I Mina'trentai Sais Na Liheslaturan Guåhan BILL STATUS

BILL NO.	SPONSOR	TITLE	DATE INTRODUCED	DATE REFERRED	CMTE REFERRED	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	FISCAL NOTES	NOTES
334-36 (COR)	,	AN ACT TO ADD A NEW ARTICLE 3A TO CHAPTER 1, DIVISION 1 OF TITLE 26, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE ADOPTION OF RULES AND REGULATIONS FOR CHILD PLACEMENT AGENCIES							

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I MINA'TRENTAI SAIS NA LIHESLATURAN GUÅHAN 2022 (SECOND) Regular Session

Bill No. 334-36 (COR)

Introduced by:

1

Therese M. Terlaje

AN ACT TO *ADD* A NEW ARTICLE 3A TO CHAPTER 1, DIVISION 1 OF TITLE 26, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE ADOPTION OF RULES AND REGULATIONS FOR CHILD PLACEMENT AGENCIES

BE IT ENACTED BY THE PEOPLE OF GUAM:

2 **Section 1.** Legislative Findings and Intent. I Liheslaturan Guåhan finds that 3 pursuant to the mandate set forth in Public Law 36-68, the Department of Public Health 4 and Social Services promulgated Rules and Regulations for all Child Placement 5 Agencies, setting the minimum standards governing the granting, revocation, refusal, and suspension of licenses for a child placement agency and the operation of a child 6 placement agency, within the required 180 day time frame, in order to require the 7 8 licensure of any child placement agency operating in Guam. Public Law 36-68 also 9 required DPHSS to transmit the rules and regulations to the legislative committee with 10 subject matter jurisdiction, and that such rules and regulations shall be exempt from the provisions of the Administrative Adjudication Law, provided, that at least one (1) public 11 12 hearing is held by the legislative committee with subject matter jurisdiction, "to ensure 13 transparency, permit public participation therein, and provide a method of making rules 14 readily accessible to the public." Public Law 36-68 further mandated that no rule shall

- 1 be effective until after *I Liheslaturan Guåhan*, "by passage of a bill that is enacted into
- 2 law, approves disapproves, or amends any rule." It is the intent of *I Liheslaturan*
- 3 Guåhan, to adopt rules and regulations for child placement agencies.
- 4 Section 2. *I Liheslaturan Guåhan* does hereby adopt the Rules and Regulation
- 5 transmitted to the Legislature's Committee on Health, Land, Justice, and Culture
- 6 entitled, "Department of Public Health and Social Services, Bureau of Social Services
- 7 Administration, Home Evaluation and Placement Services Section, Guam Child
- 8 Placement Agency Rules and Regulation for the Purpose of Adoption," attached hereto
- 9 as EXHIBIT A, and other Exhibits B through N, adds a new Article 3A to Chapter 1,
- Division 1 of Title 26, Guam Administrative Rules and Regulations.
- Notwithstanding Public Law 36-68 or any other law, these rules and regulations
- shall remain in full effect until amended or other rules are adopted by DPHSS pursuant
- 13 to the Administrative Adjudication Law.
- 14 **Section 3. Effective Date.** This Act shall be effective upon enactment.

EXHIBIT A



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES BUREAU OF SOCIAL SERVICES ADMINISTRATION HOME EVALUATION AND PLACEMENT SERVICES SECTION

GUAM CHILD PLACEMENT AGENCY RULES AND REGULATIONS FOR THE PURPOSE OF ADOPTION

PREFACE:

The Guam Child Placement Agency for the purpose of adoption Rules and Regulations takes into consideration and is in compliance with Guam Public Law (P.L.) 20-209 title 19 Guam Code Annotate (GCA) personal relations, Chapter 13, Child Protective Act; Title 26 Guam Administrative Rules and Regulations (GARR) Division I- Director of Public Health and Social Services (DPHSS), Article 3, Adoption Policies and Control; Guam Public Law (P.L.) 13-133. Adoption Law – Title 19 Guam Code Annotated (GCA), Personal Relations, Chapter 4, Parent and Child and Public Law (P.L.) 36-68 Section 2, Rule Making Procedure for Child Placement Agencies Requiring Licensure and governing the licensing of adoption agencies in Guam. Questions about these rules and regulations should be directed to the state agency responsible for the promulgation of the rule.

PURPOSE:

The purpose of these rules and regulations is to protect the rights of children in foster care, those in the process of being adopted, and children's birth parents or guardians. These regulations establish minimum standards set by the Department of Public Health and Social Services (DPHSS), Division of Children's Wellness (DCW), Bureau of Social Services Administration (BOSSA) to approve a foster or adoptive parent, foster or adoptive family household members, and a foster or adoptive home. They also ensure effective foster care and adoption services resulting in humane placement for each child.

APPLICABILITY:

These rules and regulations are applicable to Child Placement Agency for the purpose of adoption licensees for the purposes of adoption.

AUTHORITY:

The Government Code of Guam authorizes the Department to adopt rules and regulations for licensing all Child Placement Agency for the purpose of adoption, to issue licenses and to ensure that all provisions of P.L. 36-68 regarding licensing are carried out.

TITLE:

These rules and regulations shall be known and may be cited as the "Guam Child Placement Agency for the purpose of adoption Adoption Rules and Regulations"

CHILD PLACEMENT AGENCIES LICENSING REQUIREMENTS

Section 01	Who Shall Be Licensed
Section 02	Adoption Agency License; Initial Application Package; Fee
Section 03	Department Procedures for Processing License Applications; Licensing Time Frames
Section 04	License: Issuance; Denial
Section 05	License: Term; Non-transferable
Section 06	Application for License Renewal; Fee
Section 07	Renewal License: Issuance

Section 08	Amended License
Section 09	Governing Body
Section 10	Adoption Agency Administrator
Section 11	Social Services Director
Section 12	Social Workers
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Section 14	Adoption Agency Volunteers; Interns
Section 15	Personnel Records
Section 16	Training Requirements
Section 17	Contracted Services
Section 18	Staffing Ratios
Section 19	Operations Manual
Section 20	Adoption Agency Operations Budget; Financial Records
Section 21	Annual Financial Audit
Section 22	Insurance Coverage
Section 23	Physical Space Requirements; Transportation of a Child
Section 24	Protecting Confidentiality of Adoption Records
Section 25	Recordkeeping Requirements: Adoptive Children
Section 26	Recordkeeping Requirements: Adoptive Parents
Section 27 a Child	Reporting Requirements: Abuse; Adoption Agency Change; Change of Circumstances of or Family
Section 28	Closure of Adoption Agency: Record Requirements
Section 29	Birth Parent: Service Agreement; Prohibitions.
Section 30	Adoption Fees; Reasonableness
Section 31	Adoption Fee Agreement
Section 32	Monitoring: Inspections and Interviews; Compliance Audit
Section 33	Complaints; Investigations
Section 34	Noncompliance Status: Corrective Action Plan.
Section 35	Suspension
Section 36	Revocation

Section 37 Adverse Action: Procedures

Section 38 Appeals

DEFINITIONS:

- 1. Child Placement Agency for the purpose of adoption applicant means for the purpose of adoption the individual completing an application for a license to operate a Child Placement Agency for the purpose of adoption in Guam on behalf of the individual or on behalf of the Child Placement Agency for the purpose of adoption. "Adoption agency applicant" also includes the Child Placement Agency for the purpose of adoption for which the individual is applying.
- Child Protective Services means an area of endeavor that provides a set of services designed to
 protect children and encourage family stability. These typically include investigation of alleged
 child abuse and neglect, foster care, adoption services and services aimed at supporting at-risk
 families so they can remain intact.
- 3. Client means a prospective adoptive parent and the child who is or would be the subject of an adoption performed by the Child Placement Agency for the purpose of adoption for the purpose of adoption.
- 4. **Human services field** means any area of study that moves the human experience forward, including, psychology, sociology, social work, medicine, and education.
- 5. **Home Evaluation and Placement Service (HEPS) Section** Adoption Unit or its designee means the administration within BOSSA that is responsible for reviewing and evaluating applications for licensure; supervising and monitoring licensees; and completing all official licensing actions, including issuing, denying, amending, suspending, and revoking a license.
- 6. **Person** means a corporation, company, partnership, firm, association, or society, as well as a natural person.
- 7. **Adoption** means termination of previously held parental rights over a child and the creation and finalization of a new legal parent-child relationship.
- 8. **Adoption home** means a private residence where an adoptive parent lives and meets the requirements of these regulations to accept a child for adoption.
- 9. **Adoptive parent** means a person approved by an agency to adopt a child and create a new legal parent-child relationship.
- 10. Adult means a person who has reach the age of 18.
- 11. **Agency** means a Child Placement Agency for the purpose of adoption.
- 12. **Applicant** means a person, agency, corporation, partnership, or entity, applying for a license through the Department of Public Health and Social Services (DPHSS), Division of Children's Wellness (DCW), Bureau of Social Services Administration (BOSSA), Home Evaluation and Placement Services (HEPS ADOPTION UNIT) Section to provide adoption services.
- 13. **Background Check** means a report of a person's entire criminal history. On the Territory of Guam: Child Abuse and Neglect (CAN) Registry Check, Police Clearance, Court Clearance and FBI Fingerprint.
- 14. **Birth Parent** means the child biological mother or father.

CHILD PLACEMENT AGENCY FOR THE PURPOSE OF ADOPTION LICENSING REQUIREMENTS

Section 01. Who Shall Be Licensed

- A. Only the following may perform the adoption services as listed in subsection (B):
 - 1. A person licensed as a Child Placement Agency for the purpose of adoption for the purpose of adoption;
 - 2. An employee of or an independent contractor for an adoption agency;
 - 3. A person acting under the direct supervision and control of a Child Placement Agency for the purpose of adoption for the purpose of adoption.
- B. Only the persons or entities listed in subsection (A) may perform the following adoption services:
 - 1. Recruiting a birth parent to place a child through a particular Child Placement Agency for the purpose of adoption;
 - 2. Accepting a birth parent's relinquishment of parental rights and consent to adoption;
 - 3. Accepting physical custody of a child for placement into an adoption placement;
 - 4. Placement a child in an adoptive home;
 - 5. Monitoring, supervising, or finalizing an adoption placement; and
 - 6. Providing networking or matching services for a birth parent, an adoptive parent, or a child.
- C. Notwithstanding subsections Section 1(A) and (B), attorneys licensed to practice law in the Territory of Guam may participate in direct placement adoptions to the extent allowed by P.L. 13-133.

Section 02. Child Placement Agency for the purpose of adoption License; Application Package

- A. A person who wants to operate a Child Placement Agency for the purpose of adoption for the purpose of adoption shall initiate the licensing process by completing an application package.
- B. A complete application package for licensure of Child Placement Agency for the purpose of adoption shall contain the information and the supporting documentation listed in this subsection:
 - 1. Identification and background information, including the following information for the Child Placement Agency for the purpose of adoption, facility, and administrators:
 - a. Name, address, telephone, and fax numbers for the Child Placement Agency for the purpose of adoption and all offices operated by the Child Placement Agency for the purpose of adoption;
 - b. Name, title, business address, telephone and fax numbers, and email address of:
 - i. The person who serves as the adoption agency administrator as outlined in Section 10;
 - ii. The person who serves as the Social Services Director as outlined in Section 11;

- iii. The person with delegated authority to act when the Child Placement Agency for the purpose of adoption administrator is absent;
- iv. The person in charge of each separate office;
- v. The registered agent, if applicable; and
- c. The educational qualifications and work history for each person identified in Section 13, with that person's attached resume or employment application;
- d. A list of the members of the Child Placement Agency for the purpose of adoption's governing body required by Section 9, including name, address, position in the Child Placement Agency for the purpose of adoption, term of membership, and any relationship to the Child Placement Agency for the purpose of adoption applicant;
- e. If applicable, a written description of any proceedings pending or filed, brought against the Child Placement Agency for the purpose of adoption applicant or a person listed in Section 9 through Section 13, Child Placement Agency for the purpose of adoption employees, partners, or independent contractors, including those held in this state or another state or country; for denial, suspension, or revocation of a license or certificate for provision of:
 - i. Adoption services; or
 - ii. Social services, including child welfare, childcare, or any other programs or services to children, elderly, or vulnerable adults; and
- f. If applicable, a written description of any litigation in which the Child Placement Agency for the purpose of adoption applicant or a person listed in Section 9 through Section 13 is or has been a party, including, collection matters and bankruptcy proceedings, during the 10 years preceding the date of application for the Child Placement Agency for the purpose of adoption license.
- 2. Business organization.
 - a. An organizational chart for the Child Placement Agency for the purpose of adoption and each separate office, showing administrative structure, lines of authority, and staff;
 - b. Business organization documents appropriate to the Child Placement Agency for the purpose of adoption applicant, including:
 - i. Articles of incorporation,
 - ii. By-laws,
 - iii. Articles of organization, or
 - iv. Partnership documents, such as the Partnership Agreement;
 - c. Annual reports for the preceding three years if the Child Placement Agency for the purpose of adoption has been in existence for three or more years;
 - d. For corporations, or limited liability companies, a certificate of good standing from the Guam Department of Revenue and Taxation;
- 3. Staff.
 - a. A list of the paid or unpaid staff within the Child Placement Agency for the purpose of adoption shall include:
 - i. Name,
 - ii. Position or title,
 - iii. Degrees,
 - iv. Certificates,
 - v. Licenses held.

- vi. Business address,
- vii. Date of hire.
- viii. Date of submission for fingerprinting and criminal background clearance, to include the Child Abuse and Neglect Registry check and all other applicable clearances.
- b. Obtain and provide to the Department evidence that all staff, interns, and volunteers have submitted fingerprints and criminal background Section 13, and Section 14.

4. Financial Stability.

- a. A written, proposed operating budget for startup and a projected or annual budget for the first year of operation;
- b. Verifiable documentation of funds available to pay start-up costs; the funds shall be in the form of cash or written authorization for a line of credit;
- c. Verifiable documentation of funds available to pay operating expenses for the first three months of operations; the funds shall be in the form of cash or written authorization for a line of credit;
- d. Verifiable documentation of financial resources to operate in accordance with the proposed operating budget for the remaining nine months of the licensing year; the resources may include:
 - i. Cash,
 - ii. Contracts for placement,
 - iii. Donations,
 - iv. Letters of commitment from financial backers or investors,
 - v. Grants, and
 - vi. Authorization for a line of credit;
- e. If the Child Placement Agency for the purpose of adoption applicant, the Child Placement Agency for the purpose of adoption administrator, a Board Member, or any Child Placement Agency for the purpose of adoption employee or partner has operated any Child Placement Agency for the purpose of adoption in the United States Territory of Guam or any other state during the past 10 years, the most recent financial statement and financial audit for that Childing Placement Agency, unless the most recent statement or audit is more than 10 years old; and
- f. A certificate of insurance, or letter of commitment from an insurer, showing that the Child Placement Agency for the purpose of adoption applicant has insurance coverage as outlined in Section 22.

5. Program.

- a. Informational, marketing, or advertising material about the Child Placement Agency for the purpose of adoption;
- b. Program description, including:
 - i. All adoption services the Child Placement Agency for the purpose of adoption applicant intends to provide;
 - ii. The fee the Child Placement Agency for the purpose of adoption applicant will charge for each service;
 - iii. The cost to the Child Placement Agency for the purpose of adoption applicant of providing each service;

- iv. The time in the adoption process when the Child Placement Agency for the purpose of adoption applicant will require a client to pay the fee described in Section 30:
- v. The anticipated number of clients the Child Placement Agency for the purpose of adoption applicant will serve; and
- vi. The methods the Child Placement Agency for the purpose of adoption applicant will use to recruit birth parents and prospective adoptive parents; and
- c. A written explanation of how the Child Placement Agency for the purpose of adoption applicant will provide adoption services, including:
 - i. The number and description of staff who will provide the service, and
 - ii. Staff training requirements.
- 6. Documentation, Forms, and Notices. Samples of all documents, forms, and notices, which the adoption agency applicant will use with or provide to a client, including:
 - a. Child Placement Agency for the purpose of adoption application for services;
 - b. Adoptive parent certification application;
 - c. Fee policy and schedule as outlined by Section 30;
 - d. Sample birth parent relinquishment and consent form;
 - e. Informational or advertising brochures;
 - f. Sample fee agreement;
 - g. Sample birth parent agreement letter;
 - h. Intake form;
 - i. Sample case file;
 - j. Court report format; and
 - k. Statistical report.
- 7. Sample Files. A sample of the type of filing format the Child Placement Agency for the purpose of adoption applicant will utilize for personnel files as outlined in Section 15, and client files as outlined in Section 25 and Section 26.
- 8. Policies and Procedures. ies of the Child Placement Agency for the purpose of adoption applicant's internal policies and operations manual.
- 9. Physical site and environment.
 - a. The floor plan for each office or location designated for conducting private discussions, interviews, and meetings;
 - b. A description of the Child Placement Agency for the purpose of adoption applicant's computer security system and the Child Placement Agency for the purpose of adoption applicant's confidentiality safeguards; and
 - c. Registration and inspection certificates for all vehicles used to transport a client or children.
- 10. Miscellaneous.
 - a. A signed, written statement authorizing BOSSA to investigate the Child Placement Agency for the purpose of adoption applicant;
 - b. The signature, under penalty of perjury, of the Child Placement Agency for the purpose of adoption administrator or authorized person submitting the application, attesting to the truthfulness of the information contained in the application;

- c. The date of application; and
- d. Board or partnership meeting minutes for the past three years if the Child Placement Agency for the purpose of adoption has been in existence for three or more years.
- 11. Fee. Pay a non-refundable, initial application fee of \$400 and renewals will be every two years at the fee of \$225 (fees may be increased at annual rate of 5%)
- C. A Child Placement Agency for the purpose of adoption that does not have or maintain all or part of the supporting documentation listed in this Section shall so indicate in a written statement filed with the application.

Section 03. Department Procedures for Processing License Applications; Licensing Time Frames

- A. In this Section, a complete application package means:
 - 1. For an initial license, the items listed in Section 1 and Section 2.
 - 2. For a renewal license, the items listed in Section 6.
- B. Within 15 days of receiving an initial or renewal license application package, DPHSS/BOSSA/ HEPS – Adoption Unit (HEPS - ADOPTION UNIT) shall conduct an administrative review to determine whether all required documentation and information has been submitted. Within the 15-day administrative review timeframe:
 - 1. If the application is complete, HEPS ADOPTION UNIT shall immediately move the application forward for a substantive review; or
 - 2. If the application is incomplete, HEPS ADOPTION UNIT shall issue a Notice of Incomplete Application to the Child Placement Agency for the purpose of adoption applicant containing a list of items and information needed to complete the application.
 - a. The Child Placement Agency for the purpose of adoption applicant shall have 60 days to supply the missing items or information to HEPS - ADOPTION UNIT.
 - b. The timeframe for the administrative completeness review shall be suspended from the date HEPS - ADOPTION UNIT issues the Notice of Incomplete Application to the date that HEPS - ADOPTION UNIT receives the missing item or information.
 - c. If the Child Placement Agency for the purpose of adoption applicant does not supply the requested items or information within 60 days of the date of the Notice of Incomplete Application, HEPS - ADOPTION UNIT shall close the file. Once closed, the Child Placement Agency for the purpose of adoption applicant may reapply for licensure.
 - d. If the Child Placement Agency for the purpose of adoption applicant supplies the required items and information to HEPS - ADOPTION UNIT within 60 days, HEPS - ADOPTION UNIT shall conduct a substantive review of the application.
- C. A Child Placement Agency for the purpose of adoption applicant whose file has been closed under subsection (B)(2)(c) and who reapplies no later than 90 days after the date of the notice closing the application, may reopen the application provided:
 - 1. The Child Placement Agency for the purpose of adoption applicant schedules a conference with HEPS ADOPTION UNIT and

- 2. The Child Placement Agency for the purpose of adoption applicant provides to HEPS ADOPTION UNIT the missing information or items identified in the Notice of Incomplete Application.
- D. Within the 90 days following the administrative completeness review of an application, and if the application is complete, HEPS ADOPTION UNIT shall complete a substantive review to evaluate the Child Placement Agency for the purpose of adoption applicant's fitness for licensure. Within the 90-day substantive review timeframe, HEPS ADOPTION UNIT:
 - 1. May request that the Child Placement Agency for the purpose of adoption applicant provide additional information if needed to evaluate the suitability of the Child Placement Agency for the purpose of adoption applicant for licensure.
 - a. The Child Placement Agency for the purpose of adoption applicant shall have an additional 15 days to provide the information to HEPS ADOPTION UNIT
 - b. The timeframe for the substantive review shall be suspended from the date HEPS
 - ADOPTION UNIT requests additional information to the date HEPS ADOPTION UNIT receives the information.
 - 2. Shall make the licensing decision under Section 4
- E. Within an overall timeframe of 105 days upon receipt of a complete application, HEPS ADOPTION UNIT shall:
 - 1. Complete an administrative review of an application,
 - 2. Complete a substantive review of a Child Placement Agency for the purpose of adoption applicant's fitness, and
 - 3. Notify the Child Placement Agency for the purpose of adoption issue or deny a license.
- F. For the purpose of P.L. 36-68 HEPS ADOPTION UNIT establishes the following licensing timeframes for both an initial and renewal license:
 - 1. Administrative completeness review timeframe: 15 days.
 - 2. Substantive review timeframe: 90 days; and
 - 3. Overall time-frame: 105 days.

Section 04. License: Issuance; Denial

- A. Prior to issuing a license to a Child Placement Agency for the purpose of adoption applicant, HEPS ADOPTION UNIT shall:
 - 1. Review the application package;
 - 2. Inspect the Child Placement Agency for the purpose of adoption applicant's place of business, records, accounting records, and system for client files; and
 - 3. Interview the Child Placement Agency for the purpose of adoption applicant's staff, as necessary to familiarize HEPS ADOPTION UNIT representative with the Child Placement Agency for the purpose of adoption applicant's operations;
- B. Prior to issuing a license, HEPS ADOPTION UNIT may submit the Child Placement Agency for the purpose of adoption applicant's start-up, operating, or annual budget required in Section 2 for audit verification.
- C. HEPS ADOPTION UNIT may issue a license to a Child Placement Agency for the purpose of adoption applicant who:
 - 1. Has complied with all application and inspection requirements and
 - 2. Demonstrates that it:
 - a. Has sufficient capital to pay all start-up costs;

- b. Has sufficient capital, personnel, expertise, facilities, and equipment to provide the services it plans to offer; and
- c. Does not intend to charge unreasonable fees;
- D. HEPS Adoption Unit may deny a license to:
 - 1. A Child Placement Agency for the purpose of adoption applicant that had a license revoked by any state or foreign country;
 - 2. A Child Placement Agency for the purpose of adoption applicant that employs personnel whose fingerprint background check shows that the employee has been convicted of or is awaiting trial on an offense.
 - 3. A Child Placement Agency for the purpose of adoption applicant that does not comply with one or more of the standards listed in subsection (C);
 - 4. A Child Placement Agency for the purpose of adoption applicant that has intentionally or recklessly jeopardized the well-being of its client;
 - 5. A Child Placement Agency for the purpose of adoption applicant that has a history or pattern of violations of applicable adoption statutes or rules; or
- E. When HEPS ADOPTION UNIT denies a license, HEPS ADOPTION UNIT shall send the Child Placement Agency for the purpose of adoption applicant written notice explaining the reason for denial, and the Child Placement Agency for the purpose of adoption applicant's right to seek a fair hearing.

Section 05. License: Term; Non-transferability

- A. HEPS ADOPTION UNIT shall issue a license only to the Child Placement Agency for the purpose of adoption for which application is made and for the location shown on the application.
- B. A license expires two years from the date of issuance.
- C. A license shall not be transferred or assigned and shall expire upon a change in Child Placement Agency for the purpose of adoption ownership.
- D. For the purpose of this Section, a change in ownership shall include the following events:
 - a. Sale or transfer of the Child Placement Agency for the purpose of adoption,
 - b. Bulk sale or transfer of the Child Placement Agency for the purpose of adoption's assets or liabilities.
 - c. Placement of the Child Placement Agency for the purpose of adoption in the control of a court appointed receiver or trustee,
 - d. Bankruptcy of the child placement agency,
 - e. Change in the composition of the partners of a Child Placement Agency for the purpose of adoption
 - f. Loss of a Child Placement Agency for the purpose of adoption's nonprofit status

Section 06. Application for License Renewal; Fee

A. No earlier than 90 days and no later than 45 days prior to the expiration date of a license, a Child Placement Agency for the purpose of adoption may apply to HEPS - ADOPTION UNIT for license renewal.

- B. The renewal application shall be on a DPHSS form containing the information listed in Section 2.
- C. The Child Placement Agency for the purpose of adoption shall submit evidence that each current employee has obtained a new fingerprint clearance card every six years following original clearance.
- D. A Child Placement Agency for the purpose of adoption shall submit copies of the supporting documents listed in Section 2 if the Child Placement Agency for the purpose of adoption has changed, amended, or updated such documents since the Child Placement Agency for the purpose of adoption last renewed its license.
- E. With a renewal application, the Child Placement Agency for the purpose of adoption shall also submit a non-refundable renewal fee of \$225 and the following documentation:
 - 1. A current financial statement:
 - 2. A copy of the Child Placement Agency for the purpose of adoption's current operating budget and a recent audit report required by Section 21 or if applicable, the documentation required by Section 21 subsection (C);
 - 3. Copies of any written complaints the Child Placement Agency for the purpose of adoption has received about its performance during the expiring license year; and
 - 4. A written description of any changes in program services or locations, or the population served by the Child Placement Agency for the purpose of adoption.

Section 07. Renewal License: Issuance

- A. HEPS ADOPTION UNIT shall process a renewal application package pursuant to the procedures described in Section 3 and Section 4.
- B. In addition to investigating as outlined in Section 4, HEPS ADOPTION UNIT may:
 - 1. Interview Child Placement Agency for the purpose of adoption clients and references,
 - 2. Observe the Child Placement Agency for the purpose of adoption staffing, and
 - 3. Conduct field visits to the Child Placement Agency for the purpose of adoption offices.
- C. In determining whether to renew a license, HEPS ADOPTION UNIT may consider the licensee's past history from other licensing periods and shall consider a repetitive pattern of violations of applicable adoption statutes or rules as evidence that the Child Placement Agency for the purpose of adoption is unable to meet the standards for obtaining a license.
- D. HEPS ADOPTION UNIT may renew a Child Placement Agency for the purpose of adoption's license when the Child Placement Agency for the purpose of adoption:
 - 1. Demonstrates that it meets the standards described,
 - 2. Has complied with the requirements during the expiring period of licensure, and
 - 3. Has corrected any prior circumstances that resulted in non-compliance status.

Section 08. Amended License

- A. A Child Placement Agency for the purpose of adoption that seeks to change its name, address, or offices, without a change in ownership, shall apply to the HEPS ADOPTION UNIT for an amended license at least 14 days prior to the effective date of the change.
- B. The application shall be in writing and shall specify the information to be changed.
- C. So long as the change does not cause the Child Placement Agency for the purpose of adoption to fall out of compliance with the standards listed HEPS - ADOPTION UNIT shall issue an amended license.
- D. The amended license shall expire at the end of the child placement agency's current licensing year.

Section 09. Governing Body

- A. The Child Placement Agency for the purpose of adoption shall have a governing body to oversee the operations, policies, and practices of the child placement agency and its facilities.
- B. The governing body shall be:
 - 1. The board of directors for any child placement agency formed as a corporation;
 - 2. The individual owner of any child placement agency that is a sole-proprietorship;
 - 3. The members of a limited liability company; or
 - 4. The partners in a partnership.
- C. The governing body shall:
 - 1. Establish the Child Placement Agency for the purpose of adoption's policies and oversee the implementation of those policies;
 - 2. Ensure that the Child Placement Agency for the purpose of adoption has the capital, physical facilities, staff, and equipment to effectively implement the child placement agency's policies and adoption program;
 - 3. Ensure that the child placement agency complies with:
 - a. All legal agreements to which the child placement agency is a party; and
 - b. All relevant federal, state, and local laws;
 - 4. Review and approve the child placement agency's annual operating budget required by Section 20 and the annual audit required by Section 21, or, if applicable, the documentation required by Section 21 subsection (C); and
 - 5. Notify HEPS ADOPTION UNIT before making any substantial changes to the adoptions program set out in the child placement agency's operations manual.

D. The child placement agency shall advise HEPS - ADOPTION UNIT in writing of any changes in composition of the governing body within 30 days of the change.

Section 10. Child Placement Agency for the purpose of adoption Administrator

- A. The child placement agency shall have an administrator who is responsible for the child placement agency's business operations.
- B. Administrator Qualification Requirements
 - 1. Three (3) years of experience in human service administration work, two (2) years of supervisory experience, and graduation from a recognized college or university with a master's degree in the field of human services; or
 - 2. Any equivalent combination of experience and training beyond the bachelor's degree which provides the minimum knowledge, abilities, and skills.

C. The Administrator shall:

- 1. Oversee development and implementation of the child placement agency's policy and procedures for program and fiscal operations;
- 2. Ensure that the child placement agency achieves and maintains compliance;
- 3. Oversee hiring, evaluation, and discharge of child placement agency personnel in accordance with the child placement agency's established personnel policies; and
- 4. Establish and supervise working relationships with other social service agencies within the community.
- D. An Administrator who directly supervises adoption activities shall also meet the requirements for a social services director outlined in Section 11.

Section 11. Social Services Director

- A. The child placement agency shall have a social services director who is responsible for the child placement agency's casework and family services.
- B. The social services director shall have the following education and experience:
 - 1. Four (4) years of progressively responsible professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or
 - 2. Three (3) years of progressively responsible professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work or;
 - 3. Two (2) years of progressively responsible social work experience, and graduation from a recognized college or university with a Master's degree in social work; or
 - 4. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

- C. If the social services director delegates responsibility under subsection (C), the social services director shall personally supervise the designee and shall oversee the performance of the duties described in subsection (C).
- D. If the social services director performs the duties of a child placement agency administrator, the director shall also meet the requirements for an child placement agency administrator outlined in Section 10.

Section 12. Social Workers

- A. The child placement agency shall have social workers sufficient to meet the ratio requirements outlined in Section 18.
- B. A social worker shall have the following qualifications:
 - 1. Three (3) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social or behavioral sciences; or
 - 2. Two (2) years of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in social work; or
 - 3. One (1) year of professional social work experience and graduation from a recognized college or university with a Master's degree in social work; or
 - 4. Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

C. A social worker shall:

- 1. Maintain or supervise the maintenance of up-to-date case records on cases assigned to the worker;
- 2. Prepare certification and placement reports and home studies for adoptive applicants and parents, and such other reports as the court may require; and
- 3. Provide pre-placement, placement, post-placement, or post-adoption services to a client.

Section 13. Child Placement Agency for the purpose of adoption Employees: Hiring; References; Fingerprinting

- A. A child placement agency shall obtain an application for employment or a resume from each employee, or contracted employee. The application or resume shall contain, at a minimum, the following information on the applicant:
 - 1. Name and current address and telephone number;
 - 2. Educational history;
 - 3. Degrees or certifications held;
 - 4. Work history for five years prior to the date of the application, and the reasons for leaving each prior job;

- 5. A summary of all prior experience the applicant has had in the area for which the applicant is seeking employment;
- 6. A minimum of three professional references, preferably of prior or current supervisors;
- 7. A minimum of three personal references; and
- 8. A list of any criminal convictions, excluding minor traffic violations.
- B. A Child Placement Agency shall not hire an applicant for employment until:
 - 1. The child placement agency has personally contacted at least two of the applicant's professional references and one of the applicant's personal references;
 - 2. The child placement agency has verified that the applicant has the skills and training necessary to perform the task for which the adoption agency is hiring the applicant;
 - 3. The applicant has submitted to a fingerprint and criminal records check and
 - 4. If contracted with the Department, the applicant has passed a Child Abuse and Neglect (CAN) Registry check.
- C. The Child Placement Agency for the purpose of adoption shall not knowingly hire or retain any staff, member, including a volunteer or intern, who is awaiting trial on, or has been charged with, been convicted of, pled guilty to, or entered into a plea agreement regarding an offense listed in G.R.S. § 46-141.
- D. The adoption agency shall ensure that any staff required to have a fingerprint clearance card shall obtain a new card every six years after initial issuance.
- E. The adoption agency shall have written job descriptions for all employee and volunteer positions in the adoption agency. The job descriptions shall include the essential functions of the job and any minimum qualifications or training required for the position.

Section 14. Child Placement Agency for the purpose of adoption Volunteers; Interns

A Child Placement Agency for the purpose of adoption that uses volunteers or student interns shall follow the requirements of this Section.

- 1. An appropriate employee shall directly supervise each volunteer or intern. As used in this subsection, the term "appropriate" shall mean Child Placement Agency for the purpose of adoption personnel with skills and training to guide the volunteer or intern in the performance of the designated tasks.
- 2. The Child Placement Agency for the purpose of adoption shall subject each volunteer or intern who renders direct services to a client, to the same fingerprint clearance card requirements and reference checks the Child Placement Agency for the purpose of adoption performs on Child Placement Agency for the purpose of adoption employees under Section 13.

3. For each volunteer or intern, the Child Placement Agency for the purpose of adoption shall maintain a record of fingerprint clearance, reference check information, and any training provided. The Child Placement Agency for the purpose of adoption shall retain the record for three years following the volunteer's or intern's termination with the Child Placement Agency for the purpose of adoption.

Section 15. Personnel Records

- A. The Child Placement Agency for the purpose of adoption shall maintain a personnel file for each Child Placement Agency for the purpose of adoption employee. The file shall contain:
 - 1. The employee's resume or written application for employment;
 - 2. Documentation of the reference checks required by Section 13 and Section 14;
 - 3. Evidence of a fingerprint clearance card and criminal records clearance;
 - 4. Results of a Chile Abuse and Neglect (CAN) Registry check;
 - 5. A record of the expiration date and number of the employee's driver's or chauffeur's license, if the employee transports a client;
 - 6. Copies of the employee's professional credentials or certifications, if relevant to the employee's job functions;
 - 7. Documentation of initial and ongoing training the employee has received;
 - 8. Periodic job performance evaluations; and
 - 9. Dates of employment and separation, and reasons for separation.
- B. The Child Placement Agency for the purpose of adoption shall maintain employee personnel records for at least three years following the employee's separation from the Child Placement Agency for the purpose of adoption.

Section 16. Training Requirements

- A. A Child Placement Agency for the purpose of adoption shall provide initial and ongoing training for professional employees.
 - 1. Initial training shall include orientation to the Child Placement Agency for the purpose of adoption and any of the Child Placement Agency for the purpose of adoption and the Department policies and procedures that are relevant to the employee's job.
 - 2. Ongoing training shall include a minimum of 14 hours of annual training in the following, or related, subject areas:
 - a. Adoption statutes and rules,
 - b. Child Placement Agency for the purpose of adoption and Department policies and procedures,

- c. Confidentiality, and
- d. The specific subject matter of the employee's job.
- B. The Child Placement Agency for the purpose of adoption shall document all training in the employee's personnel file.
- C. As used in this Section, "professional employee" shall mean any person who renders services directly to a client.

Section 17. Contracted Services

- A. When a Child Placement Agency for the purpose of adoption provides adoption services through persons who are not Child Placement Agency for the purpose of adoption employees, volunteers, or interns, the Child Placement Agency for the purpose of adoption shall retain only external professionals or consultants who are certified, licensed, or other- wise meet the qualifications.
- B. The Child Placement Agency for the purpose of adoption shall not require a client to use medical, legal, psychological, psychiatric, or other professionals or consultants used or recommended by the Child Placement Agency for the purpose of adoption may use consultants or persons selected by the Child Placement Agency for the purpose of adoption's client, so long as the consultant designated by the client has the education, experience, or certification required to render the service.

Section 18. Staffing Ratios

- A. A Child Placement Agency for the purpose of adoption shall have sufficient staff to satisfy:
 - 1. All statutory requirements for provision of adoption services;
 - 2. All applicable requirements and
 - 3. All requirements included in the Child Placement Agency for the purpose of adoption's own operating and procedural manuals, policies, or guidance documents.
- B. To determine sufficiency under subsection (A), HEPS ADOPTION UNIT shall consider:
 - 1. Complaints made against the Child Placement Agency for the purpose of adoption;
 - 2. The complexity of the individual needs of the clients served by the Child Placement Agency for the purpose of adoption;
 - 3. The professional training and experience of the Child Placement Agency for the purpose of adoption's staff;
 - 4. The specific functions assigned to individual Child Placement Agency for the purpose of adoption staff;

- 5. The respective amounts of time staff devote to various functions and responsibilities, including provision of services, court appearances, case documentation, professional training and development, and administrative tasks; and
- 6. Other similar factors bearing on caseload distribution.
- C. Notwithstanding any other provision of this Article, a social worker whose caseload is predominantly a caseload of children with special needs shall not have a caseload in excess of 20 children.

Section 19. Operations Manual

- A. A Child Placement Agency for the purpose of adoption shall have a written operations manual, which shall include:
 - 1. A statement of the Child Placement Agency for the purpose of adoption's purpose, philosophy, and program;
 - 2. A list of any eligibility requirements for a client;
 - 3. A description of services provided to clients and the name of any person or entity providing the service, if different from the Child Placement Agency for the purpose of adoption and its employees;
 - 4. An organizational chart explaining the Child Placement Agency for the purpose of adoption's lines of authority;
 - 5. Intake policies and procedures;
 - 6. The operational procedures the Child Placement Agency for the purpose of adoption follows for delivery of services;
 - 7. Confidentiality policies and procedures;
 - 8. Staff training policy;
 - 9. Policy for use of volunteers;
 - 10. Policy on student and intern placement;
 - 11. Policy and procedures to be followed in the event of adoptive placement disruption;
 - 12. Policy for recruitment and selection of adoptive families; and
 - 13. Policy for transferring files if the Child Placement Agency for the purpose of adoption goes out of business, including designated personnel or positions to handle the transfer.
- B. The Child Placement Agency for the purpose of adoption shall make the operations manual available to all Child Placement Agency for the purpose of adoption personnel and shall ensure that personnel are familiar with and trained in those policies and procedures relevant to their job functions.

C. The Child Placement Agency for the purpose of adoption shall make the operations manual available for review by a client, upon request.

Section 20. Child Placement Agency for the purpose of adoption Operations Budget; Financial Records

- A. Before the start of the Child Placement Agency for the purpose of adoption's fiscal year, the Governing Body shall adopt a budget that shall reflect sufficient funds to pay the costs of the Child Placement Agency for the purpose of adoption's program and shall be based on the audit report prepared in compliance with Section 21, or, if applicable, the documentation required by Section 21 subsection (C).
- B. The Child Placement Agency for the purpose of adoption shall operate within the budget adopted by the Governing Body.
- C. The Child Placement Agency for the purpose of adoption shall maintain financial records of receipts, disbursements, assets, and liabilities. The Child Placement Agency for the purpose of adoption shall maintain its financial records in accordance with generally accepted accounting principles; the records shall accurately reflect the Child Placement Agency for the purpose of adoption's financial position.
- D. The Child Placement Agency for the purpose of adoption shall maintain records showing the following information:
 - 1. Each adoptive parent's original contract date with the Child Placement Agency for the purpose of adoption;
 - 2. Fees that each adoptive parent has paid to the Child Placement Agency for the purpose of adoption and the date of such payments; and
 - 3. Fees that the Child Placement Agency for the purpose of adoption has charged to the adoptive parent.
- E. The Child Placement Agency for the purpose of adoption shall make all records described in this Section available for inspection by HEPS - ADOPTION UNIT at periodic inspections, or at other reasonable times upon Department request.
- F. The Child Placement Agency for the purpose of adoption shall retain financial records for ten years, including the records involved in an audit, following completion of the audit.

