



# Bulletin

**NUMBER**

#16-68-03

**DATE**

February 16, 2016

**OF INTEREST TO**

County Directors

Social Services Supervisors  
and Staff

Tribal Social Services  
Supervisors and Staff

**ACTION/DUE DATE**

Please information  
Implement

**EXPIRATION DATE**

February 16, 2018

## Foster Care Candidacy Determinations and Time Studies

**TOPIC**

Foster care candidacy requirements and time studies.

**PURPOSE**

To provide instructions, guidance, and information on foster care candidacy as it relates to the Social Services Time study (SSTS), Local Collaborative Time Study (LCTS), and Social Service Administrative Tribal Time Study (SSATTS).

**CONTACT**

Beth M. Chaplin, social service consultant

651-431-4919

[beth.chaplin@state.mn.us](mailto:beth.chaplin@state.mn.us)

**SIGNED**

James G. Koppel  
Assistant Commissioner  
Children and Family Services Administration

**TERMINOLOGY NOTICE**

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## Background

Title IV-E administrative reimbursement is available for activities that assist the Minnesota Department of Human Services (DHS) in administration of the Title IV-E foster care program. For certain client-specific activities to be eligible for federal reimbursement, a child must be determined to be a foster care candidate. To be a foster care candidate, a child must be at imminent risk of removal from their home.

Local collaboratives use foster care candidacy determinations as the mechanism for claiming Title IV-E administrative reimbursement. Counties that are part of local collaboratives are required to designate a county worker to act as the foster care candidacy specialist, and to make foster care candidacy determinations. County workers who have been designated to conduct foster care candidacy determinations performs this function on behalf of a collaborative which, in turn, allows a local collaborative to claim Title IV-E administrative reimbursements.

County agencies that bill Child Welfare Targeted Case Management (CW-TCM) for similar services do not claim Title IV-E reimbursement through foster care candidacy determinations. Counties that are not part of a local collaborative do not need to designate a foster care candidacy specialist.

## Definition of Foster Care Candidate

A candidate for foster care is a child who is at imminent risk of removal from the home as evidenced by the county or tribal agency pursuing removal from the home, or making reasonable efforts or active efforts to prevent removal. A child is at imminent risk of removal from the home because the county agency is pursuing removal or attempting to prevent it.

A child cannot be considered a candidate for foster care when the county agency has no formal involvement with a child, or simply because a child has been described as “at risk” due to circumstances such as social/interpersonal problems or a dysfunctional home environment. [Departmental Appeals Boards Decision (DAB) No. 1428]

Foster care candidacy determinations must be individualized on a case-by-case basis. A group of children cannot be automatically included or excluded. Children already in out-of-home placement are not foster care candidates.

[\[Social Security Act §472\(i\)\(2\)\]](#) and [§471\(a\)\(15\)\(B\)\(i\)](#); [ACYF-CB-PA-01-02](#)

[Departmental Appeals Board Decision 1428](#)]

## **Foster Care Candidacy and the Social Services Time Study (SSTS)**

County agencies that participate in the Social Services Time Study claim federal reimbursement for case management activities, including those related to foster care candidacy determinations, through Child Welfare Targeted Case Management (CW-TCM). CW-TCM activities are those that assist an eligible recipient to gain access to needed medical, social, and educational services, as well as other services as identified in an individual case plan. See bulletins [#14-68-20](#) and [#14-68-21](#) for specific information related to CW-TCM. When counties bill CW-TCM for activities, they are not eligible to make claims for these activities as administration through the SSTS.

## **Foster Care Candidacy and the Local Collaborative Time Study (LCTS)**

Title IV-E administrative reimbursement for Family Service and Children's Mental Health Collaboratives in Minnesota is earned through qualified staff in public school districts, public health, and corrections agencies performing activities that assist in the state's administration of the Title IV-E state plan. The Title IV-E claiming mechanism for these reimbursements is the LCTS. In order for the above agencies to participate in the LCTS, qualified county child welfare staff must determine which children qualify as candidates for foster care. If a county agency chooses not to make foster care candidacy determinations on behalf of the local collaborative staff who are working with these children, the county must, at minimum, provide local collaborative staff with a list of children who are currently in foster care. This information is necessary so LCTS participants have the information needed to select from Title IV-E activity codes for the time study. In the absence of this information, local collaboratives are not eligible to participate in the LCTS.

