

# Placement Expectations for the SCP

(Revised 9/28/18)

## Forms

### Placement Expectations for SCP

#### Alignment with SET

---

#### Forms

The following forms are referenced in this file:

- 04-25 Caregiver Information Sheet
- 04-39 Parent/Child Contact Log
- 04-61 Clothing Inventory and Record of Personal Belongings
- 04-258 Placement Needs and Services Plan *(CWS/CMS Template)*
- 04-325 Child Transition Information
- [JV-290](#) Caregiver Information Form

---

#### Placement expectations for SCP

The SCP's responsibilities in meeting a child's needs are similar to those of all parents. Additionally, there is the expectation that the SCP will work as a team member with the SW and the parent on behalf of the child.

The following table lists what is expected of the SCP during placement.

Expectation	Description
Share information with the assigned SW	<p>Share information and observations about the child's:</p> <ul style="list-style-type: none"><li>• Health</li><li>• School progress</li><li>• Contacts with parents or relatives</li><li>• Behavioral problems</li><li>• Successes and difficulties</li></ul> <p><b>NOTE:</b> Bringing potential problems to the SW's attention before they become serious demonstrates the SCP's positive concern for the child.</p>
Maintain confidentiality	<ul style="list-style-type: none"><li>• Keep information about the child confidential.</li><li>• Discuss confidentiality with the SW.</li></ul>

Placement  
expectations for SCP  
(cont.)

Expectation	Description
Share information with the next placement	<p>The SCP may use the 04-325 form to gather and share information and observations about the child's:</p> <ul style="list-style-type: none"> <li>• Health</li> <li>• School progress</li> <li>• Contacts with parents or relatives</li> <li>• Behavioral problems</li> <li>• Strengths and areas of difficulty</li> <li>• Personality</li> </ul> <p><b>NOTE:</b> Bringing potential problems to the SW's attention before they become serious demonstrates the SCP's positive concern for the child.</p>
Provide the court with information about the child in your care	<p>A foster parent, relative caregiver, NREFM, resource family parent, Indian custodian or foster family agency are allowed to use the JV-290 form to provide his or her recommendation to the court for all review hearings. The person notified may attend all hearings and may submit any information he or she deems relevant to the court in writing.</p>
Know what to do if contacted by the news media (i.e. television, radio or newspaper)	<p>Clarify the matter of confidentiality for the media representatives. For example the SCP:</p> <ul style="list-style-type: none"> <li>• <b>Will not</b> disclose <b>any</b> information about the foster child or the foster child's family.</li> <li>• <b>Will not</b> permit <b>any</b> pictures to be taken that can identify the child.</li> <li>• <b>Will not</b> disclose that a specific child is placed in the SCP's home.</li> <li>• <b>Will immediately</b> contact the child's SW about the incident.</li> <li>• <b>Will contact</b> the PSS or manager if SW is unavailable.</li> </ul>
Provide for the child's physical needs	<ul style="list-style-type: none"> <li>• Maintain the home at a level of cleanliness and repair that contributes to the child's health and well-being.</li> <li>• Provide the child living space which is at the same level of comfort, cleanliness and repair as rest of the family.</li> <li>• Provide each child with an age appropriate individual bed with clean linens, pillow, blankets, and mattress in good repair. (Title 22, Division 6, Chapter 9.5, Article 3 section 98387), or the current RFA Written Directives)</li> </ul>

**Placement expectations for SCP (cont.)**

Expectation	Description
Provide for the child's physical needs (cont.)	<ul style="list-style-type: none"> <li>• Participate in a joint clothing inventory with the SW at the arrival and departure of the child. Use the 04-61 form.</li> <li>• Provide the child with clothing that is: <ul style="list-style-type: none"> <li>○ Adequate in quantity.</li> <li>○ Appropriate for age, size, and sex.</li> <li>○ Clean and in good repair.</li> </ul> </li> <li>• Keep receipts for all purchased clothing.</li> <li>• Give all of the child's clothing/belongings to the Agency representative when the placement terminates.</li> </ul> <p><b>NOTE:</b> The child's outgrown clothing may be kept by the SCP when replaced with suitable clothing.</p> <ul style="list-style-type: none"> <li>• Provide quality meals in quantities necessary to meet the child's dietary needs, including special diet needs.</li> </ul> <p><b>NOTE:</b> See SCI direct cost in Specialized Care Increments.</p> <ul style="list-style-type: none"> <li>• Maintain the child's basic hygiene, including hair, teeth and body.</li> <li>• Provide for the child's personal needs (e.g., deodorant, shampoo, sanitary napkins, etc.).</li> </ul>
Affirm child's Sexual Orientation Gender Identity Expression (SOGIE)	<ul style="list-style-type: none"> <li>• Foster youth have the right to be placed in out-of-home care according to their gender identity, regardless of the gender or sex listed in their court or child welfare record.</li> <li>• The caregiver should call the youth by their chosen name and pronoun.</li> <li>• The youth may express their gender identity through their clothing and grooming and the caregiver should allow the youth to shop for items consistent with their gender expression.</li> <li>• The caregiver may not force the youth to conform through dress, pronoun usage, customs, room assignments etc. to the gender in their case or court record if it is different than how they perceive themselves.</li> <li>• Like other health care services, the caregiver should ensure the youth has access to gender-affirming medical and behavioral health services.</li> <li>• Call the youth by their chosen name and pronoun.</li> </ul>

Placement  
expectations for SCP  
(cont.)

