Was in foster care or a state institution immediately before reaching age 18;
- ◆ Has continued in foster care or a state institution since reaching age 18 **or** left foster care at age 18 and voluntarily returned to foster care in order to complete a high school diploma or a high school equivalency;
- ◆ Has demonstrated a willingness to participate in case planning and to fulfill responsibilities as defined in the case plan; and
- ◆ Will be placed in foster family care or supervised apartment living in Iowa

Procedure:

1. Complete form 470-0715, *Voluntary Foster Care Placement Agreement*, directly with the child unless the child has a guardian. The service area manager or designee shall approve the agreement before the agreement takes effect.
2. Use form 470-3186, *Request for Approval of Supervised Apartment Living Foster Care Placement*, to request that the service area manager or designee waive the requirement for continuous placement for a child who:
 - ◆ Leaves foster care on or after the child's 18th birthday and
 - ◆ Voluntarily returns before the child's 20th birthday in order to complete high school or obtain a high school equivalency.

3. Terminate the voluntary placement agreement if the child moves outside Iowa after the placement. When a voluntary placement agreement is terminated, send a copy of the Notice of Decision to the foster care provider.

Additional Assessments Required

More in-depth assessments are required when a child goes into out-of-home placement.

Social History

Legal reference: [Iowa Code sections 232.97](#) and [232.181](#); [441 IAC 202.2\(3\)](#)

Policy:

With the exception of emergency care, a social history shall be completed on each child before a Department recommendation for out-of-home placement.

- ◆ For voluntary emergency placements, complete a social history before a decision is made to extend the placement beyond 30 days.
- ◆ For court-ordered emergency placements, complete a social history before the disposition hearing.

Procedure:

Before the dispositional hearing on a CINA case, the juvenile court will order the completion of a social history report that:

- ◆ Explores the family's background and the strengths and needs and
- ◆ Contains the Department's formal recommendations for the child's level of care, permanency goal, and services to the family.

Use form 470-3615, *Social History*, to gather information for the court-ordered social history report.

Life Skills Assessment

Legal reference: [441 IAC 202.11\(7\)“b”](#)

Policy:

A life skills assessment shall be administered to all children in foster care who are aged 16 or older. The assessment is designed to evaluate the child's strengths and needs in areas including, but not limited to:

- ◆ Education;
- ◆ Physical and mental health;
- ◆ Employment;
- ◆ Housing and money management; and
- ◆ Supportive relationships.

Procedure:

1. Ensure that a life skills assessment is completed for all children in foster care who are aged 16 or older.

The recommended assessment instrument is the Ansell Casey Life Skills Assessment, which is available at: <http://lifeskills.casey.org/>. The assessment is set up for the child to complete, along with an assessment for the child's care provider to complete.

2. Use the results of the assessment to assist you in completing an overall assessment of the child and the transition plan section of the case plan.

Selecting Placement Type Needed

Legal reference: [Iowa Code section 232.2\(4\), 232.2; 441 IAC 202.4\(234\)](#)

Policy:

Placement shall be made in the least restrictive, most family-like setting available consistent with the best interests and special needs of the child. See also [17-C, Planning for Permanency](#).

Procedure:

When the decision is made that the child needs to be removed from the current living situation to be safe, take the following steps.

Psychiatric Medical Institutions for Children

Legal reference: [441 IAC 85.22\(249A\)](#)

Policy:

A child court-ordered into foster care who meets level of care criteria shall be eligible for Medicaid payment at facilities licensed as psychiatric medical institutions for children (PMICs). An independent team shall certify the child's need for care before admission.

Policies and procedures in this chapter apply to court-ordered foster care placements only.

Procedure:

Because a PMIC placement is paid through Medicaid, both the social work case manager and the income maintenance worker (IM worker) must be involved when a foster child enters a PMIC.

1. See [8-K](#), Children in Foster Care or Subsidized Adoption in PMICs, for a summary of service and IM responsibilities.
2. See [8-K](#), Certification of the Need for Care and Medical Necessity, for Medicaid eligibility requirements. The preadmission evaluation may be performed by a community mental health center. A specific form is not required for the certification. However, form [470-2780](#), *Certification of Need for Inpatient Psychiatric Services*, may be used.
3. Consult with the PMIC facility for a list of the required documents for admission. In addition to psychiatric or substance abuse treatment, services provided by PMICs may include other components, such as family counseling, depending on the child's needs.

Supervised Apartment Living

Legal reference: [Iowa Code section 234.6\(6\)“b”](#), [441 IAC 108.10\(238\)](#), [156.20\(234\)](#), and [202.9\(234\)](#)

Policy:

A supervised apartment living arrangement provides an environment in which a child can experience living in the community with supervision and prepare for self-sufficiency.

To be eligible for supervised apartment living placement, a child must be at least 16½ years of age to be placed in a cluster setting and at least 17 years of age to be placed in a scattered site setting.

A child must meet the additional requirements under [Age Limits](#) to remain in supervised apartment living after reaching the age of 18.

A child participating in the program must be either:

- ◆ Attending school leading to a high school diploma or high school equivalency;
- ◆ Attending post-secondary education on a full-time basis (if under the age of 18);
- ◆ Attending post-secondary education on a part-time basis and working part-time or participating in a work training program leading to employment (if under the age of 18); or
- ◆ If no longer attending school, must be employed an average of 80 hours per month or be participating in a work training program leading to employment (if under the age of 18).

The child must:

- ◆ Have the capacity to live in the community with less supervision than that provided by a foster family or group care setting, as determined by pre-placement screening.
- ◆ Be able to follow the provisions of the case plan and participate in activities and services to achieve self-sufficiency.

The placement must be approved by:

- ◆ The service area manager or designee, and
- ◆ By the juvenile court if the child is under court jurisdiction.

Procedure:

1. Be sure that the child meets the general eligibility requirements for out-of-home placement. See [Eligibility Criteria](#).
2. Obtain life skills assessment if one has not been completed previously. See [Life Skills Assessment](#).
3. Complete form 470-4063, *Preplacement Screening for Supervised Apartment Living Foster Care*, to evaluate whether the child meets the placement-specific eligibility requirements.
4. Use form 470-3186, *Request for Approval of Supervised Apartment Living Foster Care Placement*, to request that the service area manager or designee:
 - ◆ Approve the placement.
 - ◆ Waive the requirement for continuous placement for a child who leaves foster care on or after the child's 18th birthday and voluntarily returns before the child's 20th birthday in order to complete high school or obtain a high school equivalency.
5. See [Supervised Apartment Living Placement](#) for procedures on locating a suitable placement.

For supervised apartment living, authorize services by using form 470-5081, *Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)*. See [Supervised Apartment Living Placement](#).

Issuing Notification

Legal reference: [441 IAC 7.7\(1\)](#) and [130.2\(4\)](#)

Policy:

The Department shall give adequate notice of the approval or denial of services and shall give timely and adequate notice of cancellation or reduction of services.

Procedure:

Follow the procedures in [17-D\(1\)](#), [Issuing Notification](#). Give notice to the child and to the child's parents or guardian (if at a different address) using form [470-0602](#), *Notice of Decision: Services*. Include reasons and manual references in the notice.

Your eligibility for foster care services ends: _____ (date) Because: _____ (reason and manual reference).

Providing Placement Information

Legal reference: [Iowa Code section 232.2\(4\)](#); [441 IAC 202.6\(234\)](#)

Policy:

At the time of placement, the Department worker shall furnish to the foster care provider any available information regarding the child. The information provided shall include:

- ◆ The child's full name and date of birth;
- ◆ The names, work addresses, and telephone numbers of the placement worker and the worker's supervisor, including a home telephone, cell phone, or on-call number;
- ◆ Educational arrangements including, but not limited to, the school the child attends, special education needs, and school contacts;
- ◆ The child's case permanency plan;

- ◆ Directions in carrying out specific medical recommendations, including:
 - Current prescriptions (if child is on medication) and what the medication is prescribed for.
 - Time, date, and location of any appointments already scheduled.
 - Appointments that need to be scheduled soon, such as a physical examination if one was not completed before placement.
 - ◆ The arrangements the Department has for the child's medical care, including:
 - An explanation of the Medicaid program.
 - Form 470-2747 or 470-2747(S), *Foster Care Provider Medical Letter*, for use until the child's *Medical Assistance Eligibility Card* is issued.
 - The procedures to be used to obtain medical care and transportation.
 - The requirements for preventive care, such as regular checkups, eye and ear exams, immunizations, etc.
 - The procedures to follow if emergency medical treatment is necessary, both in the local area and if the family plans to travel with the child.
6. Meet with the care provider to:
- ◆ Review the supports and services that are available;
 - ◆ Make plans for visits with the child's parents, relatives, siblings, or other significant people; and
 - ◆ Develop in-depth plans regarding expectations of the Department, future objectives and timeframes, use of resources, and termination of placement.
 - ◆ Have the care provider sign form 470-3227, *Receipt of HIV-Related Information*, if applicable, to document understanding of the confidentiality requirements. Give a copy of the signed form to the care provider.