Section 21. Annual Financial Audit

- A. A Child Placement Agency for the purpose of adoption shall obtain an annual, fiscal year-end, financial audit by an independent certified public accountant. The accountant shall conduct the audit in accordance with generally accepted auditing standards.
- B. The Child Placement Agency for the purpose of adoption shall obtain from the auditor a written audit report that shall include the following financial information:
 - 1. Income statement,
 - 2. Balance sheet,

- 3. Statement of cash flows,
- 4. Statement of monies or other benefits the adoption agency has paid or transferred to other business entities or individuals affiliated with the Child Placement Agency for the purpose of adoption, and
- 5. A record of any financial transactions between the Child Placement Agency for the purpose of adoption and any other Child Placement Agency for the purpose of adoption.
- C. Notwithstanding subsections (A) and (B), for a child Placement agencies with an annual income of less than \$250,000, rather than submit the financial audit required in subsections (A) and (B), the Child Placement Agency for the purpose of adoption shall:
 - 1. Provide verifiable information that allows HEPS ADOPTION UNIT to evaluate the Child Placement Agency for the purpose of adoption's financial stability.
 - 2. Maintain acceptable documentation that includes:
 - a. Annual fiscal audit;
 - b. Six month current bank statement;
 - c. Statements from lines of credit; and
 - d. The previous year's tax return.
- D. HEPS ADOPTION UNIT may request additional information that would allow HEPS ADOPTION UNIT to evaluate the adoption agency's financial stability.

Section 22. Insurance rage

- A. A Child Placement Agency for the purpose of adoption shall have insurance coverage that provides protection against financial loss as required by this Section, including insurance coverage with the minimum scope and limits of liability not less than those stated below.
 - 1. Commercial General Liability Occurrence Form Coverage including bodily injury, property damage, personal injury, and broad form contractual liability:
 - 2. Worker's Compensation and Employers' Liability.
 - a. Workers' Compensation coverage shall comply with state statutory requirements.
 - b. Employers' Liability.

Section 23. Physical Space Requirements; Transportation of a Child

A. A Child Placement Agency for the purpose of adoption shall not discuss confidential information with a client in a public setting.

B. A Child Placement Agency for the purpose of adoption shall have available a physical space in Guam that provides privacy and security.

C. Meeting Space.

- 1. Available space. The Child Placement Agency for the purpose of adoption shall maintain at its offices in Guam or have available a local meeting space for interviewing children and families and for supervisory conferences.
- 2. Confidentiality. The Child Placement Agency for the purpose of adoption meeting space shall provide privacy for interviews and discussion of confidential information.
- 3. Safety. The Child Placement Agency for the purpose of adoption meeting space shall comply with any building, health, fire or other codes in effect in the jurisdiction where it is located.
- 4. Telephone. The Child Placement Agency for the purpose of adoption meeting space shall have telephone service.

D. Records Storage Space.

- 1. The Child Placement Agency for the purpose of adoption shall maintain or have available a physical space for records storage that protects confidentiality and provides security.
- 2. The records storage space may be a space for hard copy records or a secure server with encryption capabilities for digital records.
- 3. The Child Placement Agency for the purpose of adoption storage space shall provide security against theft, unauthorized release, security breech, damage, and loss of records.
- 4. The Child Placement Agency for the purpose of adoption storage space shall allow for immediate protection of confidential information.
- 5. If the Child Placement Agency for the purpose of adoption contracts for storage space, the contract shall include:
 - a. A provision that all records are owned solely by the Child Placement Agency for the purpose of adoption and shall not be used or disseminated by the contractor in any way;
 - b. A provision that the contractor shall return all records immediately upon cessation of the contract; and
 - c. A provision requiring security against theft, unauthorized release, security breech, damage, and loss of records.
- E. Transportation. When a Child Placement Agency for the purpose of adoption transports a child or directs the transportation of a child, the adoption agency shall ensure that the vehicle, at a minimum:
 - 1. Is maintained in safe operating condition;

- 2. Is properly licensed, registered, and has liability insurance; and
- 3. Has passenger safety restraints available and:
 - a. Each child less than the age of five years or weighing less than 40 pounds is properly secured in a child car seat and child restraint system that is appropriate to the height, weight, and physical condition of the child;
 - b. Each child five to eight years of age who weighs more than 40 pounds, but is less than four feet nine inches in height is properly secured in a child restraint system that is appropriate to the height, weight, and physical condition of the child;
 - c. Each child not covered by subsections (a) and (b) is properly secured with a seat belt;
 - d. Each child with a disability that prevents the child from maintaining head and torso control while sitting is secured in a car bed, harness, or other device designed to protect the child during transportation; and
 - e. If a child is transported in a wheelchair, the child is properly secured with a floor-mounted seat belt, and the wheelchair is properly immobilized using lockdown devices.
- F. A Child Placement Agency for the purpose of adoption shall not leave a child unattended during transportation if the child:
 - 1. Is less than seven years of age;
 - 2. Has a developmental disability; and
 - 3. Is more than seven years of age if the Child Placement Agency for the purpose of adoption has determined, and documented in the child's record, that the child is physically and emotionally incapable of traveling alone.
- G. The Child Placement Agency for the purpose of adoption shall ensure that the adoptive parent has all of the equipment in place and properly installed to meet the requirements of subsection (E) prior to placement.
- H. A Child Placement Agency for the purpose of adoption shall ensure the following safety requirements for drivers selected by the adoption agency to transport a child:
 - 1. The driver has a valid driver license; and
 - 2. The driver practices safe, defensive driving and obeys all traffic laws.
- I. A child shall not be transported in a truck bed, cargo area, camper, or in a trailer attached to a motor vehicle.

Section 24 Protecting Confidentiality of Adoption Records

The Child Placement Agency for the purpose of adoption shall have and follow a written policy for the maintenance and security of adoption records.

- 1. The personnel responsible for supervision and maintenance of records;
- 2. The persons who shall and may have access to the records;
- 3. The procedures for immediately securing confidential information;
- 4. The procedures for authorizing release of records;
- 5. The procedures for release of records;
- 6. The procedures for security breach or loss of adoption records; and
- 7. The procedures for transferring records.

Section 25. Recordkeeping Requirements: Adoptive Children

The Child Placement Agency for the purpose of adoption shall maintain a case record for each adoptive child. The record shall be divided into two sections as follows:

- 1. Non-identifying information as required and
- 2. Identifying information which shall include:
 - a. Tapes, videos, or photos of the adoptive child or birth parent;
 - b. Legal documents and reports required for adoption;
 - c. Social, physical, mental, and educational history of the child's birth family;
 - d. Social, physical, mental, and educational history of the adoptive child; and
 - e. A summary of all action taken to prepare the child for placement in the adoptive home.

Section 26. Recordkeeping Requirements: Adoptive Parents

The Child Placement Agency for the purpose of adoption shall maintain a case record for each adoptive parent. If the adoptive parent is a member of the same family as another adoptive parent, the adoption agency can maintain one file for the adoptive family. The file shall include:

- 1. Documentation showing that the adoptive parent received the orientation described in Title Guam administrative Rules and Regulation (GARR) Adoption Policies and Control
- 2. The adoptive parent's application for certification,
- 3. The adoptive parent's certification report and any recertification reports,
- 4. A copy or description of the non-identifying information the adoption agency has provided to the adoptive parent pursuant to G.R.S. § 8-129(A), and
- 5. A summary of the adoptive placement decision and the pre-placement and post-placement contacts with the adoptive family and the adoptive child.

Section 27. Reporting Requirements: Abuse; Child Placement Agency for the purpose of adoption Change; Change of Circumstances of a Child or Family

- A. During the period of time that a Child Placement Agency for the purpose of adoption is providing services to an adoptive child or family, the Child Placement Agency for the purpose of adoption shall:
 - 1. Immediately report any suspected or alleged incident of abuse or neglect of an adoptive child to Child Protective Services.
 - 2. Immediately notify a Child Placement Agency for the purpose of adoption licensing representative in HEPS ADOPTION UNIT if an adoptive child dies or suffers a serious illness, bodily injury, or psychiatric episode.
- B. A Child Placement Agency for the purpose of adoption shall notify HEPS ADOPTION UNIT orally of any of the following changes or events within 24 hours after the adoption agency learns of their occurrence and shall submit written notification to HEPS ADOPTION UNIT within seven days:
 - 1. Permanent or temporary closure of the Child Placement Agency for the purpose of adoption or any part thereof.
 - 2. A criminal conviction or plea agreement involving any adoption agency staff member, including a volunteer and intern, excluding minor traffic violations;
 - 3. Filing of a lawsuit against the Child Placement Agency for the purpose of adoption;
 - 4. Filing of a lawsuit against the Child Placement Agency for the purpose of adoption personnel when the lawsuit relates to or is likely to adversely affect the provision of adoption services;
 - 5. Damage to the Child Placement Agency for the purpose of adoption facilities that substantially disrupts the program or the Child Placement Agency for the purpose of adoption's accessibility to a client; and
 - 6. Knowledge of any child placement that the Child Placement Agency for the purpose of adoption reasonably believes is not permitted by law.
- C. The Child Placement Agency for the purpose of adoption shall notify HEPS ADOPTION UNIT in writing at least 30 calendar days prior to any of the following proposed changes and events, if known:
 - 1. Any plans to reorganize the adoption program that would involve changes in target population, geographic area, services, or eligibility, and the reasons for the changes;
 - 2. Any change in the identity of the Child Placement Agency for the purpose of adoption administrator or social services director; or
 - 3. Any change in ownership as described in Section 5 (D).

- D. Change of Circumstances of a Child or Family.
 - 1. When there is a change in the adoptive circumstances of a child or family listed on the Adoption, the Child Placement Agency for the purpose of adoption shall notify the Department of the change within five workdays of receipt of information about the changed circumstances
 - 2. For the purpose of this subsection, a change in adoptive circumstances include the following events:
 - a. Placement of a child,
 - b. Loss or renewal of certification, and
 - c. Disruption or failure of a placement.

Section 28. Closure of Child Placement Agency for the purpose of adoption: Record Requirements

- A. A Child Placement Agency for the purpose of adoption shall not destroy any files, records, reports, and other papers not filed in or in the possession of the court for 99 years;
- B. If a Child Placement Agency for the purpose of adoption ceases operations, the Child Placement Agency for the purpose of adoption shall do all of the following:
 - 1. Transfer the documents described in subsection (A) of this section to the Department (HEPS) or to another Child Placement Agency for the purpose of adoption in the Territory if the documents concern a matter that is closed:
 - 2. Transfer the documents described in subsection (A) of this section to another Child Placement Agency for the purpose of adoption in this Territory if the documents concern a matter that is open;
 - 3. Notify the Department of the transfer of any documents to another Child Placement Agency for the purpose of adoption in this Territory; and
 - 4. Notify all adoptive parents whose files the Child Placement Agency for the purpose of adoption is transferring to the Department or another Child Placement Agency for the purpose of adoption in this territory of the transfer.

Section 29. Birth Parent: Service Agreement; Prohibitions

A. Before providing services to a birth parent, a Child Placement Agency for the purpose of adoption shall enter into a signed written agreement with the birth parent. The agreement shall:

- 1. Describe all services the Child Placement Agency for the purpose of adoption shall provide to the birth parent;
- 2. Contain an explanation in plain language describing any monies that an adoptive parent may pay to a birth parent, including that a birth parent may only receive payments up to \$1,000 without court approval;
- 3. Contain an itemized statement describing the nature, purpose, and amount of any payments the birth parent shall receive through the adoption agency or any entity affiliated with the Child Placement Agency for the purpose of adoption;
 - a. If the actual amount under subsection (3) is not known, the adoption agency shall describe how the amount shall be calculated, and
 - b. Include amounts only for reasonable and necessary expenses incurred in connection with the adoption
- B. Before or at the time of entering into a birth parent agreement with a birth mother, the Child Placement Agency for the purpose of adoption shall advise the birth mother of her obligations under

Section 30 Adoption Fees; Reasonableness

- A. A Child Placement Agency for the purpose of adoption shall not charge a client more than a reasonable fee for services.
- B. A Child Placement Agency for the purpose of adoption shall establish, maintain, and follow a written policy on the fees it charges a client for adoption ser- vices. The fee policy shall include all of the adoption agency's practices and procedures regarding fees, including the following:
 - 1. A schedule of fees the Child Placement Agency for the purpose of adoption charges for each specific service the Child Placement Agency for the purpose of adoption offers, and the time in the adoption process when the client is required to pay the fee, broken down, at a minimum, as follows:
 - a. Preregistration and registration fees,
 - b. Application and orientation fees,
 - c. Certification application fee,
 - d. Certification investigation,
 - e. Certification report,
 - f. Certification renewal fees.

- g. Placement services,
- h. Placement investigation and report,
- i. Foreign adoption services,
- j. Post-placement services,
- k. Fees incurred when a child has special needs, and
- 1. Twins or sibling placements;
- 2. An explanation of any practice the Child Placement Agency for the purpose of adoption may have for assessing fees based on pooled or averaged costs;
- 3. An explanation of the circumstances or conditions that would cause the Child Placement Agency for the purpose of adoption to reduce, waive, suspend, or refund a fee, which circumstances may include:
 - a. Adjustment made for the well-being of an adoptive child, and
 - b. Adjustments made to accommodate an adoptive parent's limited ability to pay;
- 4. An explanation of the circumstances that would cause the Child Placement Agency for the purpose of adoption to increase its fees; and
- 5. The procedures the Child Placement Agency for the purpose of adoption follows to collect its fees.
- C. A Child Placement Agency for the purpose of adoption shall advise prospective and existing clients of its fee policy and shall make a copy of the policy available to clients upon request.
- D. A Child Placement Agency for the purpose of adoption shall not:
 - 1. Condition a client's eligibility for, or receipt of, adoption services on the client's donation or agreement to donate money, goods, services, or other things of value, other than the regular scheduled adoption fees, to the adoption agency or to an adoption agency affiliate;
 - 2. Obstruct or withhold finalization of a placement or adoption solely for nonpayment of fees;
 - 3. Charge a client for any fee, which the adoption agency has not listed in the fee schedule, included in its fee policy, and disclosed to the client in the client's fee agreement letter;
 - 4. Charge a prospective adoptive parent advance fee(s) contrary; or
 - 5. Charge a prospective adoptive parent for a service not rendered.
- E. THE DPHSS BOSSA HEPS ADOPTION UNIT may audit, or designate a certified public accountant to audit, an adoption agency's fee structure.
- F. The Child Placement Agency for the purpose of adoption shall provide HEPS ADOPTION UNIT and the Child Placement Agency for the purpose of adoption's current adult clients with a

- copy of any changes made to the adoption agency's fee policy, no less than 14 days prior to the effective date of the change.
- G. A Child Placement Agency for the purpose of adoption shall refund to a client any fees the client paid for services the adoption agency failed to perform. Against any such refund, the adoption agency may offset any amount due from the client for services the adoption agency has performed and for which the client agreed to pay but has not paid.

Section 31. Adoption Fee Agreement

- A. Before providing services to an adoptive parent, the adoption agency shall enter into a written fee agreement with the adoptive parent. Both the adoptive parent and an authorized representative of the adoption agency shall sign and date the agreement. The adoption agency shall retain the original agreement in the adoptive parent's file and provide a copy to the adoptive parent.
- B. The fee agreement shall include the following terms:
 - 1. A description of all services the adoption agency will provide to the adoptive parent and the fee for each service; the agreement shall specify how much of the fee is being allocated to cover medical expenses, including the cost of prenatal care and delivery;
 - 2. A general description of any adoption services the adoption agency is not providing but that are required to finalize the adoption, with an estimate of the costs of such services;
 - 3. The terms of payment, including payment due dates and amounts; and
 - 4. A statement advising the client of the client's right to receive a copy of the adoption agency's fee policy.
- C. An adoption agency shall not charge a fee, other than a certification application fee, or enter into an adoption fee agreement until after the potential client has received the orientation explaining the following:
 - 1. Adoption process including all legal mandated procedures and estimated timeframes for completion of such procedures.
 - 2. Adoption entity's policies and procedures that directly affect services to adoptive parents.
 - 3. The adoption entity's fee structure and written fee agreement.
 - 4. The types and number of children the agency has had and reasonably expects to have available for adoption placement and the average length of time between certification and placement.
 - 5. The department's responsibility for licensing and monitoring agencies and the public's right to register a complaint about an agency as found in section 33.
- D. When a Child Placement Agency for the purpose of adoption charges adoptive parents for birth parent counseling, the Child Placement Agency for the purpose of adoption will monitor birth

parent attendance at scheduled counseling at least monthly. When a birth parent does not schedule counseling services or misses scheduled counseling services for a month, the adoption agency shall refund to the adoptive parents the portion of the fee covering the remainder of the counseling services.

Section 32. Monitoring: Inspections and Interviews; Compliance Audit

- A. HEPS ADOPTION UNIT shall monitor the ongoing operations of each adoption agency.
- B. Monitoring activities may include the following:
 - 1. At least one announced and one unannounced onsite inspection of each Child Placement Agency for the purpose of adoption during the licensing year;
 - 2. Interviews of adoption agency personnel and clients;
 - 3. A review of the Child Placement Agency for the purpose of adoption's books, records, and sample client files; and
 - 4. A compliance audit of the Child Placement Agency for the purpose of adoption, as described in subsection (C).
- C. Upon receipt of a complaint against a Child Placement Agency for the purpose of adoption or in response to observed deficiencies, HEPS ADOPTION UNIT may conduct a compliance audit of the Child Placement Agency for the purpose of adoption to assess the Child Placement Agency for the purpose of adoption's compliance with applicable adoption licensing and adoption services statutes and rules.
- D. A Child Placement Agency for the purpose of adoption shall facilitate with HEPS ADOPTION UNIT in monitoring functions or compliance audit by:
 - 1. Making the Child Placement Agency for the purpose of adoption's books, files, records, manuals, premises, and facilities available to HEPS ADOPTION UNIT staff for inspection;
 - 2. Allowing HEPS ADOPTION UNIT to interview Child Placement Agency for the purpose of adoption staff; and
 - 3. Enabling HEPS ADOPTION UNIT to conduct interviews with Child Placement Agency for the purpose of adoption clients.

Section 33. Complaints; Investigations

- A. Any person may register a complaint about a Child Placement Agency for the purpose of adoption with HEPS ADOPTION UNIT. HEPS ADOPTION UNIT shall ask persons making oral complaints to put the complaint in writing.
- B. Upon receipt of a complaint, or in response to deficiencies observed by Department staff, HEPS ADOPTION UNIT shall investigate the allegations of the complaint or the deficiencies.
- C. HEPS ADOPTION UNIT 's investigation may include:

- 1. Interviews with the complaining party, Child Placement Agency for the purpose of adoption staff, including volunteers and interns, and Child Placement Agency for the purpose of adoption clients;
- 2. Inspections of child Placement agency records, files, or other documents related to the issues raised in the complaint; and
- 3. Any other activities necessary to determine the truth of the allegations.
- D. Upon completion of its investigation, HEPS ADOPTION UNIT shall:
 - 1. Find that the complaint is not valid and close the investigation;
 - 2. Find that the complaint is valid and take appropriate disciplinary action against the Child Placement Agency for the purpose of adoption, or
 - 3. Find that the complaint cannot be validated or refuted based on the available evidence.
- E. HEPS ADOPTION UNIT shall maintain a file on all complaints against an adoption agency and shall make information on validated complaints available to the general public, upon request, and to the extent permitted by confidentiality laws.
- F. A complainant's identity is confidential unless HEPS ADOPTION UNIT takes a licensing action based on the testimony of the complainant.

Section 34. NON-COMPLIANCE STATUS: CORRECTIVE ACTION PLAN

- **A.** HEPS ADOPTION UNIT shall place a Child Placement Agency for the purpose of adoption in noncompliance status when HEPS ADOPTION UNIT representative observes or receives and validates a complaint in an area that does not endanger the health, safety, or well-being of a client.
- B. HEPS ADOPTION UNIT shall mail the Child Placement Agency for the purpose of adoption written notice of the noncompliance status, the reason for that status, and recommendations for changes the adoption agency can make to cure the identified problem.
- C. No later than 14 days following the date of the noncompliance notice, the adoption agency shall provide HEPS ADOPTION UNIT with a written plan showing how the Child Placement Agency for the purpose of adoption shall correct the problem that resulted in the noncompliance status, with an estimated timeframe in that the Child Placement Agency for the purpose of adoption shall implement the corrective action. HEPS ADOPTION UNIT may extend the 14-day timeframe when the adoption agency has demonstrated a good faith effort to address and resolve the identified problem.
- D. Imposition of a corrective action plan is not appealable.
- E. Failure to comply with the requirements of a corrective action plan may result in an adverse licensing action.

Section 35. SUSPENSION

- A. HEPS ADOPTION UNIT may suspend a Child Placement Agency for the purpose of adoption's license for violations of the statutes or rules governing adoptions, or for any activity that may threaten the health, safety, or welfare of any adoption agency client, including the following:
 - 1. When the Department receives a report of abuse or neglect alleged to have been committed by adoption agency staff, including a volunteer of intern against a child, and the adoption agency fails to take protective measures pending an investigative finding;
 - 2. Conduct that causes disruption of a placement or adoption.
 - 3. When a Child Placement Agency for the purpose of adoption permits an employee who has failed to comply with fingerprinting requirements or who has been denied fingerprint clearance to continue providing services to children.
 - 4. When an adoption agency refuses to cooperate with HEPS ADOPTION UNIT requests for information that HEPS ADOPTION UNIT requires for determining compliance with the statutes and rules governing provision of adoption services.
 - 5. When a Child Placement Agency for the purpose of adoption refuses to provide HEPS ADOPTION UNIT with information HEPS ADOPTION UNIT has requested during the course of a complaint investigation; or
 - 6. When a Child Placement Agency for the purpose of adoption fails to correct a problem that resulted in imposition of noncompliance status, within the time provided in the Child Placement Agency for the purpose of adoption's corrective action plan.
- B. HEPS ADOPTION UNIT shall mail the adoption agency written notice of the suspension, the reason for the suspension, and an explanation of the adoption agency's right to appeal the suspension.
- C. Except as otherwise provided in subsection (D), a Child Placement Agency for the purpose of adoption may continue to place adoptable children who become available for placement and to finalize adoptions of placed children and adoptees during a period of suspension, but the adoption agency shall not recruit, accept, or register any new birth or adoptive parent.
- D. When the Department finds that the physical or emotional health or safety of a client is in imminent danger, the Department may take immediate action to eliminate the danger. For the purpose of this subsection,
 - 1. A situation involving imminent danger are those situations identified in G.R.S. § 8-821(B) that would justify removal of a child;
 - 2. Immediate action may include:
 - a. Removal of a child,
 - b. Transfer of a client to another adoption agency, or

- c. Other protective action designed to eliminate the danger or risk of harm.
- E. If the Child Placement Agency for the purpose of adoption does not correct the situation that led to suspension of its license, THE HEPS ADOPTION UNIT shall initiate license revocation proceedings against the Child Placement Agency for the purpose of adoption.

Section 36. Revocation

- A. HEPS ADOPTION UNIT may revoke a license for any of the following reasons:
 - 1. When the Child Placement Agency for the purpose of adoption refuses or fails to comply with licensing requirements, Guam or federal laws, local codes or ordinances, or violates a statute or rule governing provision of adoption services.
 - 2. When the Child Placement Agency for the purpose of adoption commits any activity that may threaten the health, safety, or welfare of any adoption agency client, including, but not limited to the circumstances justifying license suspension, as outlined in Section 35;
 - 3. When the Child Placement Agency for the purpose of adoption commits fraud or intentional misrepresentation in obtaining or renewing its license;
 - 4. When the Child Placement Agency for the purpose of adoption commits fraud or intentional misrepresentation in dealing with its clients;
 - 5. When the adoption agency has obtained a birth parent's relinquishment and consent to adoption through duress, coercion, extortion, or intimidation;
 - 6. When the Child Placement Agency for the purpose of adoption knowingly fails to advise an adoptive parent that the adoptive child has been abused while in the Child Placement Agency for the purpose of adoption's care or control; or
 - 7. When the adoption agency violates its agreement with a client for provision of services.
- B. HEPS ADOPTION UNIT shall mail the Child Placement Agency for the purpose of adoption written notice of the revocation, the reason for the revocation, and an explanation of the Child Placement Agency for the purpose of adoption's right to appeal the revocation.
- C. A revocation is effective:
 - 1. Twenty-one days after receipt of the notice or letter advising the person of the revocation; or
 - 2. In cases where the Child Placement Agency for the purpose of adoption appeals the revocation, the revocation remains until an administrative hearing is conducted and the director or his or her designee certifies and final administrative decision.
- D. A Child Placement Agency for the purpose of adoption that has had its license revoked shall not perform adoption services after the effective date of the revocation and shall surrender its license to HEPS ADOPTION UNIT.

E. A Child Placement Agency for the purpose of adoption that has had its license revoked shall cooperate with HEPS - ADOPTION UNIT to transfer all its clients to another adoption agency.

Section 37. Adverse Action: Procedures

- A. When HEPS ADOPTION UNIT takes adverse action against a Child Placement Agency for the purpose of adoption applicant or Child Placement Agency for the purpose of adoption, HEPS ADOPTION UNIT shall give the affected party written notice of such adverse action by first-class or registered mail.
- B. For the purpose of this Section, the following are adverse actions:
 - 1. Denial of an initial or renewal license, and
 - 2. Suspension or revocation of a license.
- C. The adverse action notice shall specify:
 - 1. The action taken,
 - 2. All reasons supporting such action,
 - 3. The procedures by which the adoption agency may contest the action taken, and
 - 4. Where the adoption agency may file an appeal.

Section 38. Appeals

- A. A Child Placement Agency for the purpose of adoption applicant or Child Placement Agency for the purpose of adoption may appeal an adverse action other than imposition of a corrective action plan due to noncompliance status, by filing a written notice of
- B. Appeal with HEPS ADOPTION UNIT must be submitted no later than 20 days after receipt of the notice or letter advising the Child Placement Agency for the purpose of adoption of the adverse action.
- C. The HEPS ADOPTION UNIT may entertain an appeal from a Child Placement Agency for the purpose of adoption applicant or Child Placement Agency for the purpose of adoption in response to an adverse action via an administrative hearing with a final administrative decision made by the Director or his or her designee.

DRAFT INTERIM RULES

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF CHILDREN'S WELLNESS BUREAU OF SOCIAL SERVCIES ADMINISTRATION

HOME EVALUATION AND PLACEMENT SERVICES (HEPS) SECTION
194 HERNAN CORTEZ AVE., SUITE 309, HAGATNA, GUAM 96910 ◆ TERLAJE PROFESSIONAL BLDG.
(671) 475-2653 / (671) 475-2672

APPLICATION FOR A CHILD PLACEMENT AGENCY FOR THE PURPOSE OF ADOPTION

ENGAGING IN THE PLACEMENT OF CHILDREN IN ADOPTIVE HOMES

Each Child Placement Agency shall comply with all local and state laws relating to the licensing of a child Placement agency.

To ensure the timely processing of your Application for a Child Placement Agency, please complete all fields as indicated and provide appropriate attachments as required. Any missing items or lack of appropriate information may cause a processing delay or the denial of your application.

A-1. APPLICANT

Applicant I, (Name, please type	or print in black or blue ink)
(Title)	, hereby make application to operate (establish and operate) a Child Placement
Agency (for the purpose of adop	otion) to provide services in the Territory of Guahan.
Identification & Background	Information
Agency Name:	
	ness License No:
Agency Physical Address (Main	office):

Agency Mailing Address (if different than Physical	Address):	
Agency Telephone Number: (671)	Fax Number: (671)	E-mail Address:
Satellite Offices (if applicable)		
Facility Name and Address:		
Facility Telephone Numbers: ()	()	Fax Number: ()
E-mail Address	Webb Page:	
• Facility Name and Address:		
Facility Telephone Numbers: ()		
E-mail Address		

If needed, please submit a separate attachment including the name, address, telephone, and fax numbers for any additional satellite facilities operated by the agency)

B-2. AGENCY STAFF

Minimum requirements for the staff of a Child Placement Agency

- 1. Executive Director. The Agency Board shall select an Executive Director.
- 2. Casework supervisor. The casework supervisor shall possess above average ability in casework practice and have knowledge of and skills applicable to casework supervision.
- 3. Caseworker. A caseworker shall have a bachelor's degree from a university or college and have training and/or experience in the field of behavioral science.
- 4. Office Staff. The agency shall have sufficient clerical services to keep correspondence, records, bookkeeping, and files current and in good order.

Last Name, First & Middle initial and Maiden Name / DOB	Position/Title	Business Address and Contact Phone Number	Email Address	Degrees, Certificates or License Held	Date of Hire

C-3. STAFF BACKGROUND CLEARNACE REQUIREMENTS FOR CHILD PLACEMENT AGENCIES

All child Placement agency staff having contact with foster children or any other children eligible for adoption that the child Placement agency is working with, must be fingerprinted at the Superior Court of Guam, cleared with the Child Abuse and Neglect Registry, submit local police and court clearances and other applicable clearances as warranted.

Using the table below, please provide the following information for all staff that have undergone recent fingerprinting.

No.	Last Name	Position /	Date	Date	National	Local	Local	Child Abuse	Adam
	First Name	Title	Fingerprinted	Results	Crime	Police	Court	& Neglect	Walsh
	& Middle			Provided	Information	Clearance	Clearance	Background	Background
	Initial				Center			Check	Check - If
	Alias / DOB				(NCIC)				not lived on
					Background				Guam in
					Check				the last 5
									years
1									
2									
3									
4									
5									
6									
7									

D-4. CONSULTANTS

Using the table below, please provide the name, address, and phone number(s) of the individual(s) or agency(s) that the applicant has available to provide consultation and/or services in the following areas:

Name of person Name of agency	Address	Phone number Phone number	Nature of Consulting license pls. include Medical, Psychiatric, Psychological and Legal	Date issued Date expired

E-5. AGENCY'S GOVERNING BODY

Using the table below, please provide the requested information regarding your perspective agency's Governing Body (Board of Directors).

Last Name, First & Middle initial and Maiden Name	Residential Physical Address	Office held Position title	Term of Membership	Relationship to Applicant

Are any of the Board Members listed above employed by or receive compensation from a group care agency? If yes, please provide his/her name:	Are any of the Board Members listed above employed by or receive compensation from a child Placement agency If yes, please provide his/her name	Are any of the Board members listed above employed by the agency as Paid Staff? If yes, please provide his/her name:

F-6. BUSINESS ORGANIZATION

Please provide an organizational chart of the agency and each separate facility showing:

- Administrative structure,
- Staffing pattern
- Lines of authority

G-7. OPERATIONS MANUAL

Each agency shall compile an operations manual. It shall be available to all agency staff members, and all staff members shall be familiar with the contents. It shall contain but is not limited to:

- The overall philosophy, which guides the agency's services
- A statement of the primary purpose, services, and goals of the agency
- A chart of the organizational structure which supports F-6
- The agency's intake policies and procedures
- The agency's governing board (body) which aligns with E-5
- The operational procedures, which guide the delivery of the agency's services
- Copies of the agency's forms.

For additional guidance, refer to section G-7 of the Guam Administrative Guidance.

H-8. BUSINESS / CORPORATION

Please provide the appropriate documents that support your business organization to include the following:

- A complete copy of the Articles of incorporation;
- A complete copy of the by-laws
- A complete copy of the certificate of Incorporation

Application renewals will require these additional documents:

- Annual reports for the preceding three (3) years
- Partnership or joint venture agreements.

For corporations, please provide a certificate of good standing from the Department of Revenue and Taxation

• Please provide a statement as to whether the applicant is for-profit or not-for-profit if it is not already included in the documents provided.

I-9. FINANCING

Financial Stability

- A. Please submit a written, proposed operating budget for start-up and the first year of operation to include total revenues and expenses:
 - Revenues Volume and price per unit
 - Expenses Direct labor, Marketing /advertisement
 - Fixed cost Rent, head office, insurance, telecommunication, utilities, etc.
- B. Please provide verifiable documentation of funds available to pay start-up costs and operating expenses for the first year of operation.
- C. If the applicant has operated a child welfare agency in the territory of Guahan (Guam) or any other jurisdiction to include the U.S. mainland, during the past 10 years, please submit a copy of the most recent financial statement and financial audit for that agency, unless the most recent statement or audit is more than 10 years old.
- D. Please submit a certificate of insurance, or letter of commitment from an insurer showing that the applicant has adequate liability insurance coverage:
 - To cover the acts of children or staff, and protection against damages to, or loss of, buildings and other valuable properties.
 - Any vehicle used to transport children.

Requirement for Sufficient Funding.

• The agency must furnish evidence that it has sufficient funds to pay all start-up and operating costs through the first year of operation for which a license may be issued.

FINANCIAL STABILITY	WORTH / VALUE	FINANCIAL LIABILITY	EXPENSES COST
Cash-on-Hand		Start Up Inventory	
Short Term Assets		Permits and Licenses	
Savings Account		Employee Payroll	
Income		Legal	
Long Term Assets		Consulting	
Life Insurance		Bank Loans	
Line of Credit		Utilities / Other Bills	
Furniture, Fixtures &		Marketing / Advertisement	
Equipment			
Line of Credit		Utilities / Other Bills	
Work Force Development		Lease Deposits	
External Investments		Leasehold Improvements	
		Owner Investment	
		Miscellaneous	
		Other	
TOTAL WORTH / VALUE		TOTAL FINANCING	

J-10. BUDGET AND FINANCIAL RECORDS

- The Child Placement Agency shall operate on a budget which has been approved by its governing board.
- The Child Placement Agency must maintain financial records of all receipts, disbursements, assets, and liabilities for at least three years.
- These records shall be available for inspection by the Department upon request.

ANNUAL PROJECTED BUSINESS START-UP COST	EXPENSE AMOUNT	OTHER EXPENSES	EXPENSE AMOUNT

K-11. PROGRAM

- Please submit any informational or advertising material about the agency.
- Please provide a written description of:
 - 1. All services the applicant intends to provide;
 - 2. The number and type of children the applicant will serve, including: age, gender, special needs, or particular behavior problems;
 - 3. The anticipated sources of placement and referral;
 - 4. Number and qualifications of paid staff who will provide services

L-12. DOCUMENTATION, FORMS, AND NOTICES

Requirements for the organization of a Child Placement Agency:

- Please provide samples of all documents, forms, and notices which the applicant will use in providing services to children in care, including all personnel forms
- Each Agency shall maintain and report accurate statistics on children receiving services, and staff employed.
- All Child Placement Agency shall report to the Department any planned change of address, change in program, or other
 changes which significantly affect the services provided. The Department shall be notified 30 days prior to any planned
 changes.

M-13. POLICIES AND PROCEDURES

• Please submit the applicant's internal policies, procedures, and operations manual including personnel policies and the manual of the agency's Governing Board.

If the applicant does not have or is unable to obtain all or part of the information or supporting documentation contained in this application, applicant shall so indicate in a written statement explaining why the information or documentation is unavailable.

I hereby swear and affirm, under penalty of perjury, that the foregoing information is true and correct.

I hereby agree that any false information supplied by me in this application or in support of this application shall be sufficient grounds to deny this application.

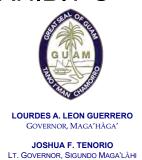
I hereby authorize the Guam Department of Public Health and Social Services, Bureau of Social Services Administration to investigate this applicant, and I agree to cooperate in good faith with the Department in allowing an authorized Department representative to visit this agency or facility at any reasonable time, announced or unannounced, to interview such staff, employees, volunteers or other personnel as may be determined necessary by the Department in conducting its licensing study/investigation.

I agree that the Department may conduct collateral interviews with any source of information regarding this applicant/agency/facility in the course of the licensing investigations/study, and that refusal by this applicant/agency/facility to allow interviews with any child, employee or staff member shall be grounds to deny this application.

I further understand and agree that the burden and responsibility to supply all required information and documents rest with the applicant and failure or refusal to supply such information and/or documents shall be grounds to deny this application.

Applicant's Name (Print)	Applicant's Title (Print)
Signature	Date
(Revised 06/24/22)	

EXHIBIT C



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



ARTHUR U. SAN AGUSTIN, MHR
DIRECTOR

LAURENT SF DUENAS, MPH, BSN DEPUTY DIRECTOR

TERRY G. AGUON DEPUTY DIRECTOR

BUREAU OF SOCIAL SERVICES ADMINISTRATION DIVISION OF CHILDREN'S WELLNESS

CONSENT FOR DISCLOSURE OF CLIENT INFORMATION

This information is to be released from records whose confidentiality is protected by Federal law regarding right to privacy, which prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations. A General Authorization for the release of medical or other information will not be sufficient for this purpose.

1. Name of Program to Give Information: DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES, CHILD PROTECTIVE SERVICES				
2. Name of Person or Organization to Receive	Information:			
3. Name of Client (Alias if any) and Date of Birt	h (Print Name):			
4. Purpose or Need for the Disclosure (Please	be very specific):			
5. Extent or Nature of Information to be Disclos	ed (Please be very specific):			
The client may revoke this Consent for Disclosi This Consent shall be effective immediately and				
Signature of Client/Guardian/Parent Date: I HEREBY REVOKE CONSENT FOR DISC PERSON OR ORGANIZATION ABOVE AS OF	Signature of Person Requesting Information Date: CLOSURE OF THE INFORMATION TO THE			
Signature of Client/Guardian/Parent	Date:			

Department of Public Health & Social Services 155 Hesler Place, Hagatna Guam 96910 (671)922-2510 www.dphss.guam.gov



Department of Public Health and Social Services

Division of Children's Wellness

Bureau of Social Services Administration Home Evaluation and Placement Services Section

Foster Parent Handbook 1 January 2022

FOSTER PARENT HANDBOOK TABLE OF CONTENTS

Introductions

PURPOSE

This Foster Parent Handbook has been developed as a part of the Bureau of Social Services Administration (BOSSA) of the Department of Public Health and Social Services, Division of Public Welfare's, Foster Care Program.

The Family Foster Parent Program Handbook is developed as a major effort within the Department to improve the quality of foster family care for children in Guam.

The purpose of the Handbook is to provide you, the existing foster parent, with a broad range of information about your work with the Bureau, which you may use as a reference. It is also intended to provide the foster parent with information that can be used to help children who have had to come into the foster care system and provide ways in which foster parents can help children in their home live happy and productive lives.

Throughout the handbook, we emphasize the role of foster parents working together with the agency, case managers, and biological family/parents, as members of a professional team to best help the child achieve successful permanency.

You provide a valuable service in helping families through temporary difficulties and meeting the needs of children in a time of crisis and change. We offer this handbook as an aid to your role as a foster parent.



ACKNOWLEDGEMENT

The information in this handbook was generated through various forms of documented materials obtained from national websites and current research, which support the enhancement of dedicated foster parents who take the extra step to accept children who have been abused and/or neglected.

STATE AGENCY BACKGROUND

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES

The Guam Department of Public Health and Social Services (DPHSS) was created to address the needs of the most vulnerable members of the community. The Department is committed to responding to the most significant social issues and supporting the national effort towards self-sufficiency. The provision of public welfare on the island first began in 1957 following a request to the Federal Government to extend the benefits of the Social Security Act of 1935 to Guam. This ended the delegation of Social Services by many private organizations.

