

30 Day Placement Guidelines

The caseworker will provide:

- [Child Information and Placement Referral](#) (ChIPR) at time of placement or in an email
- [Placement Agreement](#)
- [Voucher for Interim Pharmacy Services](#)
- [Caregiver Authorization](#)
- [Infant Safe Sleep Guidelines in English and Spanish](#) (if you are caring for a child less than a year old)

You will need to:

Healthcare

- Option 1
 - Schedule an initial health screen within the first five days of placement.
 - AND
 - Schedule an EPSDT or Well Child exam within 30 days of coming into care.
- Option 2
 - Schedule an EPSDT or Well-Child exam within the first five days of placement.
 - Schedule a dental exam if a child has one tooth.
 - This is not required if the child has had a dental exam in the past six months
- Respond to the Child Health and Education Tracking (CHET) worker and schedule an appointment to complete the [CHET screening](#).
 - The CHET Screener, will discuss the medical, developmental, and behavioral needs of the child and can help set up the EPSDT physical.

You will need to:

Healthcare, continued

- Keep an eye out for the child or youth's medical insurance coverage card.
 - Caregivers are mailed a new medical coverage card. You can also ask the caseworker to look up the young person's Provider One or Apple Health Core Connections identification number in FamLink.
- Medications
 - The caseworker will provide any medications that the birth family or previous caregiver was providing the young person.
 - Use the interim voucher for refills—use the same or select a new provider.
 - Be sure to ask about refills at the EPSDT or Well-Child exam.
 - Take the medications with you to doctor's appointment.
 - Talk with the caseworker if you believe the child or youth's medication needs to be changed. Medication changes require different types of permissions that the caseworker is responsible for gathering.

Education

- Keep children and youth enrolled in the school they are currently attending until a "best interest determination" is completed.
- Request copies of the child's Individual Family Service Plan (IFSP), Individual Education Plan (IEP), or 504 Plan (if they have one).
- If a new school placement is approved, enroll the child or youth within three (3) days.
 - Students in foster care have the right to immediate enrollment even if a current IEP or immunization record is not available.
 - Include the assigned caseworker as one of the child's contacts.
 - Notify the assigned caseworker if there are difficulties enrolling the child in school, and ask to speak with the school district "[foster care liaison](#)" for assistance and support.
- If the student has outstanding school fees or fines, please send to the caseworker for payment.

You will need to:

Other Needs

- Request a clothing voucher for children and youth in their first or initial placement.
 - Caregivers can request additional clothing vouchers if a young person has a unique or exceptional clothing need that isn't met through local community resources or the standard clothing allowance in the foster care monthly payment (if the child is placed in a licensed foster home).
- Check the child's car seat for installation and proper fitting. Alliance Training Available [Car Seat Safety: Select, Fit and Install Correctly \(eLearning for caregivers\)](#).
- Keep track of transportation expenses on the [Caregiver Monthly Transportation Reimbursement form](#).
- Set up any necessary child care. Connect with [Child Care Aware of Washington](#) for help locating a child care near you.
- Schedule time with the caseworker to discuss:
 - The young person's background
 - Why the young person is in care
 - Any behavioral, safety, or health concerns
 - School issues, enrollment, and education
 - Child care
 - The Family Time schedule
 - The child's identity and needs for cultural and community support
 - Court dates
 - Other support providers (e.g. therapists, medical, and dental providers)
 - Community resources

You can expect:

- A call and/or email from the caseworker within the first week. The caseworker may use secure email to send you important information about the child.
- Invitations to attend [Family Team Decision Making \(FTDM\)](#) or other [Shared Planning Meetings](#).
- Monthly visits from the caseworker who will ask to speak with you and each young person experiencing foster care individually.
- Contact from a Child Advocate, CASA or Guardian Ad Litem (GAL).
- Contact from a Family Time Visitation agency to arrange visits.
- A [rate assessment](#) for the child or youth in your care 30 days after placement.
- To support the child or youth's unique needs including "needs regarding race, religion, culture, sexual orientation and gender identity. These include cultural, educational and spiritual activities in your home and community including tribal activities within the child's tribal community or extended tribal family." [WAC 110-148-1520.\(7\)](#)

Other helpful resources:

- Refer to the [Prudent Parenting Guide](#) for information about activities needing caseworker approval. Take [Prudent Parenting \(eLearning\) | Alliance for Child Welfare Excellence](#).
- Read about your rights as a foster parent in the [Foster Parent Rights and Responsibilities](#) publication.
- Familiarize yourself with the [Reporting Responsibilities for Foster Parents](#) and [Mandatory Reporter Roles and Responsibilities \(eLearning\) | Alliance for Child Welfare Excellence](#)
- Learn more about the [Foster Parent Reimbursement and Liability Plans](#). Please be aware that caregivers who are not licensed can also access the reimbursement and liability plans.
 - Foster parents complete form the [Foster Parent Reimbursement and Claim Checklist form 18-400](#).
 - Caregivers who do not have a foster license complete the [Third Party Claim Checklist form 18-400A](#).

Alliance CaRES (Caregiver Retention Education and Support):

We are here to Support YOU!

Website: alliancecares.org **Email:** alliancecares@uw.edu **Phone:** (206) 221-4913

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