



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

February 16, 2017

PIN 17-03-CRP

TO: ALL LICENSED FOSTER FAMILY AGENCIES
ALL LICENSED ADOPTION AGENCIES
ALL CHILDREN'S RESIDENTIAL PROGRAM STAFF
ALL CDSS ADOPTION REGIONAL AND FIELD OFFICES

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: RESOURCE FAMILY APPROVAL PROGRAM – CONVERSION OF
CERTIFIED FAMILY HOMES TO RESOURCE FAMILIES

Provider Information Notice (PIN) Summary

This PIN provides information and guidance on how to work with certified family homes to obtain Resource Family Approval through the conversion process.

The purpose of this PIN is to provide foster family agencies, licensed adoption agencies, and other interested stakeholders with information on the conversion process of all current certified family homes for the mandated statewide implementation of Resource Family Approval on January 1, 2017. In order to care for or continue to care for a child or nonminor dependent, Health and Safety Code section 1517 requires that all certified family homes must be approved as Resource Families no later than December 31, 2019. This PIN also provides instructions for foster family agencies that choose not to approve Resource Families. This PIN describes the conversion process as follows:

- Certified family homes with an approved adoption home study (see page three).
- Certified family homes with placement of a child or nonminor dependent at any time during calendar year 2017(see page four).
- Certified family homes without placement of a child or nonminor dependent at any time during calendar year 2017(see page five).

Resource Family Approval Implementation Plan and Conversion Plan

A foster family agency may begin converting its certified family homes to Resource Families upon the Department's approval of the foster family agency's Resource Family Approval Implementation Plan and Conversion Plan contained in the foster family agency's program statement.

Notification to Families

No later than July 1, 2017, each foster family agency shall provide the following information to its certified family homes:

- A detailed description of the Resource Family Approval Program.
- Notification that in order to care for, or continue to care for a child or nonminor dependent placed by a public or private placement agency, Resource Family Approval is required by December 31, 2019.
- Notification that a certificate of approval shall be forfeited by operation of law on December 31, 2019, except as follows:
 - All certified family homes that did not have a child in placement during the calendar year 2017, shall forfeit the certificate of approval by operation of law on January 1, 2018.
 - For certified family homes with a pending Resource Family application on December 31, 2019, the certificate of approval will remain in effect until the date of Resource Family approval. If the approval is denied, the certificate of approval shall be forfeited by operation of law on the date of completion of any proceedings required by law to ensure due process.
 - A certificate of approval shall be forfeited upon approval as a Resource Family.
- If a foster family agency chooses not to approve Resource Families, then in addition to the information above, notification that, in order to care for a child or nonminor dependent after December 31, 2019, a certified family home is required to submit an application for Resource Family Approval to the county in which the home is located or to a foster family agency that approves Resource Families.

The California Department of Social Services (CDSS) does not have a prescribed format for this notification. It is each foster family agency's responsibility to provide this information to certified parents in a way that best meets the needs of the foster family agency and the family while fulfilling this requirement.

Certified Family Homes with an Approved Adoption Home Study

Certified family homes shall be deemed to be Resource Families upon confirmation by the foster family agency that (1) the certified family home has an approved adoption home study that was completed prior to January 1, 2018, and (2) that the home study has been updated pursuant to [Title 22, Division 2, Adoptions Manual section 35183.1](#). These homes are not required to have a child or nonminor dependent in placement during the calendar year 2017 in order to officially change their status to a Resource Family.

The following shall occur to officially change the status of a certified family home to Resource Family:

- The prospective Resource Family shall submit a completed form LIC-00 Conversion of Existing Families: Release of Information to the CDSS Adoption Regional Office or licensed adoption agency.
- Within 20 calendar days of receiving the LIC-00, the CDSS Adoption Regional Office or licensed adoption agency shall disclose an adoption home study and any updates to an adoption home study to the foster family agency.
 - The CDSS Adoption Regional Office or licensed adoption agency shall redact the names of foster children including the child to be adopted and other identifying information from the adoption home study and any updates to an adoption home study.
 - Adoption files for the family and the child(ren) shall remain with the adoption agency and adhere to adoption laws and regulations pertaining to content and storage.
- If an individual was certified before January 1, 1999, the foster family agency shall complete a new Child Abuse Central Index (CACI) check for the individual in order to receive subsequent CACI reports.
- Upon approval, the foster family agency shall issue a Resource Family Approval Certificate (LIC 05A or equivalent) and include the date the family was approved as a Resource Family. The approval date begins the period for annual updates.
- Once a Resource Family Approval Certificate has been issued, the foster family agency shall notify the CDSS Adoption Regional Office or licensed adoption agency. The CDSS Adoption Regional Office or licensed adoption agency shall terminate the Department of Justice notifications related to the family using the No Longer Interested notification form. The CDSS Adoption Regional Offices and licensed adoption agencies should adhere to regular record retention policies in case of an audit.