## **Requirements for Foster Care Candidacy Determination**

The following are necessary to make foster care candidacy determinations:

- Title IV-E agreement
- Designation of a foster care candidacy specialist
- Understanding the role of the county agency
- Data sharing/release of information
- Foster care candidacy determination process

- Eligibility criteria for foster care candidates
- Communication of the foster care candidates to LCTS participants
- Conducting foster care candidacy re-determinations every six months

## **Title IV-E Agreement**

All public school districts, public health and corrections agencies participating in the LCTS must have a signed Title IV-E Foster Care Candidacy Administrative Agreement signed and in place with their host county human service agency (see Appendix A).

## **Designation of Foster Care Candidacy Specialist**

County agencies that participate in the LCTS must designate a foster care candidacy specialist. Pursuant to [§472\(a\)\(2\) of the Social Security Act](#), the individual designated as the candidacy specialist must be an employee of the county child welfare agency, or an employee of a tribe with a Title IV-E agreement. The county agency is ultimately responsible for foster care candidacy determinations and, therefore, it designates a foster care candidacy specialist.

To ensure that foster care candidacy determinations meet federal regulations, it is imperative that staff assigned to the role of foster care candidacy specialist be skilled in the area of child protection laws and regulations. The Minnesota Department of Human Services published a core set of qualifications for county staff to use in determining who fills this position (see Appendix B).

The county's foster care candidacy specialist must participate in mandatory training provided by DHS before they can begin making foster care candidacy determinations. New county foster care candidacy specialists who have not received this training should contact Beth Chaplin, 651-431-4919, or email [beth.chaplin@state.mn.us](mailto:beth.chaplin@state.mn.us) to arrange training.

## **Role of County Agency**

The county child welfare agency is the legal and administrative authority for all local foster care candidacy determinations in Minnesota. To participate in the LCTS, the county child welfare agency must do *a least* one of the following:

- Communicate the names of children who are currently in foster care. Although these children are not considered candidates for foster care because they are already in care, DHS can claim Title IV-E administrative dollars on behalf of these children, in addition to the foster care candidates.
- Review all case files, make foster care candidacy determinations about children, and communicate the list of foster care candidates to LCTS participants.
- Upon receipt of recommendations from public schools, public health and

corrections agencies of children who may be candidates for foster care, make determinations about these children, and communicate these determinations to LCTS participants.

The county human service agency is ultimately responsible for all decisions regarding the foster care candidacy determination process, such as: how information flows back and forth from the foster care candidacy specialist and the LCTS, any related processes, timelines, who is responsible for retaining documentation and where, etc.

## **Data Sharing and Release of Information**

The county child welfare agency makes the individualized determinations of children who meet the criteria for foster care candidacy. In order to make determinations, the county will need sufficient information from participating agencies. Some of the information will be private information about a child, such as name, date of birth, and reasons the LCTS participants think a child is at imminent risk of removal from their home unless they receive services to prevent removal.

When sharing private information, to ensure compliance with the Minnesota Data Practices Act, Health Insurance Portability and Accountability Act (HIPAA), the Children's Mental Health Act, and Minnesota laws that apply to collaboratives, the following is recommended:

- Review the Governance Agreements (Interagency or Joint Power Agreements) to ensure there is a section on data privacy
- Sign Title IV-E Foster Care Candidacy Administrative Agreements
- Request individual "Written Consent for Release of Information" forms for children that LCTS participants recommend as potential foster care candidates to county social service agencies

The law requires that parents or guardians be given the opportunity to decide how and what information will be shared among agencies. Therefore, an individual release of information must be signed by the parents or legal guardians prior to private information being shared between collaborative partner agencies. See Appendix C, General Consent/Authorization for Release of Information [DHS – 3549](#), for an example. If there is no release of information, an LCTS participant cannot recommend a child as a potential candidate for foster care.

## **Foster Care Candidacy Determination Process**

DHS published the LCTS Foster Care Candidacy Determination form, [DHS LCTS – 5410](#) (see Appendix D). The county child welfare agency is required to use this form to identify

foster care candidates. This form incorporates the foster care candidacy criteria and should not be modified by counties, collaboratives or LCTS partner staff.

