

**UNACCOMPANIED REFUGEE MINORS PROGRAM
MONITORING INSTRUMENT
REVIEW OF FOSTER FAMILY FILE**

Foster family files are subject to review by the State's licensing authority. It is not the Refugee Programs Bureau monitor's role to ensure that a family meets certification requirements. Rather, the purposes of this review include: getting an impression of how the agency manages the process of training, certifying and supporting families; gathering background information to support the State's scheduled visits with youth and foster families; and conducting a spot-check to see whether certifications are current. Foster family files reviewed will be of the foster family of the monitored youth's case file.

I. Review Information

- A. URM Program: _____
- B. RPB Reviewer: _____
- C. Date of Review (mm/dd/yy): _____
- D. Month/Year of Records (mm/yy): _____
- E. Name of URM: _____

II. Foster Parent Record Information (Contract Exhibit A, A.7-8)

- A. Foster parents' names:
- _____
- _____
- _____
- B. Date of initial certification (review certification document):
- _____
- _____
- _____
- C. Date of current certification/renewal (review certification document):
- _____
- _____
- _____

D. Note any specifications for the family's certification (age, gender, number of children/youth to be placed, etc.):

E. Include any descriptors of family's country of origin, ethnicity, religion, and native language (plus additional languages) which are included in file.

F. Confirm 20 hours of pre-certification training to foster parents on topics specific to the URM program including, but not limited to: working with refugee/asylee/and trafficked youth, child development, child abuse and neglect, attachment, parenting, school advocacy, mental health, and health (*Contract, Exhibit A, A.7*).

G. Confirm and document foster parents have received at least 12 hours of training annually on topics specific to the particular child placed in their home (*Contract, Exhibit A, A.8*).