Procedure:

See [8-K, Facility Participation in Medicaid](#), for a list of these facilities. Before placement:

1. Contact the facility to make a placement referral. The referral shall include available medical records.
2. The facility contacts the IME Medical Services Unit, which determines whether the child needs PMIC care and communicates this to the facility.
3. The facility reports the result to the service worker. If the IME determines that the child needs PMIC level of care, the service worker can place the child in the facility.
4. Complete form 470-2490, *Placement Agreement: Specialized Psychiatric Institution*, and secure necessary signatures. Send a copy of form 470-2490 to the Foster Care Accounting Unit in the Bureau of Purchasing, Payments, Receipts and Payroll with a copy of the court order.
5. The IV-E IM worker will send the PMIC IM worker a copy of the most recent Medicaid application or review form.
6. Revise the child's case plan to reflect changes in placement and responsibilities and provide the facility with a copy of the case plan.
7. Change the service code on FACS and terminate any foster care payment.

Continue to follow foster care policies for foster care placements in PMICs, including those regarding foster care visits, *Family Case Plan* (case permanency plan), and six-month foster care administrative reviews.

- A scattered-site setting is suited for children who have shown the ability to be responsible in previous placements, in school, and (if applicable) in a work situation. Whenever possible, select a scattered site setting that provides the child the option of staying in that apartment after leaving foster care.
2. Consider the proximity of the SAL placement to the child's home and home school. See [Educational Stability](#). Document your actions in the case record.
 3. Prepare form [470-3186](#), *Request for Approval of Supervised Apartment Living Foster Care Placement*, to get approval from the service area manager or designee for the county where the child is from.
 - ◆ If child is under the age of 18, obtain the approval of the juvenile court.
 - ◆ If child is 18 years or older, have the child sign form [470-0715](#), *Voluntary Foster Care Placement Agreement*.
 - ◆ Request waiver approval from service area manager or designee for a child who left a paid foster care placement on or after the child's 18th birthday to enter supervised apartment living.
 4. Determine that the living arrangement meets the minimum standards for approval before a lease is signed or a commitment is made to use the living arrangement. Document this in the case record.

It is up to the landlord whether or not to enter into a rental agreement. However, make sure the landlord is aware of the prospective tenant's age. If an agency rents an apartment to the child, there must be a signed lease between both parties that includes, but is not limited to:

- ◆ The amount to be paid for rental unit;
 - ◆ The term of the lease, with both a beginning and an ending date;
 - ◆ The rights and responsibilities of the tenant;
 - ◆ The rights and responsibilities of the landlord; and
 - ◆ The conditions under which the lease can be terminated.
5. Determine if you will provide services directly or will purchase services from a provider with a supervised apartment living contract with the Department.

If services are purchased, complete form [470-5081](#), *Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)*. Indicate the number of units of service approved on the form per form directions.

The Division of Adult, Children and Family Services maintains a list of facilities used by the Department where exceptions to policy are required. Always check into the need to get a director's exception to policy to place in another state. The following general guidelines apply:

- ◆ Placements to the Father Flanagan's Boys Town foster group care program in **Nebraska** do **not** require the exception to policy.
- ◆ Placements to a foster care facility in other states will generally require an exception to policy.

Submit requests for an exception to policy to the DHS Appeals Section, 1305 E. Walnut Street, Des Moines, Iowa 50319-0114. The director's decision on approval of an exception is not appealable.

Postplacement Services

Legal reference: P. L. 113-183; [441 IAC 202.11\(234\)](#), [112.11\(237\)](#), [113.8\(237\)](#); [117.8\(6\)](#)

Policy:

The Department service worker shall maintain a continuous relationship with the child. The service worker's role is to:

- ◆ Help the child plan for the future;
- ◆ Evaluate the child's needs and progress;
- ◆ Supervise the living arrangement;
- ◆ Arrange for services from other resources as needed;
- ◆ Counsel the child in adjusting to the placement; and
- ◆ Identify and support access to age-appropriate activities and the development of skills for the child while in licensed out-of-home care.

Counsel caretakers to make reasonable and prudent decisions to create opportunities for participation of the child in age or developmentally-appropriate activities.

Procedure:

Make regular visits to the child. See [Visits to the Child](#). Also:

- ◆ Collaborate with local education agencies to ensure educational stability and the appropriateness of the educational setting. See [Education](#);
- ◆ Arrange for social and other related services including, but not limited to, medical, psychiatric, psychological, and educational services from other resources as needed. See [Arranging for Additional Services](#);

- ◆ Manage service delivery (see [17-D\(1\), Managing Service Delivery](#)); and
- ◆ Monitor and modify services (see [Periodic Reviews](#), [Ending Out-of-Home Placement](#), and [17-D\(1\), Monitoring and Modifying Services](#)).

Visits to the Child

Legal reference: [441 IAC 202.6\(3\)](#), [202.7\(3\)](#), [202.9\(2\)](#), [202.11\(2\)](#)

Policy:

The assigned Department service worker shall personally visit each child in out-of-home care at least once every calendar month, with the frequency of the visits based upon the needs of the child.

The visit shall take place in the child's place of residence the majority of the time. The visit shall be of sufficient length to focus on issues pertinent to case planning.

During the visit, the worker shall address the safety, permanency, and well-being of the child, including the child's needs, services to the child, and achievement of the case permanency plan goals.

The first follow-up visit shall be made to the child at a foster family home within two weeks of the initial placement.

Procedure:

Visit a child in care monthly to fulfill responsibilities set forth in the "Child Placement Plan" section of the *Family Case Plan* and to review the progress of the child.

Through visits with the child and to the living situation, determine that:

- ◆ There is no reasonable cause for believing that the child's living situation presents any unacceptable risks to the child's health or safety;
- ◆ The living situation is maintained in a reasonably safe condition;
- ◆ The child is receiving any necessary medical care; and
- ◆ The current program plan provides appropriate and sufficient services and supports.

Visit with the child privately to provide an opportunity for the child to disclose any problems in the placement. Review all logs, notes, education, and medical information kept by the care provider.

Record the initial visit in FACS on the FCNL and FCND screens, which then establish the foster care visit schedule. FACS will send you an alert before the visit is due.

If the child is placed outside of the service area, responsibility for visits may be transferred to the receiving service area with the approval of the placing and receiving service area managers and, when appropriate, of the court.

If the child is placed out of state, the responsibility for visits may be negotiated through the Interstate Compact. See [17-C\(3\), Topic 5, Postplacement Activities](#).

Reasonable and Prudent Parenting Standard and Normalcy

Policy:

A child in a family foster home, foster group care facility or emergency juvenile shelter, or other foster care setting is entitled to normal childhood experiences and the development of life skills. The assigned social work case manager should assure that a child in out-of-home care will have opportunities to participate in age- and developmentally-appropriate activities for normal growth and development and to develop personal responsibility and life skills. See the definition of "Age- or developmentally-appropriate" in 441 IAC 202.1(234).

The standard is applicable regardless of a child's age. However, a child's age is a typical consideration in the types or frequency of activities or services offered.

The assigned social work case manager shall advise and provide guidance for the caretaker to use the reasonable and prudent parent standard, as defined in 441 IAC 202.1(234), to create opportunities for the child to participate in extracurricular, enrichment, cultural, and social activities.

A child with a mental or physical disability is included in this policy. Collaborating with the appropriate developmental disabilities staff is important for successful outcomes.

Procedure:

When visiting a child in care, determine if the caretaker is able and willing to make decisions so the child may participate in activities.

Inform the caretaker that releases are not required for age- and developmentally-appropriate activities though they are to inform the child's parents of the activities their child is participating in.

The assigned social work case manager shall secure releases of information from the parent or DHS-authorized representative for major medical procedures as defined by the medical profession.