**\*Note – a foster care candidacy determination is not a substitute for mandated reporting.**

## **Eligibility Criteria for Foster Care Candidates**

A candidate for foster care is a child who is at imminent risk of removal from their home as evidenced by the county or tribal agency either pursuing removal, or making reasonable or active efforts to prevent removal.

## **Communication of Foster Care Candidates to LCTS Participants**

All foster care candidacy determinations must be made before the random moment occurs. The random moment is the time period provided by DHS for participants to indicate the type of activity in which they are involved. At the time the LCTS participant receives notice of a random moment, it is too late to begin the process of requesting that a determination be made for a child they are working with, or on behalf of. Instead, the participant must refer to the list of names that are in place at the time the random moment occurred. If the child's name does not appear on the list, they cannot select activity codes that are reserved for the child-specific activity that pertains only to foster care candidates. After the random moment has been completed, the participant can begin the process of requesting that a determination be made for that child. However, the participant must not assume that a child will eventually be determined a foster candidate for the purposes of activity code selection.

The county child welfare agency is responsible for all facilitation decisions, for example: how the information is shared between the LCTS partners, process, timelines, how the documentation is retained and with whom, etc.

## **Conduct Foster Care Candidacy Re-determinations Every Six Months**

There is no maximum length of time a child can remain a foster care candidate. However, the county child welfare agency must document the justification for retaining a child in foster care candidate status for longer than six months by conducting a re-determination every six months. The county foster care candidacy specialist should use the [Foster Care Candidacy Determination form](#) (DHS-5410) for the re-determination documentation.

## **Foster Care Candidacy and the Social Services Administrative Tribal Time Study (SSATTS)**

Tribes who hold Title IV-E agreements with the state, and whose agreement indicates that they are authorized to make foster care candidacy determinations and re-determinations for those children under tribal court jurisdiction, may designate a foster care candidacy specialist. Administrative claims for the Title IV-E foster care candidacy are reimbursed through the Social Services Administrative Tribal Time Study (SSATTS).

Some tribes, including those with Title IV-E agreements, are certified CW-TCM providers and bill for similar services through CW-TCM. It is not allowable to claim reimbursement for the same activity under both CW-TCM and Title IV-E foster care candidacy. Therefore, tribes that are authorized to make foster care candidacy determinations and choose to do so need to assess which of their staff are qualified to claim under CW-TCM. See bulletin #14-68-21 for more information on the CW-TCM and case manager qualifications. When filling out the “day log” for the SSATTS, employees who are qualified to claim under CW-TCM should claim CW-TCM, and those who are not qualified should claim under foster care candidacy.

For questions unrelated to foster care candidacy (e.g., operation of the time studies, activity code questions, etc.) contact DiAnn Robinson, supervisor, Time Studies and Rates, Financial Operations Division, 651-431-3739, or email: [diann.robinson@state.mn.us](mailto:diann.robinson@state.mn.us).

### **QUESTIONS AND ANSWERS**

#### **1. Is it permissible for the LCTS time study participant to act as a pre-reviewer?**

No.

#### **2. Are children who are currently in foster care considered foster care candidates?**

No. A child cannot be considered a candidate for foster care and be currently in foster care at the same time; they are either one or the other, or in some cases, neither. Children who were considered foster care candidates but subsequently enter foster care placement are not foster care candidates because once they enter the foster care system, their status changes. The human services agency can add children in foster care placement to the list that they share with their local collaborative partners. The county can obtain reimbursement through the LCTS for

activities on behalf of children currently in foster care, as well as those considered to be foster care candidates.

### **3. What if there are no foster care candidates?**

At minimum, the foster care candidacy specialist must communicate the names of children who are currently in foster care to the LCTS. Although these children are not foster care candidates, the county can claim on behalf of these children. If the foster care candidacy specialist does not communicate the names of children who are currently in foster care to the time study participants, and the participants do not make recommendations to the specialist for foster care candidacy determinations, then there is no foster care candidacy process in place, and the county, tribe and/or collaborative is not eligible to participate in the time study.

### **4. Can the Foster Care Candidacy Determination form be modified?**

No. DHS 5410 is the state approved form for determining foster care candidacy.

### **5. Regarding privacy and release of information, can the county/collaborative use a “unique identifying number” instead of a child’s name?**

No. The county needs to know the names of the specific children; a unique identifying number used to prevent the county from knowing the identity of a child does not meet Title IV-E regulations.

