I. BACKGROUND

Pursuant to Child Welfare Policy Manual, Section 8.1B effective February 2, 2007 and ACL 07-49 dated December 19, 2007, when an AFDC-FC eligible child is temporarily absent from an eligible facility such as for school, work or training program, hospitalization, visiting, vacationing, emergency circumstances, we will continue to make payments to the eligible facility from which the child/youth is absent in order to meet the child’s needs, up to the following time frames.

II. DEFINITION

**Bed Hold:**

Bed Holds refers to placing a hold on a placement bed, while a child/youth is temporarily absent. It is an agreement between the Social Worker and the placement provider to keep the bed/home open anticipating the child/youth returning to the same placement in a specified time frame.

III. POLICY/PROCEDURE

1. Bed Holds can only be placed by the Social Worker. The Bed Hold must be placed prior to the child’s/youths temporary absence from the eligible facility or at the time the AWOL status is known. The Bed Hold is made by contacting Emergency Shelter Care. Once the child/youth returns to the eligible facility, the Social Worker must contact the Emergency Shelter Care Unit to report that the child/youth has returned.
2. If the child/youth does not return to the facility, the Social Worker will contact the Facility, Shelter Care and the Eligibility Staff to close the placement.
3. The Social Worker must document the Bed Hold in CWS/CMS and obtain supervisor approval in writing via email or WIDSI and file in the case folder.
4. When a child/youth runs away and is gone at the end of the month, Foster Care must be discontinued. When a child/youth returns from “run away” status this is considered a new placement and a new intake packet is required for Eligibility staff as there has been a break in aid.
5. The following chart details the allowed conditions and time frames for Bed Holds. For further clarification of timelines refer to the Bed Holds Desk Guide.

|  |  |  |
| --- | --- | --- |
| **Reason for the Absence** | **Allowable Days for Bed Hold** | **Approvals Required** |
| School, work training program, visiting, vacationing, emergency circumstances, hospitalization (medical and psychiatric) | Does not exceed 14 days in which the child left the facility. | * SW Supervisor approval for 14 days or less. * Division Manager if exceeds 14 days. |
| AWOL from any type of placement | Does not exceed 7 days in which the child left the facility. | * SW Supervisor approval for 3 days or less. * Division Manager for more than 3 days not to exceed 7 days. |
|  | | |

Note: The same eligible facility must have agreed to take the child back immediately upon notice from the SW.

IV REFERENCE

Child Welfare Policy Manual, Section 8.1B, effective February 2, 2007

Eligibility and Assistance Standards (EAS) Manual, Section 45-302.23  
[All County Letter 07-49 New Federal Policy Guidelines Relating To The Aid Of Families With Dependent Children-Foster Care Program.](http://www.cdss.ca.gov/lettersnotices/entres/getinfo/acl07/PDF/07-49.pdf)

[FC 475 Desk Guide- Bed Hold for Social Workers 2017](http://ehsdstars/Star%20Forms/On-Line%20Forms%20E%20-%20H/FC475.pdf)

CONTACT PERSON: First line Supervisors and above may contact the Program Analyst with any questions regarding this Department Manual Section.