Promoting normalcy does not change who has authority to make medical decisions for a child. This is determined by the parents, custodian, or guardian.

Determine if the caretaker is making safe, careful, and sensible parenting decisions that maintain the health, safety, and best interests of a child while at the same time encouraging the emotional and developmental growth of the child.

Discuss the reasonable and prudent parent standard with the child's parents and be sensitive to their desires.

Explain to the caretaker any limitations on their authority to align with court orders or safety concerns.

Use family team meetings or other opportunities to discuss parenting of the child.

The child shall be encouraged and supported to participate in age- and developmentally-appropriate activities.

Support caretakers to make the reasonable and prudent decisions, by considering such indicators as:

- ◆ Age of the child
- ◆ Behavior of the child
- ◆ Risks of the activity
- ◆ Importance of maintaining the most family-like experience
- ◆ Caretakers experience with the child
- ◆ Level of care ordered by the court
- ◆ Input from the child's parent
- ◆ Requirements of juvenile court officer, judge or other officials involved with the child

Use the following sample list of age- and developmentally-appropriate activities as a guide for what may be authorized by a caretaker applying the reasonable and prudent parent standard:

- ◆ School activities
- ◆ Field trips
- ◆ Participation in clubs or organizations

- ◆ Supervised or unsupervised activities in the community
- ◆ Dating
- ◆ Driving
- ◆ An overnight with a friend away from home

Education

Legal reference: [Iowa Code sections 232.2\(4\)](#)

Policy:

The case permanency plan shall include the most recent information available concerning the child's educational needs, services, and other records.

Procedure:

Document completion of the following efforts to maintain educational stability:

- ◆ Early ACCESS

When special educational needs or developmental delays are identified for a child under the age of three, encourage a parent to call 1-888-IAKiDS1 (1-800-425-4371) or go to <http://www.iafamilysupportnetwork.org/early-access-iowa/what-is-ea>. The Early ACCESS Iowa Website is the single point of contact for the state.

You may also make the referral directly by calling the local area education agency or 888-425-4371 or making the referral on the website.

When DHS opens a confirmed child abuse case of a child under the age of three, the protective service worker should have given an Early ACCESS brochure to the family. CWIS also makes an electronic referral that gives the Early ACCESS program the name, address, and phone number of the parents.

Early Access will send a letter to all referred families along with an Early ACCESS brochure, a *Consent to Contact* form, and a return envelope. Families will be asked to return the *Consent to Contact* or call 1-888-IAKiDS1 (1-800-425-4371) if they are interested in learning more about Early ACCESS or if they have concerns about their child's development.

If the parent returns the *Consent to Contact* form, Early ACCESS will fax the form to the appropriate region. Early ACCESS is a voluntary service.

- Children aged 18 or over may qualify under the brain injury waiver, the physical disability waiver, the ill and handicapped waiver, the intellectual disability waiver, or the AIDS/HIV waiver.

See 16-K, [MEDICAID WAIVER SERVICES](#), for a description of eligibility and service requirements and procedures.

- ◆ Relatives may be eligible for **Family Investment Program** benefits for the basic needs of a child in out-of-home placement. Refer the family to the income maintenance unit for eligibility determination.
- ◆ Children in supervised apartment living may be eligible for **Food Assistance** to help buy food. Refer the child to the income maintenance unit for eligibility determination. A Food Assistance case must be set up separately in the eligibility system.

Family-Centered Services

Legal reference: [441 IAC 202.12\(1\)\(234\)](#), [172.22\(234\)](#)

Policy:

Child welfare services shall be made available to the parents throughout the period of placement for the purpose of reuniting the family in an agreed-upon timeframe. Family safety, risk, and permanency (FSRP) services are provided for the purposes of:

- ◆ Promoting identification and enhancement of family strengths and protective capacities;
- ◆ Addressing the factors that resulted in the child's being removed from the family home; and
- ◆ Strengthening the family connections to community resources and informal supports.
- ◆ Identifying age-appropriate activities and skills, so that the child can have the opportunity to learn and participate.

Services are available regardless of the setting a child is placed. Parents of children in foster care placement have the right to apply for family-centered services and the right to appeal if services are denied.

1. Send form 470-2927 or 470-2927(S), *Health Services Application*, to the parents of the child or to the person responsible for the child with a request to return it within ten calendar days. (A new application is not required when the child is already receiving Medicaid or is IV-E-eligible.)
2. Complete the Medicaid application if the parents fail to cooperate and there is no other person representing the child.
3. Forward the completed application to the IV-E IM worker within two working days of receipt with the following attached:
 - ◆ Form 470-3839, *IV-E Initial Placement Information*, and
 - ◆ A copy of the court order or voluntary placement agreement.
4. Issue form [470-2747](#), *Foster Care Provider Medical Letter*, as described above.

A Medical Assistance Eligibility Card will be issued to the foster care provider address when the foster care Medicaid eligibility case is approved.

5. Report to the IV-E IM worker using form 470-3918, *IV-E Changes*, changes in placement, maintenance payment, income, pregnancy, siblings placed together, etc.
6. Assist the IV-E IM worker with reviews of eligibility when necessary. This includes completing required review forms.
7. Handle payments for court-ordered care and treatment and for services received that are not Medicaid-covered services or that were delivered when the child was not Medicaid-eligible.
8. Notify the IV-E IM worker of a child leaving a foster care placement no later than ten calendar days after the exit.

See [17-D\(1\)](#), *Medicaid Application*, and [8-H](#), *Foster Care and Presubsidy Placements*, for more information on eligibility determination.

2. Same as example 1, except Kelly is not eligible under a federally funded Medicaid coverage group. State-only medical coverage is not provided, since Kelly is not in a foster care placement. Again, Kelly's Medicaid eligibility shall be redetermined when she enters foster care.

4. When the child enters a foster care placement, ensure that a new Medicaid application is completed and Medicaid eligibility is re-examined.

If there has been no change in the child's circumstances and the child is still ineligible under a coverage group for which federal financial participation is available, Medicaid with state-only funding shall be provided.

Interstate Placements

Legal reference: Section 473(b)(3) of the Social Security Act;
42 CFR 435.909(a); [441 IAC 75.1\(10\)](#)

Policy:

A IV-E-eligible child placed out of state in a licensed foster care placement shall be eligible for Medicaid from the state in which the child's placement is located. A child placed out of state who is not IV-E-eligible shall continue to be eligible for Iowa Medicaid.

Care for Kids

Legal reference: [441 IAC Chapter 84](#)

Policy:

All persons under age 21 who are eligible for Medicaid are eligible for early and periodic screening, diagnoses, and treatment (EPSDT, otherwise known as Care for Kids).

Procedure:

Screening will automatically be offered to each Medicaid-eligible child according to the periodicity schedule established by the Medicaid program. When conditions needing treatment are identified, services may be covered under this program, which are not ordinarily covered by Medicaid.

See [8-M, Care for Kids \(EPSDT\)](#), for the recommended ages for screening and procedures of notification and tracking of services.

The IV-E IM worker will receive follow-up forms *Medicaid EPSDT Enrollees Due Screening by Periodicity*, report number X1612C34, and *Screening Related Services Rendered to Medicaid EPSDT Enrollees*, report X1612X5, to track whether children are receiving appropriate screening and recommended follow-up care. See [6-Appendix](#) for samples of these forms.

Mental Health and Substance Abuse Services

Legal reference: [441 IAC Chapter 88, Division IV](#)

Policy:

Under the Iowa Medicaid program, mental health and substance abuse treatment are provided through a managed care plan called the Iowa Plan for Behavioral Health (or Iowa Plan). The Iowa Medicaid Enterprise has entered into a contract with Magellan Behavioral Health Care to administer this plan.

All Medicaid members, including children in out-of-home care, are automatically enrolled in the Iowa Plan and must receive mental health and substance abuse services only through providers that participate in the Iowa Plan. (An exception is made for emergency services.)

The foster care provider may fax the completed form and the proof of license and insurance (if needed) to the contractor at 1-866-584-7601. The driver must check the statement making the choice of electronic filing and accepting the mileage reimbursement policy.

A foster care provider who doesn't want to use fax must mail the completed form and the proof of license and insurance (if needed) to the contractor at:

TMS Management Group, Inc.
5800 Fleur Drive, Room 231
Des Moines, IA 50321-2854

The contractor must receive the claim within 30 days of the date the transportation was provided. For additional information, access the TMS website <http://www.tmsmanagementgroup.com/index.php/iowa-medicaid-net-program>.

