

STATEWIDE RFA TECHNICAL ASSISTANCE CALLS  
MEETING MINUTES  
December 6, 2017  
Time: 1:30 pm – 2:30 pm  
Location: Conference Call  
Call-In: 877-873-8017 Code: 5396369

County TA Questions	CDSS Response	Action Item
1) Can a county make an emergency placement with a relative or non-relative extended family member (NREFM) if there is a hit on the CLETS check?	If there are hits resulting from the CLETS check, the county has the discretion to place on an emergency basis provided it has determined that the criminal history does not pose a risk to the health and safety of a child. There are no exemptions or investigations completed for an emergency placement. The individual must initiate the RFA process, including a live scan fingerprint check within 5 days per the Written Directives (WD) and the exemption process must be initiated as soon as possible.	None.
2) We have a relative who has come forward to go through the RFA process for dependents of our County. The biological parents of the dependents also reside on the property in a separate dwelling (mobile home). Is it ok to assess an individual due to the close proximity of the biological parent?	Yes, the County may assess the relative for Resource Family Approval even if the biological parent(s) reside on the property. Please note that the county must assess any contact and potential contact, both authorized and non-authorized, the dependents may have with the biological parents due to the proximity of the residences on the same property. The County should also determine if the biological parents are, for all intents and purposes, “regularly present” in the Resource Family home. If so, the biological parents would then fall under the background check requirements.	None.
3) Are marriage and/or divorce decrees required for RFA?	No, marriage and divorce decrees are not required for RFA. For families who want to adopt or think they might, it would be best practice to obtain the marriage certificates and/or divorce decrees after the family has been approved so it does not delay the finalization of an adoption.	None.
4) Is it permissible if an applicant’s references are all from relatives?	There is no prohibition on only receiving references from relatives.	None.
5) Is the State having any discussions about drug testing RFA applicants?	There are no discussions on this topic presently being held at the state level.	None.

6) We have mobile live scanning and some RFA social workers are experiencing trouble performing this task. Does the state have the ability to hold trainings?	You should contact your private live scan vendor to inquire if they can conduct a training for your workers who are performing this component.	None.
7) A grandparents' adoption was finalized in early 2017. The adoption homestudy was closed after finalization, however, the rap back is still open. The birth mother gave birth to another child after finalization. Can we use the adoption homestudy to deem the grandparents as a Resource Family?	According to <a href="#">All County Letter (ACL) 17-16</a> , the adoption home study can be used if it is open to deem the grandparents a Resource Family. An update will need to be conducted to open the home study back up for deeming purposes.	None.
8) Is a county required to complete an approval update each time a Resource Family moves?	Yes, please refer to <a href="#">Written Directives, 4.1</a> : Approval Update Due to Relocation of Resource Family.	None.
9) What happens if an applicant starts the RFA process with one county and moves to a new county prior to the completion of the approval?	Best practices would be for the initial county to complete the approval process and then have the Resource Family request a transfer of their approval to the new county.	None.
10) Is CDSS going to create a Documented Alternative Plan (DAP) form.	Yes, a DAP form will be created; however, there is no expected delivery date at this time.	None.

### Updates:

- An ACL will be released shortly detailing the [AB 404](#) language that specifies that a licensed foster family home that provided county-authorized respite services at any time during 2017 may be approved as a resource family upon the completion of the applicable conversion requirements as specified in ACL 17-16.
- Updates to the [Background Assessment Guide](#) (BAG) will be released early 2018; additional BAG Roundtables will be scheduled commencing first quarter 2018. Updates will include language relative to new standards pursuant to [SB 213](#) and will incorporate clarifying language based upon county feedback received since the initial release. All updates will be highlighted in yellow.

- The Technical Assistance Resource Family Approval (TARFA) meetings will be held regionally on a quarterly basis starting February 2018.
- CDSS is underwriting and coordinating a Psychosocial Assessment/Written Report training curriculum for Counties with a tentative rollout date of early 2018.
- Version 5 of the Written Directives will have new language and changes highlighted in yellow.

**Next Meeting:** January 3, 2018, 1:30 pm – 2:30 pm