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FAMILY SERVICE  
& CHILDREN'S AID

## FOSTER PARENT/AGENCY AGREEMENT

DHHS requires that Family Service & Children's Aid (FSCA) have a signed agreement with each borrowed foster family, which spells out the responsibility of both the foster parents and the FSCA Foster Care Program. Two copies need to be signed each time a placement is made in a borrowed home license through another agency. The agreement is as follows:

In accepting a foster care placement from FSCA, we acknowledge our responsibility to carry out its direction for the care of the child or children placed with us. We agree to maintain the standards for foster family home described in the Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children, which we have read carefully. We further agree to the following provisions:

As foster parents, we agree:

To respect the confidentiality of information concerning each foster child or the child's birth family's physical, mental, and social background and to share this information only with appropriate persons specifically authorized by FSCA. In addition, foster parents will not respond to media inquiries without the prior authorization.

To recognize the special needs, fears and concerns of each foster child and to treat each child with sensitivity and respect.

We will comply with the licensing rules and regulations that are listed in the State of Michigan's Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children.

To immediately notify FSCA of changes in our household composition such as: plan to move into a new residence, plan to divorce or marry, and anytime any person moves in or out of the home.

To immediately notify FSCA of any unusual incidents, unauthorized visits or contacts by a former foster child or child's birth parents.

To immediately notify FSCA of any plans for out of state travel, and obtain the necessary legal permission to transport a foster child out of state.

To immediately notify FSCA of any serious illness, hospitalization, or accident of a foster child or a member of the foster home family.

To keep specific financial records, school records, immunization records, and all necessary receipts as requested by the agency and to provide copies to the assigned caseworker.

To have a plan acceptable to and proved by FSCA for the provision of care and supervision of each child in placement by a competent adult, at least eighteen years of age whenever foster parents are absent from the home.



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To admit representatives of FSCA and DHHS monitors into the home whenever deemed necessary to cooperate with FSCA monitoring program for the maintenance of foster home quality.

To accept and support FSCA's final responsibility to remove a foster child when, in the opinion of FSCA, such removal is indicated.

To notify FSCA at least two (2) weeks in advance of any conditions which require termination of care to a particular child, unless an emergency situation arises within the family or home so that physical care for the child can no longer be provided.

We will participate in Family Team Meetings (FTM) regarding the foster child in our home.

We will help prepare a foster child to leave our home in a constructive and supportive manner.

We will cooperate with FSCA in the plan of care for each child, and to share all information about the child that might assist with that planning.

We will participate in the required amount of foster parent training.

As long as we are licensed by FSCA we will not take a foster child in our home from any other agency or referral source without the permission of the agency.

To provide shelter, food, care, supervision, and necessary items such as furniture, laundry facilities, bedding, and toilet articles to each foster child.

To assure that each foster child attends school, that we will attend parent/teacher conferences, and that we will monitor each child's academic growth.

To provide transportation for the child to and from visits with his or her birth family, to see his or her caseworker, therapy appointments, medical and dental appointments, and to other activities or services that will help in the child's psycho/social development.

We understand a child in placement may damage or create more wear and tear on furniture and household items and that it is our responsibility to replace or repair such items. It is understood that claims will be made against our insurance company when necessary (i.e. stolen items, major damage).

We will maintain adequate insurance protection for our dwelling and family.

We will inform the licensing worker of any weapons in our home and agree to keep them secured and inaccessible to each child.

To immediately report any known or suspected criminal activity, delinquent activity, or substance abuse by the foster child or any other family member residing in the foster home.





We will not use any form of physical punishment and to adhere to FSCA child management policy.

We will hold FSCA free of any liability occasioned by the acts or omissions of the foster parent(s) in connection with the care and supervision of the foster child.

To work with the foster child's birth family in a supportive and cooperative manner and to support and cooperate with planned visits or placements with the child's birth parents, adoptive parents or with other persons important in the child's life. We agree to respect the birth family's wishes by not altering the child's appearance in any way without appropriate permission to do so (i.e. hair cutting, ear piercing, etc.)

To constructively teach our foster child those skills that will enable him or her to live independently such as hygiene, handling money, work skills, etc.

To directly communication our feedback, concerns and feelings about the foster child, birth family and/or the case plan to the assigned caseworker or supervisor and to work toward constructive resolution of disagreements or disputes about the case plan when they arise.