Services Not Covered by Medicaid

Legal reference: [441 IAC 156.8\(3\)](#)

Policy:

When a child in foster care needs medical care or examinations that are not covered by the Medicaid program and no other source of payment is available, the cost may be paid from foster care funds with the approval of the service area manager or designee. Eligible costs include:

- ◆ Emergency room care.
- ◆ Medical treatment by out-of-state providers who refuse to participate in the Iowa Medicaid program.
- ◆ Excessive expenses for nonprescription drugs or supplies.

Procedure:

First investigate other sources of payment, including the child's parents and the child's escrow account.

If necessary, prepare a GAX form and submit the claim to the Division of Adult, Children and Family Services with a cover memo explaining the expense and the other payment sources investigated.

Procedure:

When a child is placed with a relative or suitable nonrelated person (kinship care):

1. Adequately assess and identify the major needs of the child, the parents, and the caregivers related to safety, permanency, and well-being.
2. Include the caregivers in the family team to develop the family case plan to:
 - ◆ Identify who will protect, care for, support, provide medical care for, and house the child.
 - ◆ Provide for safety, communication, and visit plan.
 - ◆ Provide needed safety and permanency services in the relative or kin caregiver home.
3. Communicate to the caregivers any potential safety concerns (e.g., no contact orders) and the clear expectation of immediate reporting of safety concerns to you.
4. Complete the "Family Case Plan" (Part B) and the "Child Placement Plan" (Part C) sections of the *Family Case Plan*. Direct the plan toward strengthening the capacity and skills of the parents and meeting the needs of the caregivers.
 - ◆ Plan and provide supports consistent with the needs of the child and family to achieve the permanency goal.
 - ◆ Address the child's educational, health, and mental health issues.
 - ◆ Match the child's permanency goal with the child's individual need for permanency and stability. Services provided to the child must be consistent with and promote the stated permanency goal.
 - ◆ When the child is 16 or older, address the child's needs to transition to adulthood and complete the transition planning section of the case plan.

Provider Responsibilities

Legal reference: [Iowa Code section 237](#), [441 IAC 105.8\(232\)](#), [105.15\(232\)](#), [113.16\(237\)](#), [114.10\(237\)](#), [114.13\(237\)](#)

Clothing

Legal reference: [Iowa Code section 237.3](#); [441 IAC 105.11\(232\)](#), [113.16\(2\)](#), [114.15\(1\)](#)

Policy:

All children in care shall have clothing that is suited to existing climate and seasonal conditions.

- ◆ A shelter care facility shall ensure that a child has clothing that is clean, dry and in good repair.
- ◆ A group care facility shall ensure that each child has adequate, clean, well-fitting, and attractive clothing as required for health, comfort, and physical well-being. The clothes should be appropriate to age, sex, and individual needs.
- ◆ A foster family shall ensure that all children shall have their own clothing that is becoming, of proper size, and of the character usually worn by children in the community. Clothing purchased with the clothing allowance goes with the child when their placement changes.
- ◆ There shall be an adequate supply of clothing to permit laundering, cleaning, and repair.
- ◆ Children shall have training and help in selection and proper care of clothing.
- ◆ There shall be adequate closet and drawer space that children have access to their clothing.

Procedure:

See [Clothing Allowances](#) for payment resources for foster care providers.

Daily Routine

Legal reference: [Iowa Code section 237.3](#); [441 IAC 105.8\(3\)](#),
[113.16\(1\)](#), [114.10\(3\)](#)

Policy:

The foster child's daily routine shall promote good health and provide an opportunity for suitable activity that allows for rest and play.

- ◆ A shelter facility shall plan a daily program to provide a consistent, well-structured, yet flexible framework for daily living, given the rapid turnover and minimal screening of the population.
- ◆ A group care facility shall provide a daily routine that is directed toward developing healthful habits in eating, sleeping, exercising, personal care, hygiene, and grooming according to the needs of the individual child and the living group.
- ◆ Each child shall have opportunities for leisure time activities and for the development of special interests such as hobbies, sports, music, art, and crafts.

Discipline

Legal reference: [Iowa Code section 232.69](#); [441 IAC 105.16\(232\)](#),
[113.18\(237\)](#), [114.20\(237\)](#)

Policy:

Discipline shall be handled with kindness and understanding and shall not include withholding of basic necessities such as food, clothing, or sleep.

A child shall not be locked in a room, closet, box, or other device, nor be subjected to verbal abuse, threats, or derogatory remarks about the child or the child's family. Corporal punishment is prohibited.

Restraints shall not be used as a form of discipline.

Reports of maltreatment coming to the attention of the Department worker shall be investigated promptly and referred to the proper authorities when necessary.

Transition Planning

Legal reference: [Iowa Code section 232.2\(f\)](#); [441 IAC 202.18\(2\)](#), P. L. 110-351; P. L. 111-148; P. L. 113-183; 42 USC 675(5)(I)

Policy:

For a child in foster care who is 14 years of age or older, the case plan must include a written plan of services, supports, activities, and referrals to programs which will assist the child in preparing for the transition from foster care to adulthood, based upon an assessment of the child's needs. The transition plan and needs assessment must:

- ◆ Be developed with a focus on the services, other support, and actions necessary to facilitate the child's successful entry into adulthood.
- ◆ Include:
 - Appropriate referrals to programs and services for the child in care, and
 - Referrals to ensure that supports are in place upon the child's discharge.
- ◆ Be personalized and developed with the child present, honoring the goals and concerns of the child.
- ◆ Address the following areas of need for the child's transition from foster care into adulthood, including but not limited to, all of the following:
 - Education
 - Employment services and other workforce support
 - Health and health care coverage
 - Housing and money management
 - Supportive relationships
- ◆ Provide for the child's application for adult services if the needs assessment indicates the child is reasonably likely to need or be eligible for adult services or other support from the adult services system.
- ◆ Provide for the child's participation in the Iowa College Student Aid Commission's program of assistance in applying for federal and state financial aid if the child is interested in pursuing higher education.
- ◆ Be developed and reviewed by the Department in collaboration with a child-centered transition team.

The membership of the team and the meeting dates for the team must be documented in the transition plan. The transition team must be comprised of:

- ◆ The child,
- ◆ The child's social work case manager,
- ◆ Persons selected by the child,
- ◆ Persons who have knowledge of services available to the child, and
- ◆ Any person who may reasonably be expected to be a service provider for the child when the child becomes an adult or to become responsible for the costs of services at that time (e.g., a provider for aftercare services).

The child's social work case manager must review form 470-5337, *Rights of Youth in Out-of-Home Placement*, with all youth in foster care who are 14 years of age and older on their caseload and as often as needed. The form describes the rights of the child with respect to:

- ◆ Education;
- ◆ Health;
- ◆ Visitation;
- ◆ Court participation;
- ◆ Receiving any consumer credit report that exists for the child every year while they are in foster care and assistance in understanding the credit report and resolving any inaccuracies;
- ◆ Receiving the child's certified birth certificate, social security card, and driver's license or state identification card if they leave foster care at age 18 or older; and
- ◆ Staying safe and free from abuse or exploitation.

You must explain the form to the child in an age-appropriate manner. Have the child sign and date the form, indicating that you reviewed the rights with the child in a way the child understood and answered any questions the child had. Give the child the original of the carbonized set and place the copy in the case file. If you printed the form from Employees' Manual, Title 17-Appendix, make two copies. Have the child sign and date both copies. Give the child a copy and file the other copy in the case file.

The signed and dated form is a part of the case plan and must be provided to all legal parties of the case. Indicate the most recent date the child received and signed the form as indicated in Part C, "Transition Plan," of the *Family Case Plan*.

A child in foster care, age 14 and older, shall receive a copy of any consumer credit report annually until discharged from foster care. Assist the child in interpreting the credit report and resolving any inaccuracies.

A child reaching the age of majority (18 or older) who remains in foster care may request their own free credit report. At the child's request, the social work case manager shall assist in obtaining, interpreting, or resolving any inaccuracies in the free credit report. Document if a child age 18 or older objects to having the Department request a credit report.

Before the child reaches age 17½, a transition committee for the service area in which the child is from must review and approve the transition plan. When a child enters foster care at age 17½ or older, the committee shall be involved in reviewing and approving the child's transition plan within 30 days of completion.