The DHPSS is the state agency responsible for administering (1) Title IV-B, Subpart 2 known as Promoting Safe and Stable Families Program. (2) Title XX's Consolidation of Grants Program which includes the following: Social Services Block Grants, Child abuse and Neglect, Child Welfare Services, Children's Justice, Community Food and Nutrition, Community Service Block, Family Resource, Family Violence Prevention, and Low-Income Home Energy Assistance Program. (3) Guam's Local Foster Care Accounts which funds the Foster Care Maintenance Payment for licensed foster families, Cost of Living and Clothing Allowance for foster children, and Service Contracts for the following shelters. Alee 1 which is a shelter for abuse and neglected children; Alee II which is a shelter for women victims of family violence and their children and; Guma San Jose which is a shelter for homeless families.

DIVISION OF CHILDREN'S WELLNESS

The Department is responsible for the provision and administration of many social services programs found under the Division of Children's Wellness (DCW) one of five divisions that comprise the DPHSS. DCW assists in the areas of health care programs, food and welfare assistance, child protection, prevention, job opportunities and the development of people.

These efforts have been intensified with the growth in the local community along with the ongoing demand for social changes. Throughout the transition, the foals has always been to improve the quality of life to those in need by providing them care and support and assisting with their basic and immediate necessities.

Most of its program and benefits are made primarily to low-income families and individuals; although, information, referrals, and protective services are available to anyone who needs them. The appropriate use of public funds to champion the welfare of children and preserve their families fall under the responsibility of the Bureau of Social Services Administration, DCW.

BUREAU OF SOCIAL SERVICES ADMINISTRATION

The Bureau of Social Services Administration is under the direction of a Human Services Program Administrator who oversees four sections and the Administrative Services Unit. The four sections are: Program Management, Child Protective Services, Home Evaluation and Placement Services, and Family Services Section. (See BOSSA Organizational Chart — Appendix A)

The Bureau plans, develops and administers program designed to protect children and strengthen their families to address dysfunction and promote healing. There is a concerted effort to assist

children and families to move towards a functional, healthy future. These programs are implemented through direct or contracted services. The services provided are funded and regulated primarily by the Federal Government and by local requirements. Eligibility for these services varies in accordance to mandates and the applicant's individual needs, as well as the rules and regulations that apply to the different programs.

The Goals of the Bureau are:

- To ensure the safety and well-being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment
- To ensure the best interest of children by providing adoption and custody services that are child focused.
- To prevent incidences of child abuse and neglect through public education and outreach.

ADMINISTRATION SUPPORT UNIT (ASU)

The Administration supports the programs and facilitates for the agency through: fiscal operations; personal and records management; maintenance of case and administrative files' payroll; office and property management; employee training and development assessments; notary services; procurement processing of materials and services; processing payment for foster parents and vendors; inventory control; mail operations; secretarial services; receptionist duties and other administrative and clerical support.

PROGRAM SECTIONS

Program Management Section (PMS)

PMS is responsible for program planning, monitoring and evaluation. This Section develops policies and procedures, monitors and evaluates the programs. In addition, PMS manages services contracts; assist in program planning efforts; maintains the Child Welfare Services Management Information system; assists in management research projects and other special projects; coordinates staff development and training; conducts fiscal management and grant preparation and writing; analyzes local and federal legislation; implements and develops the Bureau's corrective action plans; prepares various reports; and prepares the federal and local budgets.

CHILD PROTECTIVE SERVICES SECTION

Child Protective Services (CPS) is composed of four (4) units: Intake, Crisis Intervention, Investigation, and Case Management.

- * Intake Unit: receives information and makes assessments to determine if the criteria for CPS involvement are met and conducts risk assessments over the child and determines the immediacy of the response based on the information received.
- * Crisis Intervention Unit: responds to referrals requiring immediate response for the purpose of conducting risk and safety assessments that could lead to exerting protective custody and placement of minor(s), or whenever necessary, leads to a Multi-Disciplinary Team Interview; provides support to the Intake and Investigation Units during non-crisis periods of the workday; provides on-call duties after normal working hours, on weekends and holidays, to respond to those cases requiring crisis intervention.
- ** Investigation Unit: conducts case investigations to determine if allegations are substantiated indicated, unsubstantiated or suspected. Added responsibilities entail the continued assessment of the risk to the child; exercising of protective custody rights; the production of declarations; the development and filing of Persons in Need of Services (PINS) petitions; the development of service plan agreements for validated cases; and appearance in court hearings.
- ** Case Management Unit: receives those cases designated as needing continuing services. This unit is accountable for the implementation and monitoring of service plan agreements, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months and permanency plans are developed for children who are in substitute care for six months or longer. Time limited reunification services occur in this unit. Other duties include the preparation of writing reports intended for court recommendation and the coordination and participation in Case Review Treatment Team meetings with other agencies.



HOME EVALUATION AND PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services Section (HEPS) consist of two units: Adoption/Custody and Licensing and Certification.



This section conducts individual and family assessments for adoption, child custody cases, family foster case placements, termination of parental rights and guardianship. It also provides post-placements services (monitoring) in adoption cases. In addition, this section provides for the certification of family foster homes for children requiring substitute care.

This section also monitors and license child care facilities in accordance with the provisions mandated by law.

FAMILY SERVICES SECTION

This Section is divided into two units: Promoting Safe and Stable Families Program and Family Support Services (FSS).

- * Promoting Safe and Stable Families Program provides family preservation services. Family preservation services are intensive, short-term, in-home, crisis intervention and support services, which strives to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.
- **** Family Support Services** focuses primarily on prevention activities such as curriculum development and implementation and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted to strengthening the family support services in existence in order to enhance family functioning. In addition, this program develops and implements a foster home recruitment program and training of foster homes.

FOSTER CARE

WHAT IS FOSTER CARE?

Foster care is a temporary living arrangement for children whose own parents are currently unable to provide the necessary protection, love, and care for their children. The foster child has a prior parent figure and family who are important. In most instances, children are placed in foster care involuntarily by order of the court. An involuntary placement occurs when a child has been abused or neglected (or may be at risk of abuse or neglected) by his/her/ parent/guardian or someone else in the household, or because a court has adjudicated the child deprived, unruly or delinquent. The court orders the child removed from the home and determines the duration of the court order.

The goal of foster care is to return children to their own family once they have become stabilized. If this is not possible, a permanent home for the child may be sough elsewhere. This could mean long-term foster care, relative placement, guardianship or adoption.

Children may be in foster care from one day to several years. How long a child will be in foster care depends upon the child's individual situation. A foster child receives 24-hour care from the foster family, seven (7) days a week. The child becomes a member of the foster family and hopefully is treated as if he or she was the birth child of the Foster parents. However, the majority of foster children return to their parents or other family members.

HOW CHILDREN COME INTO FOSTER CARE?

Children that come into foster care are often victims of abuse and/or neglect. Then National Committee to Prevent Child Abuse (NCPCA) defines child abuse as a non-accidental injury or pattern of injuries to a child. Child abuse is damage to a child for which there is no "reasonable" explanation.

Child abuse includes non-accidental physical injury, neglect, sexual-molestation, and emotional abuse:

- * Non-accidental physical injury may include severe beatings, burns, strangulation, or human bites.
- * Neglect is failure to provide a child with the basic necessities of life: food, clothing, shelter, or medical care; and lack of supervisions (including leaving a child home alone) or total abandonment.
- * Sexual molestation is the sexual exploitation of a child including rape, incest, fondling of the genitals, pornography or exhibitionism
- * Emotional abuse is a pattern of behavior that attacks a child's emotional development and sense of self-worth. Examples include constant criticizing, belittling, insulting, rejecting, and providing no love, support, or guidance.

DYNAMICS OF CHILD ABUSE AND NEGLECT

The effects of child abuse are devastating. In FY2018, Guam's CPS Section received an estimated 1,364 reports that have involved the alleged maltreatment of 2,039 children. The children suspected of being abused come from all racial and cultural backgrounds and all socioeconomic levels. An overwhelming number of abusers are friends, neighbors, and relatives.

Child abuse can be a one-time occurrence, but more often, child abuse is a pattern of behavior involving regular physical attacks or acts of deprivation or molestation. The longer child abuse goes on, the more serious the consequences.

UNDERSTANDING CHILD ABUSE AND NEGLECT

The effects of child abuse on children and on families are physically, mentally, and emotionally harmful and often long lasting or permanent. Recovery chances get worse the longer the problem is allowed to persist. Treating the victims of child abuse, restoring them to a wholesome, happy existence, is vital. Foster parents are part of the bridge to bring an abused child back to a trusting familial environment.

Keeping children safe is the responsibility of everyone. The more we know about the problem and how to detect child abuse, the more we can do to prevent it. Below are tables, which may be used as a reference to understand the different physical and behavioral indicators of Child Abuse and Neglect (CAN)

Table 1-1 Physical and Behavioral Indicators of Physical Abuse

Type of CAN	Physical Indicators	Behavioral Indicators
Physical Abuse	 Unexplained Bruises and Welts: Face, lips, mouth, ears Torso, back, buttocks, thighs Various stages of healing Clustered, regular patterns Reflecting shape of article used to inflict (e.g. buckle) Regular appearance after absence, weekend, vacation Unexplained Burns: Cigarette, cigar burns, esp. on soles, palms, back, buttocks Immersion burns (sock or glove-like, circular, on buttocks or genitalia) Patterned: electric burner, (curling) iron Rope burns on arms, legs, or torso Unexplained Fractures: Skull, nose, facial structures In various stages of healing Multiple or spiral fractures Unexplained Laceration or Abrasion: To mouth, lips, gingiva, eyes To external genitalia 	 Wary of adult contacts Apprehensive when others cry Behavioral extremes:(Aggressive/withdrawn) Frightened of parent Afraid to go home Reports injury by parents

Table 1-2 Physical and Behavioral Indicators of Physical Neglect

Type of CAN	Physical Indicators	Behavioral Indicators
Physical Neglect	 Constant hunger, poor hygiene, inappropriate dress Consistent lack of supervision, esp., in dangerous situations or for long periods Unattended physical problems or medical/dental needs Abandonment 	 Begging, stealing food Extended stays at school, early arrival, late departure Constant fatigue, falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) Says there is no caretaker.

Table 1-3 Physical and Behavioral Indicators of Sexual Abuse

Type of CAN	Physical Indicators	Behavioral Indicators
Sexual Abuse	 Difficulty in walking or sitting Torn, stained, bloody underwear Pain or itching in genital area Bruises or bleeding on external genitalia, vaginal, or anal areas Venereal disease, esp. in pre-teen Pregnancy 	 Unwilling to change for PE Withdrawal, fantasy or infantile behavior Bizarre, sophisticated sexual knowledge or behavior Poor peer relationship Delinquency; runaways Reported sexual assault by caretaker

Table 1-4 Physical and Behavioral Indicators of Emotional Maltreatment

Type of CAN	Physical Indicators	Behavioral Indicators
Emotional Maltreatment	 Speech disorders Lags in physical development Failure to thrive 	 Unwilling to change for PE Withdrawal, fantasy or infantile behavior Bizarre, sophisticated sexual knowledge or behavior Poor peer relationship Delinquency; runaways Reported sexual assault by caretaker

DYNAMICS OF CHILD ABUSE AND NEGLECT

Guam's Child Protective Act (**Public Law 20-209**) creates within the jurisdiction of the Family Court procedures to safeguard, treat and provide permanent planning for children who have been harmed or threatened with harm. It also mandates certain professionals and there's to report situations of known or suspected abuse to the authorities. Following such a report, an investigation is conducted to determine whether or not the abuse occurred, and, if so, what kind of response is necessary. (**See Excerpts of Child Protective Act** — **Appendix B**)

Whenever possible, families are kept together, and the abused child is not removed from home. If children can remain in the home safely, specific types of services such as: counseling, parent education, and childcare may be provided for the parents. If, however, children are found to be in imminent danger and there is no in-home means of eliminating the danger, or if the parents refuse

help, children may be placed in a foster home until the designated authorities determine that it is safe for them to return home.

Generally speaking, decisions regarding children's placement are made on the basis of parental acknowledgement of the problem, and parents' willingness and ability to provide protection and care to the child. Child Protective Services (CPS) workers are trained to assess parental credibility, as well as motivation to change unacceptable child rearing practices.

PROTECTIVE CUSTODY

The process by which children come into foster care is when protective custody of a child is exerted and transferred to CPS. A CPS worker, police officer, or physician may exert protective custody or care of the person responsible for the child's welfare presents a situation of harm or threatened harm to the child.

CPS will file a Declaration with the court in support of an ex parte order for temporary, legal, and physical custody of the child. A written order may be requested to extend protective custody beyond the one working day. Upon assuming protective custody, CPS will place the child in a home approved by CPS.

Officially, this child becomes a ward of the state through the legal process with Family Court, which is vested with the Department of Public Health and Social Services. The Department then becomes the person responsible for the care of the child.

POWER OF ATTORNEY

Upon the placement of child into the foster home, the agency will issue a notarized Power of Attorney to the foster parents (See Sample of Power of Attorney — Appendix C). The Power of Attorney serves as parental authorization and consent to allow the foster parent to act on behalf of the child's needs (i.e., educational, medical, etc.) and as a representative of the Department with notice and consultation with the Department.

SERVICE PLAN AGREEMENT

Every foster child and his family will have a Service Plan Agreement that serves as a working document to ensure that services are being provided to the family.

The Service plan is a specific written plan prepared by CPS and presented to members of the child's family which indicates the following:

- The specific services or treatment with which the parties will be provided.
- The specific actions the parties must take.
- The specific responsibilities that the parties must assume.
- The specific consequences that may be reasonably anticipated to result from the parties' success or failure in complying with the plan.

THE FOSTER PARENT



Foster parenting is not just 'parenting.' It is parenting plus a great deal of caring for, sharing with, and loving another person's child in such a way as to provide a healing life experience for the child and their family.

CERTIFICATION OF FAMILY FOSTER HOMES

Individuals interested in providing foster care must apply and be certified as a family foster home by the Department of Public Health and Social Services. A Family Foster Home is a home certified by the Department which provides substitute family care on a twenty-four (24) hour basis for no more than six (6) children, to include the number of children of the foster parents. Individuals interested in proving family foster care must meet certification requirement set forth by "Guam's Standard for Family Foster Homes", Public Law 24-143 (See Standards for Family Foster Homes — Appendix D)

FOSTER PARENTS' ROLES AND RESPONSIBILITIES

The foster parent provides the home environment in which the child can safely fulfill their physical, emotional, spiritual, and cultural potential and become responsible adults.

Foster parents serve as members of a child welfare delivery team with the goals of achieving protection and permanency for the child.

In order to provide a safe, nurturing environment, which promotes maximum growth and development of the child, the following table (2-1) reflects the responsibilities of the foster parent to the foster child and the Department. (See Sample of Foster Parent Agreement Form — Appendix E)

Table 2-1. Foster Parent Responsibility to the Foster Child & the Department

FOSTER PARENT RESPONSIBILITY TO THE FOSTER CHILD

- 1.Providing for the physical care/needs of the child (i.e., food, clothing and shelter in compliance with Foster Home Licensing Standards).
- 2. Working with the school. Providing for the specific educational needs of the child; where appropriate, enrolling the child in school, attending parent-teacher conferences and participating in other activities as necessary.
- 3. Making the child as comfortable as possible by acquainting him/her with the foster home and new environment.
- 4.Respecting and supporting the child's ties to his/her biological family members. Sharing information regarding the child's progress with the caseworker; may facilitate Department approved interactions between the parent and the child regarding telephone calls, letters visits, etc, and encouraging shared decision making with the parent with respect to the child's care.
- 5. Providing for the child's routine travel/transportation, including school appointments, medical appointments, counseling and other services needed by the child.
- 6. When consistent with the service plan, providing transportation for parent/child visits.
- 7. Providing a predictable, structured, consistent environment with clear and fair limits and ground rules. Providing discipline commensurate with the age of the child and in compliance with the Department licensing standards. The goal of discipline is to impart to the child's sense of right and wrong, respect for him/herself and others, and social responsibility.
- 8. Treating all children in the home equitably, recognizing individual needs and differences.
- 9. Taking into consideration the age and development needs of the child, providing appropriate information regarding personal and sexual issues which allow the child to incorporate this information into his/her own value system.
- 10.Providing adequate supervision, which is age and developmentally appropriate for each child in care.
- 11. Allowing the child to assume a level of responsibility for his/herself and for household duties, as is age and developmentally appropriate.
- 12. Assisting each child to develop independent decision-making skills.
- 13. Participating in the rapeutic programs for the child when it is deemed necessary and arranged with the child's worker.

FOSTER PARENT RESPONSIBILITY TO THE DEPARTMENT

- 1. Working with the Department worker, authorized agent of the guardianship administrator and appropriate medical and dental personnel, to provide for medical and dental needs of the child; i.e., making medical and dental appointments, participating in the staffing and other meetings to make appropriate medical plans for the child.
- 2. Maintaining confidentiality of all information concerning the child, his/her family and his/her background.
- 3.Foster parents and Department workers share mutual responsibility for maintaining frequent communication. The foster parent's role in the is initiating contact with the child's worker as needed to keep the worker apprised of: medical, behavioral or other emergencies; unusual incidents; and issues, which require the worker's attention.
- 4.Attending pre-service and on-going training when required or provided by the Department to further develop competence in foster parenting.
- 5.Maintaining and keeping a current child record folder for each child. The record folder should include specific behavioral documentation of the child's progress and issues needing to be addressed.
- 6.Insuring compliance with licensing standards and cooperating with the Department in executing Department Rules and Procedures.
- 7. Notifying the certification worker and/or caseworker in advance of any changes in status, i.e., moving, new phone number, new individual in home, taking a new job, etc., to assess possible impact on the child.
- 8. Notifying the caseworker in advance any plans to take the child out of the state so that proper authorizations can be obtained for the child to accompany the foster parent.
- 9.Insuring that the caseworker is given at least <u>two (2) weeks</u> advance notice of any plans to request removal of a child. Report all situations involving potential emergency replacements immediately to the case worker.
- 10.Reporting all instances of suspected child abuse/neglect of children known to you through your capacity as a foster parent to the Department (Mandate Reporter, Abused and Neglected Child Reporting Act).

SOURCE: FOSTER PARENT HANDBOOK, Illinois Department of Children and Family Services

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FINANCIAL REIMBURSEMENTS

Prior to being a certified as a family foster home, the foster family's income is assessed to ensure that it is reasonably steady and sufficient to maintain an adequate standard of living. Certified foster families receive reimbursements by the Department for cost of living and clothing allowances for children who are place in their home under the Department's custody. Foster families receive a monthly stipend ranging from \$576.63-\$779.43, depending on the age of the child and the length of stay of placement.

BASIC RATES

Reimbursements of foster care services for CPS children, ages 0-17, placed with licensed foster parents or homes are as follows:

Table 3-1 BOSSA's Foster Care Reimbursement Rates

	COST OF LIVING ALLOWANCE	COST OF LIVING ALLOWANCE	CLOTHING ALLOWANCE
AGE	MONTHLY RATE	DAILY RATE	ANNUAL RATE
0-11	\$576.63	\$19.22	\$202.80
12-17	\$779.43	\$25.98	\$290.76

COMPUTATIONS

Table 3-1 BOSSA's Foster Care Reimbursement Rates

TYPE OF PLACEMENT	DAILY COMPUTATION	MONTHLY COMPUTATION
New Placement	If a child is placed anything during the month.	If a child is placed for the entire month.
Change of Placement	If a child is moved to another licensed foster parent(s)/home(s) anytime during the month.	If a child is placed for the entire month.
Termination of Placement	If a child is terminated anytime during the month.	If a child is terminated at the end of the month.

Note: Children are terminated from the foster care status when they are no longer under the custody of Child Protective Services.

FOSTER CARE REIMBURSEMENTS

Foster care reimbursements are <u>not</u> income of paid employment. The purpose of this foster care maintenance payments is to assist the foster parents in meeting the basic needs of the foster child.

- * Maintenance payments are issued to foster parents to maintain the placement cover the costs of having he child in the home.
- * The payments are intended to assist in such expenses as providing food, clothing, housing, daily supervision, personal incidents, transportation and other routine expenses associated with the care of the child.
- * The foster care maintenance payments follow the child. If the child is no longer placed in the provider's home, the money to support the child's needs will no longer be issues to the foster parent.
- * Foster parents are not taxed for the foster care maintenance payments.

PROCESSING OF REIMBURSEMENTS

The Bureau of Social Services Administration initiate the processing of reimbursements for foster care payments. The Department of Administration is the agency responsible for preparing and disbursement of these payments (checks) via mail to foster families.

CAN FOSTER PARENTS WORK OUTSIDE THE HOME?

Yes, working people may be certified as foster parents, but each situation must be considered individually. Some children have needs that require a full-time-at-home parent. These circumstances may affect the types and ages of children who can be placed with you. The employment of foster parents should not interfere with the care of the children. However, prior to placement, the child is appropriately matched with the foster parent. Most importantly, the foster parent is charged with the responsibility of ensuring childcare provisions are met. The caseworker should be consulted for assistance, if needed.

THE REWARDS OF FOSTER PARENTING

The need for foster parents and caretakers remains greater than ever. There are risks and stresses beyond measure, however, you have the opportunity to make a difference in the life of a child or youth. By providing foster family care you will be helping young people in your community. Other rewards include:

• A sense of accomplishment

- The chance to help children feel good about themselves
- Pride in doing a meaningful and important job
- Challenging experiences
- The opportunity to meet and work with new people
- A chance to use special talents and knowledge

INDIVIDUALS INVOLVED IN THE CARE OF THE FOSTER CHILD

ROLE OF THE CPS CASEWORKER

RESPONSIBILITIES TO	RESPONSIBILITIES	RESPONSIBILITIES TO
THE FOSTER CHILD	TO THE PARNET	THE FOSTER FAMILY
 A. Assessing clothing and personal needs prior to placement of the child. B. Conducting visitations for the child openly dealing with the separation and loss from the child's family. C. Arranging for all counseling services. D. Ensuring that educational and medical needs are being met. E. Helping the child face the feelings of separation and loss before removal by explaining the reason for removal and the service plan. F. Helping the child understand the purpose of placement, the rules of, and participate in the development of the case plan. 	 A. Understanding the parents' feelings regarding the placement and proceeding accordingly. B. Making clear the reasons for separation. C. Maintaining frequent contact if possible if possible with the parents. D. Arranging for all counseling services. E. Having the parents understand the rules and expectations of placement, their expected role, the type of care offered, and anticipated duration. 	 A. Sharing information about the wild they are to care for and the child's feelings and ensuring behaviors regarding the separation. B. Supporting the role of the foster parents by maintaining monthly contacts with the foster parents or more often if indicated. C. Helping the foster parents in coping with the child's reactive behavior until the child can understand separation, process feelings and adjust to the new situation. D. Assisting in respite arrangements when needed. E. Keeping the foster parent abreast of the child's permanency plans.

ROLE OF THE FOSTER FAMILY LICENSING WORKER

Conducting and preparing service evaluations to assess if applicant(s) meet the requirements for certification as a family foster home, including renewal application.

- * Assisting with recruitment and training of prospective foster parents.
- * Assisting in coordinating on-going training and activities for certified family foster homes.
- * Conducting quarterly monitoring of all certified family foster homes to evaluate compliance with the Guam Standards.
- * Identifying family foster homes available for placement of children. Provide foster parents with background and other pertinent information about the child (ren) (i.e special needs, medication, etc.) at the initial placement, alongside the caseworker.
- * Mediate with the CPS Caseworker and foster parents to ensure information exchange (i.e., verifying visits, informing foster parents of child's schedule, court hearings, and providing feedback on court hearing on a 'need-to-know' basis, etc.)

Note: The primary responsibility of the CPS Caseworker is to communicate with foster parents. The Licensing Foster Care Worker may act as a Mediator.

ROLE OF THE HOMEMAKER

The role of the Homemaker is to assist the CPS Social Workers with providing a variety of services to children and families. Homemaker services are officially requested by the CPS Social Worker. Some of the Homemaker services include:

- * Assisting parents in gaming knowledge on parenting skills and providing guidance on discipline techniques.
- * Providing supportive services to parents such as, transportation to appointments, supervising visitations and linking them to community resources.
- * Establishing and maintaining the home environment which meets the basic needs of the child (i.e. cleanliness, meal planning, nutrition, money management, etc.).
- * Assisting the CPS Social Worker in obtaining important documents for foster children such as (Medicaid/MIP, Social Security Cards, Passports, Shot Records, etc.)

ROLE OF FOSTER CHILD'S GUARDIAN AD LITEM

A person appointed by the court whose role is to protect and promote the needs and best interests of the child. The individual's appointment shall automatically terminate upon an award of permanent custody by the court, unless otherwise ordered by the court.

ROLE OF THE FOSTER CHILD'S ATTORNEY (LEGAL ADVOCATE)

A person appointed by a juvenile or family court to specifically represent the wishes of an allegory abused or neglected child under the court's jurisdiction.

THE FOSTER CHILD

WHAT TO EXPECT FROM FOSTER CHILDREN

When a child comes into your home and you are suddenly in charge of helping to shape his life, it is very easy to get caught up in the moment. You want to do great things for them and with them. You want significant changes to appear before your eyes. If you are too impatient, this unfortunately can mean you also have unrealistic expectations of the child.

It is important that everyone involved in foster care has a realistic picture of what it is all about. This picture should include the problems that may arise when the children arrive at your home. Every foster child comes with his or her own special problems and needs. They are children who are just like any other, with the day-to-day problems that every child faces, only now they are foster children.

Some foster parens feel its s to their advantage to find out about the past experiences and background of their foster child. This gives them some help in understanding why the child does what he or she does. This type of information about his background, you might find that the child is suspicious and hesitant to tell you what you want to know. This will not help your relationship.

Foster parents will be provided with the foster child's past experiences and background information to better understand why the child does what he or she does. The child's caseworker will provide specific information to the foster parents on a need-to-know basis.

TRAUMA INFORMED CARE

The word "trauma" is used to describe experience or situations that are emotionally painful and distressing, and that overwhelm people's ability to cope, leaving them powerless. Exposure to "complex trauma" is particularly concerning for children in foster care.

Complex trauma is a type of trauma exposure that is common in the child welfare system and puts children at significant risk for long-term negative consequences. Complex trauma involves chronic child maltreatment, including psychological maltreatment, neglect, physical and sexual abuse and exposure to domestic violence. Children exposed to complex trauma are often left feeling unsafe and powerless. They are often diagnosed with several mental health conditions (e.g., Attention Deficit Disorder, Reactive Attachment Disorder and Bipolar Disorder) that unfortunately do not capture the full impact of early trauma exposure. These labels may lead to ineffective treatment planning if the role of trauma is not carefully considered.

Childhood trauma is not new to foster care. However, the growing scientific knowledge based about how trauma affects children is new. Trauma informed is a shift in practice for organizations that incorporate a deep understanding of how trauma impacts children's development into all aspects of its organizational culture, practices, and policies. The hallmark of a trauma-informed organization is one that seeks to create living environments and programs that focus on helping children feel safe and empowered.

CHILD DISPLACEMENT

Children can feel significant personal loss when separated from their families. They have lost the most important people in their lives, their parents, and possibly their sisters and brothers. They have lost their familiar pattern of living, their homes and the places that make up their own world. They are fearful of what is to come. They lose self-esteem, a sense of identity, and the ability to control the events around them.

The child's emotional development is interrupted and will show signs of grief including: shock, denial protest, bargaining, anger (acting out), depression, and regression of behaviors. Physical reactions to placement may also occur such as upper respiratory infection, stomachaches or headaches.

Children often feel abandoned, helpless, worthless and often responsible for the family's breakup. There will be a period of adjustment for children placed in your care. Understandably, there may be time of regression or struggles for the child during the course of the foster care placement.

Moving into a new family is frightening. The child's caseworker and the family members must try to allay the child's fears. The greatest initial fear for a child coming into a new family is that all ties to the past will be severed permanently. The child may worry that the birth family will not know where he/she is, that he/she will never again see members of past foster families, or that the new family will not allow contact with old friends.

When starting to work with these children, remember where they come from. They may never have had to do chores. Saying grace at the table may scare them. Some of these children are not well versed on hygiene and good personal habits. Manners may mean nothing to them.

TIPS FOR DEALING WITH SEPARATION FROM PARENTS

- Let the child grieve or mourn for his or her parents. At the time of being placed in foster care, a child may feel a great sense of loss regardless of the parents' past behavior or the circumstances that led to placement. Help the child move through the grieving process.
- Recognize that it is common for children to view foster care placement as a punishment for some real or imagined bad deed such as the backup of their families. Listen to children when they express such thoughts and feelings.
- Allow children to share memories about their family. Let them openly express their feelings.
- Help the child feel safe and cared for.
- If you have questions or concerns, share them with the child's Guardian Ad Litem, CPS Caseworker or Therapist.
- Understand your own loss and grief issues.

BEHAVIOR

The first task of the foster parent is to expect the behavior that the child presents. That does not mean to accept behavior that is harmful to the child or to others or that is otherwise violent or destructive. The foster parent should keep in mind that the first need of the child is to feel safe. What is required is that foster parents carefully and clearly establish the limits of acceptable behavior, while reassuring the child that any behavior that jeopardizes the child's security and others is not acceptable. Such behavior must be controlled by the parents until the child has the ability to control it. But even in controlling the child's behavior, the parents must accept it as a part of the child. They must convey to the child that limiting the behavior is not denigrating the child. The limits are necessary for the protection of the child's or others, until such time when the behavior is altered into less dangerous form or is no longer necessary.

CHILDREN WITH SPECIAL NEEDS

A child with special needs who enters foster care usually has difficulty trusting his/her caretaker and developing a positive self-image. Many of these children have placement in other homes, institutions or hospitals. For some children, the capacity to form trusting relationships has been severely damaged. Most perceive that their disability is the reason for their placement. Even more troubling is the child who knows that he/she has come into foster care because he/she has been disabled due to an abusive act by his/her parents.

Foster parents caring for a child with special needs help him/her feel safe, well cared for, and valued. Most of these children may require medical attention. A thorough assessment of the child's physical condition is essential both for planning and for helping the new family understand and accept the child's unique needs and limits. Each disabling condition brings its own set of complications for the child and his/her own caretaker.

For example, a child with cerebral palsy usually requires assistance with routine daily tasks such as eating, personal hygiene, or mobility and should benefit from physical, occupational and speech therapy. In contrast, usually a child with Down Syndrome can be trained to manage routine care taking tasks quite well but will require frequent medical attention as a result of one more congenital abnormality.

Whatever the nature of their particular condition, there are a number of concerns that are shared in common among children who have special needs. Most of these children must learn to cope with pain and to deal with some degree of incapacitation. It is important that the caretaker reflects back to the child how much he/she is valued and loved. Also, teach the child how much his/her own environment and feelings in order to help the child gain a growing sense of his/her own competence.

The Bureau will work closely with you to coordinate and/or continue services to adequately manage the special needs of your foster child. SOURCE NATIONAL CENTER ON CHILD ABUSE AND NEGLECT.

WELCOMING A CHILD INTO YOUR HOME

The most important first step of the process is to help the child feel SAFE! If a child feels safe, they will be much more likely to acclimate to their new environment and adjust to the changes more quickly. A child who comes into our home will need to adjust too many new things. At the same time, the foster family will need to make some adjustments and accommodations. Everything is new for all individuals, new parents, maybe new siblings, a new house, bedroom, foods, rules, new expectations, a new neighborhood, and possibly a new school. If a child feels SAFE, it will help make the other adjustments easier.

It is hard for children to leave their homes and find themselves in strange new surroundings. To deal with this, children may fantasize about the positive qualities of their own parents, their own home, and their neighborhood. They may not want to get involved in a foster family's routine and activities out of a sense of loyalty to their own family. Outbursts of anger, aggressive language or behavior may occur, such as cursing or slamming doors. Even if they show no emotion, many questions, fears, and anxieties about the future may fill their thoughts and dreams. The child needs your understanding patience and support when settling into your home.

SUGGESTIONS FOR WELCOMING THE NEW FOSTER CHILD

Experienced foster parents and caseworkers have several suggestions for new foster families preparing to welcome children into their homes. Some of these suggestions include the following:

- Welcome the child with a family activity (i.e., board game, movie night, park, etc.).
- Be sure children have a place to keep personal possessions (dresser, nightstand, space in a closet)
- Let children unpack in their own time. Offer to help or just let them know where to put their things whenever they are ready to unpack.
- Let children know if it is allowed and okay to put a picture of their mom, dad, brother, sisters, or previous foster families up in their bedroom and that you understand how important these people are to them.
- Be sensitive to their feelings. Ask permission before hugging or touching children. Some families have implemented the **3 H's** asking children if they would prefer a **Handshake**, **High Five**, **or Hug** as their form of greeting.
- Do not try to change things like their hair, clothing, or anything that tells a child "You're not OK the way you are".
- Depending on the age of the child, foster parents should discuss with the child what foster care is and what they expect from you as a foster parent.
- Help them settle down to a routine as quickly as possible, but do not be disappointed if they do not respond right away.
- Provide opportunities for the child to talk to you, but do not pry into their past or criticize their parents.
- Go not make children answer if they choose not to respond. Give them time!
- **Respect their right to privacy**. Never talk about them when they are present or able to overhear you unless it is appropriate to include them in the conversation. For example, "Ms. Santos, Andrew is doing so well in his new school".

- Help children develop a sense of pride and accomplishment by giving them tasks within their abilities. Let them know regularly how much you appreciate their help around the house
- Catch them being good by noticing the little things. Reflect with the child specifically on what you see to celebrate their great choices. This will assist in growing self-esteem and encourage more success.
- Things like bedwetting and soiling may be a reaction to being placed into foster care or the unfamiliarity/fear of a new environment. Shaming or punishing them will make the problem worse. Rather than using punishment, use positive techniques to help the child.

COMMON PROBLEMS AND NEEDS

One foster parent has said, "When we were first thinking about being foster parents, we thought of all the terrible problems that the child might have." These thoughts are understandable and may have occurred to you also. You may have thought about the possibility of your foster child, having problems of delinquency, drug addiction, drinking, sexual promiscuity, pregnancy, or any other things that people worry about. There are, of course, some children who do have one or more of these problems.

Most of the problems you are likely to run into will not be extremely serious but will nevertheless have to be handled. The fact that the child has been removed from his natural home and has been placed in a foster home indicates that something is wrong somewhere. If the child has been removed from his/her home because he or she has a problem that his family cannot cope with, it will be easy for you to spot the trouble areas.

However, a child is not always removed from his/her home because of his/her own behavior problems. Sometimes, the parents have been abusing, neglectful, or just unwilling or unable to care for them, and the child's problems will be subtler. In these cases, being able to recognize them and do something helpful will be more difficult. In any case, every foster child comes to the foster home with special needs and requires your help. SOURCE: A GUIDE FOR FOSTER PARENTS

DISCIPLINE

Most foster parents will be faced with the challenge of disciplining their foster child. Guam's Standards for Family Foster Homes cites the following: "Child training and discipline shall be carried out with kindness and understanding. No child shall be subjected to any form of punishment or action, which would endanger the child's physical or emotional well-being". Discipline must be constructive or educational in nature. No foster child may be kicked, bitten, punched, spanked, shaken, pinched, roughly handled or struck with an inanimate object by foster parents or any other adult living in the family foster home. Physical discipline is not allowed and can be very damaging to children.

As a member of the family, a foster child shall participate in home duties commensurate with the child's age, which do not interfere with school, health, and necessary recreation, and which are shared with any other children in the foster home."

Discipline is a positive way to teach children to master their actions. Through discipline, you help children choose how they want to act and to accept the consequences of what they do. You are also teaching small children to stay safe and to learn how to act in different settings.

Discipline does not require threats or force. It means learning that for every action there are either positive or negative results. Children learn in a number of ways. One of the most powerful ways is by watching important people around them. If children are hit at home by parents, they may learn it's okay to hit.

To get your point across and to teach with good results, it is important to make sure that you communicate clearly what you want and that you do it in a way that helps children understand.

- The age of the child is important. Depending on their age, children may or may not be able to understand, learn or do certain things. It is important to learn as much as possible about children's ages and what to expect from them at different stages.
- Rewarding children's good behavior is helpful. It is sometimes tempting to focus on children's misbehavior, and yet it's important to point out not only what you want children to learn or change but also those things children do well and the things you like about them. Children will begin to feel good about themselves as a result of your positive regard for them.
- Children are unique, and what works with one child may not work with another. Recognize that children are individuals, and if one approach doesn't work, try another.
- If children repeatedly disobey, set clear consequences (rather than using threats) and be prepared to follow through. If punishment is to be effective, it must be done immediately, not delayed, especially with young children. If punishment does become necessary, restricting privileges for example, not allowing a child to watch a television show or play a certain game may be effective. A time-out, when children are asked to be alone and think about what had just happened and a better way to behave, can also be effective.
- NEVER threaten a child who misbehaves with removal from your home.

In working with foster children, it is very important to remember children's sensitivity to being rejected or abandoned. They may feel afraid that if they're bad you will send them away, hurt them, or worse, not like them anymore. It is best to set up situations in which you reward their positive behaviors and set clear consequences for misbehaviors.

If foster children are destructive of property, themselves, or others, you must stop them and immediately notify the caseworker. A professional must address behavior that is destructive to self or others as soon as possible. Disciplining foster is not always easy. Some children find it difficult to cooperate and resent being told what to do, especially by someone who is not their "real" parent. Yet children also like to know the consequences of their actions, and sometimes they test parents just to see how far they can go. When the structure is clear and reliable, children feel safe. SOURCE FOSTER PARENTING ABUSED CHILDREN / NATIONAL COMMITTEE TP PREVENT CHILD ABUSE

PERSONAL BELONGINGS

Items purchases or gifted to the foster child while in your home belong to the foster child and must accompany the child back to their home or to a new foster care placement. Such items include the following: clothing, passports, bicycles, guitars, radios, laptops, and other electronic devices.

Sending all the child's belongings will help the child adjust back into their parents' home or to their new foster home. To send a child off with a paper bag or trash a bag of ill-fitting is stripping his/her dignity and worth.

SMOKING

No person may smoke in the foster home in circumstances that present a hazard to the health of a foster child, or in an enclosed area when the foster child is present. All foster parents should be aware of the potential hazards of smoking in the presence of children, particularly infants and children with respiratory or allergic sensitivity. It is illegal for children under the age of 18 to purchase, possess or use tobacco products.

HAIR CARE

Foster parents should not change the hairstyle of a child in foster care (long hair cut short, perms, color, straighten, etc.) without first checking with the CPS Case Worker to see if consent is required or cultural needs must be warranted. Changing a child's hairstyle without any discussion could affect his/her self-esteem and could also affect your relationship with the child and his/her parents.

PIERCING AND TATTTOING

Foster parents should not allow a foster child to pierce their ears or other body parts, or get any part of the body tattooed, without first obtaining onset from the custodial agency.

THE LEGAL PROCESS

OVERVIEW OF THE CHILD PROTECTIVE COURT PROCESS

The Family Court within the Superior Court of Guam has exclusive jurisdiction in a child protective proceeding concerning any child on Guam who has been harmed or is subjected to threatened harm.

A child protection proceeding is initiated by the filing of a document called a petition with the court. The petition contains the essential allegations (charges) of abuse or neglect that make up the complaint about a particular child's situation, the petition is filed at the initiative of a CPS Caseworker.

Preliminary Hearing - The first court appearance in a civil abuse or neglect case occurs at a preliminary hearing. The preliminary hearing usually takes place within 10 days after the petition has been filed or if the child was removed under emergency circumstances, within the 3 days after he/she was taken into custody. The purpose of this hearing is to determine whether the child should be temporarily placed outside his/her home pending the ultimate disposition of the case. If the child is already in emergency out-of-home care, this hearing is used to decide whether this temporary custody arrangement should be continued. The hearing is one point at which counsel are often appointed for indigent parents and some type of representation may be appointed for the child.