### **6. Is the LCTS time study participant required to provide supplemental information with the Foster Care Candidacy Determination form?**

No. Federal policy states that an acceptable method of documenting eligibility for foster care candidacy is a Foster Care Candidacy Determination form. For Minnesota, the approved document is DHS-5410. DHS staff realize that the candidacy specialist may not be able or willing to make determinations based solely on information provided on the Foster Care Candidacy Determination form. The candidacy specialist can request additional information from the social service case worker or case manager in these situations.



**7. Is the human service agency required to fill out the Foster Care Candidacy Determination form for all children it has identified as foster care candidates?**

Yes. The form is the method DHS has established for determining a child's eligibility.

**8. Is a case plan required for a child to qualify as a foster care candidate?**

No. A case plan is not required to determine that a child is a foster care candidate.

**9. Can children from out-of-state be included in the list of foster care candidates?**

No.

**10. Is a signed release of information form required?**

*Disclaimer: DHS cannot provide legal advice, and the contents of this bulletin, including attachments, should not be construed as legal advice. County staff should consult with their county attorney for legal advice.*

In terms of policies and practices adhered to by DHS, the foster care candidacy information is considered welfare data that can be shared without a release from the client for statutorily authorized purposes that include:

- Verification of an individual's identity
- Determining eligibility, amount of assistance, and the need to provide services to an individual or family across programs
- Evaluating the effectiveness of programs and investigating suspected fraud
- Administering federal funds or programs
- Effective communications among personnel of the welfare system working in the same program

See [Minnesota Statutes §13.46](#), subds.1 (b), (c), 2(a)(5), (6) and (7). County staff should consult with their county attorney before proceeding.

**11. Are juveniles that have been adjudicated while in a locked detention facility, forestry or boot camp considered to have entered foster care?**

No. Juvenile delinquents that enter non-foster care settings are not in foster care. Ensure that agency lists do not include children who are in a locked detention facility, forestry or boot camp.

## **12. When a child leaves a locked detention facility and is placed in a new program, how do workers know if that program is considered foster care?**

It depends on the type of facility. If a child is placed in a family foster home (county, private agency, or tribally licensed), then yes. If not, contact DHS for additional guidance.

## **13. Can 18-21-year-olds be considered foster care candidates?**

There are two groups of youth that retain their ability to return to foster care after they turn 18 years old and until they turn 21, if they meet certain eligibility criteria. Those two groups are:

- Youth who left foster care while under guardianship of the commissioner of the Minnesota Department of Human Services (state wards) retain their ability to return to foster care at any time from age 18 up until they turn 21 years old.
- Other youth previously in placement the six consecutive months prior to their 18th birthday, or who were discharged while on runaway status after age 15, may return to care from the age of 18 up until they turn 21, to the extent funds are available. If an agency determines it does not have funds available to allow a youth to return to care, a specific plan must be developed that relates to a youth's vocational, educational, social or maturational needs.

[\[Minnesota Statutes, section 260C.451, subd. 6\]](#)

In order for youth in either of these categories to return to foster care, they must meet one of the following eligibility criteria:

The youth must be:

- Completing secondary education or a program leading to an equivalent credential such as a G.E.D.,
- Enrolled in an institution that provides post-secondary or vocational education,
- Participating in a program or activity designed to promote or remove barriers to employment,
- Employed for at least 80 hours per month, or
- Incapable of doing any of the above activities due to a medical condition.

If an agency determines it does not have funds available to allow a youth to return to care, a specific plan must be developed that relates to a youth's vocational, educational, social or maturational needs. [[Minnesota Statutes, section 260C.451, subd. 6](#)]

These same youth could be considered a foster care candidate before entering placement.

**14. How long should foster care candidacy determination and re-determination documentation be kept by the county agency?**

Five years.

**15. Can a child who is not Title IV-E eligible be considered a foster care candidate?**

Yes.

**Americans with Disabilities Act (ADA) Advisory**

This information is available in accessible formats for people with disabilities by calling (651) 431-4670 (voice) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

## Title IV-E Foster Care Candidacy Administrative Agreement

The federal Title IV-E foster care candidacy program requires an agreement between the State agency and another public agency in accordance with the Social Security Act, Title IV, Part E, Section 472 (a) (2). This agreement allows public schools, public health and public correction agencies to participate in the eligibility determination process for the Title IV-E foster care candidacy program.