Procedure:

1. Consider the transition plan as a working document. Review the plan:
 - ◆ At a minimum of every six months (during permanency hearing by the court or other formal case permanency plan review);
 - ◆ Within the 90 days before the child reaches age 18; and
 - ◆ During the 90 days immediately before the date the child is expected to leave foster care if the child remains in foster care after reaching age 18.
2. During the plan review conducted within the 90 days before the child reaches age 18, include information and education about the importance of having a durable power of attorney for health care. Explain to the child that if the child is ever unable to make health care decisions as an adult (at age 18 and older), a relative or spouse authorized under state law would make such decisions unless the child, once the child is 18 years of age or older, completes the Durable Power of Attorney for Health Care Decisions document for Iowa. Provide the child with the option to execute such a document by giving them a copy of the document and document instructions.

3. When the child leaves out-of-home placement at 18 years of age or older, provide to the child:
 - ◆ A free copy of the child's health and education record.
 - ◆ An official or certified copy of the child's birth certificate. The state or county registrar shall waive the fee for the certified copy that is otherwise chargeable under Iowa law.
 - ◆ The child's social security card.
 - ◆ A driver's license or identification card issued by the state to the child.
 - ◆ Health insurance information.
4. In the final transition plan, specifically identify how the child's need for housing will be met.

See [17-C\(1\)](#), [Transition Planning for Youth in Placement](#), for more information.

Assessment of needs and transition plan development are also available upon request to children who have exited foster care at age 16 and older in order to be adopted or to enter a subsidized guardianship arrangement. The aftercare program administrator is responsible for meeting the transition needs of this population.

Response to Unauthorized Absence From Placement

Legal reference: P. L. 113-183; The National Child Search Assistance Act of 1990; [Iowa Code Chapter 694](#) and sections [232.2\(11\)](#), [232.19](#), [232.158 \(Article V\)](#), [232.171 \(Article IV\)](#), [233.1](#), and [709A.1](#)

Policy:

The care provider shall notify the Department when a child under the supervision or care of the Department has an unauthorized absence from placement.

Report immediately (no later than 24 hours) any missing or abducted foster child or youth to law enforcement for entry into the National Crime Information Center (NCIC) and also report to the National Center for Missing and Exploited Children at 1-800-THE-LOST (1-800-843-5678) or <http://www.missingkids.org>.

Procedure:

Take immediate action to locate a child under the Department's care or supervision when there is an unauthorized absence from placement. For the purpose of these procedures, "unauthorized absence" means any unplanned absence due to:

- ◆ Actions taken by the child (e.g., running away),
- ◆ Actions of others (e.g., abduction), or
- ◆ The lack of attention or supervision by the caretaker.

1. Instruct foster care homes, group homes, residential treatment centers, shelters, and other such placements to immediately inform the Department regarding any child or youth that is absent from care.
2. Obtain as much information as possible about the circumstances surrounding a child's absence.
3. Make an immediate and reasonable initial effort to locate the child. At a minimum, contact the school, parents, relatives, friends, and other contacts or locations identified as likely places the child may be.
4. Identify and contact any other individuals who the child may have contacted for assistance while on the run. Encourage them to help locate the child or return the child to foster care.
5. Immediately contact law enforcement and provide the child's name, date of birth, height, weight, and any other unique identifiers such as eyeglasses and braces. Inform law enforcement when the child went missing and what clothing the child had on.
6. Contact the child's parents and inform them the child is missing or abducted. Gather any information from the parents that may be helpful in the search for the child.
7. Search diligently and regularly for the child at places the child has frequently known to go to.
8. Notify the juvenile court.
9. Report immediately, and in no case later than 24 hours, after receiving information regarding missing or abducted children or youth to law enforcement for entry into the National Crime Information Center (NCIC) database of the Federal Bureau of Investigation and also report to the National Center for Missing and Exploited Children at 1-800-THE-LOST (1-800-843-5678) or <http://www.missingkids.org>.

10. If the child is located, make arrangements for the child's return to the placement.

You may negotiate with a runaway child as to when the child is willing to return. The safety and well-being of the child should be the first consideration in the negotiation. The agreed-upon return time should always be within 48 hours of the contact.

If a parent sabotages attempts to pick up a runaway child, notify law enforcement.

Notify the parent or caretaker as soon as possible when the child is found unless there a reason to believe this may further endanger the child.

11. Identify the factors that contributed to the child or youth being absent from foster care and determine what the child's or youth's experiences were while absent, including screening the child to determine if the child is a possible victim of sex trafficking. To the extent possible respond to those factors in the current and subsequent placements.
12. Screen all located youth for possible sex trafficking as follows. Ask the child or youth:
 - ◆ How long were you on the run? (The longer a child or youth is exposed to the streets the more likely the child or youth is to fall victim to commercial sexual exploitation and human trafficking.)
 - ◆ Where have you been staying? (The more places the child or youth have been and the distance the child or youth has traveled may be an indicator that the child or youth is a potential victim.)
 - ◆ Who has helped you and provided for you during your absence? (A reluctance or fear to identify who the child or youth were with may be an indicator that the child or youth is a potential victim of sex trafficking.)
 - ◆ Were you threatened, abused or assaulted during your absence? (Look for physical and emotional signs.)
13. Assess a victim of trafficking for trauma exposure:
 - ◆ Determine if the exploiter has access to the child.
 - ◆ Determine if the child needs to be placed in a secure facility or shelter for the child's safety.
 - ◆ Notify the juvenile court when appropriate.

- ◆ Determine if the location of the child can be shared.
 - ◆ Immediately address any medical needs of the child.
 - ◆ Develop and implement a safety plan with the child. The plan should include the child identifying who the child can contact if the child is feeling unsafe or wants to run and safe places or locations the child can go temporarily as an alternative to running. Also, engage the child in selection of a foster care placement, if applicable.
 - ◆ Offer additional services to the child, parent or caretaker.
 - ◆ Develop the permanency plan in consultation with the child when appropriate.
 - ◆ Reassess the educational needs of the child or youth if the child or youth has missed a significant amount of school.
14. Identify, and to the extent possible, respond to the primary factors that contributed to the child or youth being absent from foster care. Document the responses to these factors in case notes. Provide a description of how these responses will be incorporated and integrated into the current placement and how it is believed that they will positively affect the current and any subsequent placement.
15. When immediate attempts to locate the child are unsuccessful, report the child to law enforcement as a missing person. The facility may make the report on behalf of a child placed in group care or shelter care.
- ◆ Begin with local police and report to the sheriff or state police as needed.
 - ◆ Give to the law enforcement agencies and State Patrol Communications:
 - All pertinent identifying information about the child, and
 - The worker's name and home and work telephone numbers or the caregiver's phone number.
 - ◆ Identify whether the child has been adjudicated as a child who committed a delinquent act or a child in need of assistance.
 - ◆ Place a law enforcement agency pick-up request for the child. Request that the child be held for the Department of Human Services, if located. This may include pick up orders that are issued by the court.
 - Confirm with the local law enforcement agency whether use of the form 470-0732, *Police Pick-up*, is acceptable.
 - The Department of Public Safety prefers the use of its Form No. 1-694, *Missing Person Report for NCIC Record Entry*.

- The local law enforcement agency may prefer its own form.
 - When you believe that the child is in another state, request that local law enforcement contact law enforcement in the other state about searching for the child. If needed, contact the Iowa Missing Person Information Clearinghouse at 1-800-346-5507 for assistance.
 - Always coordinate information with the caregiver so that all involved entities are aware of what is being done regarding the suspected absence.
- | 16. If there is reason to suspect that the life or well-being of the child may be in jeopardy:
- ◆ Immediately request the local law enforcement agency to enlist the aid of the Iowa Division of Criminal Investigation or direct the guardian to do so.
 - ◆ If you determine that a protective service alert should be issued, follow procedures described in [17-B\(1\)](#), [Protective Service Alert](#).
 - ◆ Be aware of what information is needed to issue an AMBER alert, in the event that local law enforcement determines that an AMBER alert should be issued.
 - An AMBER alert is used only when there is an abduction and the child is in danger.
 - An AMBER alert is not used for a runaway unless the child is known to have been abducted and the child's life is in danger.
- | 17. Notify the court and the guardian ad litem, as needed, in writing within two working days (or within the court's preferred time limit if one has been established) when you have reason to believe that parents or others have:
- ◆ Failed to divulge or concealed facts known to them about the whereabouts of the child,
 - ◆ Aided and abetted the unauthorized absence of the child, or
 - ◆ Contributed to the delinquency of the child.
- | 18. When the child is found in Iowa:
- ◆ Follow orders described in a court issued pick-up.
 - ◆ Notify the court and make plans for the child to be returned to placement.