Answering - When a petition has been field, the court will set an answering date to be held within 7 working days after the preliminary hearing. The hearing gives the parties the opportunity to admit or deny the allegations. If the parties admit to the allegations, in the petition, the court may issue such orders, which it deems to be in the best interest of the child. If the parties do not admit the allegations in the petition, the case shall be set for a fact-finding hearing within 30 days of the answering date.

Fact-Finding Hearing - The fact-finding hearing is the trial. This is the stage of the proceedings in which the court determines whether allegations of abuse or neglect concerning a child are sustained by the evidence and if so, are legally sufficient to support state intervention on behalf of the child. If the facts are insufficient, the court shall dismiss the petition and shall state the grounds for dismissal. If the judge determines that abuse or neglect has occurred, the trial will proceed to the disposition hearing.

Disposition Hearing - At this stage of the civil court process, the judge decides who will have custody and control over the child. The court may issue certain terms and conditions on placement or instruction to the parties that the court deems to be in the best interests of the child.

Progress Hearing - Progress hearing are the court proceedings which take place after disposition and in which the court comprehensively reviews the status of the case. Progress hearings make sure that cases progress and that children spend as short a time as possible in temporary placement. Regular progress hearings review long-term case goals, change any, which are no longer Foster Parent Handbook

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appropriate and determine the degree of progress that has been made towards reunifying the family. Federal law requires within 18 months from the child's placement into foster care, that a permanency planning hearing be held to determine the future status of each child in substitute placement.

Permanency Plan Hearing - A permanency plan hearing is designed to reach a decision concerning the permanent placement of a child. It may include whether the child is to be returned home, the custody of the child will be transferred to an individual or couple on a permanent basis, placed for adoption or continued in long-term foster care.

Termination of Parental Rights Hearing - For a child cannot return home, termination of parental rights is generally sought in order to provide the child with a permanent home through adoption or guardianship. Termination eliminates parental rights to visit, communicate, and obtain information about the child. After termination, parents no longer are entitled to notice of future court proceedings concerns the child and effectively are denied further opportunity to regain custody.

SOURCE: IMPROVING COURT PRACTICE IN CHILD ABUSE AND NEGLECT CASES

OVERVIEW OF THE CRIMINAL COURT PROCESS

Guam law states that any person who mistreats a child cruelly is guilty of a crime. A person who commits child abuse is guilty of a misdemeanor. However, if it results in death or serious bodily injury, it is a felony of the third degree.

Arrest - Usually, the criminal case against a person engaging in child abuse begins with an arrest. An arrest involves taking a suspect into police custody for the purpose of charging that person with particular conduct that constitutes a crime. Upon being taken into custody, the accused person is booked (i.e. fingerprinted, photographed, informed of the charges and permitted to use the telephone)

Bail - Within a short time after having been taken into custody, the person makes a brief appearance before a judicial officer, where he/she is advised of the charges and of his/her rights. Bail is also set at this time. The suspect will be informed of the conditions that he/she must meet in order to be released from police custody until his/her case has been decided at trial. These conditions are imposed to ensure that the person will show up at the time of trial. As a condition of bail, if appropriate, the judge has the power to require that the defendant have no contact with the child in question in a maltreatment case.

Preliminary Hearings - Once the decision has been made to charge the defendant, he/she will usually have the right to a preliminary hearing. The purpose of a preliminary hearing is to have criminal charges reviewed by a judge, who will determine whether the suspect should be held for trial. Depending on the State, if the judge finds that there is enough evidence, the case will be bound over to the trial court or to the grand jury. Unless state law requires a grand jury indictment, the defendant will be formally charged and must then be arranged (given the opportunity to plead

guilty or not guilty). In some states, the prosecutor may elect to present this case directly to a grand jury hearing instead of a preliminary hearing.

Grand Jury Review - a grand jury will evaluate whether there is enough evidence to support felony charges at trial. The grand jury proceeding is conducted in private and only the prosecution presents evidence. Neither the defendant nor his/her counsel has the right to be present at such a proceeding. If the evidence is sufficient, the grand jury will issue an indictment (describing the charges and approving their prosecution) and the defendant will be arraigned. If the evidence is not sufficient the charges will be dismissed.

Discovery - this is the process of obtaining information from the opposing party and sometimes other sources. During the discovery process in a criminal case, the defendant may have access to a CPS agency's records, if their contents may be useful to his/her defense.

Plea Bargaining - once the prosecutor's office has decided to file criminal charges against an alleged child abuser, plea negotiations may begin. The prosecutor and the accused's attorney will discuss a possible settlement of the case without a trial. Avoiding a trial may be especially desirable when the victim is a child because the child will experience anxiety while the trial is pending, and would very likely be required to testify and be cross-examined with the defendant present. Certain plea bargain options offer the defendant an incentive to seek rehabilitation to reform his/her behavior in other ways.

Trial - if no plea bargain is reached, the case will go to trial. Criminal trials are different from civil trials; the rules of evidence are applied strictly, and the prosecutor has a heavy burden of proof (i.e., the evidence must prove guilt beyond a reasonable doubt).

Sentencing of Court Offenders - there has been a trend enacting more severe criminal penalties for child abusers, depending on the nature of the offense committed, the age of the victim, the extent of the injury, and other factors that might warrant a harsher sentence.

Appeals - if the prosecution fails to prove the accused's guilt at trial, the defendant is acquitted. The prosecution may not appeal an acquittal because the US constitution does not permit a defendant to be tried twice for the same crime. A defendant may appeal if he/she is convicted at trial.

FOSTER PARENTS AS WITNESSES

In some instances, foster parents may be called as witnesses in a case involving the case of the foster child. Foster parents who care for and observe children on a daily basis are often in the best position to describe the present status of a child. Foster parents should be present both to make this information available to the Judge and give the Judge the opportunity to observe the foster parents.

VISITATIONS AND OTHER ISSUES

MANAGING VISITATIONS

The importance of the parent-child visit has been recognized and protected by law. The object of parent-child visitations is to actively intervene to facilitate healthy interactions between the parent and child in an attempt to heal to wounds caused by placement, and lay the groundwork for building a more positive parent-child relationship.

GOALS

The visit is important and serves specific purposes for the child, parent, foster parent or other substitute care provides, and the CPS Caseworker. The following table outlines the goals of visitation as it relates to the child, the parents, foster parents and CPS Caseworker:

Table 5-1 Goals of Visitation

CHILD	PARENTS	FOSTER PARENTS	WORKER
 To reassure the child that he/she is loved and lovable. To reassure the child that his/her parents are okay or to confirm the existence of the parent. To receive permission from the natural parents to be happy where he/she is until it is possible to return home. 	 To reassure the parent that his child is being cared for. To reassert the parent's commitment with his/her child. To reassure the parent that the child has not forgotten him/her and that they're still a meaningful part of the child's world. To maintain a sense of continuity regarding the growth and development of the child. To assist the parent in developing an increased level of competence in parenting the child. 	 To keep in touch with changes in the family situation as they pertain to the permanency plan for the child in order to effectively support that plan. To better understand the child's relationship with the natural parents in order to better understand the child. Tp provide support to the child in his struggle to understand his situation and to help the child cope. 	 To develop a more effective working relationship with the parents by actively affirming their right and desire to be good parents to their child. To provide direct, therapeutic input into the parent-child relationship. To obtain data upon which to base decisions regarding selection and implementation of the permanency goal.

PLANNING AND PREPARATION OF THE VISIT

Without doubt, planning and preparation for visitation is one of the most important elements of child welfare intervention. The interaction between worker and parent, worker and child, and worker and foster parent regarding this issue sets the tone for the overall management of work with the family. The same care goes into this planning process whether or not the visits will be supervised.

SUPERVISED VISITATIONS

The Family court may enter an order regarding visitations. Supervised visitation is one in which a third party monitors the visit to ensure that the visit is safe and pleasant. Supervised visitations between a child victim and the alleged parent perpetrator is carried out in a manner that prevents the child from being further abused sexually, physically, or emotionally

UNSUPERVISED VISTIATION

Unsupervised visitations allow parent-child visits to occur without a third party monitoring the visitation.

RULES OF CONDUCT FOR VISIT

Some suggested rules of conduct for all visits are:

- If the parent is unable to keep the visit, cancellation must occur at least 24 hours before the scheduled starting time, except in cases of emergency.
- If the child is unable to keep the visit, the worker must agree to inform the parent at 24 hours before the scheduled starting time or as soon as possible. The parent must provide a way for the worker to make this contact.
- If a visit must be cancelled, the worker and parent should develop an understanding regarding rescheduling.
- Starting and ending times will be the same regardless of whether or not the parent is late.
- If the parent comes to the visit with any indication of drug or alcohol intoxication the visit will not occur.
- Under no circumstances will the parent hit or threaten his child, or leave the child unsupervised.
- The parent will not criticize the parents in the presence of the child. All concerns raised during the visit regarding the care of the child should be addressed to the caseworker.
- The person will follow the agreed-upon plan for the visit.

Generally speaking, the child leaves the visit needing time to be quiet and allowed to think, and often go to sleep. An appropriate response from who is transporting the child, or from the foster parent if the visit occurs in the foster home, is to say "Hi" and drive in silence or otherwise allow the child to be quiet.

This is NOT the time to ask the child about the visit. Children generally experience questions about the visit at this time as an intrusion and may look for ways to avoid the cross-examination. For example, the child may say, "I feel sick," etc., a sensitive response on the part of the adult is to allow the child to be quiet and indicate when he is ready to talk.

ROLE OF NATURAL PARENTS

BIRTH FAMILY

Every child comes to placement with a family already attached. The local point of the network in support of the child is that family. A child comes into care because his/her family is not able to protect the child and meet his/her needs; however, the family still remains a critical element in the network of services.

The specific role that each family will play depends on the permanency goal for the child. The goal and the particular needs of the child shape the selection of the child care resource most suitable for the child, thus making a difference in how the family fits into the network. If a child is placed in a foster home, and the goal is eventual return to the birth parents, frequent and spontaneous visits by the parents can be critical. If the child is placed in a treatment institution, visits are arranged to suit the therapeutic plan and the policies of the institution. If the child is in adoption, contact with both families may be negotiated as a part of the development of the extended kinship network.

DEALING WITH NATURAL PARENTS

Many foster parents find it hard to know what to do about their foster child's natural parents. As a foster parent, it is likely that you will have occasion to talk to your foster child about them. You may even meet them in person when they come for their child during arranged visits. So. what do you do about natural parents?

The first thing to do is to recognize your own feelings about the natural parents. Not every foster situation is the same, so it may be hard to anticipate just how you feel about your particular foster child's natural parents. This is understandable when a child comes into your home who has been abused or neglected or hurt emotionally. You may feel that natural parents should not be allowed to have the child-or even to see him-because of the harm they may cause. Perhaps you may resent the fact that these parents are allowed to visit the child. Still, it is very important not to undermine the natural parents because of your feelings.

Remember that the goal is to get the child back home as soon as possible. If you cannot come to grips with your negative feelings about natural parents, ask your caseworker and other foster parents for help.

WHEN DO THE NATURAL PARENTS FIT IN?

At times foster parents get discouraged when, no matter how good a job they may have done in caring for the children they take into their homes, the natural parents seem to upset the child and ruin all the work in one, short visit. Being a foster parent is not easy. It requires much more than just being a parent to the child. Actually, the foster parent has to juggle three tasks simultaneously. The first task is to be the best possible parent to the child. The second is to cooperate as best as they can with the agency and the caseworkers. And the third task is, very often, to do all this while maintaining a working relationship with the child's natural parents. It is understandable that some foster parents wish that they could be relieved of this third task.

RIGHTS OF NATURAL PARENTS

The rights parents retain after a court order of temporary custody or guardianship with the right to place the child is called residual rights. These rights include:

- The right and duty to support the child
- The right to reasonable visitation
- The right to consent to the child's adoption
- The right to determine the child's religious affiliation
- The right to information regarding the child, including the right to know where the child is placed
- The right to participate in decision making regarding the child
- The right to correct conditions that led to the child's placement and regain custody of the child

It is important that foster parents understand that these rights are granted by law and must be honored and respected both by CPS Caseworkers and foster parents unless a Judge terminates these rights.

CONFIDENTIALITY

The Department views foster parents as service providers and team members in working with children and their families. Department staff share sensitive, personal information regarding the child, his/her history, reason for coming into care, and progress of the family with foster parents. It is important that foster parents recognize that, as members of the Department's foster care team, they are equally bound by the rule of confidentiality.

ALL INFORMATION YOU RECEIVE ABOUT YOUR FOSTER CHILD AND HIS/HER FAMILY IS CONFIDENTIAL.

This includes both oral and written information. The CPS Caseworker can help you determine whether it is appropriate to share information in specific situations. In every case, the foster parent shall refrain from discussing the child's situations with extended family, friends, neighbors, and other acquaintances.

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A second issue related to confidentiality is the question of access to personal information. Department clients have access to all information about them contained in Department records — with the exception of identifying concerning reporters of suspected child abuse and neglect, collaterals, and information given to the Department under a promise of confidentiality.

Permission must be obtained from the foster child's CPS Caseworker before a child can be identified in newspaper articles, photographs for the press, or TV and radio programs. If a story is done that would recognize the child as a "foster child", permission must be granted by the legal custodian.

Information available to families of children in substitute care includes the name and address of the child's placement, unless the worker and supervisor have reason to believe:

- The child, foster parent, or other substitute care provider would be in danger of being harmed if the information were known; or
- There is reason to believe the parent might flee the jurisdiction of the Family Court with the child.

Documentation of the reason for withholding the information must be included in the child's case record.

CHILD ABUSE/NEGLECT INVESTIGATIONS IN FOSTER HOMES

The Department recognizes foster parents as one of its most valuable resources in the provision of child protection and child welfare services. From time to time, however, children who reside in foster homes are alleged to have been abused or neglected in the foster home itself. This creates a delicate situation since the Department is aware of the vulnerability of foster parents to allegations of this nature. There are also Department wards, who, frequently coming from abusive situations, may use the reporting system incorrectly.

Whenever an allegation of child abuse or neglect is made, the Department is required to investigate the report. The Department requests the cooperation of foster parents in conducting a fair, complete, and impaired investigation of a child abuse and neglect report.

If a report of child abuse or neglect against a foster parent is indicated (i.e., the investigator finds "credible evidence" that the alleged abuse occurred) the foster parent has the following rights:

- The right to receive the information contained in Department records concerning the investigation.
- The right to be represented by an attorney.
- The right to file an appeal (i.e., to disagree with the findings and request a record review and/or hearing.
- The right to have a foster parent advocate in attendance

LICENSING/MONITORING INVESTIGATIONS

Another kind of complaint the Department may receive is a complaint alleging that a former family home may be in violation of the licensing standards for foster family homes. The Department must investigate all complaints that allege a violation of licensing standards.

During the licensing investigation, a personal, unannounced visit by a licensing representative is made to the foster home. The licensing representative will interview the foster parents and others who may be involved in the complaint, or have relevant information. Refusal to admit a licensing representative into the foster home is the basis for revocation of the license.

If the Department intends to revoke or refuse to renew your license, you have the following rights:

- To request a statement of charges which specifies all findings regarding standards that have been violated;
- To request a hearing; and
- To be represented by an attorney at the hearing

Doc. No. 36GL-22-2220.*



WHEN CHILDREN ARE LEAVING

CAN I ADOPT THE FOSTER CHILD?

The decision to select adoption as the permanency goal for the child occurs when the biological parent's rights to the child have been terminated either by the foster parents' voluntarily surrender of their rights or by an involuntary termination of parental rights by the Family Court.

If given the opportunity, many foster families were willing to adopt their foster children, especially if financial assistance was available to cover expenses involved in the adoption and rearing process.

Most adopted special needs children are adopted by their foster parents. Often, the birth parents voluntarily release the child because they have come to know and trust the foster parents through visits, and the birth parents want the foster parents to adopt the child.

SEPARATION FROM FOSTER PARENT

The contribution you make to the foster child will be with him/her for a lifetime, his/her stay in your home is temporary. As your family learns to adjust to the frequent changes in members, which are part of fostering children, you will experience feelings of separation and loss.

The feelings of grief the foster child experiences upon removal of his/her own home are experienced by both foster child and foster family when he/she leave the foster home. If these go unadvised by the foster family, they will compound with each succeeding loss. The foster family may then experience chronic grief. In order for a foster family to work through these feelings, the family must:

- Acknowledge their feelings
- Talk with other family members
- Develop a foster family life history
- Say "goodbye" in a way that is affirming for both foster family and foster child

HELPING THE FOSTER CHILD & FOSTER FAMILY SAY GOODBYE & LET GO

- Discuss with all family members the decision that the child should move. Explain what has occurred within the child's family or other circumstances which make the move desirable or necessary.
- Be sensitive to the feelings of each family member, especially the foster child, regarding the move.
- Give permission for the child and other family members to express his/her feelings. It is likely everyone involved is experiencing feelings of ambivalence and competing loyalties.

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- Update both the child's scrapbook and the foster families, to include pictures, names, significant events etc. which the child was in the foster home.
- Review with the child and other family members the positive experiences you have enjoyed during the placement, and help the child identify ways to repeat positive experiences in the future.
- Answer questions the child may ask regarding what will happen when he/she leaves the foster home. Obtain as much information as possible to address the child's questions.
- It is important that the child has a sense that his foster parents support the plan to return home and that he has your permission to be successful in his next home.
- As the day for the move approaches, help the child pack his/her belongings, inform the school, etc.
- The goal of the placement was to help the child eventually to return home. Allow yourself to acknowledge and experience the positive feelings of that accomplishment.

CONCLUSION

This manual has presented information about behavior that may help foster parents in their efforts to help foster children grow. Few successes in life come easily and without effort. Helping the development of a foster child is a major achievement and a source of pride. It should provide a feeling of self-fulfillment.

This manual has emphasized the problems in foster care. Perhaps you have learned a few things that will help you convert problems into non-problems. Whether your successes with foster children come easily or with great effort, your work as a foster parent is one of the important jobs in the community and can be a great source of personal satisfaction to you.

Being a foster parent certainly has a lot of drawbacks. But if you want to know that your life really counts for something, then help a child mold his/her world and help create responsible future citizens. FOSTER PARENTING IS THE GIFT YOU CAN GIVE TO CHILDREN IN NEED!

"A hundred years from now it will not matter what your bank account was, or the kind of car you drove...but the world may be difference because you were important in the life of a child," **-Kathy Davis**



COMMUNITY RESOURCES

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Association of Individual, Marriage & Family Therapists (AIMFT)			671-472-5450	671-475-3101
Client Services & Family Counseling Division	Provides parenting classes: individual family & group counseling: psychiatric & psychological evaluation to court refereed clients.	Superior Court of Guam 120 West O'Brien Drive, Hagtna GU 96910	671-472-5450	671-475-3101 671-475-3383
Manelu (Big Brothers Big Sisters of Guam)	Helps children reach their potential through professionally supported mentoring relationships.	180 South Route 4 Chalan Pago 96910	671-472-2228	671-471-2227
Boy Scouts of America Chamorro District	Offers character, citizenship & personal fitness training for male youth in the 1st grade through 20 years of age.		671-649-0646	671-649-0639

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
4-H Youth Development	Assists youth from 6-19 years in acquiring knowledge, developing skills & forming attitudes that will enable them to become self-directed productive & contributing members of society.		671-734-4448	671-735-2040 671-735- 204/6
Guam Girl Scouts	Encourages girls, ages 5 to 17 years, to develop their potential. Activities deal with sports, leadership development, service, career planning, social issues, environmental protectiction & related areas.			671-646-5652
Island Girl Power	Provides positive alternatives for young ladies, empowering, encouraging & inspiring them to be confident in their efforts to succeed, which ultimately discourages teen pregnancy, suicide, substance & sexual abuse.	359 Ysensong Road Dededo, Guam 96929	671-473-3004	671-473-3003 671-688-4752

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Catholic Social Services	Serves the elderly, abused, homeless & individuals with disabilities through various programs.	234A Army Juan C. Ferjean Street Barrigade GU 96913	671-635-1444	671-635-1441 671-635- 1442
Alee Family Violence Shelter	Serves the elderly, abused, homeless & individuals with disabilities through various programs.	234A Army Juan C. Ferjean Street Barrigade GU 96913	671-635-1444	671-648-4673
Guma San Jose Homeless Shelter	Provides emergency shelter & support services for individuals & families for no more than 60 days.	234A Army Juan C. Ferjean Street Barrigade GU 96913	671-635-1444	671-635-1441 671-635- 1442
Chief Hurao Academy	Implements the teaching of Chamoru with an immersion approach in the community through after school, summer camp & adult evening programs, corporate adult classes; create immersion books, CD's & DVD;s. Also provides translation services both written & oral.			671-472-5858

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Department of Integrated Services for Individuals with Disabilities (DISID)	Provides integrated services for individuals with disabilities & their families, including a maximum of 16 hours of respite care a month.	DNA Building Suite 702 238 Archbishop Flores St. Hagatna GU 96910	671-477-2892	671-475-4624 671-475-4646 671-477-9183 (TTD/TTY)
Department of Labor	Provides job seekers & employers access to a convenient, reliable, up to date & broad range of coordinated employment, training & educational services, program information, & resources through a full service American Job Center	GCIC Building, Suite 400 Hagatna GU 96910	671-475-7045	671-475-7044 671-475-7036
Autism Community Together	A support group for families of children with autism.			671-687-1284 671-483-0324
Down Syndrome Association of Guam	A support group for families of children with down syndrome.			671-472-6114

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Department of Public Health & Social Services Directors Office	Provides leadership & direction in diverse areas of environmental health, consumer protection, communicable disease control, vital statistics, Medicaid, MIP, food stamps, public assistance, foster care & elderly programs.		671-473-5910	671-735-7102
Bureau of Social Services Administration		DPHSS 194 Hernan Cortez Avenue Suite 309 Hagatna GU 96910	671-477-0500	671-475-2653 671-475-2672
Child Protective Services (CPS)		DPHSS 194 Hernan Cortez Avenue Suite 309 Hagatna GU 96910	671-477-0500	671-475-2653 671-475-2672
CDC/STD/HIV	Provides counseling, education, testing & treatment for HIV & Sexually Transmitted Diseases (STD)	DPHSS 123 Chalan Kareta Mangilao GU 96913		
Child Care & Development Fund Program (CCDF)	Provides assistance with child care expenses so families can work, attend school or a training program.	DPHSS Castle Mall Mangilao GU 96913	671-473-7165	671-735-7256 671-735-7350

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Children with Special Health Care Needs (CSHCN)	Provides services to children who have or are at increased risk for a chronic physical, developmental, behavioral, or emotional condition & who requires health & related services of a type or amount beyond that generally required by children.	DPSS Medical Social Services 123 Chalan Kareta Mangilao GU 96913		671-735-7351 671-735-7356
DPHSS Community Health Centers (CHC) NORTHERN	Provides comprehensive primary medical care to all ages by appointment or walk-in, regardless of ability to pay. Services include: Child health, well child services, vision, hearing, immunizations, fluoride, varnish, prenatal care, family planning, pregnancy tests, cancer & STD screening.		671-635-7493	671-637-0440

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AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
DPHSS Community Health Centers (CHC) SOUTHERN	Provides comprehensive primary medical care to all ages by appointment or walk-in, regardless of ability to pay. Services include: Child health, well child services, vision, hearing, immunizations, fluoride, varnish, prenatal care, family planning, pregnancy tests, cancer & STD screening.		671-828-7504	671-828-7604
DPHSS Community Health Centers (CHC) CENTRAL	Provides comprehensive primary medical care to all ages by appointment or walk-in, regardless of ability to pay. Services include: Child health, well child services, vision, hearing, immunizations, fluoride, varnish, prenatal care, family planning, pregnancy tests, cancer & STD screening.		671-734-5910	671-735-7102

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
DPHSS Dental Clinic	Provides emergency treatment for patients 16 years if age and below that meet income guideline & senior citizens 55 and above.		671-735-7155	671-735-7364
DPHSS Immunization Program	Provides immunizations for childhood preventable diseases for all children birth-18 years.		671-734-1475	671-735-7143
Karinu	Addresses the whole health of young children from birth through 5 years of age. Provides free services for young children & their families that are family driven & child centered. Wrap around services & clinical services using play intervention.	DPHSS 123 Chalan Kareta Mangilao GU 96913	671-478-5415	671-478-5400 671-478-5410

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Medicaid Program	Provides medical care for persons receiving welfare benefits including low income individuals & families who meet the Medical Categorically needy expansion income & resource guidelines, EPSDT also provided by Medicaid.		671-735-7092	671-735-7274
Medically Indigent Program (MIP)	Provides medical assistance to low income families.			671-735-7245 671-635-7411
Medical Social Services	Provides services to patients & families who are experiencing social, emotional, psychological or financial problems related to illness, disabling condition, disability, and its incapacitating effects or high risk pregnancy including counseling, medical consultation referral & crisis intervention.		671-735-7103	671-735-7351 671-735-7168 671-735-7356

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AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Project Bisita I'Familia	Provides home listing services to support women during pregnancy & after birth. Supports include positive parenting skills such as child development, health, & safety.		671-735-7092	671-735-7104
Public Assistance Programs	Facilitates temporary assistance to needy families; aid to the permanently & totally disabled person; aid to the blind, old age assistance; general assistance & supplemental nutrition assistance program.		671-735-7439	671-735-7245
Women Infant Children (WIC)	Supplemental nutrition & education programs for women who are pregnant, breast feeding or postpartum & infants and children up to age 5.		671-477-7945	671-475-0295 671-475-0296

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Department of Youth Affairs (DYA)	Provides programs & services geared toward promoting youth leadership skills, your development, rehabilitation, & community involvement. Includes correctional facilities, counseling, juvenile diversion. schoolbased programs & youth resource centers.		671-734-7536	671-735-5010
Erica's House	A family visitation center that provides supervised & unsupervised visits & serves as a drop off & pick up center.		671-642-4021	671-642-4020 671-642-4022
Foster Families Association	A non-profit organization established in 1999 that provides unmet support to licensed foster families on Guam. Raises funds to support projects approved by the membership. Lends support in time of crisis both emotional & financial.			671-688-4765

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Gentle Refuge Crisis Pregnancy Center				671-477-1742
Guam Coalition Against Sexual Assault & Family Violence	A non-profit organization that works to address sexual assault & family violence; provides education, outreach, & training regarding sexual assault & family violence; identifies gaps in services to victims of sexual assails & family violence.		671-479-7233	671-479-2277
Guam Legal Services Corporation Disability Law Center	Provides legal services to indigent persons & persons with disabilities in family law, domestic violence, disability rights, public benefits, consumer & civil rights, & protection, advocacy & client assistance programs.		671-477-1320	671-477-9811 671-477-9812
Division of Vocational Rehabilitation (DVR)	Provides employment services for persons with disabilities who are eligible for vocational services as well as services to family members of disabled persons.		671-475-4661	671-475-5735 671-475-5738 671-477-8642 (TTY)

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Guam Behavioral Health & Wellness Center (GBHWC)			671-647-0250	671-647-5440
Children/Adolesc ent Nursing Services Inpatient Unit	Provides short term care for persons with mental health concerns.			
Child & Adolescent Svcs Division	Addresses a broad spectrum of mental disorders which affect youth. Services include care coordination/case management, individual, family, group & play counseling/therapy; outreach crisis services; in-home intervention; respite care; therapeutic day treatment; family resource center & inpatient unit.			

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
I'Famagu'on-ta	Provides services for children 5-17 years (up to 21 if still in school) with emotional, behavioral & mental health challenges & their families. Incorporates the systems of care core values & guiding principles in its wraparound approach & service deli			
Healing Hearts Rape Crisis Hotline				
New Beginnings				
PEACE Office				
Guam Department of Education				
Audiological Services				
Emotionally Disabled Programs				
Guam Early Intervention System (GEIS)				
Guam Head Start Program				

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AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Early Childhood Special Education (ECSE) Preschool Program				
Division of Special Education				
DOE Transportation Services				
Federated States of Micronesia Consulate				
Guam CEDDERS				
Guam System for Assistive Technology (GSAT)				
Guam Police Department				
Harvest House				
Ina'Fa Maolek				
Latte Treatment Center				
Lighthouse Recovery Center				
Mayor's Council of Guam				
Oasis Empowerment Center				

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Office of the Attorney General Family Divison				
Office of The Public Guardian				
Parents Empowering Parents of Children with Disabilities, INC. (PEP)				671-929-4157
Salvation Army Family Service Center			671-477-3505	671-477-3528 671-477-3529
Sanctuary Inc.			671-477-3117	671-475-7101 Crisis 671-475-7100
Social Security Administration			671-635-4200	671-635-4433
Sylvan Learning Center				671-477-0700
U.S Citizenship & Immigration Services			671-472-7275	671-472-0856
Victims Advocate Reaching Out (VARO)			671-477-8276	671-477-5552
Victims Services Center			671-477-3390	671-475-2587

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
West Care Pacific Islands (WCPI)	Project Isa-ta, I Lina'la-Hu, Malak Na Ha'ani, Maolek na Lina'la, and Thrive Coalition	222 Chalan Santo Papa Ste 101-102 Hagatna GU 96910	671-472-0217	671-472-0218 671-472-0219
Diagnostic Laboratory Services	Precision Medicine Program, Molecular, Toxicology, Pathology, and Microbiology	590 S. Marine Corps Drive, Suite #105 Tamuning, Guam 96913	671-646-2461	671-646-5770
American Medical Center American Pediatric Clinic	Our pediatricians specialize in the physical, mental and social health of children from birth to age 18. We provide pediatric health services ranging from preventive health care to treatment of acute and chronic diseases.	1244 N Marine Corps Drive Tamuning GU 96913	671-647-8257	671-647-8262
Seventh Day Adventist Clinic	Adult & Child Family Practice, GYN, Internal Medicine, and General Surgery. We also offer Dental, Eye, Wellness, Physical Therapy, Pharmacy, Laboratory, and Radiology services.	388 Ypao Road Tamuning GU 96913	671-648-2558	671-646-8881

AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Guam Hearing Doctors	Offers diagnostic audiological evaluations, hearing loss rehabilitation, hearing aids, tinnitus treatment solutions, custom ear pieces for hearing loss prevention or recreational activities, education and counseling to improve communication.	341 S Marine Corps Dr. Tamuning 96913	info@guamhea ringdoctors .com	671-989-8378
Guam Memorial Hospital	Provides 24 hour emergency medical services, customary acute care services & certain speciality services.	850 Governor Carlos G. Camacho Road Tamuning 96913	671-648-6791	671-647-2555 671-647-2556
Guam Regional Medical City	Provides wellness, cardiology, medical oncology, endocrinology, pulmonology, neurology & other medical & surgical subspecialties.	133 Route 3 Dededo GU 96912	671-649-4765	671-645-5500
U.S. Naval Hospital		50 Farenholt Ave. Agana Heights GU 96910	671-344-3402	671-344-9340

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AGENCY	MISSION	ADDRESS	FAX NO.	PHONE NO.
Educational & Developmental Intervention Services (EDIS)	Provides the military community with special education, speech/language therapy, developmental screening, playbased therapy, training for children birth to 36 months who may have a developmental delay, disability, or medical condition which may affect their development.	U.S Naval Hospital Agana Heights	671-344-9322	671-344-9202

Functional Chart for BOSSA

Division of Public Welfare Chief Human Services Administrator

Bureau of Social Services Administration Human Services Administrator

Child Protective Services

Family Services Section Home
Evaluation &
Placement
Section

Program
Management
Section

- -Receives, responds, & investigates reports of child abuse & neglect.
 - -Provides protective services to prevent further abuse.
- -Coordinate & collaborates with other service providers.
 - -Monitors case progress.
- -Provides supportive counseling & other services.
- -Participates in case reviews & treatment team meeting. -On-Call 24/7.

-Family Preservation provides intensive, short-term crisis intervention & support services to families under CPS.

-Minimizes
Unnecessary separation
of children from their
families.

-Assist families

preparing to reunify.
-Strength family skills.
-Conduct community
education & outreach
in child abuse &
neglect prevention.

Conducts Individual & family assessments for:

- 1. Adoption cases
- 2. Child custody cases
- 3. Foster care
- 4. Termination of parental rights
- 5. Guardianship
- 6. Other placements Licensing of all:
- 1. Child care centers
- 2. Group homes
- 3. Family foster homes

-Prepares federal &

- local grants.
 -Develops policies & procedures.
- -Monitors & evaluates programs.
- -Coordinates staff training & development. -Conduct fiscal management & grant writing.
 - -Manage services contracts.
- -Analyze federal & local legislation and its impact on child & family welfare programs.

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GUAM'S CHILD PROTECTIVE ACT PUBLIC LAW 20-209 OVERVIEW

- 1. Persona Required to Report Suspected Child Abuse or Neglect § 88201 / § 88202
- 2. Reporting Responsibilities

§ 88203

3. Immunity from Liability

§ 88206

4. Penalty for Failure to Report

§ 88207

5. Confidentiality

§ 88210

PERSONS REQUIRED TO REPORT SUSPECTED ABUSE AND NEGLECT

§ 88201 / § 88202 EXCERPTS

§ 88201

- Any person who, in the course of his or her employment, occupation or practice of his or her
 profession, comes into contact with children shall report when he or she has reasons to suspect
 on the basis of his medical, professional, or other training and experience that a child is an abused
 or neglected child.
- Persons required to report suspected child abuse under subsection (a) include but are not limited
 to any licensed physician, medical examiner, dentist, osteopath, optometrist, chiropractor,
 podiatrist, intern, registered nurse, licensed practical nurse, hospital personnel engaged in the
 admission, examination, care or treatment of persons, Christian Science practitioner, school
 administrator, school teacher, school nurses, school counselor, social services worker, day care
 center worker or any other child care or foster care worker, mental health professional, peace
 officer or law enforcement official.
- Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, video

tape, negative or slide depicting a child under the age of 18 engaged in an act of sexual conduct shall report such instance or suspected child abuse.

§ 88202

Any person permitted to report. In addition to those persons and officials required to report suspected child abuse or neglect, any person may make such report if that person has reasonable cause to suspect that a child is an abused or neglected child.

REPORTING RESPONSIBILITIES

§ 88203 EXCERPTS

§ 88203

- REPORTING PROCEDURES Reports of suspected child abuse or neglect from persons required to report under § 88201shall be made immediately by telephone and followed up in writing within 48 hours after the oral report. Oral reports shall be made to Child Protective Services or the Guam Police Department.
- Cross reporting among agencies.
 - Child Protective Services shall immediately or as soon as practically possible report by telephone to the Guam Police Depart and to the Attorney General's Officer every known or suspected instance of child abuse as defined in § 88201.
 - The Guam Police Department shall immediately or as soon as practically possible report by telephone to the child Protective Services and to the Attorney General's Office every know or suspected instance of child abuse repotted to it.
 - Child Protective Services and the Guam Police Department shall immediately or as soon as practically possible report by telephone to the appropriate Department of Defense Family Advocacy Program every known or suspected instance of child abuse reported to them when such report involves active duty military personnel or their dependents.
- Contents of report. Reports of child abuse or neglect should contain the following information:
 - Every report of a known or suspected instance of child abuse should include the name of the person making the report, the name, age and sex of the child, the present location of the child, the nature and extent of injury, and any other information, including information that led that person to suspect child abuse, that may be requested by the child protective agency receiving the report. Persons who report pursuant to § 88202 shall be required to reveal their names.
 - Other information relevant to the incident of child abuse may also be given to an investigator from a child protective agency who is investigating the known or suspected case of child abuse.
 - The name of the person or persons responsible for causing the suspected abuse or neglect.

- Family composition.
- The actions taken by the reporting source, including the taking of photographs and x-rays, removal or keeping of the child or notification of the medical examiner.
- Any other information which the child protective agency may, by regulation, require.
- Reporting forms. The reporting forms developed pursuant to § 88204 shall be made available to all persons required to report under § 88201.

IMMUNITY FROM LIABILITY

§ 88206 EXCERPTS

§ 88206

Any person, hospital, institution, school, facility or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse or neglect, the taking of photographs or the removal or keeping of a child pursuant to § 88302 of the child Protective Act shall have immunity from liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any person required to report cases of child abuse or neglect pursuant to § 88201 shall be presumed.

PENALTY FOR FAILURE TO REPORT

§ 88207 EXCERPTS

§ 88207

Any person required to report pursuant to § 88201 who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist is guilty of a misdemeanor and is punishable by confinement for a term not to exceed six (6) months, by a fine of not more than \$1,000 or by both. A second or subsequent conviction shall be a felony in the third degree. Fines imposed for violations of the Chapter shall be deposited in the Victims Compensation Fund.

CONFIDENTIALITY

§ 88210 EXCERPTS

§ 88210

- Any information received pursuant to this Article which could identify a subject of the report or the person making the report shall be confidential. Any person who willfully releases or permits the release of any such information to persons or agencies not permitted by this section shall be guilty of a felony of the third degree.
- Information received pursuant to this Article may be released, on a need to know basis, and only as necessary to serve and protect the child, to the following, except that release of the identity of persons reporting child abuse is strictly prohibited, unless disclosed pursuant to subsection (d) of REPORTING RESPONSIBILITIES § 88203.

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- At any time, a victim or alleged victim of child abuse, the parents of a victim or alleged victim of child abuse, or a perpetrator or alleged perpetrator of child abuse, after a court proceeding has been initiated regarding the abuse, may review, upon written request, all information contained in the central register or in any report filed pursuant to § 88203, except information which would identify the reported of the abuse.
- Information received pursuant to this Article may be released to sources other than those identified in subsection (b) and (c) only when a written authorization from an individual designated in subsection (c) specifically provides consent to have the record released or reviewed.

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STANDARDS FOR FAMILY FOSTER HOMES

PURPOSE

The purpose of these rules and regulations is to formulate standards for family foster homes and to provide guidelines for certification, issuance and operation of licensing to persons interested in fostering parenting care.

These standards are applicable to all family foster homes and are hereafter referred to as the "Standards for Family Foster Homes"

Authority

The Department of Public Health and Social Services (hereinafter referred to as the "Department") is responsible for the placement of foster homes pursuant to 10 Guam Code Annotated § 2401 et seq., the Child Welfare Services Act, Public Law 96-272, The Adopted Assistance and Child Welfare Act of 1980, as amended.

Definitions

- 1. Certificate: A license of approval issued by the Department of Public Health and Social Services authorizing the operation of a family foster home.
- 2. Family Foster Home: A home certified by the Department of Public Health and Social Services which provides substitute family care on a twenty-four (24) hour basis for no more than six (6) children, to include the number of the foster parents.

Procedures for Certification of Family Foster Homes

All family foster homes shall be licensed by the Department through issuance of a "Certificate for Family Foster Home" (hereinafter referred to as the "Certificate"), indicating that the standards for the care of foster children under these regulations have been met. All applicants for Certification shall be submitted to the Bureau of Social Services Administration (BOSSA), Department of Public Health and Social Services (hereinafter referred to as the "Bureau").

1. Qualification of Applications

- a. Married couples may apply to become foster parents by filing a joint application with the Bureau. A copy of the couple's marriage license should be attached to the application form.
- b. Domestic partners may apply to become foster parents by filling a joint application with the Bureau. A domestic partner may apply alone to become a foster parent in the same manner as a single adult.
- c. A single person who is eighteen (18) years or older, may apply to become a foster parent by filing an application with the Bureau,. This would also include single parents, eighteen (18) years or older.
- d. All applicants must provide the Bureau a consent for background check to include the following information:

- 1. Guam Police Clearance
- 2. National Crime Information Center Clearance
- 3. Medical History
- 4. Employment Information
- 5. Copy of Recent Check Stub
- 6. Any additional information from whatever source the Bureau deems necessary to complete the required background check.