The \_\_\_\_\_ County Social Service Agency (hereinafter, "agency") is responsible for the administration of the eligibility determinations for Title IV-E foster care candidacy in \_\_\_\_\_ County in accordance with the State Title IV-E plan approved by the Department of Human Services.

The \_\_\_\_\_ (Enter name of public school, public health and/or public corrections agency) (hereinafter, "provider") is a public agency authorized in Minnesota to participate in a local collaborative time study.

Whereas, this agreement between the agency and the provider authorizes sharing of information between the agency and provider as necessary to determine Title IV-E foster care candidacy eligibility.

Whereas, the welfare system includes the Department of Human Services, local social services agencies, county welfare agencies, human services boards, community mental health center boards and persons, agencies, institutions, organizations, and other entities under contract to any of the above agencies to the extent specified in the contract in accordance with Minnesota Statutes, section 13.46 subdivision 1 (b) and (c) and subdivision 2a (5)-(7).

Whereas, the school district, county, corrections and public health entity members of the family services and children's mental health collaborative may share information with each other as to whether an individual or family is being served by a member in accordance with Minnesota Statutes, sections 124D.23, subdivision 5; 245.493 subdivision 3 and 626.556, subdivision 3.

Whereas, the provider agrees to meet all the requirements of the Code of Federal Regulation, Title 45, Part 1355.30 (p) (4) and Part 1356.60 (c) (7). These requirements include:

- Preparation of the case plan
- Documentation of the reasons the child is at serious risk of removal from the home
- Recommendation of Title IV-E foster care candidacy to the agency

- Develop, in conjunction with the agency, a communication system that allows the sharing of necessary information to complete Title IV-E candidacy eligibility determinations
- Develop, in conjunction with the agency, a tracking system for the six-month redeterminations for Title IV-E foster care candidacy eligibility
- Maintain records and allow the agency access for purposes of quality assurance

The agency is responsible for the determination of Title IV-E foster care candidacy eligibility and providing those determinations in a timely manner to the provider to maximize federal financial participation. The agency will conduct periodic reviews to ensure compliance with federal Title IV-E requirements.

The terms of this agreement do not impair or limit the authority or responsibility of the agency in the administration of the State Title IV-E plan.

This agreement is subject to cancellation, renewal, or revision on thirty (30) days written notice by either party.

The effective date of this agreement is \_\_\_\_\_.

SIGNATURE	DATE	ADDRESS
Agency representative		
Provider representative		

## LOCAL COLLABORATIVE TIME STUDY (LCTS)

### Duties and Responsibilities of the Candidacy Specialist

#### Requirements of the Candidacy Specialist:

- \*Must be permanent employee of county social services
- \*Must have the experience, training and knowledge that qualifies them to make professional judgments regarding the placement of children
- \*Must have current or previous experience in placing children
- \*Must be knowledgeable about child protection laws and regulations

#### The primary responsibilities of the Candidacy Specialist for the implementation and oversight of the county's Candidacy Program include the following:

- Ensuring compliance with federal requirements
- Training LCTS participants on program requirements
- Working with LCTS partner agencies to develop a system for sharing necessary information
- Receiving candidacy recommendations from LCTS partner agencies and make the final determination of candidacy
- Maintaining records
- Providing technical assistance to time study participants
- Acting as primary contact for DHS

#### The Candidacy Specialist

- Makes final candidacy determination based on DHS-5410 and other information provided by the LCTS partners
- Also looks at information regarding the child contained in:
  - case plans in county's open cases
  - court petitions
  - court orders
- Provides a list of names of eligible candidates back to LCTS agency
  - Provides a list of names of children already in foster care to LCTS agency



# General Consent/Authorization for Release of Information

Office Use Only

CASE NUMBER

To be completed by the person giving consent/authorization (please print): This information is being requested solely to verify the identity of the person giving consent/authorization.