- ◆ Notify the law enforcement agency where the initial report was made that the child was found and returned and,
 - ◆ Notify parents and the service area office and caregiver (as applicable).
- | 19. When the child is found in another state:
- ◆ Contact the DHS Interstate Compact Unit immediately for assistance. The Interstate Compact Unit will assume responsibility for the necessary communication to affect the return of the child.
 - ◆ Request the use of the Iowa System Terminal to transmit a “hold” request for the return of the child to the Iowa Department of Human Services.
 - ◆ If the other state has any questions about releasing the child, contact the appropriate Iowa law enforcement agency. Begin with local police and report to the sheriff or state police as needed.
 - ◆ If DHS staff travel out of state is required, follow Department procedures in [17-C\(3\), Topic 5, Runaways](#), with the assistance of and coordination with the Interstate Compact Unit.
- | 20. When a child remains on the run for a long period of time:
- ◆ Contact law enforcement on an ongoing basis about what is being done to locate the missing juvenile.
 - ◆ Contact parents and others involved regularly to see if they have more information about the child’s whereabouts or activities.
 - ◆ Discuss with the Iowa Department of Public Safety the need for posting photographs of missing persons to state and national Internet sites.
If posting is determined necessary or beneficial and a picture of the missing child is available, contact the Iowa Missing Person Information Clearinghouse at 1-800-346-5507 to get it published on:
 - The Iowa Department of Public Safety website at;
<http://www.dps.state.ia.us/DCI/fieldoperations/mpic.shtml> and
 - The National Center for Missing and Exploited Children website at
<http://www.missingkids.org>

- ◆ Consider other resources that may be helpful in locating and returning children:
 - **Home Free** is a program in which Greyhound Bus Lines provides free one-way transportation between any two points in the continental United States (excluding Alaska) for runaway children returning home. This is done in conjunction with the National Runaway Switchboard (NRS).

To receive a free ride home, children between the ages of 12 and 18 may call the NRS at 1/800/RUNAWAY or call a local social service agency, shelter, or law enforcement. All of these services can make necessary travel arrangements with Greyhound.

- **Let's Find Them** is a program in which Greyhound Bus Lines offers free transportation for missing and exploited children being reunited with their families. Transportation is limited to the continental United States (excluding Alaska) and to the routes of Greyhound Lines only.

Free transportation to bring abducted children back home on Greyhound is available under this program. Contact the National Center for Missing and Exploited Children at 1-800-THE-LOST (1-800-843-5678) or visit

http://www.missingkids.com/missingkids/servlet/PublicHomeServlet?LanguageCountry=en_US

- The **National Runaway Switchboard** (NRS) provides assistance to social service agencies and law enforcement officials in determining needs and assistance with out-of-state-placement.

This is an additional resource for DHS workers but it must not be used in place of the required involvement with the Interstate Compact Unit. Contact the NRS at 1/800/RUNAWAY or at

<http://www.nrscrisisline.org/>

PLACEMENT TYPE	AMOUNT PAID	WHEN PAID	WHEN PRORATED
Foster family See Foster Family Maintenance Payment for: <ul style="list-style-type: none"> • maintenance plus, • siblings, • transportation 	Basic daily rates: Age 0 – 5: \$16.78 Age 6 – 11: \$17.45 Age 12 – 15: \$19.10 Age 16 – 20: \$19.35 Plus add-ons if eligible	At the end of month or when child leaves placement and basic rate paid first month of placement	When child enters after the first of the month or leaves before the end of the month
Group care	Rate set in contract	At the end of month when the facility bills the Department	When child enters after the first of the month or leaves before the end of the month
Supervised apartment living	\$26.25 per day; \$787.50 per month	Beginning of month or when child enters	When child enters after the first of the month
Shelter care	Actual cost of care up to \$96.98 per day combined service and maintenance	End of month or when child leaves	When child enters after the first of the month or leaves before the end of the month

Procedure:

Make payment for the day the child enters placement, but not the day the child leaves placement. (EXCEPTION: See [Reserved Bed Payment](#) and [Supervised Apartment Living Payment](#).) Calculate the number of days paid as follows:

- ◆ Entering care (or in care) on the first of the month and leaving during the month: Date leaving care minus one.

<ol style="list-style-type: none"> 1. Child A is placed in foster family care February 1 and leaves May 1. Payment is made for each day in February, March, and April. No payment is made for May. (May 1 minus May 1, the date leaving care = 0 days paid for May) 2. Child B leaves group care placement on June 24. Payment is made for 23 days in June. Summary: 24 minus 1 = 23
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Procedure:

If a child parent in foster care has a young child living in placement with the child parent, determine the maintenance payment as follows:

- ◆ For a **foster family** placement, determine eligibility for enhanced payment for the child parent by completing the *Foster Child Behavioral Assessment* within 30 days of the initial placement.

The foster family receives a daily maintenance payment for the child parent and the basic rate for the young child according to the table under Foster Care [Maintenance Payment](#).

The foster family shall provide a portion of the young child's basic rate to the child parent to meet the partial maintenance needs of the young child, as defined in the case permanency plan.

- ◆ For a **group care** placement, determine the maintenance payment for the child according to the Department's reimbursement rules.

The young child maintenance rate is limited to the costs associated with food, clothing, shelter, personal incidentals, and supervision for the young child. It cannot exceed the maintenance rate for the child parent. Costs for day care cannot be included in the rate.

The facility must designate \$35 of the young child rate as an allowance to the child parent to meet some of the maintenance needs of the child. Use of this allowance must be defined in the child parent's permanency plan.

The facility shall provide services to assist the child parent to:

- Obtain a high school diploma or high school equivalency.
- Develop pre-employment skills.
- Establish paternity for the young child whenever appropriate.
- Obtain child support for the young child whenever appropriate, including when paternity is established.

- ◆ For a **supervised apartment living** placement, refer the child to the local office income maintenance unit to apply for FIP. The child in foster care will be subject to all FIP requirements, the same as if the child was not in placement.

- ◆ For costs that are not assumed by the parents or the county of settlement:
 - The funeral director shall submit a claim to the Department on form GAX, *General Accounting Expenditure*, within 90 days after the child's death. See [17-Appendix](#) for instructions on completing the GAX.
 - Forward the GAX to the service area manager with a statement explaining the outcome of contacts with the county and parents.
 - Claims shall be approved by the service area manager.

Payment Errors

Legal reference: [Iowa Code section 234.35](#)

Policy:

When a foster care provider is paid more or less than the amount due, the department shall rectify the error.

Procedure:

Correct underpayments to a **foster family** home by issuing a supplemental warrant. Before making changes in FACS to issue a supplemental warrant, have your supervisor review and approve your calculation of underpayment to ensure that your calculation is correct.

Refer to the FACS desk aide for directions on making payment adjustments for foster group care and juvenile shelter: [\\Hoovr3s1\fac\Desk aides and Tips from the Help desk\Desk aides\FACS Deskaid.docx](#)

If the correction is made before the payment is issued, go to the PAYA screens and make an adjustment. If payment has been issued, make an adjustment on the INVD screen.

Correction of Overpayments

Legal reference: [Iowa Code section 234.35](#)

Policy:

When a foster care provider is overpaid for foster care maintenance, the Department shall notify the provider in writing to collect the refund.

Child's Earned Income

Legal reference: [441 IAC 156.15\(234\)](#)

Policy:

The use of earned income of a child who is a full-time student or is engaged in an educational or training program is to be part of the child's plan for service. However, none of this income is to be used towards the cost of care.

Health Care Resources

Policy:

Private health insurance benefits are used for the cost of medical care for children in foster care before the use of Medicaid benefits.

Procedure:

Some private health insurance policies pay both maintenance and services costs of care in some types of group care facilities, such as substance abuse facilities. When this happens, the insurance payment is applied to the cost of foster care.

Liability for Negligent Supervision of a Foster Child

Legal reference: [Iowa Code Chapter 669](#)

Policy:

The state of Iowa or its employees may be liable for damages caused by the acts of a child in connection with foster care, but only in cases where the state has guardianship or custody of the child and only when employees of the state are negligent in their supervision of such child.

