



State of South Carolina
Department of Social Services

Policies and Procedures: Child Welfare Services

Subject:	Foster Parent Support
Authority:	N/A
Standards:	Guiding Principles and Standards (GPS) Practice Model
Application:	Foster Home Licensing and Support and Adoption Staff
Purpose:	
To provide guidance to staff within the Regional Foster Home Licensing and Support Units and Adoptions on how to provide supportive services to foster parents licensed by South Carolina Department of Social Services (DSS) upon removal of a foster child from their home, the occurrence of a serious event involving a foster child in their home, or the occurrence of a serious event involving the foster family.	
Policy Statement:	
Regional Foster Home Licensing and Support and Adoption staff provide supportive services for foster homes licensed by DSS.	
Policy Administration:	
The Office of Permanency Management is the owner of this policy. The Director of the Office of Permanency Management or the Director's designee will review this policy within one year of publication in the Child Welfare Services Manual and will make any necessary amendments to improve its effectiveness.	
Policy:	
A. Who is eligible for supportive services	Foster Homes (standard and provisional) that are case managed by DSS Regional Foster Home and Licensing and Adoptions are eligible for supportive services.

B. Reasons for Supportive Services	1. DSS provides supportive services to foster families case managed by DSS for the following reasons: a. A child is reunited with their parent(s) or legal guardian; b. A child is placed with a kin or fictive kin caregiver; c. A child is placed in an adoptive placement; d. A child is placed with their siblings; e. A child is placed in a higher level of care; f. A disruptive foster care placement; g. A report of abuse or neglect is made against the foster parent(s); h. A disruptive adoptive placement; i. A child is arrested or experiencing juvenile justice or adult criminal system involvement; j. Change in family structure of the foster home; k. A child is terminally ill or experiencing extreme medical/mental health issues; l. Death of child; m. The foster parent is experiencing extreme medical/mental health issues or a terminal illness; or n. A death of a foster parent or someone in the foster home that is not a foster child.
C. SCDSS Responsibilities	1. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist contacts the family within 24 hours to assess their need for supportive services if any of the reasons listed in Section B occur except reasons I through N. a. If the reason is G in Section B, then the assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist will make the initial contact within five business days and comply with all requests from the OHAN investigator. 2. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist contacts the family within two hours of notifications for reasons I through N listed in Section B. The assigned worker will need to assess the foster parent's capacity to continue to provide services for any other foster children in their home. a. The assigned worker will need to notify and staff the family with their team leader. b. The team leader will need to staff the situation with the Foster Home Licensing and Support Unit program coordinator or

	Adoptions administrator and the State Office Division of Foster home and Group Care Licensing Director. 3. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist contacts the Regional Well-Being Manager if the foster family requests support services within 24 hours. • If the reason is covered in points I through N in Section B the assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist contacts the Regional Well-Being manager for guidance and support services with or without the family requesting assistance. 4. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist provides the obtained information from the Office of Child Health and Well-Being team to the foster family within two businesses days. • If the family needs assistance in obtaining these services the assigned Family Support Coordinator, Adoption Family Specialist, or Adoption Specialist assists them in finding and scheduling services. 5. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist follows up with the foster family two weeks after the initial contact to learn how the foster family is coping and how services are progressing if the reason for support is not reasons I through N in Section B. • If the reason for supportive services is I through N in Section B follow up is conducted every two days. 6. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist follows up with the foster family for at least one month after supportive service have been offered for the reasons in Section B except reasons I through N. 7. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist will make face to face contact one time monthly and biweekly telephone contact with foster families for a minimum of three months if the reason for supportive services is for reasons I through N in Section B. a. A biweekly staffing between the Family Support Coordinator, Family Support Coordinator team leader, Adoptions Family Specialist, Adoptions Specialist, Adoption team leader , and the Well-Being team member that addresses the current supportive services and the family's current needs and strengths, any agency concerns, the foster families ability to care for foster children and the best way to support the family.
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	8. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist notifies the case manager within 48 hours of the foster family receiving supportive services. 9. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist notifies the case manager of the foster family's status regarding supportive services that are taking place every two weeks unless removal of the children must occur.
D. Documentation	1. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist documents in CAPSS the initial contact with the foster family within two business days of the contact. 2. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist documents in CAPSS supportive services suggested by the Well-Being Manager or his or her designee within two business days of obtaining and providing services to the foster family. 3. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist documents in CAPSS all contacts with the foster family within two business days. 4. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist documents in CAPSS all services the foster family is engaging and how the services are progressing within two days of notification. 5. The assigned Family Support Coordinator, Adoptions Family Specialist, or Adoptions Specialist documents in CAPSS all staffing's conducted on a foster family within two business days of them occurring.
A. Family Support Coordinator, Adoption Family Specialist or Adoption Specialist	1. The assigned worker provides the foster family their telephone and email contact information. 2. The assigned worker participates in conversations with their family and listens to their needs. 3. The assigned worker documents all activities in CAPSS dictation. 4. The assigned worker assist the family with identifying and scheduling services.

B. Family Support Team Leader or Adoptions Team Leader	1. The team leader monitors the family's needs and services and that the worker is assisting the family in obtaining them. 2. The team leader participates in staffing's as needed. 3. The team leader reviews dictation.
C. Foster Family Support and Licensing Program Coordinator or Adoption Administrator	1. The program coordinator or Adoptions administrator assists in coordinating discussions with the Director of Foster Home and Group Home Licensing. 2. The program coordinator or Adoptions administrator reviews the case and all activities provided by the agency.

Forms:	N/A
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Glossary:

Serious Event: is an event that causes a change in the household such as, but not limited to, immediate removal of a child, an investigation, death or serious illness of a foster parent or child.