Expectation	Description
Confidentiality & SOGIE	<ul style="list-style-type: none"> <li>Caregivers will not disclose information about the child's sexual orientation and/or gender identity against the child's wishes, unless compelled to do so by law or court order to third parties (i.e., parents, other family members, other children, friends, teachers, etc.).</li> <li>Disclosure could subject the child to a range of physical and emotional harm.</li> <li>The SW/PO can work with the child to weigh the pros and cons of sharing the information and focus on how the specific disclosure would help or harm the child, and not on the concerns or interests of third parties.</li> </ul>
Protect the child and prevent child abuse	<p>Inform the SW of any marks, bruises or suspected child abuse of any child in your home. Refer to the Foster Parent Handbook for additional information on reporting responsibilities.</p> <p>Protect the child's health, safety and well-being, including the prevention of abuse and neglect.</p>
Use positive, warm and caring discipline	<ul style="list-style-type: none"> <li>Teach the child: <ul style="list-style-type: none"> <li>Socially acceptable behavior control.</li> <li>Ways to handle feelings.</li> <li>The standards of the SCP and society.</li> </ul> </li> <li>Discipline all children in the home uniformly.</li> </ul> <p><b>NOTE: The foster child CANNOT be disciplined with corporal punishment.</b> Corporal punishment includes: hitting; slapping, pinching; pulling hair; pushing; biting; denying food; and denying any bodily function such as bathroom use, sleeping, eating, etc.</p> <ul style="list-style-type: none"> <li>Establish rules and consequences that reinforce positive behavior.</li> </ul>
Provide basic and emergency transportation	<ul style="list-style-type: none"> <li>Provide basic transportation to: <ul style="list-style-type: none"> <li>Medical, therapy and dental appointments.</li> <li>Court reviews.</li> <li>Social and school functions.</li> <li>Parental visits.</li> <li>Other as appropriate.</li> </ul> </li> </ul>

Placement expectations for SCP (cont.)

Expectation	Description
Provide basic and emergency transportation (cont.)	<p><b>NOTE:</b> Reasonable travel, which is included in the foster care reimbursement for visits to the parent's home, is defined as being within 15 miles of the SCP's home, with no more than two trips per month.</p> <p>Provide seat belts and/or car seats for each child (see Transporting Children).</p>
Meet the child's health needs	<p>Meet the child's health needs as follows:</p> <ul style="list-style-type: none"> <li>• Arrange for a medical and dental examination within 30 days of placement.</li> <li>• Ensure that the child's ongoing health needs are met.</li> <li>• Seek attention for health problems promptly.</li> </ul>
Cooperate with therapists	<ul style="list-style-type: none"> <li>• Participate in the child's therapy plan.</li> <li>• Communicate with therapist about child's behavior.</li> <li>• Understand therapy goals, objectives and time frames.</li> <li>• Assess and discuss the child's progress in therapy with the SW.</li> <li>• Contact the SW if the therapist is not cooperative.</li> </ul>
Arrange for recreational and social activities	<p>Encourage and arrange for:</p> <ul style="list-style-type: none"> <li>• School activities</li> <li>• Sports</li> <li>• Family outings</li> <li>• Scouting</li> <li>• Lessons, e.g., music, dance and swimming.</li> </ul> <p>The reimbursement rate includes amounts for recreation, toys and equipment.</p> <p><b>NOTE:</b> The foster parent will use a reasonable and prudent parent standard (see Normalcy Protocol) in determining whether to give permission for a child residing in foster care to participate in extracurricular, enrichment, and social activities.</p>
Provide a healthy family atmosphere	<ul style="list-style-type: none"> <li>• Discuss serious problems with the child's SW and the licensing evaluator.</li> <li>• Consider the child's best interest in the decision making process for the child's placement.</li> <li>• Keep the licensing evaluator informed, on an ongoing basis, of any significant problems or changes in the SCP's family circumstances.</li> </ul>

Placement  
expectations for SCP  
(cont.)