Active duty military applicants, or their dependents, must obtain clearance from their respective investigative agency (Navy Criminal Investigative Services; Office of Special Investigation)

- e. All applicants must be residents of the Territory of Guam, unless they qualify as active duty military or their dependents; United States Citizens, or resident aliens.
- f. All applicants are required to submit three (3) letters of reference, preferably within the Territory of Guam, from persons who have adequate personal knowledge of the applicant(s) within the past twelve months prior to application, and who can attest to the good moral character of the applicant(s), members of the applicant(s) immediate family, and ability of the applicant(s) to provide for a good healthy family environment for children.
- g. Any person desiring to become a foster parent is not eligible to apply for adoption proceedings during the initial placement or foster children in their home.
- h. Relative applicants (persons who are not related by blood or through marriage to the foster child) will be required to apply for foster parent certification. Relative applicants will be referred to the Bureau of Economic Security (BES) for Aid to Families with Dependent Children (AFDC).
 - 1. AFDC compensation is retroactive to date of application.
 - 2. Foster care supplemental payments will be made to eligible applicants.

2. Social Evaluation

- a. The Bureau will conduct a social evaluation of the applicant(s), as well as the home environment, to determine qualifications under these regulations. The social evaluation shall be maintained in the applicant(s) file.
- b. The social evaluation will take into account the applicant's personal character, fitness, and factors which show competency for the care of foster children.

3. Approval and Issuance of Certificates

- a. On the basis of the social evaluation indicating the applicant has satisfactory met the requirements under these regulations, the Department shall issue a Certificate showing approval for licensing as a family foster home. The Certificate shall provide for the name of the applicant, maximum number of foster children permitted, and the period for which the Certificate is issued.
- b. If the foster home under evaluation will accept only a specific child, or a child for whom service is requested, who is already living in the foster home, the Department may issue a Certificate for a specific child if the home meets the requirements under these regulations. Studies on foster homes for a specific child already living in the home

- shall be completed no later than two (2) months from the date the Bureau became aware of the placement.
- c. The Certificate shall be effective for a period of two (2) years from the date of issuance. The Certificate is non-transferable or assignable, and any terminated sooner either by revocation, decision of the foster parent to no longer engage in the services as foster parent, displacement of the child by order of the Court, or change of residency.
- d. A Provisional Certificate may be issued for a period of sixty (60) days for those unable to meet requirements under the social evaluation, if it has been reasonably determined that all requirements will be met no later than forty-five (45) days from date of issuance of the provisional certificate, and provided that the health and safety of the child is not in jeopardy by such temporary placement.
- e. The Certificate should be available for inspection by the Bureau upon request.

4. Renewal of Certificate

A Certificate may be renewed by the Bureau of every two (2) years upon submittal of a satisfactory re-evaluation report indicating that the home continues to provide the standard of care which meets the requirements of these regulations. A Provisional Certificate cannot be renewed.

5. Denial, Suspension, Revocation of Certificate

- a. The Department may deny a Certificate when an applicant fails to meet the standard for issuance of a Certificate under these regulations, has been convicted of a felony, or a crime involving violence, alcohol or drug abuse, sex offenses, crimes involving moral turpitude, or any other offense which indicates that the applicant may pose a threat to the welfare of the foster child. The Bureau must provide the Director of Public Health and Social Services (hereinafter referred to as the "Director") in wiring, the basis for its recommendation and reasons for denial of the Certificate. The applicant is entitled to a written explanation of the Bureau's recommendation for denial. The applicant may request to meet with the Director after denial, to discuss the basis for the denial. No hearing is required or mandated. The decision of the Director is final.
- b. A Certificate may be suspended for a period of ninety (90) days the Bureau if it has been determined that the foster parent has fallen into non-compliance with the Standards for Family Foster Homes. The foster parent will be informed of the specific violations of the standards in writing, and will be allowed to correct the failures within a given period of time not to exceed the period of suspension. If the foster parent continues to violate the standards without effort for corrective action for the period of the suspension, the Bureau may recommend that the Certificate be revoked.
- c. A Certificate will be revoked if it is determined by the Bureau that the foster parent is in violation of any of the provisions of 10 GCA 2408, has been convicted of a crime involving violence, alcohol, drug abuse, sex offense, moral turpitude, or any offense which would indicate the foster parent presented a threat to the welfare of the foster child. The Bureau shall provide the foster parent a notice of intent to revoke the Certificate and allow the foster parent (10) days to response to the notice. The foster parent may request to meet informally with the Bureau to discuss the basis for the notice to revoke. After the ten (10) days has elapsed,

whether or not response is made by the foster parent, the Bureau may forwards its recommendation to revoke to the Director. The foster parent is entitled to a hearing before a decision is made by the Director. The Director shall make a final determination no later than thirty (30) days after the hearing. The final decision shall be provided to the foster parent in writing in the same manner as the service of all notices.

- d. All notices required under this section to be provided, shall be made by registered mail, or by personal service.
- e. ADMINISTRATION OF THE FAMILY FOSTER HOME:

1. Number of Children to be cared

- a. There shall be no more than six (6) children in a foster home, including the foster parents' own children. In the event the foster family is interested in providing day care to children, in addition to caring for foster children, the total number of children shall not exceed six (6). This does not prevent older foster children from providing day care for younger children, provided it is not detrimental to the children in the home. The foster home, however, must meet the requirements under both the standards herein and those under family day care homes.
- b. No more than two (2) children under the age of two (2) shall be cared for in a home by one (1) foster mother, unless there is additional help approved by the Bureau. At no time should there be more than four (4) children under the age of two (2), including the foster parent's children.
- c. A home which accepts the Bureaus placements, shall not accept children from any source without the Bureau's permission.

2. Records

- a. A current register of all children admitted shall be kept by the family foster home and shall be open to inspection by the Bureau upon request. The register shall include:
 - 1. A listing of children accepted for placement by name, age, and date placed and date removed, Power of Attorney, foster child's attorney name, and contact person from the Bureau.
 - 2. A health record including proof of medical/dental insurance coverage on each foster child with a record of immunization dates, name of physician and the physicians address, telephone number, and the information of home and when to contact the Bureau.
- b. All records concerning the foster child shall be kept confidential and available only to duly authorized persons of the Department

3. Contacts with the Family Foster Home

The family foster home shall be visited by the Bureau staff once a month, or as frequently needed to assure the continued well-being of the foster child and that the family foster home continues to meet the requirements for certification.

f. Rights and Responsibilities of Child, Family, Foster Parents and Caseworker

The Department recognizes that the child, family and foster parents have certain rights and responsibilities as set forth herein:

1. The Child

It is important for the child to have a voice and participate in decisions, consistent with his age and ability. The child has the right to receive honest information, with regular visitation with family and significant others, as per the service plan agreement, and to have contact with the Guardian Ad Litem or Attorney appointed by the Court. The child has a right to participate in permanency planning at the earlier possible time.

2. The Family

Responsibilities of the parent(s) include:

- a. Cooperating and planning with the Bureau for their child(ren)
- b. Retaining their parental role as much as possible
- c. Maintaining contact with their child(ren)
- d. Maintaining contact with the Bureau

Parent(s) have certain basic rights as it relates to their child(ren), these include:

- a. The right to be informed about major decisions regarding their child(ren)
- b. The right to consent to: adoption, surgery, enlistment in the armed forces, marriage of their child(ren)
- c. To receive notification of hearings and other reviews concerning the welfare of their child(ren)
- d. To receive current information on the child's health, status, and placement adjustment

3. The Foster Parents

The foster parents' rights and responsibilities include:

- a. The decision to remain a foster parent
- b. The evaluation of their capacity to work with a particular foster child and the problems involved in the child's situation
- c. Being informed of decisions regarding the foster child, including placement decisions.

4. The Caseworker

The caseworker's responsibilities with the foster child include:

Openly dealing with the separation and loss from the child's family. The trauma is lessened if the worker helps the child face such feelings before removal by explaining reasons for removal and the service plan. The child, dependent on age, should understand the purpose of placement, the rules of, and participate in the development of case plan.

The caseworker's responsibilities with parent(s) of the foster child include:

- a. Understanding the parents' feelings regarding the placement, and proceeding accordingly
- b. Making clear the reasons for separation
- c. Maintaining frequent contact, if possible with the parents
- d. Having the parents understand the rules and expectations of placement, their expected role, the type of care offered, and anticipated duration

The caseworker's responsibilities with the foster family include:

- a. Sharing information about the child they are to care for and the child's feeling and ensuring behaviors regarding the separation
- b. Help the foster parents in coping with the child's reactive behavior until the child can understand separation, process feelings and adjust to the new situation.

The caseworker's responsibilities include:

- a. Assessing clothing and personal needs prior to placement of the child
- b. Conducting visitations for the child
- c. Arranging for all counseling services
- d. Ensuring that educational and medical needs of the child are met
- e. Supporting the role of the foster parents by maintaining monthly contacts with the foster parents or more often if indicated
- f. Assisting in respite arrangements when needed
- g. Keeping the foster parent abreast of the child's permanency plans

g. Care of the Foster child

1. Member of the Foster Family

A foster child shall be cared for as a family member and shall share in the family's pleasures and responsibilities. The foster parents shall report to the Bureau any change which adversely affects the child under the foster care.

2. Health

A foster child shall have a complete physical examination by a licensed physician on initial placement or as soon as appointments care be secured, and at least once a year thereafter. The examination shall indicate:

- a. The presence of any communicable condition
- b. Known allergies
- c. Physical and/or mental handicaps or limitations
- d. Other specific health needs

The foster parents shall be provided pertinent information on the health of each child placed in their home.

3. Emergencies

Foster parents shall obtain instructions from the Bureau regarding procedures to follow in case of natural disasters and if the foster child experiences sudden illness or accidents. Severe illness, serious injuries, accident, runaway, or death of the child shall be reported immediately to the Bureau.

4. Nutrition

Food provided for the foster child must be age-appropriate, sufficient in quantity, and adequate for good nutrition. Special care must be given to the child's nutritional needs, i.e. age factors, special health concerns allergies, etc.

5. Clothing and Personal Supplies

A foster child's clothing shall be kept clean and in proper condition of repair and shall be of appropriate size. Each foster child shall be provided with individual combs, toothbrushes, and other necessary toiletries.

6. Recreation and Social Activities

A well-balanced program including time for rest appropriate to the child's age, regular meal hours, and recreation shall be provided for the foster child. The foster parents shall cooperate with the Bureau for the child to participate in appropriate social and recreational activities in the community. Foster parents shall cooperate with the Bureau to make it possible for the child to visit with parents and relatives.

7. Training and Discipline

Child training and discipline shall be carried out with kindness and understanding. No child shall be subjected to any form of punishment or action which would endanger the child's physical or emotional well-being. As a member of the family, a foster child shall participate in home duties commensurate with the child's age which do not interfere with school, healthy, and necessary reaction, and which are shared with any other children in the foster home.

8. Education

Regular school attendance shall be expected of all children in accordance with state laws. Attention shall be given to the special educational needs of the foster child.

9. Religion

The religious faith of each child shall be respected and the child shall be afforded the opportunity to attend the church, Sunday school, or both, of the child's parent, or legal guardian or, in their absence, of the child's choice.

10. Absence from Family Foster Home

When a child is to be absent from the family foster home overnight or longer, the foster parents shall secure permission from the Bureau. Absence of a child without permission of the foster parents shall be reported immediately by the

foster parents to the Bureau. After working hours, runaways shall be reported to the Bureau as soon as possible.

h. Foster Family and Home Environment

1. Health of Foster Family

- a. All members of the household shall be free from communicable disease(s) and from physical and emotional conditions which may adversely affect the foster parents' ability to care for the children.
- b. The following written medical reports shall be submitted by the foster parents to the Bureau prior to the initial approval of a family foster home:
 - 1. Physical examination of the foster parent by licensed physician
 - 2. Tuberculosis clearance in accordance with current Department regulations
- c. Annual tuberculosis clearance shall be required of all household members with known positive tuberculin reactions.
- d. Any persons who moves into the family foster home after a Certificate has been issued, shall have tuberculosis clearance and a physical examination certification.
- e. Failure to comply with this section may result in revocation of the Family Foster Home Certificate.

2. Income

- a. Income of the foster family shall be reasonably steady and sufficient to maintain and adequate standard of living. The foster family shall have an income adequate to meet their needs from a source other than board payments for the care of foster children.
- b. No business shall be conducted on the premise which would adversely affect the welfare of the children under the foster parents' care.

3. Employed Foster Parents

The employment of the foster parents shall not interfere with the care of the children. Child care arrangements must have prior approval by the Bureau.

4. Absence from the Home

When the foster parents are absent from the home because of emergencies or planned vacations or other reasons, the arrangements for the supervisions of the foster child(ren) must be approved by the Bureau prior to the implementation of such arrangement.

i. Housing and Sanitation

1. Requirements

The home shall comply with acceptable state standard on housing and sanitation as follows:

a. Sleeping Arrangements

- 1. The sleeping arrangement for ta foster child shall include: suitable light, ventilation, and provisions for proper rest
- 2. The foster parents' own child(ren) shall not be displaced because of the presence of a foster child(ren)
- 3. Sleeping arrangements should be such that a separate bed can be provided for each child
- 4. There should be sufficient sleeping space for the foster family and foster child(ren)
- 5. Sleeping rooms should not be shared by children of opposite sexes over the age of five (5), or with other adults, unless approved by the Bureau.
- 6. Except for infants, sleeping arrangements should be such that a space is provided within the sleeping room for the child's personal possessions and for a reasonable degree of privacy.
- 7. No foster child shall sleep in a detached building without supervision, or in an unfenced attic, basement, hallway, or stairwell.
- b. Running water shall be available for bathing facilities and the water from the running water shall be connected to a public sewage system or other approved method
- c. The home shall have sanitary flush toilet
- d. There shall be adequate artificial and natural light and ventilation available where the foster home is located.
- e. Storage of food in the home shall be free from vein infestation and perishable food shall be stored in a refrigerator
- f. Preparation of food shall be in a kitchen properly screened with adequate sink facilities
- g. All eating and drinking utensils shall be thoroughly cleaned after each usage
- h. The home shall have an approved source of potable water
- i. Adequate laundering facilities shall be available
- j. The home shall have adequate facilities for the proper disposal of sewage with all plumbing connected to a public sewage system of other approved method

- k. The home shall have proper facilities for the disposal of garbage and refuse
- 1. The premises shall be kept in a sanitary and safe condition. There shall be protection from fire hazards, medications, poisons, household cleaning supplies, dangerous tools, and weapons.

2. Equipment and Furnishings

- a. Each child shall be provided adequate space for clothing and belongings
- b. Each child shall be provided with an individual bed, except that two (2) brothers or two (2) sisters may share a double, preferably for temporary period only. Bunk beds with no more than two (2) tiers shall be used on a selected basis as appropriate to the child's age and situation. Proper ladders and guards must be provided for upper bunks.

j. Savings Clause

Existing licensed family foster homes shall continue to operate for the term of their license. Thereafter, they will be subjected to certification requirements.

EXHIBIT E



DEPARTMENT OF PUBLIC HEALTH & SOCIAL SERVICES DIVISION OF CHILDREN'S WELLNESS BUREAU OF SOCIAL SERVICES ADMINISTRATION 194 Hernan Cortez Avenue Suite 309

Hagatna, Guam 96910

Telephone: (671) 475-2653 / 2672 Facsimile: (671) 477-0500



APPLICATION FOR FOSTER LICENSE

FAMILY FOSTER HOME (1 - 6 children)

A.	NAME OF APPLICANT(S): Residential Address:		(name to appear on lice	nse)
	Mailing Address:			
	•			C II
	Telephone Number(s):			Cell:
		Work:	Home:	Cell:
	E-mail address:			
В.	NUMBER OF CHILDREN TO) BE CARED FOR:		
c.	AGE RANGE:	то	_	
D.	GENDER Male on	ly 🗆 Female o	nly 🗆 Male and Female	•
E.	Duration: Full Time	ie 🗆 Emergend	y Foster Care (specify p	eriod of care):
	If you have been on Guan	ation on Guam):_		,
	residence/address(es): Date of Residency:		Address	
н.	Have you previously beer			
	City	Si	tate	Date of license(s)
	PRINT NAME		SIGNATURE	DATE
	PRINT NAME		SIGNATURE	

Updated: April 19, 2022

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF CHILDREN'S WELLNESS BUREAU OF SOCIAL SERVICES

	AUTOBIOGRA	PHY OF FOST	ER PAREN	IT
NAME OF	APPLICANT(S):			
ADDRESS	:			
TELEPHO	NE: Home:	Work:	0	ther:
I.	BACKGROUND What are your reasons for want a foster parent and who is most		parent? Who i	nitiated the idea of being
	What was your upbringing like? your family's relationship to one		rents' attitude	toward child rearing and
	How much contact do you have	with your own fam	nily now?	
II.	COUPLE'S RELATIONSHIP (If app How are decisions made and wh			
	As a couple, what are your strer	ngths and weakness	ses?	
	in a seaple, iniacare year such	.gc and medicines		

	How do you deal with difficult issues when they come u	p?
III.	CHILD REARING What method(s) of discipline do you practice? Under w them?	hat circumstances would you apply
	What behaviors do you expect from children, during me	eals and playtime?
	What behaviors or expectations do you have with regar	ds to teenagers?
IV.	RELIGION What are your feelings on religion or morals? How does	s it relate to child rearing?
V.	CERTIFICATION I certify that the above is true and correct to the best of	f my knowledge.
	Signature	Date

Revised 4/19/22

EXHIBIT G



Home Evaluation and Placement Services Bureau of Social Services Administration Division of Children's Wellness Department of Public Health and Social Services



INSTRUCTIONS

FOR

CHARACTER REFERENCE FORM

Writing a character reference is a significant task and can have a substantial impact on whether or not an individual is assessed to be a suitable caretaker of child(ren). **Be honest!** The information provided is an important requirement in the completion of the Adoption/Termination of Parental Rights(TPR), Custody, Foster or Child Care Center social study.

This form is to be filled out by a reference who is a non-relative and has known the individual for at least one (1) year. For Inter-Country Adoption Board (ICAB) cases, reference must know the individual for at least 5 years and must be from a church minister or priest, employer and member of the community.

Only three (3) character references are required and will be accepted for each applicant/petitioner/party. The references should include one (1) for each individual (you and your spouse) and one (1) reference from someone who knows both you and your spouse.

To ensure the character reference form is complete, please read and follow the instructions below: (Pls. PRINT)

- 1. Enter the name of the applicant/petitioner/party requesting the character reference.
- 2. Place a check mark on the type of case requested by the applicant/petitioner/party whether Adoption/TPR, Custody, Foster, or Child Care Center.
- 3. Answer all the questions fully and accurately. Use an additional sheet of paper if necessary. Indicate the part and the number of the item.
 - A. What is your relationship to the applicant/petitioner/party? (i.e., coworker, friend, priest or pastor, etc)
 - B. How long have you known the applicant/petitioner/party? Indicate the years you have known this individual.
 - C. How often and where do you meet with the applicant/petitioner/party? Specify if social, business, church, etc.

- D. What are your opinions of the applicant/petitioner/party? Describe the individual's character, personality traits, moral values, etc.
- E. Have you observed any interactions between the applicant/petitioner/party and the child(ren) involved or any other child(ren)?

[] Yes [] No

If Yes, please describe in detail your observations of how the applicant/petitioner/party interacts with the child(ren) involved in this case. If no child(ren) is/are involved, describe any observations you have on how the individual relates to child(ren) in general.

F. State your recommendations.

4. **REFERENCE**:

Enter your name with complete residential address, contact numbers, (i.e., home, work and other contact number), and e-mail address.

Upon completion, read, sign and date the character reference form. Your signature attests that the information provided is true, correct and complete to the best of your knowledge.



DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF CHILDREN'S WELLNESS BUREAU OF SOCIAL SERVICES ADMINISTRATION

194 Hernan Cortez Avenue, Suite 309 Hagatna, Guam 96910-5052 Telephone No: (671) 475-2653/2672



CHARACTER REFERENCE FORM

Note: Please typ	<u>e or print legibly in blac</u>	ck or blue ink.	
NAME OF APPL	ICANT/PETITIONER/PAI	RTY:	
Type of Case:	[] Adoption/TPR	[] Custody	[] Foster
	[] Child Care Center		
	submitted in this charact ssing the above-named		
This form is to be individual for at le	e filled out by a reference east one (1) year.	who is a non-relative	e and has known the
individual for at	y Adoption Board (ICA least 5 years and mus ember of the community.		
Only three (3) each individual.	character references ar	e required and wi	II be accepted for
Answer the follonecessary)	owing questions below:	(Use an additional	sheet of paper if
A. What is yo	our relationship to the indiv	vidual?	
B. How long I	have you known the indiv	idual?	

Updated: 4/19/22

C. <i>etc.)</i>	How often and where do you meet? (Specify if social, business, church,
D.	What are your opinions of the above-named individual? (i.e., character, personality traits, moral values, etc.)
E.	Have you observed any interactions between the above-named individual and the child(ren) involved or any other child(ren)? [] Yes [] No
	If Yes, please describe in detail your observation of the interactions.
F.	What are your recommendations regarding the individual's intent to serve the best interest of the child(ren) involved or children in general?

REFERENCE:		
NAME:		
RESIDENTIAL ADDRES	S:	
CONTACT NUMBERS:	vvork::	
E-MAIL ADDRESS:		·
	_	ARACTER REFERENCE FORM BEST OF MY KNOWLEDGE.
Signatu	ire	Date





DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF PUBLIC WELFARE BUREAU OF SOCIAL SERVICES ADMINISTRATION 194 Hernan Cortez Avenue, Suite 309 Hagatna, Guam 96910-5052

Hagatna, Guam 96910-5052 Telephone No: (671) 475-2653/2672

EMPLOYMENT VERIFICATION

Note: This form is to be filled out by the employer. Please type or print legibly in black or blue ink.

1. Name:(Last Name) (First Name) (M.I.)	Date of Birth:				
2. Place of Employment:	Tel No:				
Address:					
3. Position/Title:	Date of Hire:				
4. Employment Status: [] Full Time [] Part Time [] Other (Please specify): [] Regular [] Limited Term [] Seasonal [] On-Call					
[] Contractual [] Other (Please specify):					
5. Gross Monthly Income: \$					
I certify that the information provided above is true and correct.					
Certifying Official (Print Name):					
Signature: Dat	e:				
Position/Title:					
Contact Number(s):					

Final: 1/29/2010

This handbook was prepared by

The Guam Department of Public Health & Social Services

Division of Public Welfare

Bureau of Social Services Administration

January 2019

FOSTER PARENT HANDBOOK

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INTRODUCTION

PURPOSE

This Foster Parent Handbook has been developed as a part of the Bureau of Social Services Administration (BOSSA) of the Department of Public Health and Social Services, Division of Public Welfare's, Foster Care Program.

The Family Foster Parent Program Handbook is developed as a major effort within the Department to improve the quality of foster family care for children in Guam.

The purpose of the Handbook is to provide you, the existing foster parent, with a broad range of information about your work with the Bureau, which you may use as a reference. It is also intended to provide the foster parent with information that can be used to help children who have had to come into the foster care system and provide ways in which foster parents can help children in their home live happy and productive lives.

Throughout the handbook, we emphasize the role of foster parents working together with the agency, case managers and biological family/parents, as members of a professional team to best help the child achieve successful permanency.

You provide a valuable service in helping families through temporary difficulties and meeting the needs of children in a time of crisis and change. We offer this handbook as an aid to your role as a foster parent.

ACKNOWLEDGEMENT

The information in this handbook was generated through various forms of documented materials obtained from national websites and current research, which support the enhancement of dedicated foster parents who take the extra step to accept children who have been abused and/or neglected.



STATE AGENCY

BACKGROUND

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES

The Guam Department of Public Health and Social Services (DPHSS) was created to address the needs of the most vulnerable members of the community. The Department is committed to respond to the most significant social issues and to support the national effort towards self-sufficiency. The provision of public welfare on island first began in 1957 following a request to the Federal Government to extend the benefits of the Social Security Act of 1935 to Guam. This ended the delegation of social services by many private organizations.

The DPHSS is the state agency responsible for administering (1) *Title IV-B, Subpart 2* known as Promoting Safe and Stable Families Program. (2) *Title XX's* Consolidation of Grants Program which includes the following: Social Services Block Grant, Child Abuse and Neglect, Child Welfare Services, Children's Justice, Community Food and Nutrition, Community Services Block, Family Resource, Family Violence Prevention, and Low Income Home Energy Assistance Program. (3) *Guam's Local Foster Care Accounts* which funds the Foster Care Maintenance Payment for licensed foster families, Cost of Living and Clothing Allowance for foster children, and Service Contracts for the following shelters. *Alee I* which is a shelter for abuse and neglected children; *Alee II* which is a shelter for women victims of Family Violence and their children and; *Guma San Jose* which is a shelter for homeless families.

DIVISION OF PUBLIC WELFARE

The Department is responsible for the provision and administration of many social services programs found under the Division of Public Welfare (DPW), one of five divisions that comprise the DPHSS. DPW assists in the areas of health care programs, food and welfare assistance, child protection, prevention, job opportunities and the development of people.

These efforts have been intensified with the growth in the local community along with the ongoing demand for social changes. Throughout the transitions, the goals has always been to improve the quality of life to those in need by providing them care and support and assisting with their basic and immediate necessities.

Most of its programs and benefits are made primarily to low-income families and individuals; although, information, referrals, and protective services are available to anyone who needs them. The appropriate use of public funds to champion the welfare of children and preserve their families fall under the responsibility of the Bureau of Social Services Administration, DPW.

BUREAU OF SOCIAL SERVICES ADMINISTRATION

The Bureau of Social Services Administration is under the direction of a Human Services Program Administrator who oversees four sections and the Administrative Services Unit. The four sections are: Program Management, Child Protective Services, Home Evaluation and Placement Services and Family Services Sections. (See BOSSA Organizational Chart – Appendix A).

The Bureau plans, develops and administers program designed to protect children and strengthen their families to address dysfunction and promote healing. There is a concerted effort to assist children and families to move towards a functional, healthy future. These programs are implemented through direct or contracted services. The services provided are funded and regulated primarily by the Federal Government and by local requirements. Eligibility for these services varies in accordance to mandates and the applicant's individual needs, as well as the rules and regulations that apply to the different programs.

The Goals of the Bureau are:

- To ensure the safety and well-being of children and their families.
- To minimize unnecessary separation of children from their families and to ensure permanency by strengthening the quality of services.
- To minimize trauma for children who require substitute care by ensuring they are placed in the most familial environment.
- To ensure the best interest of children by providing adoption and custody services that are child focused.
- To prevent incidences of child abuse and neglect through public education and outreach.

ADMINISTRATION SUPPORT UNIT (ASU)

The Administrative Support Unit (ASU) supports the programs and facilitates for the agency through: fiscal operations; personnel and records management; maintenance of case and administrative files; payroll; office and property management; employee training and development assessments; notary services; procurement processing of materials and services; processing payment for foster parents and vendors; inventory control; mail operations; secretarial services; receptionist duties and other administrative and clerical support.

PROGRAM SECTIONS

Program Management Section (PMS)

PMS is responsible for program planning, monitoring and evaluation. This Section develops policies and procedures, monitors and evaluates the programs. In addition, PMS manages services contracts; assists in program planning efforts; maintains the Child Welfare Services Management Information system; assists in management research projects and other special projects; coordinates staff development and training; conducts fiscal management and grant preparation and writing; analyzes local and federal legislation; implements and develops the Bureau's corrective action plans; prepares various reports; and prepares the federal and local budgets.

CHILD PROTECTIVE SERVICES SECTION

Child Protective Services (CPS) is comprised of four (4) units: Intake, Crisis Intervention, Investigation, and Case Management.

- Intake Unit receives information and makes assessments to determine if the criteria for CPS involvement are met and conducts risk assessments over the child and determines the immediacy of the response based on the information received.
- Crisis Intervention Unit responds to referrals requiring immediate response for the purpose of conducting risk and safety assessments that could lead to exerting protective custody and placement of minor(s), or whenever necessary, leads to a Multi-Disciplinary Team Interview; provides support to the Intake and Investigation Units during non-crisis periods of the workday; provides on-call duties after normal working hours, on weekends and holidays, to respond to those cases requiring crisis intervention.
- Investigation Unit conducts case investigations to determine if allegations are substantiated, indicated, unsubstantiated or suspected. Added responsibilities entail the continued assessment of the risk to the child; exercising of protective custody rights; the production of declarations; the development and filing of Persons in Need of Services (PINS) petitions; the development of service plan agreements for validated cases; and appearance in court hearings.
- Case Management Unit receives those cases designated as needing continuing services. This unit is accountable for the implementation and monitoring of service plan agreements, as well as for any necessary changes or modifications identified during the duration of the plan. Progress reports are made every three months and permanency plans are developed for children who are in substitute care for six months or longer. Time limited reunification services occur in this unit. Other duties include the preparation of written reports intended for court recommendations and the coordination and participation in Case Review Treatment Team meetings with other agencies.



HOME EVALUATION & PLACEMENT SERVICES SECTION

The Home Evaluation and Placement Services Section (HEPS) consist of two units: Adoption/Custody and Licensing and Certification.

This section conducts individual and family assessments for adoption, child custody cases, family foster care placements, termination of parental rights and guardianship. It also provides post-placements services (monitoring) in adoption cases. In addition, this section provides for the certification of family foster homes for children requiring substitute care.

This section also monitors and licenses child care facilities in accordance with the provisions mandated by law.



FAMILY SERVICES SECTION

This Section is divided into two units: Promoting Safe and Stable Families Program and Family Support Services (FSS).

- Promoting Safe and Stable Families Program provides family preservation services. Family preservation services are intensive, short-term, in-home, crisis intervention and support services, which strives to strengthen and support families in order to prevent out-of-home placement of children or to assist families preparing to reunify.
- Family Support Services focuses primarily on prevention activities such as curriculum development and implementation, and strategies for the prevention and intervention of child abuse and neglect. Other efforts are targeted to strengthening the family support services in existence in order to enhance family functioning. In addition, this program develops and implements a foster home recruitment program and training of foster homes.

FOSTER CARE

WHAT IS FOSTER CARE?

Foster care is a temporary living arrangement for children whose own parents are currently unable to provide the necessary protection, love, and care for their children. The foster child has a prior parent figure and family who are important. In most instances, children are placed in foster care involuntarily by order of the court. An involuntary placement occurs when a child has been abused or neglected (or may be at risk of abuse or neglect) by his/her parent/guardian or someone else in the household, or because a court has adjudicated the child deprived, unruly or delinquent. The court orders the child removed from the home and determines the duration of the court order.

The goal of foster care is to return children to their own family once they have become stabilized. If this is not possible, a permanent home for the child may be sought elsewhere. This could mean long-term foster care, relative placement, guardianship or adoption.

Children may be in foster care from one day to several years. How long a child will be in foster care depends upon the child's individual situation. A foster child receives 24-hour care from the foster family, seven (7) days a week. The child becomes a member of the foster family and hopefully is treated as if he or she was the birth child of the foster parents. However, the majority of foster children return to their parents or other family members.

HOW CHILDREN COME INTO FOSTER CARE

Children that come into foster care are often victims of abuse and/or neglect. The National Committee to Prevent Child Abuse (NCPCA) defines child abuse as a non-accidental injury or pattern of injuries to a child. Child abuse is damage to a child for which there is no "reasonable" explanation.

Child abuse includes non-accidental physical injury, neglect, sexual molestation, and emotional abuse:

- Non-accidental physical injury may include severe beatings, burns, strangulation, or human bites.
- Neglect is failure to provide a child with the basic necessities of life: food, clothing, shelter, or medical care; and lack of supervision (including leaving a child home alone) or total abandonment.
- Sexual molestation is the sexual exploitation of a child including rape, incest, fondling of the genitals, pornography or exhibitionism.
- Emotional abuse is a pattern of behavior that attacks a child's emotional development and sense of self worth. Examples include constant criticizing, belittling, insulting, rejecting, and providing no love, support or guidance.

DYNAMICS OF CHILD ABUSE AND NEGLECT

The effects of child abuse are devastating. In FY2018, Guam's CPS Section received an estimated 1,364 reports that involved the alleged maltreatment of 2,039 children. The children suspected of being abused come from all racial and cultural backgrounds and all socioeconomic levels. An overwhelming number of abusers are friends, neighbors, and relatives.

Child abuse can be a one-time occurrence, but more often, child abuse is a pattern of behavior involving regular physical attacks or acts of deprivation or molestation. The longer child abuse goes on, the more serious the consequences.



UNDERSTANDING CHILD ABUSE AND NEGLECT

The effects of child abuse on children and on families are physically, mentally, and emotionally harmful and often long lasting or permanent. Recovery chances get worse the longer the problem is allowed to persist. Treating the victims of child abuse, restoring them to a wholesome, happy existence, is vital. Foster parents are part of the bridge to bring an abused child back to a trusting familial environment.

Keeping children safe is the responsibility of everyone. The more we know about the problem and how to detect child abuse, the more we can do to prevent it. Below are tables, which may be used as a reference to understand the different physical and behavioral indicators of Child Abuse and Neglect (CAN).



Table 1-1 Physical and Behavioral Indicators of Physical Abuse

ype of CAN	Physical Indicators	Behavioral Indicators
	Unexplained Bruises and Welts: • Face, lips, mouth, ears • Torso, back, buttocks, thighs • Various stages of healing • Clustered, regular patterns	 Wary of adult contacts Apprehensive when others cry Behavioral extremes:
	 Reflecting shape of article used to inflict (e,g, buckle) 	(aggressive/withdrawn)
	Regular appearance after absence, weekend, vacation	• Frightened of parents
Physical	Unexplained Burns:	Afraid to go home
Abuse	Cigarette, cigar burns, esp. on soles, palms, back, buttocks	Reports injury by parents
	Immersion burns (sock or glove-like, circular, on buttocks or genitalia)	
	Patterned: electric burner, (curling) iron,	
	Rope burns on arms, legs, or torso	
	Unexplained Fractures:	
	Skull, nose, facial structures	
	In various stages of healing	
	Multiple or spiral fractures	
	Unexplained Laceration or Abrasion:	
	To mouth, lips, gingiva, eyes	
	To external genitalia	

Table 1-2 Physical and Behavioral Indicators of Physical Neglect

Type of CAN	Physical Indicators	Behavioral Indicators		
Physical Neglect	 Constant hunger, poor hygiene, inappropriate dress Consistent lack of supervision, esp., in dangerous situations or for long periods Unattended physical problems or medical/dental needs Abandonment 	 Begging, stealing food Extended stays at school, early arrival, late departure Constant fatigue, falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) Says there is no caretaker 		

Table 1-3 Physical and Behavioral Indicators of Sexual Abuse

Type of CAN	Physical Indicators	Behavioral Indicators		
Sexual Abuse	 Difficulty in walking or sitting Torn, stained, bloody underwear Pain or itching in genital area Bruises or bleeding on external genitalia, vaginal, or anal areas Venereal disease, esp. in pre-teen Pregnancy 	 Unwilling to change for PE Withdrawal, fantasy or infantile behavior Bizarre, sophisticated sexual knowledge or behavior Poor peer relationship Delinquency; runaways Reports sexual assault by caretaker 		

Table 1-4 Physical and Behavioral Indicators of Emotional Maltreatment

Type of CAN Physical Indicators	Behavioral Indicators
 Speech disorders Lags in physical development Failure to thrive Emotional Maltreatment	 Habit disorders (sucking, biting, rocking, stuttering, etc.) Conduct disorders (antisocial, destructive) Neurotic traits (sleep disorders, inhibited play) Psychoneurotic behaviors (hysteria, phobia obsession, compulsion, hypochondria) Behavioral extremes: (compliant passive, aggressive/demanding) Overly adaptive behavior: (inappropriately adult/ inappropriately infantile) Developmental lags (physical or mental) Attempted suicide Depression

Guam's Child Protective Act

Guam's Child Protective Act (Public Law 20-209) creates within the jurisdiction of the Family Court procedures to safeguard, treat and provide permanent planning for children who have been harmed or threatened with harm. It also mandates certain professionals and others to report situations of known or suspected abuse to the authorities. Following such a report, an investigation is conducted to determine whether or not the abuse occurred, and, if so, what kind of response is necessary. (See Excerpts of Child Protective Act – Appendix B).

Whenever possible, families are kept together, and the abused child is not removed from home. If children can remain in the home safely, specific types of services such as: counseling, parent education, and childcare may be provided for the parents. If, however, children are found to be in imminent danger and there is no in-home means of eliminating the danger, or if the parents refuse help, children may be placed in a foster home until the designated authorities determine that it is safe for them to return home.

Generally speaking, decisions regarding children's placement are made on the basis of parental acknowledgement of the problem, and parents' willingness and ability to provide protection and care to the child. Child Protective Services (CPS) workers are trained to assess parental credibility, as well as motivation to change unacceptable child rearing practices.

PROTECTIVE CUSTODY

The process by which children come into foster care is when protective custody of a child is exerted and transferred to CPS. A CPS worker, police officer, or physician may exert protective custody when a child is in such circumstances or condition that the child's continuing in the custody or care of the person responsible for the child's welfare presents a situation of harm or threatened harm to the child.

CPS will file a Declaration with the court in support of an ex parte order for temporary, legal, and physical custody of the child. A written order may be requested to extend protective custody beyond the one working day. Upon assuming protective custody, CPS will place the child in a home approved by CPS.

Officially, this child becomes a ward of the state through the legal process with Family Court, which is vested with the Department of Public Health and Social Services. The Department then becomes the person responsible for the care of the child.

POWER OF ATTORNEY

Upon the placement of child into the foster home, the agency will issue a notarized Power of Attorney to the foster parents (See Sample of Power of Attorney- Appendix C). The Power of Attorney serves as parental authorization and consent to allow the foster parent to act on behalf of the child's needs (i.e. educational, medical, etc.) and as a representative of the Department with notice and consultation with the Department.

SERVICE PLAN AGREEMENT

Every foster child and his family will have a Service Plan Agreement that serves as a working document to ensure that services are being provided to the family.

The Service plan is a specific written plan prepared by CPS and presented to members of the child's family which indicates the following:

- The specific services or treatment with which the parties will be provided.
- The specific actions the parties must take.
- The specific responsibilities that the parties must assume.
- The specific consequences that may be reasonably anticipated to result from the parties' success or failure in complying with the plan.



THE

FOSTER

PARENT

Foster parenting is not just 'parenting.' it is *parenting plus* a great deal of caring for, sharing with, and loving another person's child in such a way as to provide a healing life experience for the child and their family.

CERTIFICATION OF FAMILY FOSTER HOMES

Individuals interested in providing foster care must apply and be certified as a family foster home by the Department of Public Health and Social Services. A Family Foster Home is a home certified by the Department which provides substitute family care on a twenty-four (24) hour basis for no more than six (6) children, to include the number of children of the foster parents. Individuals interested in providing family foster care must meet certification requirements setforth by "Guam's Standards for Family Foster Homes", Public Law 24-143 (See Standards for Family Foster Homes- Appendix D).

The purpose of the rules and regulations is to formulate standards for family foster homes, and to provide guidelines for certification, issuance and operation of licensing to persons interested in providing foster parenting care.E

After meeting certification requirements, a certificate will be issued to the applicants. The certificate is a license of approval issued by the Department authorizing the operation of a family foster home.

All applications for Certifications shall be submitted to the Bureau of Social Services Administration (BOSSA) of the Department of Public Health and Social Services, Division of Public Welfare.

FOSTER PARENTS' ROLES AND RESPONSIBILITIES

The foster parent provides the home environment in which the child can safely fulfill their physical, emotional, spiritual and cultural potential and become responsible adults.

Foster parents serve as members of a child welfare delivery team with the goals of achieving protection and permanency for the child.