Claims alleging negligence by state employees, officials, or Departments (tort claims) must be made through the State Appeal Board in the Department of Management.

Procedure:

Persons desiring to make claim against the state should be advised to consult the State Appeal Board website at <http://www.dom.state.ia.us/appeals/> for the proper forms and procedure to follow in making a claim. Do not make any commitment to a person making a claim that the state will or will not pay the claim.

When a service authorization is modified, inform the provider using form [470-3055](#), *Referral and Authorization for Child Welfare Services*, or form 470-5081, *Placement Agreement and Service Authorization for Supervised Apartment Living (SAL)*.

There are three options for meeting the periodic review requirement:

- ◆ Court hearing: This is the option used by most jurisdictions in Iowa.
- ◆ Iowa Citizen Foster Care Review Board: Local foster care review boards composed of volunteers representing various disciplines conduct administrative reviews in various counties throughout the state from all judicial districts except the Fourth Judicial District.
- ◆ DHS administrative review: This option is used most often for initial placement reviews. The DHS can also be used to ensure compliance with federal law when a review conducted by the court or a Citizens Review Board:
 - Will fall outside the six month time frame, or
 - Fails to cover the required elements.

Present the case to a review committee of the Department or a local foster care review board or to a court at least every six months. A family team decision making meeting may be held in conjunction with the review committee meeting as long as the review requirements are met.

Court Reviews

Legal reference: [Iowa Code section 232.102\(9\)](#)

Policy:

When custody of a child has been transferred pursuant to a child in need of assistance adjudication, the Department shall file a written report with the court at least every six months concerning the status and progress of the child. The court shall hold a periodic dispositional review hearing for each child in placement.

Procedure:

Follow local court protocol in completing recommendations to the court. Become familiar with the Adoption Safe Families Act (ASFA) provisions and case requirements so that recommendations to the court can include and incorporate those requirements.

- ◆ Ensure that all pertinent information is provided so that the court can make required determinations.
- ◆ Provide necessary information that supports a “contrary to the welfare” determination if a child is being removed from the home.
- ◆ Request in your recommendations that the court determine whether or not “continuation in the home is contrary to the welfare of the child.”
- ◆ Assess alternatives to foster care, including noncustodial parent and relative placement, and provide the court with specific information regarding suitability of placement (See 13-D, [GUARDIANSHIP](#)).
- ◆ Provide the court with documentation in the case plan of reasonable efforts made to prevent placement and progress made to achieve permanency.

Iowa Citizen’s Foster Care Review Board

Legal reference: [Iowa Code sections 237.20](#) and [237.21](#)

Policy:

The Iowa Citizen’s Foster Care Review Board is authorized to conduct foster care administrative reviews in various counties throughout the state. Local foster care review boards composed of volunteers representing various disciplines conduct the reviews. Each volunteer receives training before sitting on a board.

Procedure:

A judicial district program coordinator supervises the local board programming. Each board also has a paid facilitator who is responsible for ensuring the case review process is correctly followed. The review board volunteers are bound by the same standard of confidentiality as DHS workers.

Iowa law gives local review boards access to information about children in care. Follow local protocol to send the board a copy of the *Family Case Plan*, form 470-3453, and supporting documentation, such as the *Child Abuse Assessment Summary* when the report is founded and placed on the Registry.

Where operating, the local foster care review board will:

- ◆ Schedule case reviews 180 days after placement and every six months until discharge;
- ◆ Track the timelines for reviews;
- ◆ Notify and invite participants;
- ◆ Host the meeting; and
- ◆ Provide a written report to the court, the family, and the Department.

Department workers must attend and participate in the review. If you cannot attend in person, provide a written report to the local review board according to local procedure. If the worker disagrees with the review findings or recommendations, the worker responds during the review or submits a statement to the local board and the court within ten working days of receiving the local board's report. The response explains the reasons the worker disagrees with the board's findings or does not plan to implement the board's recommendations.

These reviews meet Iowa and federal requirements for foster care case reviews. They take the place of Department administrative reviews. However, if for some reason the local foster care review board does not schedule a review within the timelines set out in state and federal regulations, the Department local office must schedule and hold a review.

Administrative Review

Legal reference: Sections 427(a)(2)(A), 471(a)(16), and 475(5) and (6) of the Social Security Act; 45 CFR 1356; [Iowa Code section 237.19](#); [441 IAC 202.2\(5\)](#) and [202.6\(4\)](#)

Policy:

A review committee shall evaluate the need for foster care and the efforts to prevent placement:

- ◆ Before placement or, for emergency placements only, within 30 days after the date of placement.
- ◆ Foster care cases under the supervision of the Department shall be presented to a review committee every six months in conjunction with the case plan review while the child is in foster care, unless a court review or review board review has been done.

Confidentiality of Review Information

Legal reference: [Iowa Code sections 217.30; 441 IAC 9.3\(3\)"d"](#)

Policy:

Provide safeguards to ensure that confidential information about children and their families is not subject to unauthorized use or disclosure.

Procedure:

Resolve questions about confidentiality with the parents and the child, since the purpose of the confidentiality policy is to protect them.

- ◆ Information can be released without the client's authorization to agencies providing services under a contract or other agreement with the Department. Agencies with a child welfare service contract and licensed foster families are covered under this provision.

However, confidential information regarding HIV status cannot be released without a specific release signed by the parent or guardian, or as authorized by the juvenile court.

- ◆ When an agency that will frequently be involved in the review process does not have a service contract, such as an area education agency or probation office, draw up an agreement between the agency and the Department specifying the agency's role in the review committee process and the mutual confidentiality standards of the two agencies.
- ◆ For a person or agency whose involvement in the review process will be irregular or related to one specific case and who is not a licensed provider, obtain an authorization for release of information from the client's parent or guardian. The guardian ad litem is eligible to receive information as the client's representative.
- ◆ Remind all participants of the confidentiality restrictions at the time of the review.
- ◆ If you believe that information to be discussed in the review will be damaging to the child or to the parents, communicate these concerns to the chair of the committee in advance. If the chair finds the information essential to the review and agrees with your assessment, the chair may restrict the audience for that information.

PMIC Level of Care Reviews

Legal reference: [441 IAC 76.7\(249A\)](#) and [85.24\(1\)"f"](#)

Policy:

The Iowa Medicaid Enterprise Medical Services Unit shall determine the medical necessity of a child's continued stay in a PMIC. Medicaid payment shall not be approved for stays that are not medically necessary.

Procedure:

Medicaid eligibility shall be reviewed when there is a change which could affect eligibility, or at a minimum of every six months for FIP-related cases or every 12 months for SSI-related cases.

Ending Out-of-Home Placement

Legal reference: [441 IAC 202.13\(2\)](#)

Policy:

The Department may remove a child from a foster care placement when:

- ◆ There is evidence of abuse, neglect, or exploitation of the child;
- ◆ The child needs a specialized service that the placement does not offer;
- ◆ The child's lack of progress shows inability to benefit from the placement;
- ◆ There is evidence that the placement is unable to provide the care needed by the child and to fulfill its responsibilities under the case plan; or
- ◆ There is a lack of cooperation of the care provider with the Department.

Procedure:

When any type of child abuse is suspected in a placement:

1. Make an immediate referral to the Child Protective Services Unit as directed in [17-B\(4\), Topic 2, Procedures for Assessments in Out-of-Home Settings](#).

The assessment shall be carried out jointly by the protective service worker and the licensing worker to develop a record independent of the abuse report.

2. Also communicate the report of suspected abuse to your supervisor and the licensing specialist for the placement.
3. Inform a foster family of the support services that may be available through the Iowa Foster and Adoptive and Parent Association website, www.ifapa.org; or by phone toll-free at 800-277-8145.

Also end a placement when one of the following occurs:

- ◆ The child has left placement and the whereabouts of the child are unknown. (See [Response to Unauthorized Absence From Placement](#).)
- ◆ The care provider requests the child be moved. Although a foster family is required to provide ten days' notice, circumstances may result in shorter notice.
- ◆ The Department revokes the care provider's license.

If the removal is a result of concerns about a foster parent:

1. Document those concerns in the case record.
2. Counsel the foster family on how to alleviate the concerns, and document the family's response. Enlist the support of the recruitment and retention contractor and IFAPA.
3. Report this information to the DHS and provider's licensing worker.
4. Obtain supervisory approval to initiate action to remove the child from the placement.
5. Notify the care provider as directed under [Notice and Explanation of Removal](#). Make the necessary changes in FACS and in the child's case permanency plan.

