## STATEWIDE RESOURCE FAMILY APPROVAL (RFA) TECHNICAL ASSISTANCE CALLS

### MEETING MINUTES

**October 3, 2018**

**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) How are counties providing the Resource Family (RF) with a copy of the RFA 809 and RFA 03?

The Written Directives, Version 5 (WD/5) do not prescribe a format in which a copy of the RFA 809 or the RFA 03 are provided to the family; it is up to the county to develop a process. Two counties reported they complete the form with carbon paper to provide a copy to the family at time of completion.

### 2) Can counties accept pictures or videos submitted by the RF as verification of a deficiency correction or compliance with a Corrective Action Plan (CAP)?

The WD/5 is silent on how a county verifies and documents the correction of a deficiency or compliance with a CAP. Some counties accept photos, videos or other means of documentation submitted by the RF to verify the correction/compliance; other counties do not and require a site visit by the RFA social worker to verify and document the correction/compliance. It is up to the county to develop a process and best practice would be to include case-by-case flexibility within their process.

### 3) Does a change in capacity require an approval update?

Not necessarily. Capacity changes should be assessed on a case-by-case basis to evaluate if, in fact, the change rises to the level that requires an update to the approval. If the capacity change does not rise to the threshold of an approval update, the county should document the basis for making the capacity change in the case file. Finally, a change to capacity must be documented on the RFA 05A-Resource Family Approval Certificate or an equivalent certificate.

Counties are free to develop an internal form that provides a format to document capacity changes that do not rise to the threshold of an approval update.

None.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4) <strong>Is it okay or permissible for a caregiver who has received placement of a child prior to approval to withdraw their RFA application?</strong></td>
<td>Yes, but with the caveat that the withdrawal must be <strong>explicitly</strong> requested by the caregiver. Failure of the caregiver to cooperate with the application process may not be construed or classified by the county as a withdrawal. The county must document their efforts to facilitate the application process with the family. A family’s refusal to cooperate may be grounds for the denial of the application. Upon the application withdrawal or notification to the RFA worker that the applicant intends to withdraw, the county should immediately notify the child’s social worker and coordinate next steps in relation to the placement of the child or non-minor dependent (NMD). Expeditious notification and coordination is critical due to funding options for caregivers who receive placement prior to the approval. (See ACL 18-75)</td>
<td>None.</td>
</tr>
<tr>
<td>5) <strong>Can a RF with a pending complaint or incident investigation surrender their approval?</strong></td>
<td>Yes. The county should continue the investigation and document the findings of the investigation in the case file. In certain instances, it may be necessary for the county to continue with an administrative action for the record, despite the RF’s surrender (refer to WD/5, Section 12-05(d)).</td>
<td>None.</td>
</tr>
</tbody>
</table>
| 6) **Ceasing the review of an application.** | The county has the authority to cease further review of an application in the following circumstances: **WD/5, Section 5-03B(k):**  
(1) A County shall cease any further review of an application as follows:  
   (A) An individual has had a previous application denial within the preceding year.  
   (B) An individual has had a previous rescission, revocation, exemption denial, or exemption rescission by the Department or County within the preceding two years.  
   (C) An individual was excluded from Resource Family homes or facilities licensed by the Department, unless the excluded individual has been reinstated pursuant to Government Code section 11522 and Welfare and Institutions Code section 16519.6(g).  
   (2) Notwithstanding paragraph (1), a County may continue to review an application if it has determined that the reasons for the previous denial, rescission, or revocation were due to circumstances or conditions which either have been corrected or are no longer in existence. | None. |
Updates:
- The regional Technical Assistance Resource Family Approval (TARFA) meetings are being conducted October through November. Please contact your county liaison for information.
- RFA Background Check training sessions (Train-the-Trainers) are being held regionally in October 2018. Please contact your county RFA SPOC for the registration flyer that was sent in late August.
- CDSS is hosting two 2-day conferences with Recruitment and Retention expert, Dr. Denise Goodman, Nov. 15-16 in Sacramento and Dec. 10-11 in Orange County. Detailed information will be released shortly to the County RFA SPOCs.

Additional Discussion:
- Child specific approvals are the exception rather than the rule. All homes should be approved to the capacity to which the family is able to parent and ensure the health, safety and well-being of children and/or non-minor dependents. Even though the family or NREFM only wants or is only interested in being approved for a specific child or NMD, this sentiment does preclude the county from assessing the applicant through a nonspecific lens. The true purpose of a child specific approval is to provide the opportunity for a county to approve an applicant whose familial or tribal relationship outweighs any concerns about the applicant identified through the evaluation of the applicant. Reference: WD/5, section 6-07(e)(1)-(5).

Next Meeting: November 7, 2018 1:30 pm – 2:30 pm