In order to provide a safe, nurturing environment, which promotes maximum growth and development of the child, the following table (2-1) reflects the responsibilities of the foster parent to the foster child and the Department. (See Sample of Foster Parent Agreement Form – Appendix E).

FOSTER PARENT RESPONSIBILITY TO THE FOSTER CHILD

- 1. Providing for the physical care/needs of the child (i.e., food, clothing and shelter in compliance with Foster Home Licensing Standards).
- 2. Working with the school. Providing for the specific educational needs of the child; where appropriate, enrolling the child in school, attending parent-teacher conferences and participating in other activities as necessary.
- 3. Making the child as comfortable as possible by acquainting him/her with the foster home and new environment.
- 4. Respecting and supporting the child's ties to his/her biological family members. Sharing information regarding the child's progress with the caseworker; may facilitate Department approved interactions between the parent and the child regarding telephone calls, letters, visits, etc.; and encouraging shared decision making with the parent with respect to the child's care.
- 5. Providing for the child's routine travel/transportation, including school appointments, medical appointments, counseling and other services needed by the child.
- 6. When consistent with the service plan, providing transportation for parent/child visits.
- 7. Providing a predictable, structured, consistent environment with clear and fair limits and ground rules. Providing discipline commensurate with the age of the child and in compliance with the Department licensing standards. The goal of discipline is to impart to the child's sense of right and wrong, respect for him/herself and others, and social responsibility.
- 8. Treating all children in the home equitably, recognizing individual needs and differences.
- 9. Taking into consideration the age and developmental needs of the child, providing appropriate information regarding personal and sexual issues which allow the child to incorporate this information into his/her own value system.
- 10. Providing adequate supervision, which is age and developmentally appropriate for each child in care.
- 11. Allowing the child to assume a level of responsibility for his/herself and for household duties, as is age and developmentally appropriate.
- 12. Assisting each child to develop independent decision-making skills.
- 13. Participating in therapeutic programs for the child when it is deemed necessary and arranged with the child's worker.

FOSTER PARENT RESPONSIBILITY TO THE DEPARTMENT

- 1. Working with the Department worker, authorized agent of the guardianship administrator and appropriate medical and dental personnel, to provide for medical and dental needs of the child; i.e., making medical and dental appointments, participating in the staffing and other meetings to make appropriate medical plans for the child.
- 2. Maintaining confidentiality of all information concerning the child, his/her family and his/her background.
- 3. Foster parents and Department workers share mutual responsibility for maintaining frequent communication. The foster parent's role in this is initiating contact with the child's worker as needed to keep the worker apprised of: medical, behavioral or other emergencies; unusual incidents; and issues, which require the worker's attention.
- 4. Attending pre-service and on-going training when required or provided by the Department to further develop competence in foster parenting.
- 5. Maintaining and keeping a current child record folder for each child. The record folder should include specific behavioral documentation of the child's progress and issues needing to be addressed.
- 6. Insuring compliance with licensing standards and cooperating with the Department in executing Department Rules and Procedures.
- 7. Notifying the certification worker and/or caseworker in advance of any changes in status, i.e., moving, new phone number, new individual in home, taking a new job, etc., to assess possible impact on the child.
- 8. Notifying the caseworker in advance any plans to take the child out of the state so that proper authorizations can be obtained for the child to accompany the foster parent.
- 9. Insuring that the caseworker is given at least <u>two</u> (2) <u>weeks</u> advance notice of any plans to request removal of a child. Report all situations involving potential emergency replacements immediately to the case worker.
- 10. Reporting all instances of suspected child abuse /neglect of children known to you through your capacity as a foster parent to the Department (Mandated Reporter, Abused and Neglected Child Reporting Act).

SOURCE: FOSTER PARENT HANDBOOK, Illinois Department of Children and Family Services

FINANCIAL

REIMBURSEMENTS

Prior to being certified as a family foster home, the foster family's income is assessed to ensure that it is reasonably steady and sufficient to maintain an adequate standard of living. Certified foster families receive reimbursements by the Department for cost of living and clothing allowances for children who are placed in their home and are under the Department's custody. Foster families receive a monthly stipend ranging from \$576.63 - \$779.43, depending on the age of the child and the length of stay of placement.

BASIC RATES

Reimbursements of foster care services for CPS children, ages 0-17, placed with licensed foster parents or homes are as follows:

Table 3-1 BOSSA's Foster Care Reimbursement Rates

	COST OF LIVING	G ALLOWANCE	CLOTHING ALLOWANCE		
AGE	MONTHLY RATE	DAILY RATE	ANNUAL RATE		
0-11	\$ 576.63	\$ 19.22	\$202.80		
12-17	\$ 779.43	\$ 25.98	\$290.76		

COMPUTATIONS

Table 3-2 Computation for COLA and Clothing Allowance

TYPE OF PLACEMNT	DAILY COMPUTATION	MONTHLY COMPUTATION
New Placement	If a child is placed anytime during the month.	If a child is placed for the entire month.
Change of Placement	If a child is moved to another licensed foster parent(s)/home(s) anytime during the month.	If a child is placed for the entire month.
Termination of Placement	If a child is terminated anytime during the month.	If a child is terminated at the end of the month.

Note: Children are terminated from the foster care status when they are no longer under the custody of Child Protective Services.

FOSTER CARE REIMBURSEMENTS

Foster care reimbursements are <u>not</u> income or paid employment. The purpose of the foster care maintenance payments is to assist the foster parents in meeting the basic needs of the foster child.

- Maintenance payments are issued to foster parents to maintain the placement and cover the costs of having the child in the home.
- The payments are intended to assist in such expenses as providing food, clothing, housing, daily supervision, personal incidentals, transportation and other routine expenses associated with the care of the child.
- The foster care maintenance payments follow the child. If the child is no longer placed in the provider home, the money to support the child's needs will no longer be issued to the foster parent.
- Foster parents are not taxed for the foster care maintenance payments.

PROCESSING OF REIMBURSEMENTS

The Bureau of Social Services Administration initiates the processing of reimbursements for foster care payments. The Department of Administration is the agency responsible for the preparation and disbursement of these payments (checks) via mail to foster families.

CAN A FOSTER PARENT WORK OUTSIDE THE HOME?

Yes, working people may be certified as foster parents, but each situation must be considered individually. Some children have needs that require a full-time-at-home parent. These circumstances may affect the types and ages of children who can be placed with you. The employment of foster parents should not interfere with the care of the children. However, prior to placement, the child is appropriately matched with the foster parent.

Most importantly, the foster parent is charged with the responsibility of ensuring childcare provisions are met. The caseworker should be consulted for assistance, if needed.

THE REWARDS OF FOSTER PARENTING

The need for foster parents and caretakers remains greater than ever. There are risks and stresses beyond measure, however, you have the opportunity to make a difference in the life of a child or youth. By providing foster family care you will be helping young people in your community. Other rewards include:

- A sense of accomplishment
- The chance to help children feel good about themselves
- Pride in doing a meaningful and important job
- Challenging experiences
- The opportunity to meet and work with new people
- A chance to use special talents and knowledge

INDIVIDUALS INVOLVED IN THE CARE OF THE FOSTER CHILD

ROLE OF THE CPS CASEWORKER

	Responsibilities to the Foster Child		Responsibilities to the Parents		Responsibilities to the Foster Family
a.	Assessing clothing and personal needs prior to placement of the child	a.	Understanding the parents' feelings regarding the placement, and proceeding accordingly.	a.	Sharing information about the child they are to care for and the child's feelings and ensuring behaviors regarding the
b.	Conducting visitations for the child openly dealing with the	b.	Making clear the reasons for separation.		separation.
	separation and loss from the child's family.	c.	Maintaining frequent contact, if possible, with the parents.	b.	Supporting the role of the foster parents by maintaining monthly contacts with the foster parents.
c.	Arranging for all counseling services.	d.	Arranging for all counseling		or more often if indicated.
d.	Ensuring that educational and		services.	c.	Helping the foster parents in coping with the child's reactive
	medical needs of the child are being met.	e.	Having the parents understand the rules and expectations of		behavior until the child can understand separation, process feelings and adjust to the new
e.	Helping the child face the feelings of separation and loss before		placement, their expected role, the type of care offered, and anticipated duration.		situation.
	removal by explaining the reason for removal and the service plan.		anticipated duration.	d.	Assisting in respite arrangements when needed.
f.	Helping the child understand the purpose of placement, the rules of, and participate in the development of the case plan.			e.	Keeping the foster parent abreast of the child's permanency plans.



ROLE OF THE FOSTER FAMILY LICENSING WORKER

Conducting and preparing service evaluations to assess if applicant(s) meet the requirements for certification as a family foster home, including renewal application.

- Assisting with recruitment and training of prospective foster parents.
- Assisting in coordinating on-going training and activities for certified family foster homes.
- Conducting quarterly monitoring of all certified family foster homes to evaluate compliance with the Guam Standards.
- Identifying family foster homes available for placement of children. Provide foster parents with background and other pertinent information about the child (ren) (i.e. special needs, medication, etc.) at the initial placement, alongside the caseworker.
- Mediate with the CPS Caseworker and foster parents to ensure information exchange (i.e. verifying visits, informing foster parents of child's schedule, court hearings, and providing feedback on court hearing on a 'need-to-know' basis, etc.)
- NOTE: The primary responsibility of the CPS Caseworker is to communicate with foster parents. The Licensing Foster Care Worker may act as a Mediator.



ROLE OF THE HOMEMAKER

The role of the Homemaker is to assist the CPS Social Workers with providing a variety of services to children and families. Homemaker services are officially requested by the CPS Social Worker. Some of the Homemaker services include:

- Assisting parents in gaining knowledge on parenting skills and providing guidance on discipline techniques.
- Providing supportive services to parents such as, transportation to appointments, supervising visitations and linking them to community resources.
- Establishing and maintaining the home environment which meets the basic needs of the child (i.e., cleanliness, meal planning, nutrition, money management, etc.).
- Assisting the CPS Social Worker in obtaining important documents for foster children such as (Medicaid/MIP, Social Security Cards, Passports, Shot Records, etc.)

ROLE OF THE FOSTER CHILD'S GUARDIAN AD LITEM

A person appointed by the court whose role is to protect and promote the needs and best interests of the child. This individual's appointment shall automatically terminate upon an award of permanent custody of the child by the court, unless otherwise ordered by the court.

ROLE OF THE FOSTER CHILD'S ATTORNEY (LEGAL ADVOCATE)

A person appointed by a juvenile or family court to specifically represent the wishes of an allegedly abused or neglected child under the court's jurisdiction.



THE

FOSTER

CHILD

WHAT TO EXPECT FROM FOSTER CHILDREN

When a child comes into your home and you are suddenly in charge of helping to shape his life, it is very easy to get caught up in the moment. You want to do great things for them and with them. You want significant changes to appear before your eyes. If you are too impatient, this unfortunately can mean you also have unrealistic expectations of the child.

It is important that everyone involved in foster care has a realistic picture of what it is all about. This picture should include the problems that may arise when the children arrive at your home. Every foster child comes with his or her own special problems and needs. They are children who are just like any other, with the day-to-day problems that every child faces, only now they are foster children.

Some foster parents feel it is to their advantage to find out about the past experiences and background of their foster child. This gives them some help in understanding why the child does what he or she does. This type of information is best obtained from the caseworker, and not from the child. If you grill the child for information about his background, you might find that the child is suspicious and hesitant to tell you what you want to know. This will not help your relationship.

Foster parents will be provided with the foster child's past experiences and background information to better understand why the child does what he or she does. The child's caseworker will provide specific information to the foster parents on a need-to-know basis.



TRAUMA INFORMED CARE

The word "trauma" is used to describe experiences or situations that are emotionally painful and distressing, and that overwhelm people's ability to cope, leaving them powerless. Exposure to "complex trauma" is particularly concerning for children in foster care.

Complex trauma is a type of trauma exposure that is common in the child welfare system and puts children at significant risk for long-term negative consequences. Complex trauma involves chronic child maltreatment, including psychological maltreatment, neglect, physical and sexual abuse and exposure to domestic violence. Children exposed to complex trauma are often left feeling unsafe and powerless. They are often diagnosed with several mental health conditions (e.g., Attention Deficit Disorder, Reactive Attachment Disorder and Bipolar Disorder) that unfortunately do not capture the full impact of early trauma exposure. These labels may lead to ineffective treatment planning if the role of trauma is not carefully considered.

Childhood trauma is not new to foster care. However, the growing scientific knowledge based about how trauma affects children is new. Trauma informed is a shift in practice for organizations that incorporate a deep understanding of how trauma impacts children's development into all aspects of its organizational culture, practices, and policies. The hallmark of a trauma-informed organization is one that seeks to create living environments and programs that focus on helping children feel safe and empowered.

CHILD DISPLACEMENT

Children can feel significant personal loss when separated from their families. They have lost the most important people in their lives – their parents, and possibly their sisters and brothers. They have lost their familiar pattern of living, their homes and the places that make up their own world. They are fearful of what is to come. They lose self-esteem, a sense of identity, and the ability to control the events around them.

The child's emotional development is interrupted and will show signs of grief including: shock, denial protest, bargaining, anger (acting out), depression, and regression of behaviors. Physical reactions to placement may also occur such as upper respiratory infection, stomachaches or headaches.

Children often feel abandoned, helpless, worthless and often responsible for the family's breakup. There will be a period of adjustment for children placed in your care. Understandably, there may be time of regression or struggles for the child during the course of the foster care placement.

Moving into a new family is frightening. The child's caseworker and the family members must try to allay the child's fears. The greatest initial fear for a child coming into a new family is that all ties to the past will be severed permanently. The child may worry that the birth family will not know where he/she is, that he/she will never again see members of past foster families, or that the new family will not allow contact with old friends.

When starting to work with these children, remember where they come from. They may never have had to do chores. Saying grace at the table may scare them. Some of these children are not well versed on hygiene and good personal habits. Manners may mean nothing to them.



TIPS FOR DEALING WITH SEPARATION FROM PARENTS

- Let the child grieve or mourn for his or her parents. At the time of being placed in foster care, a child may feel a great sense of loss regardless of the parents' past behavior or the circumstances that led to placement. Help the child move through the grieving process.
- Recognize that it is common for children to view foster care placement as a punishment for some real
 or imagined bad deed such as the breakup of their families. Listen to children when they express
 such thoughts and feelings.
- Allow children to share memories about their family. Let them openly express their feelings.
- Help the child feel safe and cared for.
- If you have questions or concerns, share them with the child's Guardian Ad Litem, CPS Caseworker or Therapist.
- Understand your own loss and grief issues.

BEHAVIOR

The first task of the foster parent is to expect the behavior that the child presents. That does not mean to accept behavior that is harmful to the child or to others or that is otherwise violent or destructive. The foster parent should keep in mind that the first need of the child is to feel safe. What is required is that foster parents carefully and clearly establish the limits of acceptable behavior, while reassuring the child that any behavior that jeopardizes the child's security and others is not acceptable. Such behavior must be controlled by the parents until the child has the ability to control it. But even in controlling the child's behavior, the parents must accept it as a part of the child. They must convey to the child, that limiting the behavior is not denigrating the child. The limits are necessary for the protection of the child or others, until such time when the behavior is altered into a less dangerous form or is no longer necessary.

CHILDREN WITH SPECIAL NEEDS

A child with special needs who enters foster care usually has difficulty trusting his/her caretaker and developing a positive self-image. Many of these children have placement in other homes, institutions or hospitals. For some children, the capacity to form trusting relationships has been severely damaged. Most perceive that their disability is the reason for their placement. Even more troubling is the child who knows that he/she has come into foster care because he/she has been disabled due to an abusive act by his/her parents.

Foster parents caring for a child with special needs must help him/her feel safe, well cared for, and valued. Most of these children may require medical attention. A thorough assessment of the child's physical condition is essential both for planning and for helping the new family understand and accept the child's unique needs and limits. Each disabling condition brings its own set of complications for the child and his/her own caretaker.

For example, a child with cerebral palsy usually requires assistance with routine daily tasks such as eating, personal hygiene, or mobility and should benefit from physical, occupational and speech therapy. In contrast, usually a child with Downs Syndrome can be trained to manage routine care taking tasks quite well but will require frequent medical attention as a result of one more congenital abnormality.

Whatever the nature of their particular condition, there are a number of concerns that are shared in common among children who have special needs. Most of these children must learn to cope with pain and to deal with some degree of incapacitation. It is important that the caretaker reflects back to the child how much he/she is valued and loved. Also, teach the child how much his/her own environment and feelings in order to help the child gain a growing sense of his/her own competence.



The Bureau will work closely with you to coordinate and/or continue services to adequately manage the special needs of your foster child. SOURCE: NATIONAL CENTER ON CHILD ABUSE AND NEGLECT

WELCOMING A CHILD INTO YOUR HOME

The most important first step of the process is to help the child feel SAFE! If a child feels safe, they will be much more likely to acclimate to their new environment and adjust to the changes more quickly. A child who comes into our home will need to adjust too many new things. At the same time, the foster family will need to make some adjustments and accommodations. Everything is new for all individuals, new parents, maybe new siblings, a new house, bedroom, foods, rules, new expectations, a new neighborhood, and possibly a new school. If a child feels SAFE, it will help make the other adjustments easier.

It is hard for children to leave their homes and find themselves in strange new surroundings. To deal with this, children may fantasize about the positive qualities of their own parents, their own home, and their neighborhood. They may not want to get involved in a foster family's routine and activities out of a sense of loyalty to their own family. Outbursts of anger, aggressive language or behavior may occur, such as cursing or slamming doors. Even if they show no emotion, many questions, fears and anxieties about the future may fill their thoughts and dreams. The child needs your understanding patience and support when settling into your home.

SUGGESTIONS FOR WELCOMING THE NEW FOSTER CHILD

Experienced foster parents and caseworkers have several suggestion for new foster families preparing to welcome children into their homes. Some of these suggestions include the following:

- Welcome the child with a family activity (e.g. board game, movie night, park, etc.).
- Be sure children have a place to keep personal possessions (dresser, night stand, space in a closet).
- Let children unpack in their own time. Offer to help or just let them know where to put their things whenever they are ready to unpack.
- Let children know if it is allowed and okay to put a picture of their mom, dad, brother, sisters, or previous foster families up in their bedroom and that you understand how important these people are to them.
- Be sensitive to their feelings. Ask permission before hugging or touching children. Some families have implemented the 3 H's asking children if they would prefer a Handshake, High five, or a Hug as their form of greeting.
- Do not try to change things like their hair, clothing, or anything that tells a child "You're not OK the way you are".
- Depending on the age of the child, foster parents should discuss with the child what foster care
 is and what they expect from you as a foster parent.
- Help them settle down to a regular routine as quickly as possible, but do not be disappointed if they do not respond right away.
- Provide opportunities for the child to talk to you, but do not pry into their past or criticize their parents.
- Do not make children answer if they choose not to respond. Give them time!
- Respect their right to privacy. Never talk about them when they are present or able to overhear
 you, unless it is appropriate to include them in the conversation. For example, "Ms. Santos,
 Andrew is doing so well in his new school".
- Help children develop a sense of pride and accomplishment by giving them tasks within their abilities. Let them know regularly how much you appreciate their help around the house.

- Catch them being good by noticing the little things. Reflect back to the child specifically what
 you see to celebrate their great choices. This will assist in growing self-esteem and encourage
 more successes.
- Things like bed wetting and soiling may be a reaction to being placed into foster care or the unfamiliarity/fear of a new environment. Shaming or punishing them will make the problem worse. Rather than using punishment, use positive techniques to help the child.

COMMON PROBLEMS AND NEEDS

One foster parent has said, "When we were first thinking about being foster parents, we thought of all the terrible problems that the child might have." These thoughts are understandable and may have occurred to you also. You may have thought about the possibility of your foster child having problems of delinquency, drug addiction, drinking, sexual promiscuity, pregnancy or any number of things that people worry about. There are of course, some children who do have one or more of these problems.

Most of the problems you are likely to run into will not be extremely serious but will nevertheless have to be handled. The fact that the child has been removed from his natural home and has been placed in a foster home indicates that something is wrong somewhere. If the child has been removed from his/her home because he or she has a problem that his family cannot cope with, it will be easy for you to spot the trouble areas.



However, a child is not always removed from his/her home because of his/her own behavior problems. Sometimes, the parents have been abusing, neglectful, or just unwilling or unable to care for them, and the child's problems will be subtler. In these cases, being able to recognize them and do something helpful will be more difficult. In any case, every foster child comes to the foster home with special needs and requires your help. SOURCE: A GUIDE FOR FOSTER PARENTS

DISCIPLINE

Most foster parents will be faced with the challenge of disciplining their foster child. Guam's Standards for Family Foster Homes cites the following: "Child training and discipline shall be carried out with kindness and understanding. No child shall be subjected to any form of punishment or action, which would endanger the child's physical or emotional well-being". Discipline must be constructive or educational in nature. No foster child may be kicked, bitten, punched, spanked, shaken, pinched, roughly handled or struck with an inanimate object by foster parents or any other adult living in the family foster home. Physical discipline is not allowed and can be very damaging to children.

As a member of the family, a foster child shall participate in home duties commensurate with the child's age, which do not interfere with school, health, and necessary recreation, and which are shared with any other children in the foster home."

Discipline is a positive way to teach children to master their actions. Through discipline you help children choose how they want to act and to accept consequences of what they do. You are also teaching small children to stay safe and to learn how to act in different settings.

Discipline does not require threats or force. It means learning that for every action there are either positive or negative results. Children learn in a number of ways. One of the most powerful ways is by watching important people around them. If children are hit at home by parents, they may learn that it's okay to hit.

To get your point across and to teach with good results, it is important to make sure that you communicate clearly what you want and that you do it in a way that helps children understand.

- The age of the child is important. Depending on their age, children may or may not be able to understand, learn or do certain things. It is important to learn as much as possible about children's ages and what to expect from them at different stages.
- Rewarding children's good behavior is helpful. It is sometimes tempting to focus on children's
 misbehavior, and yet it's important to point out not only what you want children to learn or change but
 also those things children do well and the things you like about them. Children will begin to feel good
 about themselves as a result of your positive regard for them.
- Children are unique, and what works with one child may not work with another. Recognize that children are individuals, and if one approach doesn't work, try another.
- If children repeatedly disobey, set clear consequences (rather than using threats) and be prepared to follow through. If punishment is to be effective, it must be done immediately, not delayed, especially with young children. If punishment does become necessary, restricting privileges for example, not allowing a child to watch television show or play a certain game- may be effective. A time-out, when children are asked to be alone and think about what had just happened and a better way to behave, can also be effective.
- NEVER threaten a child who misbehaves with removal from your home.

In working with foster children, it is very important to remember children's sensitivity to being rejected or abandoned. They may feel afraid that if they're bad you will send them away, hurt them, or worse, not like them anymore. It is best to set up situations in which you reward their positive behaviors and set clear consequences for misbehaviors.

If foster children are destructive of property, themselves, or others, you must stop them and immediately notify the caseworker. A professional must address behavior that is destructive to self or others as soon as possible. Disciplining foster children is not always easy. Some children find it difficult to cooperate and resent being told what to do, especially by someone who is not their "real" parent. Yet children also like to know the consequences of their actions, and sometimes they test parents just to see how far they can go. When the structure is clear and limits reliable, children feel safe. SOURCE: FOSTER PARENTING ABUSED CHILDREN / NATIONAL COMMITTEE TO PREVENT CHILD ABUSE

PERSONAL BELONGINGS

Items purchases or gifted to the foster child while in your home belong to the foster child and must accompany the child back to their home or to the new foster care placement. Such items include the following: clothing, passports, bicycles, guitars, radios, laptops and other electronic devises.

Sending all the child's belongings will help the child adjust back into their parents' home or to their new foster home. To send a child off with a paper bag or trash bag of ill-fitting clothes is stripping his/her dignity and worth.

SMOKING

No person may smoke in the foster home in circumstances which present a hazard to the health of a foster child, or in an enclosed area when the foster child is present. All foster parents should be aware of the potential hazards of smoking in the presence of children, particularly infants and children with respiratory or allergic sensitivity. It is illegal for children under the age of 18 to purchase, possess or use tobacco products.

HAIR CARE

Foster parents should not change the hairstyle of a child in foster care (long hair cut short, perms, color, straighten, etc.) without first checking with the CPS Case Worker to see if consent is required or cultural needs must be warranted. Changing a child's hair style without any discussion could affect his/her self-esteem and could also affect your relationship with the child and his/her parents.

PIERCING & TATTOOING

Foster parents should not allow a foster child to pierce their ears or other body parts, or get any part of the body tattooed, without first obtaining consent from the custodial agency.

THE LEGAL

PROCESS

OVERVIEW OF THE CIVIL CHILD PROTECTIVE COURT PROCESS

The Family Court within the Superior Court of Guam has exclusive jurisdiction in a child protective proceeding concerning any child on Guam who has been harmed or is subject to threatened harm.

A child protection proceeding is initiated by the filing of a document called a petition with the court. The petition contains the essential allegations (charges) of abuse or neglect that make up the complaint about a particular child's situation. The petition is filed at the initiative of a CPS Caseworker.

Preliminary Hearing - The first court appearance in a civil abuse or neglect case occurs at a preliminary hearing. The preliminary hearing usually takes place within 10 days after the petition has been filed or, if the child was removed under emergency circumstances, within 3 days after he/she was taken into custody. The purpose of this hearing is to determine whether the child should be temporarily placed outside his/her home pending the ultimate disposition of the case. If the child is already in emergency out-of-home care, this hearing is used to decide whether this temporary custody arrangement should be continued. The hearing is one point at which counsel are often appointed for indigent parents and some type of representation may be appointed for the child.

Answering —When a petition has been filed, the court will set an answering date to be held within 7 working days after the preliminary hearing. The hearing gives the parties the opportunity to admit or deny the allegations. If the parties admit to the allegations, in the petition, the court may issue such orders, which it deems to be in the best interest of the child. If the parties do not admit the allegations in the petition, the case shall be set for a fact-finding hearing within 30 days of the answering date.

Fact-Finding Hearing - The fact-finding hearing is the trial. This is the stage of the proceedings in which the court determines whether allegations of abuse or neglect concerning a child are sustained by the evidence and if so, are legally sufficient to support state intervention on behalf of the child. If the facts are insufficient, the court shall dismiss the petition and shall state the grounds for dismissal. If the judge determines that abuse or neglect has occurred, the trial will proceed to the disposition hearing.

Disposition Hearing – At this stage of the civil court process, the judge decides who will have custody and control over the child. The court may issue certain terms and conditions on placement or instructions to the parties that the court deems to be in the best interests of the child.

Progress Hearing – Progress hearings are the court proceedings which take place after disposition and in which the court comprehensively reviews the status of the case. Progress hearings make sure that cases progress and that children spend as short a time as possible in temporary placement. Regular progress hearings review long-term case goals, change any, which are no longer appropriate and determine the degree of progress that has been made towards reunifying the family. Federal law requires within 18 months from the child's placement into foster care, that a permanency planning hearing be held to determine the future status of each child in substitute placement.

Permanency Plan Hearing – A permanency plan hearing is designed to reach a decision concerning the permanent placement of a child. It may include whether the child is to be returned home, the custody of the child will be transferred to an individual or couple on a permanent basis, placed for adoption or continued in long-term foster care.

Termination of Parental Rights Hearing – For a child who cannot return home, termination of parental rights is generally sought in order to provide the child with a permanent home through adoption or guardianship. Termination eliminates parental rights to visit, communicate, and obtain information about the child. After termination, parents no longer are entitled to notice of future court proceedings concerning the child and effectively are denied further opportunity to regain custody.

SOURCE: IMPROVING COURT PRACTICE IN CHILD ABUSE AND NEGLECT CASES



OVERVIEW OF THE CRIMINAL COURT PROCESS

Guam law states that any person who mistreats a child cruelly is guilty of a crime. A person who commits child abuse is guilty of a misdemeanor. However, if it results in death or serious bodily injury, it is a felony of the third degree.

Arrest - Usually, the criminal case against a person engaging in child abuse begins with an arrest. An arrest involves taking a suspect into police custody for the purpose of charging that person with particular conduct that constitutes a crime. Upon being taken into custody, the accused person is booked (i.e. fingerprinted, photographed, informed of the charges and permitted to use the telephone).

Bail – Within a short time after having been taken into custody, the person makes a brief appearance before a judicial officer, where he/she is advised of the charges and of his/her rights. Bail is also set at this time. The suspect will be informed of the conditions that he/she must meet in order to be released from police custody until his/her case has been decided at trial. These conditions are imposed to ensure that the person will show up at the time of trial. As a condition of bail, if appropriate, the judge has the power to require that the defendant have no contact with the child in question in a maltreatment case.

Preliminary Hearings – Once the decision has been made to charge the defendant, he/she will usually have the right to a preliminary hearing. The purpose of a preliminary hearing is to have criminal charges reviewed by a judge, who will determine whether the suspect should be held for trial. Depending on the State, if the judge finds that there is enough evidence, the case will be bound over to the trial court or to the grand jury. Unless state law requires a grand jury indictment, the defendant will be formally charged and must then be arraigned (given the opportunity to plead guilty or not guilty). In some states, the prosecutor may elect to present the case directly to a grand jury hearing instead of a preliminary hearing.

Grand Jury Review – A grand jury will evaluate whether there is enough evidence to support felony charges at trial. The grand jury proceeding is conducted in private and only the prosecution presents evidence. Neither the defendant nor his/her counsel has the right to be present at such a proceeding. If the evidence is sufficient, the grand jury will issue an indictment (describing the charges and approving their prosecution) and the defendant will be arraigned. If the evidence is not sufficient the charges will be dismissed.

Discovery – This is the process of obtaining information from the opposing party and sometimes-other sources. During the discovery process in a criminal case, the defendant may have access to a CPS agency's records, if their contents may be useful to his/her defense.

Plea Bargaining —Once the prosecutor's office has decided to file criminal charges against an alleged child abuser, plea negotiations may begin. The prosecutor and the accused's attorney will discuss a possible settlement of the case without a trial. Avoiding a trial may be especially desirable when the victim is a child, because the child will experience anxiety while the trial is pending, and would very likely be required to testify and be cross-examined with the defendant present. Certain plea bargain options offer the defendant an incentive to seek rehabilitation to reform his/her behavior in other ways.

Trial – If no plea bargain is reached, the case will go to trial. Criminal trials are different from civil trials; the rules of evidence are applied strictly, and the prosecutor has a heavy burden of proof (i.e., the evidence must prove guilt beyond a reasonable doubt).

Sentencing of Convicted Offenders – There has been a trend toward enacting more severe criminal penalties for child abusers, depending on the nature of the offense committed, the age of the victim, the extent of injury and other factors that might warrant a harsher sentence.

Appeals – If the prosecution fails to prove the accused's guilt at trial, the defendant is acquitted. The prosecution may not appeal an acquittal because the U.S. constitution does not permit a defendant to be tried twice for the same crime. A defendant may appeal if he/she is convicted at trial

FOSTER PARENTS AS WITNESSES

In some instances, foster parents may be called as witnesses in a case involving the care of the foster child. Foster parents who care for and observe children on a daily basis are often in the best position to describe the present status of a child. Foster parents should be present both to make this information available to the Judge, and to give the Judge the opportunity to observe the foster parents.



VISITATIONS



OTHER ISSUES

MANAGING VISITATIONS

The importance of the parent-child visit has been recognized and protected by law. The object of parent-child visitations is to actively intervene to facilitate healthy interactions between the parent and child in an attempt to heal the wounds caused by placement, and lay the groundwork for building a more positive parent-child relationship.

Goals

The visit is important and serves specific purposes for the child, parent, foster parent or other substitute care provider, and the CPS Caseworker. The following table outlines the goals of visitation as it relates to the child, the parents, foster parents and CPS Caseworker:

Table 5-1 Goals of Visitation

CHILD	PARENTS	FOSTER PARENTS	WORKER
 To reassure the child that he is loved and lovable. 	 To reassure the parent that his child is being cared for. 	 To keep in touch with changes in the family situation as they pertain to the 	 To develop a more effective working relationship with the parents by actively
 To reassure the child that his parents are okay or to confirm the existence of the 	 To reassert the parent's commitment to the relationship with his child. 	permanency plan for the child in order to effectively support that plan.	affirming their right and desire to be good parents to their child.
 To receive permission from the natural parents to be happy where he is 	To reassure the parent that the child has not forgotten him and that they're still a meaningful part of the child's world.	 To better understand the child's relationship with the natural parents in order to better understand the child. 	 To provide direct, therapeutic input into the parent-child relationship. To obtain data upon which to base
until it is possible to return home	 To maintain a sense of continuity regarding the growth and development of the child. 	To provide support to the child in his struggle to understand his situation and to help the child cope	decisions regarding selection and implementation of the permanency goal
	 To assist the parent in developing an increased level of competence in parenting his child 		

Planning and Preparation of the Visit

Without doubt, planning and preparation for visitation is one of the most important elements of child welfare intervention. The interaction between worker and parent, worker and child, and worker and foster parent regarding this issue sets the tone for the overall management of work with the family. The same care goes into this planning process whether or not the visits will be supervised.

Supervised Visitations

The Family court may enter an order regarding visitations. A supervised visitation is one in which a third party monitors the visit to ensure that the visit is safe and pleasant. Supervised visitations between a child victim and the alleged parent perpetrator is carried out in a manner that prevent the child from being further abused sexually, physically or emotionally.

Unsupervised Visitations

Unsupervised visitations allow parent-child visits to occur without a third party monitoring the visitation.

Rules of Conduct for Visits

Some suggested rules of conduct for all visits are:

- If the parent is unable to keep the visit, cancellation must occur at least 24 hours before the scheduled starting time, except in cases of emergency.
- If the child is unable to keep the visit, the worker must agree to inform the parent at least 24 hours before the scheduled starting time or as soon as possible. The parent must provide a way for the worker to make this contact.



- If a visit must be cancelled, the worker and parent should develop an understanding regarding rescheduling.
- Starting and ending times will be the same regardless of whether or not the parent is late.
- If the parent comes to the visit with any indication of drug or alcohol intoxication the visit will not occur.
- Under no circumstances will the parent hit or threaten his child, or leave the child unsupervised.
- The parent will not criticize the foster parents in the presence of the child. All concerns raised during the visit regarding the care of the child should be addressed to the caseworker.

The parent will follow the agreed-upon plan for the visit.

Generally speaking, the child leaves the visit needing time to be quiet and allowed to think, and often go to sleep. An appropriate response from the person who is transporting the child, or from the foster parent if the visit occurs in the foster home, is to say "Hi" and drive in silence or otherwise allow the child to be quiet.

This is NOT the time to ask the child about the visit. Children generally experience questions about the visit at this time as an intrusion and may look for ways to avoid the cross-examination. For example, the child may say, "I feel sick," etc. A sensitive response on the part of the adult is to allow the child to be quiet and indicate when he is ready to talk.

ROLE OF NATURAL PARENTS

Birth Family

Every child comes to placement with a family already attached. The focal point of the network in support of the child is that family. A child comes into care because his/her family is not able to protect the child and meet his/her needs; however, the family still remains a critical element in the network of services.

The specific role that each family will play depends on the permanency goal for the child. The goal and the particular needs of the child shape the selection of the child care resource most suitable for the child, thus making a difference in how the family fits into the network. If a child is placed in a foster home, and the goal is eventual return to the birth parents, frequent and spontaneous visits by the parents can be critical. If the child is placed in a treatment institution, visits are arranged to suit the therapeutic plan and the policies of the institution. If the child is in adoption, contact with the birth family may be negotiated as a part of the development of the extended kinship network.



Dealing with Natural Parents

Many foster parents find it hard to know what to do about their foster child's natural parents. As a foster parent, it is likely that you will have occasion to talk to your foster child about them. You may even meet them in person when they come for their child during arranged visits. So, what do you do about natural parents?

The first thing to do is to recognize your own feelings about the natural parents. Not every foster situation is the same, so it may be hard to anticipate just how you will feel about your particular foster child's natural parents. This is understandable when a child comes into your home who has been abused or neglected or hurt emotionally. You may feel that the natural parents should not be allowed to have the child —or even to see him-because of the harm they may cause. Perhaps you may resent the fact that these parents are allowed to visit the child. Still it is very important not to undermine the natural parents because of your feelings.

Remember that the goal is to get the child back home as soon as possible. If you cannot come to grips with your negative feelings about natural parents, ask your caseworker and other foster parents for help.

Where Do the Natural Parents Fit In?

At times foster parents get discouraged when, no matter how a good job they may have done in caring for the children they take into their homes, the natural parents seem to upset the child and ruin all the work in one, short visit. Being a foster parent is not easy. It requires much more than just being a parent to the child Actually, the foster parent has to juggle three tasks simultaneously. The first task is to be the best possible parent to the child. The second is to cooperate as best as they can with the agency and the caseworkers. And the third task is, very often, to do all this while maintaining a working relationship with the child's natural parents. It is understandable that some foster parents wish that they could be relieved of this third task.





Rights of Natural Parents

The rights parents retain after a court order of temporary custody or guardianship with right to place the child are called residual rights. These rights include:

- The right and duty to support the child
- The right to reasonable visitation
- The right to consent to the child's adoption
- The right to determine the child's religious affiliation
- The right to information regarding the child, including the right to know where the child is placed
- The right to participate in decision making regarding the child
- The right to correct conditions which led to the child's placement and regain custody of the child

It is important that foster parents understand that these rights are granted parents by law and must be honored and respected both by CPS Caseworkers and foster parents, unless a Judge terminates these rights.

CONFIDENTIALITY

The Department views foster parents as service providers and team members in working with children and their families. Department staff share sensitive, personal information regarding the child, his/her history, reason for coming into care, and progress of the family with foster parents. It is important that foster parents recognize that, as members of the Department's foster care team, they are equally bound by the rule of confidentiality.

ALL INFORMATION YOU RECEIVE ABOUT YOUR FOSTER CHILD AND HIS/HER FAMILY IS CONFIDENTIAL.

This includes both oral and written information. The CPS Caseworker can help you determine whether it is appropriate to share information in specific situations. In every case, the foster parent shall refrain from discussing the child's situation with extended family, friends, neighbors, and other acquaintances.

A second issue related to confidentiality is the question of access to personal information. Department clients have access to all information about them contained in Department records—with the exception of identifying information concerning reporters of suspected child abuse and neglect, collaterals, and information given to the Department under a promise of confidentiality.



Permission must be obtained from the foster child's CPS Caseworker before a child can be identified in newspaper articles, photographs for the press, or TV and radio programs. If a story is done that would recognize the child as a "foster child", permission must be granted by the legal custodian.

Information available to families of children in substitute care includes the name and address of the child's placement, unless the worker and supervisor have reason to believe:

- The child, foster parent, or other substitute care provider would be in danger of being harmed if the information were known; or
- There is reason to believe the parent might flee the jurisdiction of the Family Court with the child.

Documentation of the reason for withholding the information must be included in the child's case record.

Child Abuse/Neglect Investigations in Foster Homes

The Department recognizes foster parents as one of its most valuable resources in the provision of child protection and child welfare services. From time to time, however, children who reside in foster homes are alleged to have been abused or neglected in the foster home itself. This creates a delicate situation since the Department is aware of the vulnerability of foster parents to allegations of this nature. There are also Department wards, who, frequently coming from abusive situations, may use the reporting system incorrectly.

Whenever an allegation of child abuse or neglect is made, the Department is required to investigate the report. The Department requests the cooperation of foster parents in conducting a fair, complete and impartial investigation of a child abuse and neglect report.

If a report of child abuse or neglect against a foster parent is indicated (i.e., the investigator finds "credible evidence" that the alleged abuse occurred) the foster parent has the following rights:

- The right to receive information contained in Department records concerning the investigation.
- The right to be represented by an Attorney.
- The right to file an appeal (i.e. to disagree with the finding and request a record review and/or hearing.
- The right to have a foster parent advocate in attendance.