Notice and Explanation of Removal

Legal reference: [441 IAC 202.13\(1\)](#)

Policy:

When the Department plans to remove a child from a placement, the care provider shall be informed in writing of:

- ◆ The date of the removal,
- ◆ The reason for the removal,
- ◆ The recourse available, if any, and
- ◆ That the contested case (appeal) proceeding does not apply to the removal.

The care provider shall be informed ten days in advance of the removal, except when:

- ◆ The court orders removal of a child from placement, or
- ◆ There is evidence of neglect or physical or sexual abuse.

Procedure:

When termination results from a court order, parental demand for the child's return under a voluntary placement agreement, or the child's death or unauthorized absence, the requirement to inform the provider ten days in advance does not apply.

When the placement is terminated because the child has left, issue the form on the day the decision is made.

For a foster family placement, issue notice on form [470-0718](#), *Foster Family Removal Letter*, at least ten days before the termination. Clearly state the reasons for termination of the placement. In a removal resulting from abuse, you may hand-deliver the form when picking up the child. The service area manager or designee must approve all variances from this notice period.

Foster Family Conference

Legal reference: [441 IAC 202.13\(3\)](#)

Policy:

If a foster family objects in writing within seven days from the date that the Department furnishes notice of plans to remove the child, the service area manager shall grant a conference to the foster family to determine that the removal is in the child's best interest.

This conference shall not be construed to be a contested case under the Iowa Code Chapter 17A. The foster family does not have the right of appeal on the removal of a child.

Procedure:

Hold the foster family conference before the child is removed when ten-day notice of removal is required (when removal is at the Department's discretion and suspected abuse or license revocation is not involved).

If the removal is delayed to accommodate the foster family conference, it is not necessary to issue form 470-0178, *Foster Family Removal Letter*, a second time.

The service area manager shall:

- ◆ Review the propriety of the removal,
- ◆ Determine whether removal is in the child's best interest, and
- ◆ Explain the decision to the foster parents.

If the service area manager finds the removal is not in the child's best interests, the service area manager may overrule the decision to remove the child, unless:

- ◆ The removal was ordered by a court or
- ◆ The parents terminated a voluntary placement agreement.

Document the service area manager's decision in the case record.

Move to Another Placement

Legal reference: [441 IAC 202.11\(1\)](#)

Policy:

The service worker shall counsel the child in adjusting to the placement.

Procedure:

When the child moves from one family foster home to another:

1. Complete a new *Foster Family Placement Contract*, form [470-0716](#). Contact the recruitment and retention contractor and give them the name of the foster family where the child was placed.
2. Use the same policies and procedures for initial family foster care placement.
3. Add new information on the FOSD screen.

When the child moves to a different level of care, follow the appropriate procedures for the level of care. See [Selecting Placement Type Needed](#). Use the same policies and procedures for an initial placement.

Closing Placement Services

Legal reference: [Iowa Code sections 234.1](#) and [234.35](#); [441 IAC 202.1\(234\)](#) and [202.14\(234\)](#)

Policy:

Foster care services shall be terminated when:

- ◆ The permanency goal in the case permanency plan has been achieved, or
- ◆ The juvenile court has terminated services,
- ◆ The child is no longer an eligible child (e.g., due to age),
- ◆ The family or youth in a voluntary placement is unwilling to accept further services.

See also [17-D](#), [Closing a Case](#) and [Adverse Service Actions](#).

Procedure:

After a careful review, determine if any of the following conditions for termination of foster care services exist:

- ◆ Have the goals in the case plan have been attained or maximum benefits have been obtained?
- ◆ Has the child has reached majority age and is not in an educational or vocational program?
- ◆ Do the foster care services no longer meet the child's needs? This could be based on the child's lack of cooperation and amenability to the foster care placement.
- ◆ Are the natural parents of the child under a voluntary placement uncooperative?
- ◆ Has the natural parents or guardians withdrawn the child from voluntary placement?
- ◆ Has the court removed the child from custody of the Department?
- ◆ Has the child's adoption been finalized?
- ◆ Did the child die?
- ◆ Has it been determined the goals for whatever reasons cannot be achieved; or is it evident that the family or individual is unable to profit from the service or unwilling to accept further services?

Do not close a case unless you have reviewed the case with your immediate supervisor. After careful evaluation and the approval of your immediate supervisor, proceed to terminate placement services. Complete the following steps:

1. Make a dated entry on the case record.
2. Issue a *Notice of Decision: Services*. (See [17-D\(1\)](#), [Discontinuing a Service](#), for instructions.)
3. Notify the care provider. See [Notice and Explanation for Removal](#).
4. If services have been purchased, notify the provider, using form [470-3055](#), *Referral and Authorization for Child Welfare Services*.
5. Explain the reason to the child.
6. Ensure that the school the child is attending is notified before the child is moved and make arrangements for the transfer of educational records.
7. Close the child welfare service and maintenance on FACS. A system generated exchange form will notify the IM worker responsible for the child's Medicaid case of the service closure.
8. Send form 470-3918, *IV-E Changes*, to the IV-E income maintenance worker for a redetermination of the child's eligibility as discussed in [13-B](#), [REQUIREMENTS FOR ONGOING ELIGIBILITY](#).
9. Notify the SSI advocacy contractor using form 470-3359, *Payee/Placement Changes*, to change the payee for all children receiving SSI or Social Security for whom the Department is payee. Initiate this as soon as possible, because such changes take a minimum of 90 days.
10. Request any funds from the child's escrow account.

Termination of Group Care Services

Policy:

Discontinue group care services when one of the following criteria has been met:

- ◆ The child is no longer an eligible child.
- ◆ The goals in the case have been achieved.
- ◆ The goals cannot be achieved through group care.

Procedure:

Discontinue a group care placement only after you and your supervisor have reviewed the case.

Termination of Supervised Apartment Living Services

Legal reference: [441 IAC 202.9\(6\)](#)

Policy:

Supervised apartment living services will be terminated when the child:

- ◆ No longer meets eligibility requirements,
- ◆ No longer needs services or needs a more restrictive level of placement,
- ◆ Chooses to live in a non-approved setting, or
- ◆ Refuses to follow the provisions of the Case Plan.

Procedure:

Terminate supervised apartment living placement when any of these reasons occurs. A child aged 18 or 19 no longer meets eligibility requirements when the child is no longer in school in one of the following programs:

- ◆ An accredited school pursuing a course of study, leading to a high school diploma.
- ◆ High school equivalency.
- ◆ Special education, as defined and provided by the Department of Education through the area education agencies and the local public school districts.

Family Reunification

Policy:

Terminate placement services when a goal of family reunification is achieved.

Procedure:

Encourage the involvement of the child and parents in planning specific details of the return.

If the child has not been able to have regular contacts with the parents, plans for the child's return home should always include parental visits to the out-of-home placement and preliminary visits of the child to the parental home.

When the child's family is receiving FIP, inform the Income Maintenance Unit in advance of the child's return before foster care services end so that the FIP grant can be adjusted.

Termination of Parental Rights and Adoption

Legal reference: [Iowa Code section 232.111\(2\)"b"](#)

Policy:

When a child has been in foster care under the responsibility of the state for 15 of the most recent 22 months, the Department shall initiate the process to file a petition to terminate parental rights.

The petition must be filed by the end of the child's fifteenth month in foster care unless the case plan documents compelling reasons why termination of parental rights would not be in the child's best interest.

Procedure:

1. For a child placed for adoption, plan and work directly with the child, with the child having a part in the decision that adoption is the best plan. A child of the age of 14 must consent to adoption.
2. Assist the foster family in preparing for the termination, especially regarding feelings of separation and grief. Within 15 days of a decision to pursue termination of parental rights, attempt to obtain a voluntary release of custody from both of the child's parents, if determined appropriate in consultation with the supervisor and County Attorney.

3. Within 30 days of the decision to pursue termination of parental rights:
 - ◆ Send to the local County Attorney's office a written request for the filing of a termination of parental rights petition, including necessary supporting documents.
 - ◆ Contact the adoption worker to begin adoption planning.
4. Once an order is filed terminating parental rights, update the child's *Social History*, form 470-3615, and the *Child Study*, form 470-3678, within 30 days.

See [17-F\(1\), Transition From Foster Care to Adoption](#), for further procedures.