- A foster family agency shall include certified family homes that have been approved as a Resource Family in the log of Resource Families submitted to the Department as specified in Section 88361 of the FFA Interim Licensing Standards. Instructions for how to convert a certified family home to a resource family home in the FFA Web Application can be found in the [FFA Web Application User Guide](#).
- Once a certified family home is approved as a Resource Family, their certificate of approval shall be forfeited by operation of law.

In cases where a certified family home was referred to a CDSS Adoption Regional Office or licensed adoption agency to complete the adoption home study, the referring foster family agency shall retain authority and oversight responsibilities of the Resource Family.

Conversion of Certified Family Homes with Placement of a Child or Nonminor Dependent at Any Time During Calendar Year 2017

For certified family homes who have a child or nonminor dependent placed in their home at any time during calendar year 2017, the following shall be completed to convert to a Resource Family:

- The prospective Resource Family shall submit form LIC-00A Conversion-Resource Family Application and show proof of identity.
- Conduct a psychosocial assessment pursuant to FFA Interim Licensing Standards section 88331.5.
 - In cases in which only one member of a family was certified and another family member now wants to be approved as a Resource Family, the individual who is not a certified parent will need to complete the Resource Family Approval process as a new applicant.
 - It is best practice to approve both individuals as the Resource Family, if possible. This allows both caregivers to adopt or provide guardianship to a child in their care.
- Ensure each caregiver and adult residing in or regularly present in the home has a current criminal record clearance or exemption, and the subsequent arrest notification is still open and active. If not, then the foster family agency shall complete a background check for that individual pursuant to the FFA Interim Licensing Standards section 88331.3.
- If an individual was certified before January 1, 1999, the foster family agency shall complete a new CACI check for the individual in order to receive subsequent CACI reports.

- Complete a Resource Family Written Report for conversion using form RFA-05C or an equivalent report that includes the content contained in form RFA-05C.
- Upon approval, the foster family agency shall issue a Resource Family Approval Certificate (LIC 05A or equivalent) and include the date the family was approved as a Resource Family. The approval date begins the period for annual updates.
- A foster family agency shall include certified family homes that have been approved as a Resource Family in the log of Resource Families submitted to the Department as specified in Section 88361 of the FFA Interim Licensing Standards. Instructions for how to convert a certified family home to a resource family home in the FFA Web Application can be found in the [FFA Web Application User Guide](#).
- Once a certified family home is approved as a Resource Family, their certificate of approval is forfeited by operation of law.

If a converted Resource Family indicates they would like to adopt a child in their care or adopt another prospective child, the foster family agency shall require the Resource Family to submit fingerprints for a new federal and state level criminal record clearance pursuant to Family Code section 8712. The foster family agency shall then update the Written Report to consider the criminal history of the Resource Family, including the effects of any criminal history on the ability of the Resource Family to provide adequate and proper care and guidance to the child to be adopted.

Certified Family Homes without a Placement of a Child or Nonminor Dependent at Any Time During Calendar Year 2017

All certified family homes that do not have a child or nonminor dependent in placement at any time during calendar year 2017 shall forfeit their certificate of approval by operation of law on January 1, 2018. A foster family agency shall report all homes, whose certificate of approval have been forfeited by operation of law on January 1, 2018, in the log of family homes certified and decertified provided to the Department as specified in Section 88061. Instructions for how to decertify a certified family home in the FFA Web Application can be found in the [FFA Web Application User Guide](#).

On and after January 1, 2018, if the family is interested in providing care again for a child or nonminor dependent, they will need to submit an application for Resource Family Approval to a county or foster family agency approving Resource Families and complete the entire Resource Family Approval process.

PIN 17-03-CRP
Page Six
February 16, 2017

Conversion Practice Considerations

There is no requirement as to which certified family homes shall be converted to Resource Families first; however, prioritization is helpful to ensure all certified family homes will be converted to Resource Families by December 31, 2019. Each foster family agency should consider the various levels of permanency when determining the conversion priority. Certified family homes with foster children who will be moving towards permanency with the current caregiver could be converted first. Certified family homes with placements in which reunification will not be occurring soon could be converted next. Families, who are caring for children in which reunification will be soon and who do not intend to care for other children, could be converted last.

The RFA program is a new approval process with new and different continuing requirements for caregivers. It may be helpful to provide information on the changes in caregiver responsibilities to families who are converting to Resource Families.

If you have any questions, please email the RFA Program Unit at RFA@dss.ca.gov.