LICENSING/MONITORING INVESTIGATIONS

Another kind of complaint the Department may receive is a complaint alleging that a former family home may be in violation of the licensing standards for foster family homes. The Department must investigate all complaints that allege violation of licensing standards.



During the licensing investigation, a personal, unannounced visit by a licensing representative is made to the foster home. The licensing representative will interview the foster parents and others who may be involved in the complaint, or have relevant information. Refusal to admit a licensing representative into the foster home is basis for revocation of the license.

If the Department intends to revoke or refuse to renew your license, you have the following rights:

- To request a statement of charges which specifies all finding regarding standards that have been violated;
- To request a hearing; and
- To be represented by an attorney at the hearing

WHEN CHILDREN ARE LEAVING

CAN I ADOPT THE FOSTER CHILD?

The decision to select adoption as the permanency goal for the child occurs when the biological parents rights to the child have been terminated either by the parents' voluntarily surrender of their rights or by involuntary termination of parental rights by the Family Court.

If given the opportunity, many foster families were willing to adopt their foster children, especially if financial assistance was available to cover expenses involved in the adoption and rearing process.

Most adopted special needs children are adopted by their foster parents. Often, the birth parents voluntarily release the child because they have come to know and trust the foster parents through visits, and the birth parents want the foster parents to adopt the child.



SEPARATION FROM FOSTER PARENT

The contribution you make to the foster child will be with him/her for a lifetime, his/her stay in your home is temporary. As your family learns to adjust to the frequent changes in members, which are a part of fostering children, you will experience feelings of separation and loss.



The feelings of grief the foster child experiences upon removal of his/her own home are experienced by both foster child and foster family when he/she leave the foster home. If these feelings go unadvised by the foster family, they will compound with each succeeding loss. The foster family may then experience chronic grief. In order for a foster family to work through these feelings, the family must:

- Acknowledge their feelings
- Talk with other family members
- Develop a foster family life history
- Say "goodbye" in a way that is affirming for both foster family and foster child

HELPING THE FOSTER CHILD & FOSTER FAMILY SAY GOODBYE & LET GO

- Discuss with all family members the decision that the child should move. Explain what has occurred
 within the child's family or other circumstances which make the move desirable or necessary
- Be sensitive to the feelings of each family member, especially the foster child, regarding the move.
- Give permission for the child and other family members to express his/ her feelings. It is likely
 everyone involved is experiencing feelings of ambivalence and competing loyalties.
- Update both the child's scrapbook and the foster family's, to include pictures, names, significant events etc. which occurred while the child was in the foster home.
- Review with the child and other family members the positive experiences you have enjoyed during the placement, and help the child identify ways to repeat positive experiences in the future.
- Answer questions the child may ask regarding what will happen when he/she leaves the foster home.
 Obtain as much information as possible to address the child's questions.
- It is important that the child has a sense that his foster parents support the plan to return home and that he has your permission, to be successful in his next home.
- As the day for the move approaches, help the child pack his/her belongings, inform the school, etc.
- The goal of the placement was to help the child eventually to return home. Allow yourself to acknowledge and experience the positive feelings of that accomplishment.



CONCLUSION

This manual has presented information about behavior that my help foster parents in their efforts to help foster children grow. Few successes in life come easily and without effort. Helping the development of a foster child is a major achievement and a source of pride. It should provide a feeling of self-fulfillment.

This manual has emphasized the problems in foster care. Perhaps you have learned a few things that will help you convert problems to non-problems. Whether your successes with foster children come easily or with great effort, your work as a foster parent is one of the important jobs in the community and can be a great source of personal satisfaction to you.

Being a foster parent certainly has a lot of drawbacks. But if you want to know that your life really counts for something, then help a child mold his/her world and help create responsible future citizens.

FOSTER PARENTING IS THE GIFT YOU CAN GIVE TO CHILDREN IN NEED

"A hundred years froom now it will not matter what your bank account was, or the kind of car you drove....but the world may be difference because you were important in the life of a chid." -Kathy Davis

COMMUNITY

RESOURCES

AGENCY		ADDRESS	FAX NO.	PHONE
				NO.
Association of Individual, Marriage & Family Therapists (AIMFT)			4725450	475-3101
Client Services & Family Counseling Division	Provides parenting classes; individual, family & group counseling; psychiatric & psychological evaluation to court referred clients.	Superior Court of Guam 120 West O'Brien Drive, Hagatna 96910	472-5450	475-3101 475-3383
Big Brothers Big Sisters of Guam	Helps children reach their potential through professionally supported mentoring relationships.	180 South Route 4 Chalan Pago 96910	472-2228	472-2227
Boy Scouts of America Chamorro District	Offers character, citizenship & personal fitness training for male youth in the 1st grade through 20 years of age.		649-0646	649-0639
4-H Youth Development	Assists youth from 6-19 years in acquiring knowledge, developing skills & forming attitudes that will enable them to become self-directed, productive & contributing members of society.		734-4448	735-2040 735-204/-6
Guam Girl Scouts	Encourages girls, ages 5 to 17 years, to develop their potential Activities deal with sports, leadership development, service, career planning, social issues, environmental protection & related areas.			646-5652
Island Girl Power	Provides positive alternatives for young ladies, empowering, encouraging & inspiring them to be confident in their efforts to succeed, which ultimately discourages teen pregnancy, suicide, substance & sexual abuse.	148 Catalina Court Dededo	473-3004	473-3003 688-4752

Catholic Social Services (CSS)	Serves the elderly, abused, homeless & individuals with disabilities through various programs.	234A Army Juan C. Fejeran Street Barrigada 96913	635-1444	635-1441/2
Alee Family Violence Shelter	Provides emergency shelter & basic needs to adult females with/out children, who are victims/survivors of spousal or domestic violence, rape & stalking, or sexual assault in a confidential, safe & comfortable environment. The shelter operates 24 hours 7 days a week.	Catholic Social Services (CSS)		648-4673
Guma San Jose Homeless Shelter	Provides emergency shelter & support services for individuals & families for no more than 60 days.	117 Catalina Circle Dededo	635-1444	635-1441/2
Chief Hurao Academy	Implements the teaching of Chamoru with an immersion approach in the community through after school, summer camp & adult evening programs; corporate adult classes; create immersion books, CDs & DVDs. Also provides translation services both written & oral.	Chamorro Village Hagatna		472-5858
Department of Integrated Services for Individuals with Disabilities (DISID)	Provides integrated services for individuals with disabilities & their families, including a maximum of 16 hours of respite care a month.	DNA Building, Suite 702 238 Archbishop Flores St Hagatna 96910	477-2892	475-4624 475-4646 477-9183 (TTD/TTY)
Department of Labor	Provides job seekers & employers access to a convenient, reliable, up to date & broad range of coordinated employment, training & educational services, program information, & resources through a full service American Job Center.	GCIC Building, Suite 400 Hagatna 96910	475-7045	475-7044/36
Autism Community Together (ACT)	A support group for families of children with autism.			687-1284 483-0324
Down Syndrome Association of Guam (DSAG)	A support group for families of children with down syndrome.			472-6114

Department of Public Health & Social Services, Director's Office	Provides leadership & direction in diverse areas of environmental health, consumer protection, communicable disease control, vital statistics, Medicaid, MIP, foods stamps, public assistance, foster care & elderly programs.	123 Chalan Kareta Mangilao 96913	473-5910	735-7102
Bureau of Social Services Administration	Maintains an updated list of all licensed child care facilities. Responsible for licensing & monitoring of childcare facilities excluding facilities on military bases. Administers various child welfare programs: CPS, Adoption, Foster Care & Family Preservation.	DPHSS, 194 Hernan Cortez Avenue, Suite 309 Hagatna 96910	477-0500	475-2653 475-2672
Child Protective Services (CPS)	Receives & investigates reports of child abuse & neglect. Provides crisis intervention, removal & placement, initiation of court intervention & case management services.	DHSS, 194 Hernan Cortez Avenue, Suite 309 Hagatna 96910	477-0500	475-2653 475-2672
CDC/STD/HIV	Provides counseling, education, testing & treatment for HIV & Sexually Transmitted Diseases (STD)	DPHSS, 123 Chalan Kareta Mangilao 96913		
Child Care & Development Fund (CCDF) Program	Provides assistance with child care expenses so families can work, attend school or a training program.	DPHSS Castle Mall Mangilao 96913	473-7165	735-7256 735-7350
Children with Special Health Care Needs (CSHCN)	Provides services to children who have or are at increased risk for a chronic physical, developmental, behavioral or emotional condition & who require health & related services of a type or amount beyond that generally required by children.	DPHSS Medical Social Services 123 Chalan Kareta Mangilao 96913		735-7351/6
DPHSS Community Health Centers (CHC)	Provides comprehensive primary medical care to all ages by appointment or walk-in, regardless of ability to pay. Services include: child health, well child services, vision, hearing, immunizations, fluoride varnish, prenatal care, family planning, pregnancy tests, cancer & STD screening.	Northern Region CHC Southern Region CHC Central Region CHC	635-7493 828-7504 734-5910	637-0440 828-7604 735-7102

DPHSS Dental Clinic	Provides emergency treatment for patients 16 years of age and below that meet income guidelines & senior citizens 55 and above/	DPHSS, 123 Chalan Kareta Mangilao 96913	735-7155	735-7364
DPHSS Immunization Program	Provides immunizations for childhood preventable diseases for al children birth – 18 years,	DPHSS Castle Building Mangilao	734-1475	735-7143
Karinu	Addresses the whole health of young children from birth through 5 years of age. Provides free services for young children & their families that are family driven & child centered. Wrap around services & clinical services using play intervention.	DPHSS 123 Chalan Kareta Mangilao 96913	478-5415	478-5400 478-5410
Medicaid Program	Provides medical care for persons receiving welfare benefits including low income individuals & families who meet the Medical Categorically Needy expansion income & resource guidelines, EPSDT also provided by Medicaid.	DPHSS, 123 Chalan Kareta Mangilao 96913	735-7092	735-7274
Medically Indigent Program (MIP)	Provides medical assistance to low income families.	DPHSS, 123 Chalan Kareta Mangilao 96913		735-7245 635-7411
Medical Social Services	Provides services to patients & families who are experiencing social, emotional, psychological or financial problems related to illness, disabling condition, disability, and its incapacitating effects or high risk pregnancy including counseling, medical consultation referral & crisis intervention.	DPHSS, 123 Chalan Kareta Mangilao 96913	735-7103	735-7351 735-7168 735-7356
Project Bisita I'Familia	Provides home visiting services to support women during pregnancy & after birth. Supports include positive parenting skills such as child development, health & safety.	DPHSS 96913	735-7097	735-7104 635-7408
Public Assistance Programs	Facilitates Temporary Assistance To Needy Families; Aid to the Permanently & Totally Disabled Persons; Aid to the Blind, Old Age Assistance; General Assistance & Supplemental Nutrition Assistance Programs.	DPHSS SNAP Mangilao 96913	735-7439	735-7245

Women Infant Children (WIC)	Supplemental nutrition & education	DPHSS Tiyan Office	477-7945	475-0295
Program	programs for women wo are pregnant, breast feeding or post-partum & infants and children up to age 5.		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	475-0296
Department of Youth Affairs (DYA)	Provides programs & services geared toward promoting youth leadership skills, your development, rehabilitation, & community involvement. Includes correctional facilities, counseling, juvenile diversion, school-based programs & youth resource centers.	169 San Isidro Street Mangilao 96913	734-7536	735-5010
Erica's House	A family visitation center that provides supervised & unsupervised visits & serves as a drop off & pick-up center.	122 Torre Lane Toto 96910	642-4021	642-4020/2
Foster Families Association	A non-profit organization established in 1999 that provides unmet support to licensed foster families on Guam. Raises funds to support projects approved by the membership. Lends support in time of crisis both emotional & financial.			688-4765 Jenei Aguon
Gentle Refuge Crisis Pregnancy Center				477-1742
Guam Coalition Against Sexual Assault & Family Violence	A non-profit organization that works to address sexual assault & family violence; provides education, outreach, & training regarding sexual assault & family violence; identifies gaps in services to victims of sexual assault & family violence.	Ada Plaza Center Building B, 206B-207B Hagatna	479-7233	479-2277
Guam Legal Services Corporation Disability Law Center	Provides legal services to indigent personas & persons with disabilities in family law, domestic violence, disability rights, public benefits, consumer & civil rights, & protection, advocacy & client assistance programs.	113 Bradley Place Hagatna 96910	477-1320	477-9811/2
Division of Vocational Rehabilitation (DVR)	Provides employment services for persons with disabilities who are eligible for vocational services as well as services to family members of disabled persons.	DNA Building, 6th Floor 238 Archbishop Flores Street Hagatna 96910	475-4661	475-5735/8 477-8642 TTY

Guam Behavioral Health & Wellness Center (GBHWC)		790 Governor Carlos G. Camacho Road Tamuning	647-0250	647-5440
Children/Adolescent Nursing Services Inpatient Unit	Provides short term care for persons with mental health concerns.	790 Governor Carlos G. Camacho Road Tamuning 96913	647-0250	647-8890 647-8844
Child & Adolescent Svcs Division	Addresses a broad spectrum of mental disorders which affect youth. Services include care coordination/case mgmt.; individual, family, group & play counseling/therapy; outreach crisis services; in-home intervention; respite care; therapeutic day treatment; family resource center & inpatient unit.	GBHWC J&G Commercial Center Bldg. F, Chalan Santo Papa Hagatna	477-5330	477-5338/9 477-8847/9
I'Famagu'on-ta	Provides services for children 5-17 years (up to 21 if still in school) with emotional, behavioral & mental health challenges & their families. Incorporates the System of Care core values & guiding principles in its wraparound approach & service delivery.	GBHWC J&G Commercial Center Bldg. F, Chalan Santo Papa Hagatna	477-5330	477-8847/9 477-5338/9
Healing Hearts Rape Crisis Hotline	Provides 24 hours crisis intervention services & referrals for all victims of sexual assault. Provides examinations in a safe & healing environment & facilitated by a trained nurse.	Tamuning	647-0250	647-8833/4
New Beginnings	A residential rehabilitation treatment program for elients dependent on alcohol or other drugs. Its purpose is to assist these clients identify, understand & change the destructive patterns of chemical addiction.	GBHWC Hagatna	477-7782	475-5438 475-5440
PEACE Office	Proposes to implement evidence based alcohol, tobacco & other drug prevention programs for the island of Guam.	GBHWC J&G Commercial Center Chalan Santo Papa Ste. 205, Building F, Hagatna		
				= 721

Guam Department of Education		500 Mariner Avenue, Building E Barrigada 96913		300-1547
Audiological Services	Ensures that all students with permanent or temporary hearing impairment are identified provided with comprehensive audiological services, medical referrals & counseling services for families & related professionals.	Surrigued 7/712	300-2254	300-2254
Emotionally Disabled Program	Provides evaluation, specialized instruction & counseling for all students requiring services due to their emotional disabilities.	DOE, Division of Special Education 500 Mariner Ave, Bldg. E Barrigada 96913		300-2274
Guam Early Intervention System (GEIS)	Provides diagnostic services, family support & intervention services for children birth to 36 months of age who have or are at risk of having developmental delays and disabilities.	DOE, Division of Special Education 500 Mariner Ave, Bldg. E Barrigada 96913		300-5776 300-5816
Guam Head Start Program	A comprehensive child development program for 3-5 year old children of income eligible families & children with special needs.	DOE 500 Mariner Ave, Bldg. E Barrigada 96913	477-1535	475-0484 300-1603/4
Early Childhood Special Education (ECSE) Preschool Program		DOE Division of Special Education 500 Mariner Ave, Bldg. E Barrigada 96913		300-1329
Division of Special Education	Provides free, appropriate public education to all students with disabilities, age birth – 21 years. Services include speech/language, occupational & physical therapy, hearing, vision, audiological, leisure, educational services, services for emotionally disabled, academic, visual & performing arts programs for the Gifted & Talented.	DOE, Division of Special Education 500 Mariner Ave. Bldg. E Barrigada 96913		300-1322
DOE Transportation Services	Provides safe, efficient transportation for students with disabilities to & from school & other sites when the student's unique needs require this accommodation.	DOE, Division of Special Education 500 Mariner Ave, Bldg. E Barrigada		300-2292

Federated States of Micronesia Consulate		1755 Army Drive Harmon	649-6320	646-9154
Guam Housing & Urban Renewal Authority (GHURA)	Administers housing assistance for low to moderate income families under Public Housing, section 8 Housing Choice Voucher Program & the Guma Trankilidate (elderly) as well as the Community Planning & Development Program designed to meet community developmental projects.	117 Bien Venida Avenue Sinajana 96910	300-7565	477-1330 477-9851
Guam CEDDERS		University of Guam Dean Circle, Mangilao	735-5709	735-2481 734-6531
Guam System for Assistive Technology (GSAT)		University of Guam CEDDERS Mangilao	734-8378	735-2490
Guam Police Department	Serves the community by protecting life & property, enforcing laws, preventing crime & maintaining order for all citizens.	Switchboard for ALL police Stations		472-8911 472-8912
Harvest House	Ministry for foster children & their families that provides for their physical needs, spiritual encouragement & emotional support.	170C Machaute Street Barrigada 96913		489-4737
Ina'Fa Maolek	Provides conflict resolution & education services	227 West O'Brien Drive Hagatna	475-1974	475-1977
Latte Treatment Center	Specializes in providing treatment services for children & youth with severe behavioral & emotional problems that may pose a danger to themselves or others.	Tamuning		646-5018/23
Lighthouse Recovery Center	Provides a drug-free transitional shelter for homeless men wanting to work on their recovery from drugs & alcohol in a supportive environment. Helps clients overcome their addictive behavior & trains them in life skills that will lead to drug-free responsible living.	Salvation Army Barrigada	477-4649	477-7671/3

Mayor's Council of Guam		Hagatna	477-8777	472-6940 477-8461
Oasis Empowerment Center	Offers residential counseling & support services for women with life-controlling problems such as addiction co-dependency, & the wounds of abuse and homelessness. Offer to men but only outpatients.	Elim Pacific Ministries 556 Marine Corps Drive Hagatna	646-5601	646-4601
Office of the Attorney General Family Division		ITC Building 590 South Marine Corps Drive, Suite 901 Tamuning 96913	475-3343	475-3406
Office of The Public Guardian	Receives referrals concerning persons who may be in need of guardianship. Serves as guardian of persons who by reason of age, disease or disability are unable to properly care for self or property & whom no alternate guardian can be identified. Offers guidance to avoid the need for appointment of a guardian.	Supreme Court of Guam 110 West O'Brien Drive Hagatna	472-0381	475-3173
Parents Empowering Parents of Children with Disabilities, Inc. (PEP)	A parent advocacy group providing training, advocacy & support for families in the disability arena.			929-4157
Salvation Army Family Service Center	Provides emergency food, clothing & furniture services. Includes rent & utility assistance, disaster assistance & substance abuse services.	Tiyan	477-3505	477-3528 477-3529
Sanctuary Inc.	A non-profit community based organization that exists to improve the quality of life for Guam's youth to promote reconciliation during times of family conflicts. Provides 24 hour accessibility to youth ages 12-18 who are experiencing family problems/conflicts. Includes counseling, referrals, temporary emergency shelter, aftercare, individual/group family counseling.	406 Mai Road Chalan Pago	477-3117	475-7101 475-7100 (Crisis)

Social Security Administration		Barrigada	635-4200	635-4433
Sylvan Learning Center	Provides tutoring & supplemental education services to students of all ages and skill levels.	Hagatna		477-0700
U.S. Citizenship & Immigration Services			472-7275	472-0856
Victims Advocates Reaching Out (VARO)	Services by trained volunteers who respond to victims of violent crimes & their families by providing crisis intervention, information, follow-up referral.		477-8276	477-5552
Victims Services Center	Assists victims of crime by providing information/referral, emotional support, court accompaniment, assistance in filing claims & transportation for victims if necessary to court or appointments related to their case.	Office of the Attorney General Prosecution Division, ITC Building Tamuning	477-3390	475-2587
West Care Pacific Islands (WCPI)	A non-profit organization providing behavioral & mental health services to the most vulnerable populations. WCPI offers targeted services for Veterans, persons with mental illness, the homeless, youths at risk & clients afflicted with HIV/AIDS.	Reflection Building Hagatna	472-0217	472-0218/9
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Diagnostic Laboratory Services			2-2-2	646-5770
American Medical Center American Pediatric Clinic		1244 North Marine Corps Drive Upper Tumon	647-2720	647-2722
Pediatric & Adolescents Clinic			647-7336	647-7337 647-8336
Primary Pediatric Care		172 Buena Vista Avenue Dededo		637-9661 646-2185
Seventh Day Adventist Clinic		388 Ypao Road Tamuning 96913		646-8681
Guam Hearing Doctors		Dr. Renee Koffend		989-8378
Guam Memorial Hospital	Provides 24 hour emergency medical services, customary acute care services & certain specialty services.	850 Governor Carlos G. Camacho Road Oka, Tamuning 96913	648-6791	647-2552/6
Guam Regional Medical Center	Provides wellness, cardiology, medical oncology, endocrinology, pulmonology, neurology & other medical & surgical subspecialties.	133 Route 3 Dededo 96912	649-4765	645-5500
U.S. Naval Hospital		Agana Heights	344-3402	344-9340
Educational & Developmental Intervention Services (EDIS)	Provides the military community with special education, speech/language therapy, developmental screening, playbased therapy, training for children birth to 36 months who may have a developmental delay, disability, or medical condition which may affect their development.	U.S. Naval Hospital Agana Heights	344-9322	344-9027

Functional Chart for BOSSA

Department of Public Health & Social Services

Division of Public Welfare Chief Human Services Administrator APPENDIX A

Bureau of Social Services Administration
Human Services Administrator:
Administers the various child welfare programs; Title XX,
Consolidation of Grants; and the Foster Care program.
The bureau's mission is to provide quality protective services to
children and strengthen their families.

Child Protective Services Section

Family Services Section

Home Evaluation & Placement Services Section

Program Management Section

Administrative Support Section

*Receives, responds & investigates reports of child abuse & Neglect; *Provides protective services to prevent further abuse; *Coordinates & collaborates with other service providers; *Monitors case progress; *Provides supportive counseling & other services; *Attends court hearings; *Participates in case reviews & treatment team meetings; *Develop.

monitor & update service

*Prepares permanency

plan agreements:

plans *On-Call 24/7

*Family Preservation provides intensive. short-term crisis intervention & support services to families under CPS: *Minimizes unnecessary separation of children from their families; *Assist families preparing to reunify; *Strengthen family skills; *Conduct community education & outreach in child abuse & neglect prevention; *24/7 response

Conducts individual & family assessments for: 1. Adoption cases 2. Child custody cases

- 3. Foster care placement
- 4. Termination of parental rights
- 5. Guardianship
- 6. Other Placements Licensing of all:
- 1. Child Care Centers
- 2. Group Homes
- 3. Family Foster Homes

*Prepares federal & local grants; *Develops policies & procedures; *Monitors & evaluates programs; *Coordinates staff training & development; *Conduct fiscal management & grant writing; *Manage services contracts; *Analyze federal & local legislation and its impact on child & family welfare programs

*Maintains case & administrative files; *Procures supplies & materials; *Manages personnel matters; *Provides administrative & clerical support; *Maintains the Bureau's local & federal accounts

GUAM'S CHILD PROTECTIVE ACT PUBLIC LAW 20-209 OVERVIEW

- 1. Persons Required to Report Suspected Child Abuse or Neglect § 88201/§ 88202
- 2. Reporting Responsibilities § 88203
- 3. Immunity from Liability § 88206
- 4. Penalty for Failure to Report § 88207
- 5. Confidentiality § 88210

Persons Required to Report Suspected Abuse and Neglect § 88201/§ 88202 Excerpts

§ 88201

- Any person who, in the course of his or her employment, occupation or practice of his or her profession, comes into contact with children shall report when he or she has reasons to suspect on the basis of his medical, professional or other training and experience that a child is an abused or neglected child.
- Persons required to report suspected child abuse under subsection (a) include but are not limited to any licensed physician, medical examiner, dentist, osteopath, optometrist, chiropractor, podiatrist, intern, registered nurse, licensed practical nurse, hospital personnel engaged in the admission, examination, care or treatment of persons, Christian Science practitioner, school administrator, school teacher, school nurses, school counselor, social services worker, day care center worker or any other child care or foster care worker, mental health professional, peace officer or law enforcement official.
- Any commercial film and photographic print processor who has knowledge of or observes, within the scope of his or her professional capacity or employment, any film, photograph, video tape, negative or slide depicting a child under the age of 18 engaged in an act of sexual conduct shall report such instance of suspected child abuse.

§ 88202

Any person permitted to report. In addition to those persons and officials required to report suspected child abuse or neglect, any person may make such report if that person has reasonable cause to suspect that a child is an abused or neglected child.

Reporting Responsibilities § 88203 Excerpt

§ 88203

- Reporting procedures. Reports of suspected child abuse or neglect from persons required to report under § 88201 shall be made immediately by telephone and followed up in writing within 48 hours after the oral report. Oral reports shall be made to Child Protective Services or the Guam Police Department.
- Cross reporting among agencies.
 - Child Protective Services shall immediately or as soon as practically possible report by telephone to the Guam Police Department and to the Attorney General's Office every known or suspected instance of child abuse as defined in § 88101.

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- The Guam Police Department shall immediately or as soon as practically possible report by telephone to the child Protective Services and to the Attorney General's Office every known or suspected instance of child abuse reported to it.
- Child Protective Services and the Guam Police Department shall immediately, or as soon as practically possible, report by telephone to the appropriate Department of Defense Family Advocacy Program every known or suspected instance of child abuse reported to them when such report involves active duty military personnel or their dependents.
- Contents of report. Reports of child abuse or neglect should contain the following information:
 - Every report of a known or suspected instance of child abuse should include the name of the person making the report, the name, age and sex of the child, the present location of the child, the nature and extent of injury, and any other information, including information that led that person to suspect child abuse, that may be requested by the child protective agency receiving the report. Persons who report pursuant to § 88202 shall be required to reveal their names;
 - Other information relevant to the incident of child abuse may also be given to an investigator from a child protective agency who is investigating the known or suspected case of child abuse;
 - The name of the person or persons responsible for causing the suspected abuse or neglect;
 - o Family composition;
 - The actions taken by the reporting source, including the taking of photographs and x-rays, removal or keeping of the child or notification of the medical examiner; and
 - Any other information which the child protective agency may, by regulation, require.
- * Reporting forms. The reporting forms developed pursuant to § 88204 shall be made available to all persons required to report under § 88201.

Immunity from Liability § 88206 Excerpt

§ 88206

Any person, hospital, institution, school, facility or agency participating in good faith in the making of a report or testifying in any proceeding arising out of an instance of suspected child abuse or neglect, the taking of photographs or the removal or keeping of a child pursuant to § 88302 of the Child Protective Act shall have immunity from any liability, civil or criminal, that might otherwise result by reason of such actions. For the purpose of any proceeding, civil or criminal, the good faith of any person required to report cases of child abuse or neglect pursuant to § 88201 shall be presumed.

Penalty for Failure to Report § 88207 Excerpt

§ 88207

Any person required to report pursuant to § 88201 who fails to report an instance of child abuse which he or she knows to exist or reasonably should know to exist is guilty of a misdemeanor and is punishable by confinement for a term not to exceed six (6) months, by a fine of not more than \$1,000 or by both. A second or subsequent conviction shall be a felony in the third degree. Fines imposed for violations of the Chapter shall be deposited in the Victims Compensation Fund.

Confidentiality § 88210 Excerpt

§ 88210

- Any information received pursuant to this Article which could identify a subject of the report or the person making the report shall be confidential. Any person who willfully releases or permits the release of any such information to persons or agencies not permitted by this section shall be guilty of a felony of the third degree.
- Information received pursuant to this Article may be released, on a need to know basis, and only as necessary to serve and protect the child, to the following, except that release of the identify of persons reporting child abuse is strictly prohibited, unless disclosed pursuant to subsection (d) of § 88203.
- At any time, a victim or alleged victim of child abuse, the parents of a victim or alleged victim of child abuse, or a perpetrator or alleged perpetrator of child abuse, after a court proceeding has been initiated regarding the abuse, may review, upon written request, all information contained in the central register or in any report filed pursuant to § 88203, except information which would identify the reporter of the abuse.
- Information received pursuant to this Article may be released to sources other than those identified in subsection (b) and (c) only when a written authorization from an individual designated in subsection (c) specifically provides consent to have the record released or reviewed.

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SAMPLE POWER OF ATTORNEY

SERVICES ADMINISTRATION, MANGILAG agency by the SUPERIOR COURT OF (O, GUAM, pursuant to the powers conferred upon this GUAM for the minor, whos
consent to any medical or emergency trea recommended by a medical doctor, provide	ncluding educational needs, for said minor and giv trent, including tests and immunizations as may be ed that any plans for prolonged medical care, shoul- tation with the DIVISION OF PUBLIC WELFARE, whe aid minor.
Social Worker	Human Services Program Administrator
Hagatna, Guam.	
On this day of, and, and preceding or attached document, and acknotated purpose.	2019 before me the undersigned notary, personally, the persons whose names are signed on the owledged to me that they signed it voluntarily for its

Doc. No. 36GL-22-2220.*

STANDARDS FOR

FAMILY FOSTER HOMES

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STANDARDS FOR FAMILY FOSTER HOMES

Purpose

The purpose of these rules and regulations is to formulate standards for family foster homes and to provide guidelines for certification, issuance and operation of licensing to persons interested in fostering parenting care.

These standards are applicable to all family foster homes and are hereafter referred to as the "STANDARDS FOR FAMILY FOSTER HOMES".

Authority

The Department of Public Health and Social Services (hereinafter referred to as the "Department") is responsible for the placement of foster homes pursuant to 10 Guam Code Annotated §2401 et seq., the Child Welfare Services Act, Public Law 96-272 The Adopted Assistance and Child Welfare Act of 1980, as amended.

Definitions

- 1. CERTIFICATE: A license of approval issued by the Department of Public Health and Social Services authorizing the operation of a family foster home.
- 2. FAMILY FOSTER HOME: A home certified by the Department of Public Health and Social Services which provides substitute family care on a twenty-four (24) hour basis for no ore than six (6) children, to include the number of children of the foster parents.

Procedures for Certification of Family Foster Homes

All family foster homes shall be licensed by the Department through issuance of a "Certificate for Family Foster Home" (hereinafter referred to as the "Certificate"), indicating that the standards for the care of foster children under these regulations have been met. All applicants for Certification shall be submitted to the Bureau of Social Services Administration (BOSSA), Department of Public Health and Social Services (hereinafter referred to as the "Bureau").

1. Qualification of Applications

- a. Married couples may apply to become foster parents by filing a joint application with the Bureau. A copy of the couple's marriage license should be attached to the application form.
- b. Domestic partners may apply to become foster parents by filing a joint application with the Bureau. A domestic partner may apply alone to become a foster parent in the same manner as a single adult.

- c. A single person who is eighteen (18) years or older, may apply to become a foster parent by filing an application with the Bureau. This would also include single parents, eighteen (18) years or older.
- d. All applicants must provide the Bureau a consent for background check to include the following information:
 - 1. Guam Police Clearance;
 - National Crime Information Center Clearance;
 - Medical History;
 - 4. Employment Information:
 - Copy of Recent Check Stub;
 - 6. Any additional information from whatever source the Bureau deems necessary to complete the required background check.

Active duty military applicants, or their dependents, must obtain clearance from their respective investigative agency (Navy Criminal Investigative Services; Office of Special Investigation).

- e. All applicants must be residents of the Territory of Guam, unless they qualify as active duty military or their dependents; United States Citizens, or resident aliens.
- f. All applicants are required to submit three (3) letters of reference, preferably within the Territory of Guam, from persons who have adequate personal knowledge of the applicant(s) within the past twelve months prior to application, and who can attest to the good moral character of the applicant(s), members of the applicant(s) immediate family, and ability of the applicant(s) to provide for a good healthy family environment for children.
- g. Any person desiring to become a foster parent is not eligible to apply for adoption proceedings during the initial placement of foster children in their home.
- h. Relative applicants (persons who are not related by blood or through marriage to the foster child) will be required to apply for foster parent certification. Relative applicants will be referred to the Bureau of Economic Security (BES) for Aid to Families with Dependent Children (AFDC).
 - 1. AFDC compensation is retroactive to day of application.
 - 2. Foster care supplemental payments will be made to eligible applicants.

2. Social Evaluation

- a. The Bureau will conduct a social evaluation of the applicant(s), as well as the home environment, to determine qualifications under these regulations. The social evaluation shall be maintained in the applicant(s)' file.
- b. The social evaluation will take into account the applicant's personal character, fitness, and factors which show competency for the care of foster children.

3. Approval and Issuance of Certificate

- a. On the basis of the social evaluation indicating the applicant has satisfactorily met the requirements under these regulations, the Department shall issue a Certificate showing approval for licensing as a family foster home. The Certificate shall provide for the name of the applicant, maximum number of foster children permitted, and the period for which the Certificate is issued.
- b. If the foster home under evaluation will accept only a specific child, or a child for whom service is requested, who is already living in the foster home, the Department may issue a Certificate for a specific child if the home meets the requirements under these regulations. Studies on foster homes for a specific child already living in the home shall be completed no later than two (2) months from the date the Bureau became aware of the placement.
- c. The Certificate shall be effective for a period of two (2) years from the date of issuance. The Certificate is non-transferable or assignable, and any attempt to transfer or assign the Certificate is void. The Certificate may be terminated sooner either by revocation, decision of the foster parent to no longer engage in the services as a foster parent, displacement of the child by order of the Court, or change of residency.
- d. A Provisional Certificate may be issued for a period of sixty (60) days for those unable to meet requirements under the social evaluation, if it has been reasonably determined that all requirements will be met no later than forty-five (45) days from date of issuance of the provisional certificate, and provided that the health and safety of the child is not in jeopardy by such temporary placement.
- e. The Certificate should be available for inspection by the Bureau upon request.

4. Renewal of Certificate

A Certificate may be renewed by the Bureau of every two (2) years upon submittal of a satisfactory re-evaluation report indicating that the home continues to provide the standard of care which meets the requirements of these regulations. A Provisional Certificate cannot be renewed.

5. Denial, Suspension, Revocation of Certificate

a. The Department may deny a Certificate when an applicant fails to meet the standards for issuance of a Certificate under these regulations, has been convicted of a felony, or a crime involving violence, alcohol or drug abuse, sex offenses, crimes involving moral turpitude, or any other offense which indicates that the applicant may pose a threat to the welfare of the foster child.

The Bureau must provide the Director of Public Health and Social Services (hereinafter referred to as the "Director") in writing, the basis for its recommendation and reasons for denial of the Certificate. The applicant is entitled to a written explanation of the Bureau's recommendation for denial. The applicant may request to meet with the Director after denial, to discuss the basis for the denial. No hearing is required or mandated. The decision of the Director is final.

- b. A Certificate may be suspended for a period of ninety (90) days by the Bureau if it has been determined that the foster parent has fallen into non-compliance with the Standards for Family Foster Homes. The foster parent will be informed of the specific violations of the standards in writing, and will be allowed to correct the failures within a given period of time not to exceed the period of suspension. If the foster parent continues to violate the standards without effort for corrective action for the period of the suspension, the Bureau may recommend that the Certificate be revoked.
- c. A Certificate will be revoked if it is determined by the Bureau that the foster parent is in violation of any of the provisions of 10 GCA 2408, has been convicted of a crime involving violence, alcohol, drug abuse, sex offense, moral turpitude, or any offense which would indicate the foster parent presented a threat to the welfare of the foster child. The Bureau shall provide the foster parent a notice of intent to revoke the Certificate and allow the foster parent ten (10) days to respond to the notice. The foster parent may request meet informally with the Bureau to discuss the basis for the notice to revoke. After the ten (10) days has elapsed, whether or not response is made by the foster parent, the Bureau may forward its recommendation to revoke to the Director. The foster parent is entitled to a hearing before a decision is made by the Director. The Director shall make a final determination no later than thirty (30) days after the hearing. The final decision shall be provided to the foster parent in writing in the same manner as the service of all notices.
- All notices required under this section to be provided, shall be made by registered mail, or by personal service.

E. ADMINISTRATION OF THE FAMILY FOSTER HOME

1. Number of Children to be Cared

- a. There shall be no more than six (6) children in a foster home, including the foster parents' own children. In the event the foster family is interested in providing day care to children, in addition to caring for foster children, the total number of children shall not exceed six (6). This does not prevent older foster children from providing day care for younger children, provided it is not detrimental to the children in the home. The foster home, however, must meet the requirements under both the standards herein and those under family day care homes.
- b. No more that two (2) children under the age of two (2), shall be cared for in a home by one (1) foster mother, unless there is additional help approved by the Bureau. At no time should there be more than four (4) children under the age of two (2), including the foster parent's children.
- c. A home which accepts Bureau placements, shall not accept children from any source without the Bureau's permission.

2. Records

- a. A current register of all children admitted shall be kept by the family foster home and shall be open to inspection by the Bureau upon request. The register shall include:
 - A listing of children accepted for placement by name, age, date placed and date removed, Power of Attorney, foster child's attorney name, and contact person from the Bureau;
 - A health record including proof of medical/dental insurance coverage, on each foster child with a record of immunization dates, name of physician and the physician's address, telephone number, and the information of home and when to contact the Bureau;
- All records concerning the foster child shall be kept confidential and available only to duly authorized persons of the Department.

3. Contacts with the Family Foster Home

The family foster home shall be visited by the Bureau staff once a month, or as frequently needed to assure the continued well-being of the foster child and that the family foster home continues to meet the requirements for certification.

F. Rights and Responsibilities of Child, Family, Foster Parents and Caseworker

The Department recognizes that the child, family and foster parents have certain rights and responsibilities as set forth herein:

1. The Child

It is important for the child to have a voice and participate in decisions, consistent with his age and ability. The child has the right to receive honest information, with regular visitation with family and significant others, as per the service plan agreement, and to have and contact a Guardian Ad Litem or Attorney appointed by the Court. The child has a right to participate in permanency planning at the earliest possible time.

2. The Family

Responsibilities of the parent(s) include:

- a. Cooperating and planning with the Bureau for their child(ren);
- b. Retaining their parental role as much as possible;
- c. Maintaining contact with their child(ren); and
- d. Maintaining contact with the Bureau.

Parent(s) have certain basic rights as it relates to their child(ren), these include:

- a. The right to be informed about major decisions regarding their child(ren);
- b. The right to consent to: adoption, surgery, enlistment in the armed forces, marriage of their child(ren);
- To receive notification of hearings and other reviews concerning the welfare of their child(ren); and
- d. To receive current information on the child's health, status, and placement adjustment.

3. The Foster Parents

The foster parents' rights and responsibilities include:

- a. The decision to remain a foster parent;
- b. The evaluation of their capacity to work with a particular foster child and the problems involved in the child's situation; and
- c. Being informed of decisions regarding the foster child, including placement decisions.

4. The Caseworker

The caseworker's responsibilities with the foster child include:

Openly dealing with the separation and loss from the child's family. The trauma is lessened if the worker helps the child face such feelings before removal by explaining reasons for removal and the service plan. The child, dependent on age, should understand the purpose of placement, the rules of, and participate in the development of case plan.

The caseworker's responsibilities with the parents of the foster child include:

- Understanding the parents' feelings regarding the placement, and proceeding accordingly;
- b. Making clear the reasons for separation;
- c. Maintaining frequent contact, if possible with the parents; and
- d. Having the parents understand the rules and expectations of placement, their expected role, the type of care offered, and anticipated duration.

