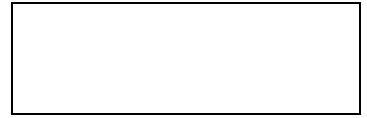


FOSTER CARE
HANDBOOK SECTION



REPLACES:

SECTION: 31-460
PAGE NO.: 1
ISSUED/REVISED: 10-05-87

APPROVED FACILITIES LIST

SECTION: 45-301.6
PAGE NO.: 1
EFFECTIVE: 06-25-2018

I. GENERAL

- A. This section provides policy for approving Group Homes, Short Term Residential Treatment Programs (STRTP), Foster Family Agencies (FFA), and Regional Center Home (Small Family Homes vendorized by the Regional Center) for children placed by Children & Family Services and/or Probation staff.
- B. The AFL is an alphabetical list by Payee Name that includes the facilities approved for use by CFS and/or the Contra Costa County Probation Department. The AFL provides the information needed by the Clerical Specialist to initiate the SOC 158A form used by the Foster Care Eligibility Worker to open or discontinue the Foster Care case, determine eligibility and make placement changes.

II. BACKGROUND

- A. The Contra Costa County Children & Family Service Department (CFS) has been directed by the Foster Care Rates Bureau of the California Department of Social Services (CDSS):
 - 1. Pay the rates for Group Homes, Short Term Residential Treatment Programs and Foster Family Agencies as set by the State.
 - 2. Pay Regional Center rates as set by the State for children who are developmentally disabled and placed in a Small Family Home vendorized by the Regional Center.
 - 3. Pay California Necessities Index (CNI) increases as approved by CDSS.

III. POLICY

- A. Children may be placed in Group Homes, Short Term Residential Treatment Programs, Foster Family Agencies, or Regional Center Homes that are approved for use by CFS and appear on the Approved Facility List (AFL).
- B. The Social Worker will enter the appropriate information regarding the facility where the child is placed on the SOC 158A, *Foster Children's Data Record and AFDC-FC Certification* form.
- C. The Foster Care Program Analyst is responsible for maintaining the list and ensuring the

DMCL # 18-77

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SECTION: 45-301.6
PAGE NO.: 2
EFFECTIVE: 06-25-2018

information is current and correct.

- D. The list is located on the 'G' Drive in the Approved Facilities List Folder. Staff should use the folder labeled 'AFL - Staff Use'

IV. PROCEDURES

A. Adding a Facility to the List

When a facility is not in the AFL and the Social Worker (SW) wants to place a child in that facility the Clerical Specialist must send the following information to the Foster Care Program Analyst:

1. Name of the Group Home, Short Term Residential Treatment Program, Foster Family Agency or Regional Center Home
2. Payee Address
3. Rate Letter
4. Copy of License issued by the State of California

B. Payments To Eligible Facilities

1. Clerical Specialists and Eligibility Workers must review the AFL prior to initial payment to ensure the payee address, pay rate and license status is current and accurate.
2. Payments may not be made until the facility has been added to the AFL.

C. Revising the AFL

1. All change letters, amended rate letters, or other sources of information which the Social Worker, Clerical Specialist, or Eligibility Worker receives concerning any changes to the facilities listed on the AFL shall be forwarded to the Foster Care Program Analyst.
2. Any discrepancies, errors or problems identified with the AFL should be directed to the Foster Care Program Analyst.

DMCL # 18-77