

**TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
CHILDREN SERVICES PROCEDURE**

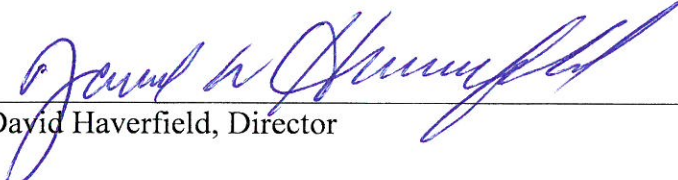
**MATCHING A CHILD IN CUSTODY
WITH AN APPROPRIATE FOSTER CARE PLACEMENT**

PROCEDURE

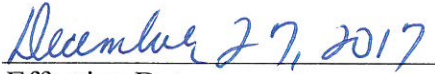
When a child cannot be kept safe at home and a suitable kinship home is not available, the most appropriate placement for a child in foster care is in the least restrictive setting that can meet his/her needs, is located as close to the birth family as is feasible, and keeps siblings together unless there is a compelling reason against it.

- A. Within one work day of receiving a completed Placement Referral Form, SS 61rb, from the placing worker, the foster care worker and/or Placement Services supervisor determines whether or not a child has special needs and completes the following process to match the child with an appropriate foster care placement:
1. For a child **without special needs**:
 - a. Identify the agency's family foster homes who have openings and are licensed for the particular gender and age of the child and review information about the children already placed in these homes.
 - b. Compare those family foster homes' "Acceptable Behaviors" from the Behavior Checklist tool of the Home Assessment to the presenting behaviors of the child.
 - c. If no agency family foster homes are appropriate or available, contact contiguous counties' Public Children Service Agencies and request to borrow a family foster home who best matches the child's needs: The following list includes, but is not limited to:
 - Guernsey County Children Services Board
 - Carroll County Job & Family Services
 - Harrison County Job & Family Services
 - Coshocton County Job & Family Services
 2. For a child **with special needs**:
 - a. Contact treatment foster home networks who have treatment homes in and near Tuscarawas County. Networks that can be contacted are listed on the Placement Resource List. This is not an exhaustive list of possible networks to contact.
 - b. Request a faxed copy of the treatment foster home's home study and license for any potential matches.

- B. When a foster care placement is selected, the foster care worker or Placement Services supervisor provides the name, address, and phone number of the placement to the placing worker. The placing worker and/or the Foster Care worker make arrangements for the placement.
- If available, a “welcome book” about the placement is given to the placing worker to help prepare the child with information about what to expect.



David Haverfield, Director



Effective Date