The caseworker's responsibilities with the foster family include:

- a. Sharing information about the child they are to care for and the child's feelings and ensuing behaviors regarding the separation; and
- b. Help the foster parents in coping with the child's reactive behavior until the child can understand separation, process feelings and adjust to the new situation.

The caseworker's responsibilities include:

- a. Assessing clothing and personal needs prior to placement of the child;
- b. Conducting visitations for the child;
- c. Arranging for all counseling services;
- d. Ensuring that educational and medical needs of the child are met;
- e. Supporting the role of the foster parents by maintaining monthly contacts with the foster parents or more often if indicated;
- f. Assisting in respite arrangements when needed; and
- g. Keeping the foster parent abreast of the child's permanency plans.

G. Care of the Foster Child

1. Member of Foster Family

A foster child shall be cared for as a family member and shall share in the family's pleasures and responsibilities. The foster parents shall report to the Bureau any change which adversely affects the child under the foster care.

2. Health

A foster child shall have a complete physical examination by a licensed physician on initial placement or as soon as appointments can be secured, and at least once a year thereafter. The examinations shall indicate:

- a. The presence of any communicable condition;
- b. Known allergies;
- c. Physical and/or mental handicaps or limitations; and
- d. Other specific health needs.

The foster parents shall be provided pertinent information on the health of each child placed in their home.

3. Emergencies

Foster parents shall obtain instructions from the Bureau regarding procedures to follow in case of natural disasters and if the foster child experiences sudden illness or accidents. Severe illness, serious injuries, accident, runaway, or death of the child shall be reported immediately to the Bureau.

4. Nutrition

Food provided for the foster child must be age-appropriate, sufficient in quantity, and adequate for good nutrition. Special care must be given to the child's nutritional needs, i.e. age factors, special health concerns, allergies, etc.

5. Clothing and Personal Supplies

A foster child's clothing shall be kept clean and in proper condition of repair and shall be of appropriate size. Each foster child shall be provided with individual combs, toothbrushes, and other necessary toiletries.

6. Recreation and Social Activities

A well-balanced daily program including time for rest appropriate to the child's age, regular meal hours, and recreation shall be provided for the foster child. The foster parents shall cooperate with the Bureau for the child to participate in appropriate social and recreational activities in the community. Foster parents shall cooperate with the Bureau to make it possible for the child to visit with parents and relatives.

7. Training and Discipline

Child training and discipline shall be carried out with kindness and understanding. No child shall be subjected to any form of punishment or action which would endanger the child's physical or emotional well-being. As a member of the family, a foster child shall participate in home duties commensurate with the child's age, which do not interfere with school, health and necessary recreation, and which are shared with any other children in the foster home.

8. Education

Regular school attendance shall be expected of all children in accordance with state laws. Attention shall be given to the special educational needs of the foster child.

9. Religion

The religious faith of each child shall be respected and the child shall be afforded the opportunity to attend the church, Sunday school, or both, of the child's parent, or legal guardian or, in their absence, of the child's choice.

10. Absence from Family Foster Home

When a child is to be absent from the family foster home overnight or longer, the foster parents shall secure permission from the Bureau. Absence of a child without permission of the foster parents shall be reported immediately by the foster parents to the Bureau. After working hours, runaways shall be reported to the Bureau as soon as possible.

H. Foster Family and Home Environment

1. Health of Foster Family

- a. All members of the household shall be free from communicable disease(s) and from physical and emotional conditions which may adversely affect the foster parents' ability to care for the children.
- b. The following written medical reports shall be submitted by the foster parents to the Bureau prior to the initial approval of a family foster home:
 - Physical examination of the foster parent by licensed physician; and
 - 2. Tuberculosis clearance in accordance with current Department regulations.
- c. Annual tuberculosis clearance shall be required of all household members with known positive tuberculin reactions.

- d. Any person who moves into the family foster home after a Certificate has been issued, shall have a tuberculosis clearance and a physical examination certification.
- e. Failure to comply with this section may result in revocation of the Family Foster Home Certificate.

2. Income

- a. Income of the foster family shall be reasonably steady and sufficient to maintain an adequate standard of living. The foster family shall have an income adequate to meet their needs from a source other than board payments for the care of foster children.
- b. No business shall be conducted on the premises which would adversely affect the welfare of the children under the foster parents' care.

3. Employed Foster Parents

The employment of the foster parents shall not interfere with the care of the children. Child care arrangements must have prior approval by the Bureau.

4. Absence from the Home

When the foster parents are absent from the home because of emergencies or planned vacations or other reasons, the arrangements for the supervision of the foster child(ren) must be approved by the Bureau prior to the implementation of such arrangement.

I. Housing and Sanitation

1. Requirements

The home shall comply with acceptable state standards on housing and sanitation as follows:

a. Sleeping Arrangements

- 1. The sleeping arrangement for a foster child shall include: suitable light, ventilation, and provision for proper rest.
- 2. The foster parents' own child(ren) shall not be displaced because of the presence of a foster child(ren).
- 3. Sleeping arrangements should be such that a separate bed can be provided for each child.
- 4. There should be sufficient sleeping space for the foster family and foster child(ren).

- 5. Sleeping rooms should not be shared by children of opposite sexes over the age of five (5), or with other adults, unless approved by the Bureau.
- 6. Except for infants, sleeping arrangements should be such that a space is provided within the sleeping room for the child's personal possessions and for a reasonable degree of privacy.
- 7. No foster child shall sleep in a detached building without supervision, or in an unfinished attic, basement, hallway, or stairwell.
- b. Running water shall be available for bathing facilities and the waste from the running water shall be connected to a public sewage system or other approved method.
- c. The home shall have sanitary flush toilets.
- d. There shall be adequate artificial and natural light and ventilation available where the foster home is located.
- e. Storage of food in the home shall be free from vermin infestation and perishable food shall be stored in a refrigerator.
- f. Preparation of food shall be in a kitchen properly screened with adequate sink facilities.
- 9. All eating and drinking utensils shall be thoroughly cleaned after each usage.
- h. The home shall have an approved source of potable water.
- i. Adequate laundering facilities shall be available.
- j. The home shall have adequate facilities for the proper disposal of sewage with all plumbing connected to a public sewage system or other approved method.
- k. The home shall have proper facilities for the disposal of garbage and refuse.
- I. The premises shall be kept in a sanitary and safe condition. There shall be protection from fire hazards, medications, poisons, household cleaning supplies, dangerous tools, and weapons.

2. Equipment and Furnishings

- a. Each child shall be provided adequate space for clothing and belongings.
- b. Each child shall be provided with an individual bed, except that two (2) brothers or two (2) sisters may share a double, preferably for a temporary period only. Bunk beds with no more than two (2) tiers shall be used only on a selected basis as appropriate to the child's age and situation. Proper ladders and guards must be provided for upper bunks.
- c. Each bed or crib shall be of a size as to insure comfort of the child, shall have good level springs and mattress, clean, comfortable bedding and linen, and waterproof covering, if needed.

J. Savings Clause

Existing licensed family foster homes shall continue to operate for the term of their license. Thereafter, they will be subjected to certification requirements.

APPENDIX E



Department of Public Health and Social Services Division of Public Welfare Bureau of Social Services Administration



AGREEMENT BETWEEN THE DEPARTMENT AND FOSTER CHILD PLACEMENT PROVIDERS (For Authorized Vendors)

A. <u>BUREAU OF SOCIAL SERVICES ADMINISTRATION, DIVISION OF PUBLIC WELFARE, DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES:</u>

Th	ne BUREAU OF SOCIAL S	SERVICES ADMINISTRAT	FION, in placing the following child/ren:
Cł	HILD/REN'S NAME	CASE NUMBER	DATE OF BIRTH
_			

_			
_ A0	GREES TO:		
1)	Reimburse for the child/ren' reimbursement rates:	s personal care as set out by	the Department's current foster care
	MONTHLY FOSTER CARE ANNUAL CLOTHING ALLO	RATES: AGES 0-11 WANCE:AGES 0-11	, 12-17 , 12-17
2)	As Applicable to Case: Set either Child Support, Social	out established rates on the c Security, Public Welfare or c	difference received on behalf of the child from other financial benefits.
3)	Visit your home and advise	you regarding the child/ren's	care and supervision.
4)	Give you at least 2 weeks a home, except in an emerger	dvanced notice before remoncy requiring immediate remo	oving the child/ren from your home/foster group oval or unless ordered by the court.
В.	FOSTER CHILD PLACE	MENT PROVIDERS:	
I/W	/E,	of Foster Child Placement Provider)	OF(Village Address)
		AC	CEPT THE ABOVE-NAMED CHILD/REN INTO
MY	(Complete Mailing Addre	ess)	The second secon

Updated: 01/14/2019

IWE UNDERSTAND THAT THE DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES ARE THE TEMPORARY LEGAL GUARDIANS OF THE MINOR(S). THE DEPARTMENT HAS THE RESPONSIBILITY TO PLAN FOR AND ASSIST WITH THE CARE OF THE CHILD/REN. IWE ALSO UNDERSTAND THAT THE DEPARTMENT HAS THE AUTHORITY TO REMOVE THE CHILDREN FROM MY/OUR HOME.

I/WE ALSO UNDERSTAND THAT THE CASE OF OUR FOSTER CHILD SHALL NOT BE OPENLY DISCUSSED OUTSIDE OF THE AGENCY DUE TO THE CONFIDENTIALITY OF THE CASE.

IWE FURTHER UNDERSTAND THAT THE FOSTER CARE REIMBURSEMENTS ARE NOT TO BE RELIED UPON TOWARDS THE USE OF MY/OUR HOME, PERSONAL OR OPERATIONAL EXPENSES (I.E., UTILITIES, MORTGAGE, CAR PAYMENTS, ETC.)

WE AGREE TO:

- Care for the children to the best of my/our ability. (i.e., transportation to appointments, participation in counseling, court and school activities, securing child care, etc., as necessary).
- 2) Cooperate with the Department in planning and working towards the child/ren's best interest.
- 3) Notify the Department in case of any illness, or serious difficulty of the child/ren.
- 4) Consult with the Department before allowing the child/ren to leave my/our home/foster group home overnight or longer.
- 5) Allow visits between the child/ren and the child/ren's parents or relatives as authorized by the Department and/or the Court.
- 6) Consult with the Department before taking any additional child or adult to live in my/our home.
- 7) Give the Department at least <u>2 weeks</u> to arrange alternate placement for the children, except in an emergency requiring immediate removal or unless ordered by the Court.
- 8) Notify the Department to secure the Court's permission prior to taking the foster child/ren off-island.
- 9) Inform the Department in advance before taking any legal action on behalf of the foster child/ren, or against the Department, for any reason.
- 10) Reimburse the Department for any foster care maintenance overpayments made to us.

THIS AGREEMENT MAY NOT BE LIMITED TO WHAT IS STATED ABOVE.

I/WE ACKNOWLEDGE THAT I/WE HAVE READ AND UNDERSTAND THIS AGREEMENT.

Foster Child Placement Provider's Signature / Date

Case Worker's Signature / Date

Foster Child Placement Provider's Signature / Date

Updated: 01/14/2019

FOSTER PARENT SOCIAL EVALUATION

APPLICANT INFORMATION:

ADDLICANT HA	ADDITIONAL #2
APPLICANT #1	APPLICANT #2
Full Legal Name:	Full Legal Name
Date of Birth/Age	Date of Birth/Age
Birthplace:	Birthplace:
Gender:	Gender:
Address:	Address:
Are you a Permanent Resident of Guam?	Are you a Permanent Resident of Guam?
Religion:	Religion:
Education:	Education:
Occupation:	Occupation:
Employer:	Employer:
Length of Employment:	Length of Employment:

RESIDENTIAL AND MAILING ADDRESS:

Physical Address:	Mailing Address:	Previous Address in the last five
		(5) years:

CONTACT INFORMATION:

APPLICANT #2
Home:
Work Phone:
Cell Phone:
Email Address:

NUMBER OF CHILDREN YOU WISH TO FOSTER:

NOWBER OF CHILDREN TOO WISH TO FOSTER.
Age of Child: (or age range):
Gender of Child: ☐ Boy ☐ Girl ☐ Either
Duration:
Have you previously been licensed to care for Foster Children? ☐ YES ☐ NO
If yes, what State/ Territory and Date of License:
List any training you have in fostering a child?

MOTIVATION:

Why do you want to foster; Why do you think the time is right to foster? How well do you understand
foster care? Describe the child you think would fit best into your home. How do you think fostering
would change your life?

Applicant #1

Applicant #2

IARRIAGE OR DOMESTIC PARTNE	RSHIP					
Date of Marriage:						
Length of Marriage or Partnership: How long did you know your current domestic partner relationship?	spouse	/partno	er before yo	u wei	e married or e	stablished a
How would you describe your marria APPLICANT #1	ge and	how yo	our relations	ship is	with your sign	iificant other?
APPLICANT #2						
f more than one (1) past marriag se back side of page to record ad Applicant #1	ditiona		mation)		Applicant #	
Past Marriage or Domestic Partne	rship		Past Marr	riage	ge or Domestic Partnership	
Name:			Name:			
Date Begun:			Date Begi			
Date Ended:			Date Ende			
Number of children from Relation					ldren from Re	
Custody arrangement of minor ch	ildren:		Custody a	arran	gement of mi	nor children
HILDREN:	Sove	Dot	of Pirth /^	ac.	l issis ~	with Whom:
Name:	Sex:	Date	e of Birth /A	ge	LIVING	with Whom:
XTENDED FAMILY MEMBERS		APPLIC	ANT #1			
NAME	AGE	RELA	TIONSHIP	0	CCUPATION	Location and Living Situation (date of death if deceased)
						<u> </u>

	APPLICANT #2				
ı	NAME	AGE	RELATIONSHIP	OCCUPATION	Location and Living Situation (date of death if deceased)
	LIVING IN THE HO				
Name	Date of Birth/A	ge C	Occupation	Relationship to Applicant	Roles in the Home
Applicant #2	ou with your extend	od fam	ily how often do y	ou see and snend ti	me with them, how
does your exter life, if any at all	nded family feel abou	it you f	ostering; What role	e will extended fam	ily play in the child's

FAMILIAL SUPPORT	
How many members of your immediate and extend	ded family are ready, willing and able to fully
accept an unrelated child into the family?	, ,,
APPLICANT #1	APPLICANT #2
All family members are ready, willing and	All family members are ready, willing and
able to fully accept.	able to fully accept.
Most family members are ready, willing and	Most family members are ready, willing and
able to fully accept	able to fully accept
About half are ready, willing and able to fully	About half are ready, willing and able to fully
accept	accept
Few are ready, willing and able to fully	Few are ready, willing and able to fully
accept	accept
No family member is ready, willing and able	No family member is ready, willing and able
to fully accept.	to fully accept.
How helpful and supportive do you feel members of	of your extended family are /will be to you as a
foster parent?	,,, ,
•	ADDLICANT #3
APPLICANT #1	APPLICANT #2
Not applicable	Not applicable
All family members are helpful and supportive	All family members are helpful and supportive
Most family members are helpful and	Most family members are helpful and
supportive	supportive
About half family members are helpful and	About half family members are helpful and
supportive	supportive
Few family members are helpful and	Few family members are helpful and
supportive	supportive
No family members are helpful and supportive	No family members are helpful and supportive
Not applicable	_ , ,
MARITAL/DOMESTIC RELATIONSHIP	
APPLICANT #1	
How often do you and spouse/partner argue?	
☐ Not applicable	
Never	
Rarely	
Once or twice a month	
Once or twice a year	
Once or twice a year	
∐ Almost daily	
Once a day	
Several times a day	
APPLICANT #2	
How often do you and spouse/partner argue?	
,	
Not applicable	
Never	
Rarely	
Once or twice a month	
Once or twice a year	
Once or twice a week	
Almost daily	
Once a day	
Several times a day	

APPLICANT #1		
What best describes the way you typically rea	ct when you have a major disagreement with	
your spouse /partner:		
Reach agreement through mutual give and t	ake	
Sometimes yell and shout		
Agree to Disagree		
Leave the house to cool off		
Take time to think things over before discuss	ing	
Sometimes pound or break things	•	
Give in and attempt to smooth things over		
☐ Try to outwit spouse/partner		
Seek outside help such as a counselor/clerg	y person	
Sometimes things get physical		
Change the topic		
☐ Other		
APPLICANT #2		
Reach agreement through mutual give and t	ake	
Sometimes yell and shout		
Agree to Disagree		
Leave the house to cool off		
Take time to think things over before discuss	ing	
Sometimes pound or break things		
Give in and attempt to smooth things over		
Try to outwit spouse/partner		
Seek outside help such as a counselor/clerg	y person	
Sometimes things get physical		
Change the topic Other		
☐ Omer		
DADENTING AND DISCIPLINE		
PARENTING AND DISCIPLINE		Commented [SAS1]:
What do you think your parenting style will be like		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the		Commented [SAS1]:
What do you think your parenting style will be like		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child?		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child?		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child?		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child?		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through th child? Applicant #1		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2		Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care?	e foster care system. What are your hopes for the	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1	e foster care system. What are your hopes for the APPLICANT #2	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking	APPLICANT #2	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing	APPLICANT #2 Spanking Lecturing	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions	APPLICANT #2 Spanking Lecturing Rational discussions	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing	APPLICANT #2 Spanking Lecturing	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	Commented [SAS1]:
What do you think your parenting style will be like challenges faced by children who come through the child? Applicant #1 Applicant #2 How do /will you discipline a child in your care? APPLICANT #1 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	APPLICANT #2 Spanking Lecturing Rational discussions Consistently use reasonable consequences Ignore the child's misbehavior Physical restraint, e.g., strap down in crib Make rules and consequences clear in advance Take away privileges	Commented [SAS1]:

History of alcohol consumption for you and your spouse/partner Spouse/Partner Never drink alcohol Never drink alcohol Occasionally, one or two drinks Regularly, one or two drinks Occasionally, one or two drinks Occasionally, one or two drinks Regularly, one or two drinks Occasionally, three or more drinks Occasionally, three or more drinks Ccasionally, three or more drinks Regularly, three or more drinks DRUG USE: Who in your family has used illegal drugs or abused legal drugs? (Check all that apply and specify) Self Spouse or Cousin (s) In-law (s) No family Mother Brother (s) Aunt Uncle Nieces (s Sister (s) Grandmother Grandfather Father Step-mother Nieces (s) partner Son(s) Daughter (s) member has Step-father Which of the following have you used? (Check all that apply) Barbiturates/sleeping Pills Over the counter diet p Over the counter diet pills/other stimulants Inhalants/Glue/Solvents Cocaine/Crack Tranquilizers/Antidepressants PCP methamphetamines/Amphetamines/Speed Hallucinogens/LSD/Psilocybin/Mescaline Quaaludes Marijuana hallucinogens/LSD/Psilocybin/Mescaline Pain Pills Other: None of the above ARREST OR CONVICTIONS Have you or anyone in your family ever been arrested for or convicted of a criminal offense? (Check all that apply and specify) Self Spouse or Mother Brother (s) Cousin (s) Aunt Uncle Nieces (s Nephew ☐ In-law (s)☐ No family ☐ Father ☐ Step-mother ☐ Step-father Father Sister (s) Grandmother Grandfather Sister (s) Step-mother Nieces (s) partner Son(s) Daughter (s) member has Other Have you or anyone in your family ever been suspected of, investigated for, charged with, or convicted of physical, emotional or sexual child abuse? (Check all that apply) Self Spouse or Mother Brother (s) Cousin (s) Father Uncle Father Step-mother Step-father Sister (s) Grandmother Grandfather Sister (s) ☐ In-law (s) ☐ No family In-law (s) Uncie Nieces (s Nephew partner Step-mother Grandmother Nieces (s) Son(s) Daughter (s) member has

HISTORY OF ALCOHOL OR DRUG ABUSE

HISTORY OF ABUSE				
		ever been suspecte or sexual child abu		
or convicted or pr	nysicai, emotionai	or sexual clinic and	ise: (Check all tha	i uppiy)
Self Spouse or partner Son(s) Daughter (s)	Mother Father Step-mother Step-father	Brother (s) Sister (s) Grandmother Grandfather	☐ Aunt ☐ Uncle ☐ Nieces (s) ☐ Nephew	Cousin (s) In-law (s) No family member has Other
Who in your fan apply)	nily has been sexua	ally abused, assault	ed or molested? ((Check all that
Self Spouse or partner Son(s) Daughter (s)	Mother Father Step-mother Step-father	☐ Brother (s) ☐ Sister (s) ☐ Grandmother ☐ Grandfather	☐ Aunt ☐ Uncle ☐ Nieces (s) ☐ Nephew	Cousin (s) In-law (s) No family member has Not sure
Who in your fam battered? Check all that apply)	•	onally abused and/	or physically abus	sed, assaulted, or
Self Spouse or partner Son(s) Daughter (s)	☐ Mother ☐ Father ☐ Step-mother ☐ Step-father	☐ Brother (s) ☐ Sister (s) ☐ Grandmother ☐ Grandfather	☐ Aunt ☐ Uncle ☐ Nieces (s) ☐ Nephew	Cousin (s) In-law (s) No family member has Not sure
Pornography or	been suspected of, ig child pornograp	ever viewed, posse investigated for, chohy?		
Self	Mother	☐ Brother (s)	☐ Aunt	Cousin (s)
Spouse or partner Son(s) Daughter (s)	☐ Father ☐ Step-mother ☐ Step-father	Sister (s) Grandmother Grandfather	Uncle Nieces (s) Nephew	☐ In-law (s) ☐ No family member has ☐ Other
MENTAL HEALTH	I	I	l	
APPLICANT #1				
	in your family hav	e a history of mental	l illness or suicidal	behavior?
APPLICANT #2 Do you or anyone ☐ YES ☐ NO	in your family hav	e a history of menta	l illness or suicidal	behavior?
				_

APPLICANT #1 As an adult, teenager or child, have you ever gone for counseling or psychotherapy? YES NO
APPLICANT #2 As an adult, teenager or child, have you ever gone for counseling or psychotherapy? YES NO
I affirm that the information given in this questionnaire is correct and to the best of my ability.
Signature: Date:





DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF CHILDREN'S WELLNESS BUREAU OF SOCIAL SERVICES ADMINISTRATION 194 Hernan Cortez Avenue, Suite 309 Hagatna, Guam 96910-5052 Telephone No: (671) 475-2653/2672

MEDICAL HISTORY REPORT

lame:	(Las	st Name)		(First Na	ıme)	(M.I.)	Date of Birth:
Gender:	_ Ht:	Wt:	_Eye Co	lor:	_Hair Color:	Boo	dy Mass Index (BMI):
hysician's	Name:						Tel No:
ame and			i				
ERSONA	L HIST	ORY: Plea	ase chec	k all med	dical conditio	ns below	that apply:
		I Condition		Past Medical History	Current Medical	For ev (Pleas condition	very medical condition checked, briefly describe. The specify the item number of the The being described. Use the back The first is needed).
Diabetes						pupu	
High Blo Cancer	od Press	ure					
Tubercu	llosis					Date and	results of PPE:
Heart Di							
Hepatitis							
Auto-Imr Depress		order					
Anxiety	1011						
) Kidney E							
Skin Disc Seizure							
Mental II		•					
Stomach		al Disorders					
Head Inj							
Fracture: Hearing		nt					
3 Vision Im							
Thyroid I							
Lung Dis Asthma	sease						
2 Allergies	i						
	ransplant						
Stroke	lea u						
Pacemal Degener		scular Disor	der				
7 Other(s):		Journal Brook					
lease ans rovided:	wer Yes	s or No or	the que	stions be	elow. If "Yes"	, provide	your comment on the spa
				Yes	No		s, please specify (i.e., type equency, duration, etc).
urrently ta							
ny history							
ny history							
ny history	ot/curre	ent drug u	se?				
certify that	t this inc	dividual is			S CERTIFICA		, in good health and able t
-			r 1		care to a chil nealth and ur		provide care to a child
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	Di	ician's Sig	noturo			-	 Date

Updated: 4/19/22





DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIVISION OF PUBLIC WELFARE

BUREAU OF SOCIAL SERVICES ADMINISTRATION 194 Hernan Cortez Avenue, Suite 309 Hagatna, Guam 96910-5052 Telephone No: (671) 475-2653/2672



SOCIAL STUDY QUESTIONNAIRE

Note: Please type or print legibly in black or blue ink.

A. <u>Personal Information:</u>		
Logal Nama: (Last):	(Eirot):	(Middle):
Legal Name: (Last):	(First):	(Middle):
Date of Birth:	Age:	
Place of Birth – City & State:		
Citizenship:	Ethnici	ty:
Social Security Number (Optional):	1,07	
Home Phone No:	Work N	lo:
E-mail Address:		
Residential Address:		
Mailing Address:		
Maning / taarese.		
B. Name of Children:		
		_
Please list names of your natural/ad		from oldest to youngest. Use an
additional sheet of paper if necessar		(D) ()
1. Name:		of Birth:
Name of School:	Grad	e:
Work Place, if applicable:		
Occupation:		
Residential Address: (City & State)		
2. Name:	Date	of Birth:
Name of School:	Grad	e:
Work Place, if applicable:	1	
Occupation:		
Residential Address: (City & State)		
		-
3. Name:		of Birth:
Name of School:	Grad	<u>e:</u>
Work Place, if applicable:		
Occupation:		
Residential Address: (City & State)		
4. Name:	Date	of Birth:
Name of School:	Grad	
Work Place, if applicable:	₁ Oracl	- .
Occupation:		
Residential Address: (City & State)		
5. Name:	Date	of Birth:
Name of School:	Grad	
Work Place, if applicable:	•	
Occupation:		
Residential Address: (City & State)		
6. Name:		of Birth:
Name of School:	Grad	e:

Work Place, if applicable:	
Occupation:	
Residential Address: (City & State)	
7. Name:	Date of Birth:
Name of School:	Grade:
Work Place, if applicable:	
Occupation:	
Residential Address: (City & State)	
8. Name:	Date of Birth:
Name of School:	Grade:
Work Place, if applicable:	
Occupation:	
Residential Address: (City & State)	
9. Name:	Date of Birth:
Name of School:	Grade:
Work Place, if applicable:	
Occupation:	
Residential Address: (City & State)	
10. Name:	Date of Birth:
Name of School:	Grade:
Work Place, if applicable:	
Occupation:	
Residential Address: (City & State)	
Treesactinary tagrees. (Oily a state)	
C. Marital Background: Marital Status: [] Single [] Married [If other than married, are you presently in a r If married, is this your first marriage? [] Yes If No, number of previous marriages:	relationship? [] Yes [] No
D. Family Background:	
Name of Father:	
Age: Is Father still liv	ing?[]Yes[]No
If No, please indicate the date, age and caus	se of death:
Residential Address of Father:	
Occupation:	
Name of Mother:	
Age: Is Mother still liv	<u> </u>
If No, please indicate the date, age and caus	se of death:
Residential Address of Mother:	
Occupation:	
Are your parents married? [] Yes [] No	
If Yes, how many years have your parents be	een married?
If No, how many years have they been divor	ced or in a relationship?
If divorced, did they remarry? [] Yes []	No
Siblings (<i>Brothers and Sisters</i>) - Please list youngest. Use an additional sheet of paper	st the names of your siblings from oldest to if necessary:
1. Name:	Age:
Marital Status:	No. of children:
Place of residency:	Occupation:

Deceased [] Alive [] If deceased	sed, cause of death:	
2. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If deceas		
3. Name:	Ago:	
Marital Status:	Age: No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease		
4. Nove		
4. Name:	Age: No. of children:	
Marital Status:		
Place of residency: Deceased [] Alive [] If decease	Occupation:	
Deceased [] Alive[] II decease	ed, cause of death.	
5. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	d, cause of death:	
6. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	ed, cause of death:	
7. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	ed, cause of death:	
8. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	ed, cause of death:	
9. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	ed, cause of death:	
10. Name:	Age:	
Marital Status:	No. of children:	
Place of residency:	Occupation:	
Deceased [] Alive [] If decease	ed, cause of death:	
E. Educational Background:		
Last Grade completed:	When:	
Where:	1	
Post Secondary Education:		
Address (City & State):		
Name of College or University:		
Degree earned:	When completed:	
Address (City & State):		
Name of College or University:		
Degree earned:	When completed:	
Address (City & State):		
Name of College or University		

Degree earned:	When completed:			
F. Employment Background:	<u> </u>			
Please list employment history starting with the mos	st recent:			
1. Name of Business or Govt. Agency:				
Address (City & State):				
Position Title:				
Contact No:				
Length of Employment:				
2. Name of Business or Govt. Agency:				
Address (City & State):				
Position Title:				
Contact No:				
Length of Employment:				
3. Name of Business or Govt. Agency:				
Address (City & State):				
Position Title:				
Contact No:				
Length of Employment:				
, ,				
4. Name of Business or Govt. Agency:				
Address (City & State):				
Position Title:				
Contact No:				
Length of Employment:				
5. Name of Business or Govt. Agency:				
Address (City & State):				
Position Title:				
Contact No:				
Length of Employment:				
G. Military History:				
Have you ever enlisted in the United States Military	? [] Yes [] No			
If Yes, what branch of military?				
	rs of Service:			
Date of Discharge or Retirement: Type of Dischar	ge: Rank:			
H. Religion Background:				
What is your religious affiliation?				
What religious activities do you participate in?				
Do you encourage your children to practice your religion? [] Yes [] No				
I. <u>Criminal History:</u>				
Do you have a history as an offender of Substance	Abuse, Sexual Abuse. Child			
Abuse, and/or Family Violence? [] Yes	[] No			
If Yes, please provide dates and places:	[]			
Hove you ever heer amontod of Outstance At	Coveral Above Classes At-	and/a		
Have you ever been <i>arrested</i> of Substance Abuse,	Sexual Abuse, Uniid Abuse	, and/or		
Family Violence? [] Yes [] No				
If Yes, please provide dates and places:				
	0 141 0::::::	.,		
Have you ever been <i>convicted</i> of Substance Abuse	e, Sexual Abuse, Child Abus	se, and/or		

Family Violence? [] Yes [If Yes, please provide dates and places] No :	
Have you and/or your spouse (if applications) study? [] Yes [] No	<i>ble)</i> ever been a subjec	t of an unfavorable social
If Yes, provide dates and places:		
J. Household Composition:		
Please list all persons living in the hoadditional sheet of paper if necessary:		
Name	Date of Birth	Relationship
THE INFORMATION GIVEN BY ME FORM IS TRUE, CORRECT, AN KNOWLEDGE. FAILURE TO DISCLOSE OR COOP! ABOVE MAY RESULT IN AN INCOM	ID COMPLETE TO	THE BEST OF MY
Signature of Applicant		Date

STANDARDS FOR FAMILY FOSTER HOMES

Purpose

The purpose of these rules and regulations is to formulate standards for family foster homes and to provide guidelines for certification, issuance and operation of licensing to persons interested in fostering parenting care.

These standards are applicable to all family foster homes and are hereafter referred to as the "STANDARDS FOR FAMILY FOSTER HOMES"

Authority

The Department of Public Health and Social Services (hereinafter referred to as the.: Department") is responsible for the placement of foster homes pursuant to 10 Guam Code Annotated §2401 et seq., the Child Welfare Services Act, Public Law 96-272 The Adopted Assistance and Child Welfare Actof 1980, as amended.

Definitions

- 1. CERTIFICTE A license of approval issued by the Department of Public Health and Social Services authorizing the operation of a family foster home.
- 2. FAMILY FOSTER HOME A home certified by the Department of Public Health and Social Services which provides substitute family care on a twenty-four (24) hour basis for no more than six(6)children.toincludethenumber of children of the foster parents

Procedures for Certification of Family Foster Homes

All family foster homes shall be licensed by the Department through issuance of a "Certificate for Family Foster Home" (hereinafter referred to as the "Certificate"), indicating that the standards for the care of foster children under these regulations have been met. All applicants for Certification shall be submitted to the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) of Social Services Administration (BOSSA), Department of Public Health and Social Services (hereinafter referred to as the "Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS)").

1. Qualification of Applications

- a. Married couples may apply to become foster parents by filing a joint application with the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS). A copy of the couple's marriage license should be attached to the application form.
- b. Domestic partners may apply to become foster parents by filing a joint application with the Bureau of Social Services Administration (BOSSA)-Home

Standards for Family Fos ter Homes 2012

Evaluation and Placement Section (HEPS). A domestic partner may apply alone to become a foster parent in the same manner as a single adult.

- c. A single person who is eighteen (18) years or older may apply to become a foster parent by filing an application with the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) This would also include single parents, eighteen (18) years or older.
- d. All applicants must provide the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) a consent for background check to include the following information:
 - 1. Guam Police Cleannce
 - 2 National Crime Information Center Clearance;
 - 3. Medical History;
 - 4. Employment Information;
 - 5. CopyofRecentCheckStub;
 - Any additional information from whatever source the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) deems necessary to complete the required background check.

Active-duty military applicants, or their dependents, must obtain clearance from their respective investigative agency (Navy Criminal Investigative Services; Office of Special Investigation).

- e. All applicants must be residents of the Territory of Guam, unless they qualify as active-duty military or their dependents; United States Citizens, or resident aliens
- f. All applicants are required to submit three (3) letters of reference, preferably within the Territory of Guam, from persons who have adequate personal knowledge of the applicant(s) within the past twelve months prior to application, and who can attest to the good moral character of the applicant(s), members of the applicant(s) immediate family, and ability of the applicant(s) to provide for a good healthy family environment for children.
- g. Any person desiring to become a foster parent is not eligible to apply for adoption proceedings during the initial placement of foster children in their home.
- h. Relative applicants (persons who are not related by blood or through marriage to the foster child) will be required to apply for foster parent certification. Relative applicants will be referred to the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) of Division of Children's Wellness (DCW) for Aid to Families with Dependent Children (AFDC).
 - 1. AFDC compensation is retroactive to the day of application.

Foster care supplemental payments will be made to eligible applicants

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2. Social Evaluation

- a. The Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) will conduct a social evaluation of the applicant(s), as well as the home environment, to determine qualifications under these regulations. The social evaluation shall be maintained in the applicant(s)' file.
- b. The social evaluation will consider the applicant's personal character, fitness, and factors which show competency for the care of foster children.

3. Approval and Issuance of Certificate

- a. Based on the social evaluation indicating the applicant has satisfactorily met the requirements under these regulations, the Department shall issue a Certificate showing approval for licensing as a family foster home. The Certificate shall provide for the name of the applicant, maximum number of foster children permitted, and the period for which the Certificate is issued.
- b. If the foster home under evaluation will accept only a specific child, or a child for whom service is requested, who is already living in the foster home, the Department may issue a Certificate for a specific child if the home meets the requirements under these regulations. Studies on foster homes for a specific child already living in the home shall be completed no later than two (2) months from the date the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) became aware of the placement.
- c. The Certificate shall be effective for a period of two (2) years from the date of issuance. The Certificate is non-transferable or assignable, and any attempt to transfer or assign the Certificate is void. The Certificate may be terminated sooner either by revocation, decision of the foster parent to no longer engage in the services as a foster parent, displacement of the child by order of the Court, or change of residency.
- d. A Provisional Certificate may be issued for a period of sixty (60) days for those unable to meet requirements under the social evaluation, and that it has been reasonably determined that all requirements will be met no later than forty-five (45) days from date of issuance of the provisional certificate, and provided that the health and safety of the child is not in jeopardy by such temporary placement.
- **e.** The Certificate should be available for inspection by the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) upon request.

4. Renewal of Certificate

A Certificate may be renewed by the Bureau of Social Services Administration (BOSSA)-Home Evaluation and Placement Section (HEPS) of every two (2) years upon submittal of a satisfactory re-evaluation report indicating that the home continues to provide the standard of care which meets the requirements of these regulations. A Provisional Certificate

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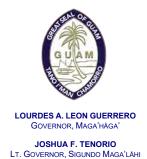
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- d. A Provisional Certificate may be issued for a period of sixty (60) days for those unable to meet requirements under the social evaluation, and that it has been reasonably determined that all requirements will be met no later than forty-five (45) days from date of issuance of the provisional certificate, and provided that the health and safety of the child is not in jeopardy by such temporary placement.
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EXHIBIT N



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



LAURENT SF DUENAS, MPH, BSN
DEPUTY DIRECTOR

TERRY G. AGUON
DEPUTY DIRECTOR

APPLICATION FOR FAMILY FOSTER HOME

WELCOME!

The Bureau of Social Services Administration (BOSSA) of the Division of Children's Wellness, Department of Public Health and Social Services (DPHSS) welcomes your interest in providing care to our foster children. Our children are in foster care because of either physical, emotional, sexual abuse or neglect in their family. Foster parents have an important and rewarding role that will directly impact, nurture and support the child's life while temporarily removed from their homes.

Individuals applying to become foster parents must be U.S. citizens or resident aliens and be residents of Guam (this includes Active duty military personnel).

Who May Apply:

- Married Couples
- Domestic Partners (joint or alone)
- Single Persons (including single parents) 18 years or older

If you meet the requirements above, please complete all the documents in the enclosed application packet and submit to the Bureau of Social Services Administration for processing. This will help us in certifying you as a prospective parent.

The application packet includes:

- Application for License
- Autobiography of Foster Parent Form
- Medical History Form for each applicant. NOTE: A <u>Tuberculosis Clearance must be</u> provided for applicant
- Financial Report Sheet and Instruction Sheet
- Employment Verification Form
- (3) Character Reference Form
- Consent for Disclosure Form
- Social Study Questionnaire

Department of Public Health & Social Services 155 Hesler Place, Agana, Guam 96910 www.dphss.guam.gov

***If you are applying as a couple, please print two copies each of Medical History Form, Consent for Disclosure, Social Study Questionnaire and employment verification if you are both employed.

Families interested in our foster care program must submit the following:

- Guam Police and Court Clearances for applicant and all adult household
- members.***
- Copy of recent check stub
- Marriage Certificate/license if applicable
- Clearance from investigative agency (i.e. Navy Criminal Investigative Services, Offices of Special investigation) if active military personnel)

If you have lived on Guam for less than five years, a child abuse check must be obtained from the state(s) or country/ies you have resided in the past five years. The foster care licensing social worker will assist you with this process.

What to Expect:

A social evaluation of the application and home environment will be conducted by our agency to assess the applicant's personal character, fitness and factors which show competency for the care of foster children.

If an applicant has satisfactorily met the above requirements, the Department will issue a certification showing approval for licensing a family foster home. The license is valid for two years.

If an applicant is unable to meet requirements under the social evaluation, and if it has been reasonably determined that all requirements will be met no later than forty-five (45) days, a Provisional Certificate may be issued provided that the health and safety of the child is not in jeopardy by such temporary placement.

NOTE: When an applicant submits a foster care application, he/she has ninety (90) days to complete all licensing requirements otherwise your application would be voided. If you are still interested in becoming a licensed foster parent, you must re-apply.

We need dedicated families that will meet the challenging needs of our children. We appreciate your time and consideration and we look forward to hearing from you.

You may contact us at:

Mailing Address:

Bureau of Social Services Administration Division of Public Health and Social Services 194 Hernan Cortez Avenue, Suite 309 Hagatña, Guam 96910-5052

Telephone Numbers: (671) 475-2672/2653

Updated: June 13, 2022

Facsimile Number: (671) 477-0500

***Note: Police clearances can be obtained at the: Guam Police Department

Records & ID Section

590 South Marine Corps. Drive ITC Bldg., 1st floor Suite 131 Tamuning, Guam 96913 671-475-8498/8506

Fee: \$20.00 each clearance (subject to change)

***Court Clearances can be obtained at the: Superior Court of Guam

120 West O'Brien Drive Hagatna, Guam 96910 671-475-3274/3121

Fee: \$20.00 each clearance (subject to change)

Updated: June 13, 2022