



South Carolina Department of Social Services

Work Aid (5.2) – Foster Care Policy Work Aid: Temporary Placements or Events

Supplemental to DSS Policy: Chapter 5: Foster Care

A. Request and Notification of Temporary Placement	Case Manager and Supervisor Responsibilities: 1. The foster care placement provider notifies the Case Manager or Supervisor of the need for temporary placement or event. 2. The Case Manager or Supervisor submits a request that the Regional Foster Family Licensing and Support Placement Unit identify a placement resource for temporary placement or event for College/Youth Overnight Visit, Respite, Specialized School or Wilderness Camp Break by completing DSS Form 30249: Foster Care Respite/College Youth Overnight Visit and emailing it to: a. UpstatePlacementUnit@dss.sc.gov b. MidlandsPlacementUnit@dss.sc.gov c. LowcountryPlacementUnit@dss.sc.gov d. PeeDeePlacementUnit@dss.sc.gov 3. The Case Manager or Supervisor will make contact with the foster care placement provider within two hours of receiving notification from the Regional Foster Family Licensing and Support Placement Unit. 4. The Case Manager or Supervisor will inform the foster care placement provider of when to expect the foster child or youth, any medical needs of the foster child or youth, and contact information for the Case Manager.
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	5. If the child/youth is hospitalized, kidnapped, and/ or is on runaway/AWOL the CWS Case Manager will notify their CWS Supervisor immediately and the CWS Supervisor will notify the County Director immediately. Regional Foster Family Licensing and Support Placement Unit Coordinator Responsibilities: 1. The Placement Unit Coordinator, upon notification of the need for the placement of a foster child or youth for College/Youth Overnight Visit, Respite, Specialized School, or Wilderness Camp Break, will start to actively seek placement for the foster child or youth. 2. Once a placement is identified for one of the placements the events listed above, the Placement Unit Coordinator will email DSS Form 37508: Placement Notification the Case Manager or Supervisor and placementchanges@dss.sc.gov. State Office Foster Family Licensing and Support (FFLS) Responsibilities: 1. The State Office FFLS will enter the placement in CAPSS by the close of the next business day of receiving the DSS Form 37508: Placement Change Notification Form
B. Documenting the Temporary Placement and/or Event	1. The Case Manager will complete DSS Form 37508: Placement Notification Form for all temporary placements and email it to placementchanges@dss.sc.gov by the close of the next business day of the event occurring. a. For all new temporary placements (except College/Youth Overnight Visit, Respite, Specialized School, or Wilderness Camp Break) the Case Manager will complete Section C of DSS Form 37508: Placement Notification Form and provide the following information: i. Start Date ii. Child Name/Date of Birth/Case ID # iii. Current Placement iv. Type of Temporary Placement and reason b. For all current temporary placements, including the ones exempt in part a, the Case Manager will complete Section D of DSS Form 37508: Placement Notification Form and provide the following information:

	i. End Date ii. Child Name/Date of Birth/Case ID# iii. Current Placement iv. Type of Temporary Placement and end reason 2. The Case Manager will enter into dictation the above information for both the start of and end of a temporary placement within 2 business days of each. 3. If the child/youth is doing a transitional visit with the custodial or non-custodial parent/relative/fictive kin, adoptive home, or potential foster home the Case Manager is to notate this in the visitation section of CAPSS per the requirements in the Foster Care Visitation Policy. 4. If it is a respite care placement the CWS Case Manager will complete DSS form 30249: Foster Care Respite/College Youth Overnight Payment Invoice and email it to fcrespiteinvoices@dss.sc.gov. (see Work Aid 5.1 Respite Care for further information). 5. The State Office Foster Family Licensing and Support Unit will enter the temporary placement or event into CAPSS under the placement section of the foster child or youth's foster care case by the close of the next business day of receiving DSS Form 37508: Placement Notification Form.
C. Placements or Events lasting over 30 days or requiring agency permission	The Case Manager will monitor all temporary placements or events. 1. The Case Manager is to review all push reports that are released on the 20th day a foster child or youth is in a temporary placement or event. 2. If a foster child or youth's name is on the Push Report the Case Manager needs to find out the status of the temporary placement or event and staff with their Supervisor within two business days. 3. If the temporary placement or event will be going over 30 days, prior approval must be sought. 4. If approval is granted the Case Manager needs to enter the approval into dication within two business days.

5. After 30 days, the Case Manager checks on the status no less than two times per week and documents the reason for the extension of the temporary placement or event into CAPSS dictation within two business days.
6. If the foster child or youth is attending a camp that will extend more than seven days the Case Manager needs to obtain written permission before approving the camp.

Supervisor or Program Coordinator Responsibilities:

The Supervisor will review the Placement Push Report to identify any foster child or youth whose temporary placement or event is over 30 days old.

1. The Supervisor will staff the temporary placement or event with the Case Manager within two business days
2. If the placement or event will be going over 30 days, then a staffing must be conducted with the County Director to identify any barriers to a permanent placement or justification for the extension of the temporary placement or event.
3. If the foster child or youth will be attending Summer Camp for more than seven days staff with the County Director before the event to obtain preapproval.
4. If the visit is a transition to Custodial or Non-Custodial Parent/Caregiver, check that the placement is correctly entered into CAPSS.

County Director Responsibilities:

1. The County Director will monitor the Placement Push Report to identify any temporary placements or events that have extended past 30 days.
2. Submit all requests for approvals over 30 days to the Regional Director within two business days of receiving.

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| | <p>3. If the request is for more than seven days but less than 30 days for a child or youth to attend Summer Camp the County Director can approve. Approvals should be given within two business days of receiving.</p> |
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Regional Director Responsibilities:

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| | <p>1. The Regional Director will monitor all temporary placements or events over 45 days and forward Push Reports to the Director of Operations along with reasons why the temporary placement or event has gone over 45 days.</p> <p>2. Approve or deny all requests for approval for over 30 days within two business days of receiving.</p> |
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