NAME			
ADDRESS	CITY	STATE	ZIP CODE
BIRTH DATE (mm/dd/yyyy)	SOCIAL SECURITY NUMBER		

If you are receiving SNAP, cash assistance, health care or child support services, or are a license holder, please provide at least one of the following numbers:

MEDICAID IDENTIFIER (PMI)	NATIONAL PROVIDER IDENTIFIER (NPI) NUMBER	SINGLE MEMBER INDEX (SMI) NUMBER
FAMILY DAY CARE LICENSE NUMBER	FOSTER CARE LICENSE NUMBER	

**Authorization/Consent:** I authorize the Minnesota Department of Human Services ("DHS") to release the following information about me: **(Must be completed)**

### The information will be released to: (Must be completed)

NAME	COMPANY/AGENCY		
ADDRESS	CITY	STATE	ZIP CODE

### This information will be used for: (Must be completed)

**Consequences:** I know that state and federal privacy laws protect my records. I know:

- Why I am being asked to release this information
- I do not have to consent to the release of this information
- That, generally, I must give my written consent for DHS to give out the information
- If I do not consent, the information will not be released unless the law otherwise allows it
- I may stop this consent with a written notice at any time, but this written notice will not affect information the agency has already released
- The person or agency who gets my information may be able to pass it on to others
- If my information is passed on to others by DHS, it may no longer be protected by this authorization
- This consent will end one year from the date I sign it, unless the law allows for a longer period.

CLIENT SIGNATURE
DATE:

OR

SIGNATURE OF PARENT/GUARDIAN/AUTHORIZED REPRESENTATIVE
DATE:

Attention. If you want free help translating this information, ask your worker or call the number below for your language.

ملاحظة: إذا أردت مساعدة مجانية في ترجمة هذه المعلومات، فاسأل مساعدك في مكتب الخدمة الاجتماعية أو اتصل على الرقم  
.1-800-358-0377

កំណត់សំគាល់ បើអ្នកចង់បានជំនួយបកប្រែព័ត៌មាននេះដោយមិនគិតថ្លៃ សូមសួរអ្នកកាន់សំណុំរឿងរបស់អ្នក ឬ ទូរស័ព្ទទៅលេខ  
1-888-468-3787 ។

Pažnja. Ako vam je potrebna besplatna pomoć za prevod ove informacije, pitajte vašeg radnika ili nazovite  
1-888-234-3785.

Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, nug koj tus neeg lis dej num (worker)  
lossis hu 1-888-486-8377.

ໂປຼດຊາບ. ຖ້າທ່ານກຳລັງຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປຂໍ້ຄວາມດັ່ງກ່າວນີ້ຟຣີ, ຈົ່ງຖາມນຳພນັກງານຊ່ວຍວຽກ  
ຂອງທ່ານຫຼືໂທໂທລີໂຟນຕາມເລກໂທ 1-888-487-8251.

Hubaddhu. Yoo akka odeeffannoon kun sii hiikamu gargaarsa tolaa feeta ta'e, hojjataa kee gaafaddhu ykn  
lakkoofsa kana bilbili 1-888-234-3798.

Внимание: если вам нужна бесплатная помощь в переводе этой информации, обратитесь к своему  
социальному работнику или позвоните по следующему телефону: 1-888-562-5877.

Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la'aan ah, weydii hawl-  
wadeenkaaga ama wac lambarkan 1-888-547-8829.

Atención. Si desea recibir asistencia gratuita para traducir esta información, consulte a su trabajador o llame al  
1-888-428-3438.

Chú Ý. Nếu quý vị cần dịch thông tin này miễn phí, xin gọi nhân-viên xã-hội của quý vị hoặc gọi số  
1-888-554-8759.

LB2-0001 (10-09)

ADA (12-12)

This information is available in accessible formats for individuals with disabilities by calling local 651-431-3600, toll-free  
800-657-3510, or by using your preferred relay service. For other information on disability rights and protections, contact  
the agency's ADA coordinator.





Minnesota Department of Human Services

# Foster Care Candidacy Determination Form

Initial Determination       Six month Re-determination

CHILD'S NAME	BIRTH DATE
NAME OF PERSON COMPLETING FORM	PHONE NUMBER
COUNTY/LOCAL COLLABORATIVE/TRIBAL AGENCY	

**Note: If recommending a child as a potential foster care candidate, local collaborative agencies must attach a written and signed release of information.**

## Definition of a Foster Care candidate

A candidate for foster care is a child who is at imminent risk of removal from home as evidenced by the county or tribal agency either pursuing the child's removal from the home or making reasonable or active efforts to prevent the removal. Completing the documentation to establish a child's foster care candidacy is an indication that the child's entry into foster care is anticipated because the child is at imminent risk of removal.