Family Service & Children's Aid agrees:

That with the foster parents, birth parents, foster child, and the referring source will determine the best future plans for the child and will guide the attainment of these goals with everyone involved.

To work with the foster child's birth family in a supportive and cooperative manner allowing them to visit and assisting them in the reunification of their family.

To provide consultation, support and assistance to foster families while the child is in foster care and provide the foster parents with the phone number through which they can contact the caseworker, supervisor, or designated representative on a twenty-four hour basis.

To provide counseling and treatment services to the foster child, birth family and foster family as needed.

To pay the foster parents at the current agency rate, stated in writing to the foster parents, and to assure that such payments are made promptly and regularly as long as the agency has legal authority to make such payments.

To provide the foster parents with a written verbal explanation of: foster home licensing rules and regulations, medical consent authorizing routine medical and dental care, including emergency procedures.



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To advocate for medical and dental services required for the child and to meet the special clothing needs of each child upon initial placement in the foster home. The authority for making necessary appointments and purchases shall be with the foster parents in agreement with the agency.

Obtain necessary written permission for surgery from the child's parent, guardian, or from the referring agency or probate court.

To share information with the foster parents about the child including: background, placement planning, visitation rights of the birth family, that will help the foster family to meet the child's needs and enable the foster family to determine if the child's placement in their home would be an appropriate match. Foster parents will not be required or expected to accept a child if, in their opinion, it would not be in the best interests of the child or the foster family.

To provide an explanation for removing a child from the foster home and to provide an opportunity for the foster parents to help prepare the child for this separation; and to provide as much notice to the foster parents as possible regarding the decision to remove a foster child.

That after receiving two weeks' notice from the foster parents of the need to remove a child from their home, FSCA shall remove the child within 48 hours after expiration of the notice or within a mutually agreed upon time.

Maintain the quality of the foster home program through an active and regular routine training of foster parents and evaluation of foster homes to assure compliance with licensing standards.

To explain fully to foster parents any changes in their license or reasons whereby a license is revoked or not renewed.

Involve the foster parents in the treatment plan of the foster child.

To encourage a straightforward relationship and open lines of communication with the foster parents so that both can grow professionally and learn from each other.

To work toward constructive resolution of disagreements or disputes about the foster child's case plan when they arise.

Encourage foster parent involvement in program development and recruitment efforts.

To coordinate and approve respite arrangements with other licensed foster homes when given at least two weeks prior notice.

Mileage Reimbursement is available upon request for transporting children to parent/child visitations.

Mileage will be reimbursed for round-trip travel from the foster parent's home to the location of the parent/child visitation at the agency or other community location, within 60 miles.



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Any mileage reimbursement request over 60 miles must be **pre-approved** by the Federal Compliance Division, within the Department of Health and Human Services.

Mileage will be reimbursed at the current state standard rate, as published in The Department of Technology, Management & Budget Vehicle and Travel Services Schedule of Travel Rates.

The rate schedule can be accessed at:

[www.michigan.gov/documents/dmb/Travel\\_Rates\\_Jan2013\\_405569.pdf](http://www.michigan.gov/documents/dmb/Travel_Rates_Jan2013_405569.pdf)

Mileage reimbursement is paid per mile and may only be claimed once per trip, regardless of the number of children transported.

The route or routes taken to and from the destination must be the shortest and most cost effective.

Mileage reimbursement requests should be submitted monthly by the foster parent. The foster parent must include the following information and supporting documentation:

A memo including the child(ren)'s name(s), date(s) of birth, dates of travel, number of miles traveled and amount to be reimbursed.

A MapQuest print-out showing distance to the approved destination.

A copy of the authorized pre-approved travel over 60 miles, if applicable.

Mileage reimbursement should be submitted no later than the 2<sup>nd</sup> business day of each month. For example, if you wish to turn in October mileage reimbursement, turn in the documents no later than November 2<sup>nd</sup>. Please submit mileage reimbursement request and documentation directly to Teresa Proctor, either by submitting the documents to the front desk at our office or by email, [tproctor@strong-families.org](mailto:tproctor@strong-families.org)

I (We) have read the Foster Parent/Agency Agreement above and agree to follow the agency's rules, policies and procedures as stated above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensing Worker

\_\_\_\_\_  
Date

I have received a copy of the above agreement.

Initial \_\_\_\_\_

Initial \_\_\_\_\_



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