Expectation	Description
Provide supervision and know regulations regarding child care providers, including babysitters	<ul style="list-style-type: none"> <li>The childcare provider must be: <ul style="list-style-type: none"> <li>At least 18 years old and have adult maturity.</li> <li>In good health and able to meet the needs of the child.</li> <li>Fingerprinted and have a TB test if they are regular providers.</li> </ul> </li> </ul> <p><b>Adults not required to provide TB test or be fingerprinted:</b></p> <ul style="list-style-type: none"> <li>Adult friends and family of the licensed/certified foster/RFA parent not residing in the home.</li> <li>Parents of the foster child's friends when the foster child is visiting the friend's home and the friend and foster/RFA parent are present.</li> <li>Individuals who are engaged by the foster/RFA parent to supervise the foster child for periods not to exceed 24 hours.</li> </ul> <ul style="list-style-type: none"> <li>The SCP must obtain permission from the child's SW to have the child cared for in someone else's home for 24 hours or more.</li> <li>The SCP must confer with the child's SW prior to allowing the foster child to babysit for another family.</li> <li>The foster child <b>must not</b> babysit for the SCP's natural children.</li> <li>Foster youth may be left unsupervised for brief periods of time based on the prudent parent standard defined in the Normalcy Protocol. This should be discussed with the assigned SW and documented in the 04-258.</li> </ul> <p><b>NOTE:</b> Refer to the 04-25 form regarding the use of occasional short-term babysitters and Normalcy Protocol.</p>
Establish limits and expectations	<p>Distribute household chores and establish limits and expectations that are:</p> <ul style="list-style-type: none"> <li>Appropriate for the child's life experience, health and skills.</li> <li>Clear and age appropriate.</li> <li>Equitable for both the foster child and the SCP's child.</li> </ul>

**Placement expectations for SCP (cont.)**

Expectation	Description
Cooperate with the SW	<ul style="list-style-type: none"> <li>• Cooperate and discuss with the SW the child's case plan.</li> <li>• Allow the SW appropriate access to the child and home, including opportunity for private discussion between the foster child and the SW.</li> <li>• Use the chain of command to elevate any disagreements with the case plan.</li> <li>• Get authorization from the SW when the child will be out of the home, e.g., camping trips, vacations, etc.</li> <li>• Inform the SW of any problems the child may be experiencing; e.g., police, school, emotional, physical, etc.</li> <li>• Repay foster care overpayments when they occur.</li> </ul> <p><b>NOTE:</b> An overpayment occurs when a SCP receives payment for which the SCP is not entitled; e.g., payment for the care of a child who is no longer residing in the SCP's home.</p> <ul style="list-style-type: none"> <li>• Honor payment arrangements with Revenue and Recovery.</li> </ul>
Work with the parent towards reunification	<ul style="list-style-type: none"> <li>• Cooperate with the SW and the parent to establish a visitation plan.</li> <li>• Advise the SW of visitation progress and problems.</li> <li>• Record visits on the 04-39 form.</li> </ul> <p><b>NOTE:</b> The parent should not interrupt the SCP's family routine by making unscheduled visits, or by calling excessively. (See Visitation policy.)</p>
Coordinate with the school	<ul style="list-style-type: none"> <li>• Enroll the child in school.</li> <li>• Provide school supplies.</li> <li>• Attend meetings and cooperate with school staff as needed.</li> </ul>
Coordinate with the school (cont.)	<ul style="list-style-type: none"> <li>• Promote and encourage school attendance, including prompt enrollment.</li> <li>• Arrange for counseling or tutoring when necessary.</li> <li>• Advocate for the child's special school needs, such as IEPs (see Special Education - Surrogate Parents).</li> </ul>

**Placement expectations for SCP (cont.)**

Expectation	Description
Teach independent living skills	<ul style="list-style-type: none"> <li>• When age appropriate, teach the child how to:               <ul style="list-style-type: none"> <li>○ Prepare and live on a budget.</li> <li>○ Purchase clothes and personal items.</li> <li>○ Plan and prepare meals.</li> <li>○ Maintain an organized and clean living space.</li> <li>○ Use public transportation.</li> </ul> </li> <li>• Be an active participant in the development and monitoring of the child's Youth Contract.</li> <li>• Assist the youth in obtaining a reduced fee California ID Card (see Normalcy Protocol) when appropriate.</li> <li>• Assist the SW when there are concerns about the teen's ability to live independently.</li> </ul>
Be culturally sensitive and competent	<ul style="list-style-type: none"> <li>• Provide care in a culturally-sensitive and competent manner.</li> <li>• Respect the cultural, ethnic, religious and diverse needs of the foster child.</li> <li>• Be assertive in obtaining community resources to meet the cultural needs of the child.</li> </ul>
Assist with placement termination	<ul style="list-style-type: none"> <li>• Cooperate with the SW to transition the child home or to another placement.</li> <li>• Retain copies of the child's records for a minimum of three years after the placement terminates.</li> <li>• Complete an inventory of the child's clothing/personal belongings using form Clothing Inventory and Record of Personal Belongings 04-61 form, and give a copy to the SW.</li> <li>• Give the child's belongings to the child's representative when the child leaves the placement.</li> <li>• Complete the 04-325 form, if desired, and give to the child's representative when the child leaves placement for another out-of-home placement.</li> <li>• Give HHSA at least a 7-day notice when termination is necessary.</li> </ul> <p><b>NOTE: Termination of a placement by a SCP without good cause is not acceptable.</b></p>

**Alignment with SET**

This policy aligns with SET [Value 2](#) as it supports consistent communication and information sharing.