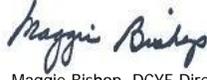


1740 FOSTER HOME RECORD MAINTENANCE	
Chapter: Foster Care Providers	Section: Licensing
	<p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 12-07 Effective Date: September 2012 Scheduled Review Date:</p>
	<p>Approved:  Maggie Bishop, DCYF Director</p>
<p>Related Statute(s): RSA 169-C and RSA 170-E Related Admin Rule(s): He-C 6446 Related Federal Regulation(s):</p>	<p>Related Form(s): Alternate W-9, FORM 2104, FORM 2152, FORM 2162, FORM 2163, FORM 2351, FORM 2360, FORM 2361, FORM 2362, FORM 2365, FORM 2367, FORM 2368, and FORM 2369 Bridges' Screen(s) and Attachment(s):</p>

Purpose

The foster home record reflects the knowledge, skills, and abilities of foster parents who have met initial requirements for licensure and renewal, in accordance with the Foster Family Care Licensing Requirements, He-C 6446. It is a legal, descriptive and historical document of the foster parents' role in the foster care system.

Policy

- I. Any applicant for a foster home license must apply on forms supplied by the Department. These forms are maintained in a permanent record.
- II. DCYF maintains the record as a confidential document. Only the foster parent(s) have access to the file and all information generated by DCYF staff.
- III. Only the "Foster Family Care License" (Form 2369) itself is available to any person under the right-to-know law. (RSA 170-E:30 II, Record of Licenses)
- IV. Third party information such as evaluations and references are not readily available to foster parents unless a release of information has been obtained from the author or service provider.
- V. Closed foster home records are retained in their entirety in a central file in the District Offices for 3 years. After 3 years, the records are to be listed, boxed, and sent to State Archives where they will be maintained permanently.

Procedures:

- I. The Resource worker must make a foster home record for each completed application for a foster home license and maintain the record in a central file in the District Office.
- II. Each record must contain 6 sections and the documents are to be filed in this order:
 - A. Section I

Foster Family Care Permit/License (Form 2368/2369);
Alternate W-9; and
FFC Worksheets (Forms 2367).

B. Section II

Foster Care/Adoption Application (Form 2351);
Resource Care Enrollment/Change (Form 2104);
Form 2377 Livescan Fingerprint results;
Central registry check results;
Criminal records check results; and
Local law enforcement check results.

C. Section III

Contact Log, Bridges Printout
Placement Log, Bridges Printout

D. Section IV

Re-licensing Report
Self-Assessment for License Renewal (Form 2362);
Secondary "Fire Department Inspections" (Form 2361);
Other supporting documentation required for re-licensure
Foster Care/Adoption Application (Form 2351);
Autobiography of Foster and Adoptive Parents (Form 2163); and
Foster/Adoptive/Relative Care Home Study (Form 2162).

E. Section V

Correspondence;
Miscellaneous.

F. Section VI

Foster Parent Training Log (Form 2365);
Initial "Fire Department Inspection" (Form 2361);
Foster and Adoptive Family Home Health Inspection (Form 2360);
Medical Information Statements (Forms 2152);
References; and
Pre-service proof of training.