



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

## DCYF Standard Operating Procedure

### 1615.3 CHILD-SPECIFIC PLACEMENT REQUIREMENTS

Policy Directive: **21-34**

Approved:

Effective Date: **October 2021**

Implements Policy: **1615**

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process of utilizing a child-specific placement.

#### 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. Before contacting the potential child-specific home, CPSW/JPPOs complete the following for all family members:
  - A. Review of the DCYF electronic information system for any prior DCYF involvement;
  - B. Check of the Department of Safety Registry of Criminal Offenders; and
  - C. A request for any relevant information from the local law enforcement agency where the individuals reside.
- II. Once it has been confirmed there are no known safety issues that would prevent placement, the CPSW/JPPO contacts the potential caregiver to discuss their potentially being a placement for the child.
  - A. Information about the child and family, as well as the reason for placement is shared on a strictly need-to-know basis as it directly relates to the care and safety of the child;
  - B. Individuals who express a desire to care for the child will be engaged around DCYF's expectations and any legal requirements;
  - C. Individuals who are not able to provide care are engaged around how they can be a support to the child (see policy 1503 Maintaining Connections).
- III. If it is determined that placement in the child-specific home is likely, a home visit is conducted to assess for safety and appropriateness before the child is left in the individual's care. The CPSW/JPPO:
  - A. Physically views the home to determine it is appropriate to meet the individual needs of the child;

- B. Further discusses DCYF's expectations while reviewing and completing the Child-Specific Care Screening and Agreement (Form 1601) with the caregiver;
    - 1. If the caregiver declines to initial or sign any portion of the form, this information is noted and the CPSW/JPPPO consults with their Supervisor to determine if the placement is appropriate.
  - C. Discusses licensing requirements with the caregiver:
    - 1. Non-related child-specific caregivers must meet the foster care licensing standards (HeC-64446) to be approved for a licensing permit and then complete the full licensing process for any child placed through CPS;
    - 2. Non-related caregivers for a child placed through JJS are not required to be licensed, but are encouraged to become licensed if placement is likely to be longer than 60 days; and
    - 3. Relatives (CPS and JJS) are not required to be licensed, but are encouraged to be;
  - D. Discusses that a home study is required as outlined in the preparing for placement procedures (SOP 1615.1 for CPS or 1615.2 for JJS);
  - E. Advises the Resource Worker will be calling to discuss the possibility of their becoming licensed and the process for this (as applicable); and
  - F. Provides a copy of the Child-Specific Care Agreement to the caregiver.
- IV. Whenever possible (such as with a planned placement), the CPSW/JPPPO advises the Fiscal Specialist and Resource Worker in advance of a child-specific placement and provides the name and contact information of the caregiver.
  - V. The CPSW/JPPPO consults with the Resource Worker to ensure that the correct homestudy is completed within 60 days of placement, regardless of if the placement plans to be licensed or not.
  - VI. The safety check and conversations with the child-specific caregivers are documented in the DCYF electronic information system and the Child-Specific Screening and Agreement is scanned into the DCYF electronic information system preferably the day of placement, but no longer than within 3 business days.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1601	Child-Specific Screening and Agreement
1603	Child-Specific Care Home Study
1604	Child-Specific Care Reference
1605	Child-Specific Care Adult Child Questionnaire

## Frequently Asked Questions

### Q1. Is there a specific form that should be used for Criminal Background Checks?

- A** Yes, there are different forms to meet the need of different placement scenarios. Consult with your Resource Worker to determine the appropriate form and where to access it.
- A** For state's other than New Hampshire, CPSWs/JPPOs access that state's criminal background check forms online and follow that state's procedures.

## Glossary and Document Specific Definitions

A - B   C - D   E - F   G - I   J - L   M - N   O - Q   R - S   T - V   W - Z

## Document Change Log

PD	Modification Made	Approved	Date
----	-------------------	----------	------