



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure


### 1600.4 FOSTER HOME PLACEMENT

Policy Directive: **21-34**

Approved:

Effective Date: **October 2021**

Implements Policy: **1600**

  
Joseph E. Ribsam, Jr., DCYF Director

This SOP defines DCYF's practice for utilizing licensed foster homes, including ISO level foster homes.

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. When considering a foster home setting for a child, CPSWs/JPPOs take into account the specific needs of the child and seek the least restrictive type of placement to meet those needs.
- II. When the most appropriate placement is a **general foster home**, CPSWs/JPPOs work with the Resource Worker (or designee) to complete the Placement Request for Foster Family Care (Form 1600) and identify possible placement matches.
  - A. As much information is shared as possible to help ensure the best match for a child, including sharing the Child/Youth Information Sheet (Form 1552, if available), and the applicable Getting to Know Me (Form 1643 A, B, or C).
  - B. CPSWs/JPPOs provide the following, as well as any other information requested, to the best of their ability:
    1. An overview of the child's needs, including any behavioral issues that could impact placement or be a safety concern (fire setting, harmful to self/others/pets, etc.):
    2. A brief history of DCYF's involvement with the family, including the reason for placement;
    3. If the child is being separated from siblings and if so, why;
    4. DCYF's expectations around family contact moving forward; and
    5. How long the child is expected to be in the home.
  - C. For planned transitions to a foster home, CPSWs/JPPOs give the Resource Worker as much advance notice as possible and share the proposed placement date as soon as possible.

- D. Resource Workers (or designees) review the foster care list to determine if there is a match for the child, taking into account (to the extent known) the child's:
    - 1. Physical, emotional, and behavioral needs; and
    - 2. The location of the child's parents, siblings, and other important connections.
  - E. While considering the needs of the child, the Resource Worker (or designee) also considers the experience, location, and wishes (in terms of types of placement requested) of available homes in an effort to place the child in a home that is best suited for the child.
  - F. If no suitable match is found within the desired catchment area, the Resource Worker (or designee) begins to reach out to other Resource Workers in other District Offices to find a match.
    - 1. The Resource Worker shares all available information; and
    - 2. Seeks to keep the child as close to their community as possible.
- III. When it is determined that an **ISO Foster Home** is the most appropriate placement, CPSWs/JPPOs (with Supervisory approval) identify an appropriate child-placing agency and submit the Referral to Individual Service Options Foster Care Provider (Form 1906) to identify possible placement matches.
- A. All information outlined sections II-A and II-B, as well as any additional information requested by the child-placing agency is provided.
- IV. All efforts to assess the appropriateness of a foster placement (including ISO) are documented in the DCYF electronic information system, as well as the reasons for any placement outside the child's community.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1552	Child/Youth Information Sheet
1600	Placement Request for Foster Family Care
1643A	Getting to Know Me – Infant/Toddler (0-3 Years Old)
1643B	Getting to Know Me – School-Aged Child (4-10 Years Old)
1643C	Getting to Know Me – Youth (11-18 Years Old)
1906	Referral to Individual Service Options Foster Care Provider

<b>Glossary and Document Specific Definitions</b>									
A - B	C - D	E - F	G - I	J - L	M - N	O - Q	R - S	T - V	W - Z

<b>Document Change Log</b>
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PD	Modification Made	Approved	Date
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