

	GEORGIA DIVISION OF FAMILY AND CHILDREN SERVICES CHILD WELFARE POLICY MANUAL			
	Chapter:	(14) Resource Home Development	Effective Date:	March 2015
	Policy Title:	Family Evaluation Addendums		
	Policy Number:	14.14	Previous Policy #:	1014, 1015

CODES/REFERENCES

N/A

REQUIREMENTS

The Division of Family and Children Services (DFCS) and Child Placing Agencies (CPAs) shall require caregivers to inform the agency of significant changes in their circumstances within one business day of the occurrence.

DFCS and CPAs shall complete a written addendum to the Family Evaluation when significant changes, such as the following, occur within a family:

1. Change of address;
2. Change in marital status or relational issues;
3. Change in household composition (household members move in or out);
4. Change in employment or financial status;
5. Change in approved capacity;
6. Change in desired placement preferences;
7. Changes that result in new requirements for safety (e.g., pool, firearm, pets); and
8. Youth in the home reach the age of 18.

The DFCS Director/Designee or Director of a Child Placing Agency (CPA)/Designee shall be the final approving authority for any addendum to a Family Evaluation. The date of the approving authority's signature is the approval date of the addendum.

DFCS or CPA staff with knowledge of changes within a foster or adoptive home must contact the RD case manager to share this information within one business day of discovery.

DFCS shall receive a fingerprint-based Criminal Records Check (CRC) and a medical statement for all current household members who attain age 18 within 30 calendar days of the youth's 18th birthday. The medical evaluation for all new adult household members must include a TB test.

DFCS shall document any changes/updates regarding a home under the FA Home tab in the Statewide Automated Child Welfare Information System (Georgia SHINES) as soon as the information becomes available to the agency.

PROCEDURES

When new household members enter the home:

1. Document the completion of all requirements that would have been required, based upon age and role, had the new individual been a member of the household at the time of initial application.
2. Complete the required safety screenings on the new adult household member within 30 calendar days of his/her joining the household (see policies [14.3 Resource Development: Caregiver Safety Screening at Initial and Re-evaluation](#) and [14.2 Resource Development: Criminal Records Checks](#)).
3. Ensure the new household member completes pre-service training within four months of joining the household if they will have supervisory/parenting responsibilities for children placed in the home (see policy [14.8 Resource Development: Pre-service Training](#)).

When existing household members attain 18 years of age:

Complete fingerprint-based criminal records checks (GCIC and NCIC) on household members, including foster and adoptive youth, who reach 18 years of age during a home's approval period (see policy [14.2 Resource Development: Criminal Records Checks](#)).

PRACTICE GUIDANCE

A team approach is necessary to ensure the agency maintains the most current information regarding placement resources. For children in foster homes, CPAs work with a Resource Maintainer in the Office of Provider Management (OPM). For adoptive homes, the CPAs work with a Resource Maintainer in the State Permanency Unit. There is no template for an addendum, but it involves more than just writing a new address, telephone number, etc. Staff must explain how the caregiver will continue to be appropriate to meet the needs of children following the change that has occurred in his/her circumstances. For instance, if there is a change in the household composition, the addendum needs to reflect how the change will impact any child placed in the home.

FORMS AND TOOLS

N/A