

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
RIGHTS AND RESPONSIBILITIES OF SUBSTITUTE CAREGIVERS  
Required by Rule 5101:2-42-90(H)**

**AGENCY POLICY**

**A. Rights of Substitute Caregivers:**

1. to be respected, valued, and have his/her opinions be heard and included as a member of the child's treatment team in the decisions being made affecting the life of children placed in the caregiver's home;
2. to not be discriminated against including, but not limited to, on the basis of the religion, race, color, creed, gender, national origin, age, sexual orientation, or physical handicap;
3. to receive the agency's current policies and procedures which clearly outline the rights, responsibilities, and roles of the foster caregiver, the agency, and family and methods of conflict resolution;
4. to receive information regarding the placed child including the case plan, child's medical, behavior, social, legal, and educational histories, reasons for placement, special needs of the child, and particular challenges the family may face and resources available to service those needs and challenges;
5. to receive appropriate and reasonable guidance and support from the recommending agency, including the means by which the caregiver can contact the agency twenty-four hours a day, seven days a week for the purpose of receiving assistance;
6. to participate in pre-service training, ongoing training, and appropriate programming for all members of the family which enhance the skill and ability to cope in the role as a caregiving family;
7. to be informed, prior to placement and during placement, of issues relative to the child and his/her family which may jeopardize the health and safety of the caregiver family or alter the manner in which foster care is administered;
8. to refuse placement of a child within the caregiver's home or to request (upon reasonable notice to the agency) the removal of a child from the home for good reason, without the threat of reprisal;
9. to receive support in dealing with family loss and separation when a child leaves a home;
10. to be considered for a child formerly placed in the caregiver's home who returns to foster care;
11. to be considered as the permanent family for the child in their home who is legally available for adoption;
12. to receive and provide regular (quarterly, at minimum) feedback on both the agency and family performance;
13. to receive adequate and timely reimbursement for the approved expenses of the child in care;
14. to participate in the development and implementation of a respite plan that meets the needs of the child and the family;
15. to receive, upon request, a copy of information that is legally allowable relative to the caregiver family and services contained in the foster home record of the agency;
16. to be provided a fair, timely, and impartial investigation of complaints concerning the caregiver's home, including a respectful process for resolution of conflicts regarding the role as caregiver with the agency and be able to seek out support persons of the caregiver's choice who will agree to comply with confidentiality;
17. to participate in and communicate regularly with associations for caregiving families and support groups;

18. to be free to question agency's policies and practices and be free of maltreatment without fear of reprisal; and
19. to receive written conflict resolution and grievance policies that are consistent with due process.

**Rule 5101:2-42-90 (H)**

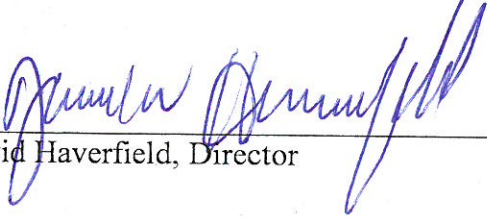
When the PCSA or PCPA places a child who has been adjudicated unruly or delinquent in a foster home in another county or in a foster home operated by a private agency whose headquarters are in another county, the PCSA or PCPA shall provide the prospective foster caregivers and the juvenile court where the prospective foster home is located with written information about the child no later than five days after the child's placement. The PCSA shall maintain a copy of the information shared, the date the information was provided, and the foster caregivers' acknowledgement of receipt of the information in the child's case record in SACWIS and the PCPA shall maintain a copy in the child's case record. The information to be provided shall include:

1. The information listed in paragraphs (G)(3), (G)(4), and (G)(5) of this rule.
2. A brief description of the facts supporting the adjudication that the child is unruly or delinquent.
3. The name and address of the foster caregivers.
4. The safety and well-being concerns with respect to the child.
5. The safety and well-being concerns with respect to the community.

**B. Substitute Caregiver's Responsibilities to the Child and Tuscarawas County Job & Family Services**

1. make decisions on behalf of the child in the day-to-day parenting role;
2. treat the child in care and the child's family with dignity, respect, and consideration;
3. provide care and services that are responsive to the child's needs and support the relationship between the child and his/her family;
4. recognize problems in the home that require outside advice and assistance and to seek help;
5. respect the confidentiality of information received;
6. understand and work toward the plan related to the child in the home;
7. advocate for the best interest of the child in care and his/her family;
8. participate as a member of the child's treatment team including, but not limited to, attending SARs and conferences;
9. support the visitation plan for the child with the parents, siblings, and other identified significant others and participate as appropriate;
10. accompany the child and possibly the family to medical, physical, psychological, and other needed appointments and services and submit the reports to TCJFS;
11. maintain accurate and relevant records regarding the child's activities and progress;
12. assist in enrolling and participating in the child's involvement in school;
13. report serious illnesses/accidents of family members or members of household;
14. discuss with the agency and report changes/additions in family or household composition and prior to change, whenever possible;
15. report housing relocations prior to move;
16. agree to not accept additional placements from other agencies without the approval by the agency that holds the family's license and to abide by the agency's decision regarding the same;

17. report any arrests or criminal charges or convictions within twenty-four hours for all members of the household (Policy 600.16.0);
18. request permission from TCJFS if the child will be leaving the state of Ohio as set forth in Agency Policy 500.38.0; and
19. abide by TCJFS' rules, policies, and procedures governing the TCJFS foster care and adoption programs.



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David Haverfield, Director

12-11-17  
Effective Date