Candidacy determinations must be individualized on a case-by-case basis. No group of children can be automatically included or excluded. Children already in out-of-home placement are not foster care candidates. (Social Security Act, Title IV, Part E, Section 471 (a)(15)(B)(i); ACYF-PA-87-05; ACYF-CB-PA-01-02 and DAB Decision No. 1428; Budget Deficit Reduction Act of 2005)

## Describe the issues that cause this child to be at imminent risk of being removed from their parent(s) or guardian(s). (Check all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Report of alleged abuse and/or neglect  | <input type="checkbox"/> Child disability            |
| <input type="checkbox"/> Report of abandonment   | <input type="checkbox"/> Child drug use              |
| <input type="checkbox"/> Child maltreatment determination  | <input type="checkbox"/> Inadequate housing          |
| <input type="checkbox"/> Child behavior  | <input type="checkbox"/> Parent alcohol abuse        |
| <input type="checkbox"/> Child alcohol abuse   | <input type="checkbox"/> Parent drug abuse           |
| <input type="checkbox"/> Relinquishment of parental rights   | <input type="checkbox"/> Parent death                |
| <input type="checkbox"/> Child has a sibling currently in foster care                                  | <input type="checkbox"/> Parent incarceration        |
| <input type="checkbox"/> Child has past history of being in foster care                                | <input type="checkbox"/> Parenting issues            |
| <input type="checkbox"/> Child's mental health needs are being assessed for residential treatment      | <input type="checkbox"/> Financial problems          |
| <input type="checkbox"/> Child's development disabilities are being assessed for residential treatment | <input type="checkbox"/> Caretaker inability to cope |
| <input type="checkbox"/> Child's family has an open child protection or child welfare case with        | <input type="checkbox"/> Domestic violence           |

\_\_\_\_\_ County Social Services

**Note:** This issue by itself does not meet the criteria for foster care candidacy.  
Check the issues that led to the case opening.

DESCRIBE OTHER CONDITIONS OR ISSUES (Attach additional sheet if necessary)

**The following reasonable or active efforts are being made to prevent the child from being removed from their parent or guardian.**

(Please check all that apply. Provide a description/explanation of those services.)

- |  |   |
|--|---|
| <input type="checkbox"/> Child protective services case management             | <input type="checkbox"/> Family support services                |
| <input type="checkbox"/> Parenting education                                   | <input type="checkbox"/> Truancy prevention services            |
| <input type="checkbox"/> Chemical dependency services                          | <input type="checkbox"/> Special education services             |
| <input type="checkbox"/> Individual counseling                                 | <input type="checkbox"/> Before and/or after school programming |
| <input type="checkbox"/> Mental health services                                | <input type="checkbox"/> Youth services                         |
| <input type="checkbox"/> Information and referrals to community based services | <input type="checkbox"/> School intervention strategies         |
| <input type="checkbox"/> Family based services – counseling                    | <input type="checkbox"/> In home public health services         |
| <input type="checkbox"/> Family counseling                                     | <input type="checkbox"/> Gang prevention efforts                |
| <input type="checkbox"/> Family based services – life management skills        | <input type="checkbox"/> Probation services                     |
| <input type="checkbox"/> Housing services                                      |   |
| <input type="checkbox"/> Legal services  |   |

DESCRIBE REASONABLE/ACTIVE EFFORTS (Attach additional sheet if necessary)

**This section for use by the Foster Care Candidacy Specialist**

<input type="checkbox"/> Child or family has an open county/tribal case.	CASE NUMBER
<input type="checkbox"/> There is evidence of court proceedings in relation to the removal of the child from the home, in the form of: <input type="checkbox"/> A petition to the court <input type="checkbox"/> A court order <input type="checkbox"/> A transcript of the court proceedings.	
Foster Care Candidacy Determination: <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	
SIGNATURE OF SPECIALIST	DATE
DATE OF INITIAL DETERMINATION	DATE OF SIX MONTH RE-DETERMINATION

**You must retain this documentation for 4 years after the determination (or re-determination) date.**