

**NUMBER**

#17-68-07

**DATE**

March 31, 2017

**OF INTEREST TO**

County Directors

Social Services Supervisors and  
Staff

Tribal Directors

Tribal Social Services  
Supervisors and Staff

County Attorneys

Tribal Attorneys

Child-placing Agencies

**ACTION/DUE DATE**

Read and implement

**EXPIRATION DATE**

March 31, 2019

## Procedures for Emergency Relative Placements

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### TOPIC

Child foster care emergency relative placement procedures.

### PURPOSE

To guide county social service agency staff who use emergency relative placements to immediately place a foster child with an unlicensed relative. Updates bulletin 16-68-01, clarifying responsibilities of the county placing agency to improve timely completion of the licensing process.

### CONTACT

**Foster care licensing:** Mary Larson, licensing supervisor, 651-431-6551, [mary.larson@state.mn.us](mailto:mary.larson@state.mn.us)

**Background Studies:** 651-431-6620, [DHS.AWbackgroundstudy@state.mn.us](mailto:DHS.AWbackgroundstudy@state.mn.us)

**Emergency Relative Placements:** Deborah Beske Brown, child foster care supervisor, Child Safety and Permanency Division, 651-431-4731, [deborah.beske.brown@state.mn.us](mailto:deborah.beske.brown@state.mn.us)

### SIGNED

JAMES G. KOPPEL  
Assistant Commissioner  
Children and Family Services

REGINA WAGNER  
Deputy Inspector General  
Office of Inspector General

### TERMINOLOGY NOTICE

The terminology used to describe people we serve has changed over time. The Minnesota Department of Human Services (DHS) supports the use of "People First" language.

## I. Foster care licensing is required

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All foster children must be provided with the protections established in Titles IV-B and IV-E of the Social Security Act; Minnesota Statutes are consistent with Titles IV-B and IV-E. Section 471 of the Social Security Act requires states to be responsible for establishing and maintaining standards for foster family homes, and ensuring children's safety and well-being while in foster care.

Under Minnesota Statutes, Chapter 245A, county social service agencies may not place a child in unlicensed foster care. An exception to this is for emergency relative placements. Minnesota Statutes, section 245A.035, provides a process for suitable relatives to immediately receive related children for emergency placement until they are licensed.

When a county agency is legally responsible for placing a foster child with a relative who is not licensed, it is reasonable to expect a foster care license to be completed within 120 days of a child being placed.

Accomplishing this goal involves the following efforts:

- The legally responsible county social service agency placing a foster child with an unlicensed relative must ensure timely referral information to the licensing agency
- The licensing agency must engage in multiple parts of licensing processes at the same time with unlicensed relatives (i.e., background studies, home safety and home study) to avoid delays caused by a step-by-step approach to required processes
- Relatives must be given an opportunity to request a variance for non-safety- related standards.

**A county social service agency cannot place a foster child, or keep a foster child, placed in a home that has been determined to not meet minimal standards.** Remove a child from an emergency relative placement if it is determined that a relative has failed to cooperate with agency staff to complete the licensing process, or does not meet required standards.

This bulletin has been updated to support timely completion of the licensing process and to address licensing barriers for relatives, and establishes procedures for relatives with an emergency placement that are not licensed within 120 days of an application. The licensing referral form was updated August 2016, based on feedback from county social service agency staff. These updates will help agencies ensure all foster children are provided with Titles IV-B and IV-E protections, and consistent application of licensing standards with unlicensed relatives to improve timely completion of the licensing process.

## II. Tribal social services

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Tribal governments have authority to develop child foster care licensing standards and approve family foster homes. State foster care licensing standards do not apply to a foster home licensed or approved by a tribe. Tribal child foster care standards are considered equivalent to the state foster care license standards. [25 U.S.C. §1911]

Tribes with Title IV-E agreements with the state have agreed to follow federal foster care requirements. Tribal social service agencies with Title IV-E agreements have processes in place to license or approve family child

foster homes that include an Adam Walsh background study, meeting requirements of section 471(a) (20) of the Social Security Act.

Recommended practice is for county agencies to collaborate and support a tribal agency's licensing process; county agencies must request a copy of the tribal foster care license for the case file.

### III. Unlicensed emergency relative placement

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To have responsibility for placement, care and supervision of a child, county social service agencies must take action to have legal authority for placement services. Legal authority is a court order, or Voluntary Placement Agreement (VPA), although a placement may initially be based on a 72-hour emergency hold. Requirements for:

- **Both voluntary and court-ordered placements:** Agencies must locate the most appropriate facility, develop and monitor an out-of-home placement plan, and hold regular court or administrative reviews. [Sections 475(1) and (5) (A) and (B) of the Social Security Act; and 45 Code of Federal Regulations (C.F.R.) §1355.20; Minnesota Statutes, sections 260C.141, subdivision 2; 260C.175; 260C.201; 260C.203; 260C.204; and 260C.212, subdivisions 1 and 2.]
- **A voluntary placement:** Agency staff must review a VPA with the parent(s) and sign the form. [Section 472(f) (2) of the Social Security Act; and 45 C.F.R. § 1355.22; Minnesota Statutes, sections 260C.141, subdivision 2; 260C.227; and 260D.03.]

When a child is in foster care, all foster care requirements apply, whether a home is licensed or an unlicensed emergency placement, or even if not accepting payment for care. [45 C.F.R. §1355.20; Minnesota Statutes, section 260C.007, subdivision 18.]

For all family foster care placements, relatives are to be given first consideration for placement. Relatives include persons related by blood, marriage, adoption, the legal parent or guardian of a child's siblings, or those with whom a child has previously lived or had a significant relationship. For an Indian child, a relative includes members of a child's extended family as defined by their tribe. [Section 471 (19) of the Social Security Act; 25 U.S.C. §§ 1903 and 1915; Minnesota Statutes, sections 260.771, subdivision 7; 260C.007, subdivisions 26B and 27; 260C.212, subdivision 2.]

When a county social service agency is legally responsible for placement of children, it may make unlicensed emergency relative placements in the following circumstances, including when:

- A child is on a law enforcement hold (assisting law enforcement regarding where to place a child)
- An agency has care and placement responsibility through a Voluntary Placement Agreement
- A child is in protective care under legal responsibility of an agency pursuant to Minnesota Statutes, section 260C.178, or an agency has legal custody of a child pursuant to Minnesota Statutes, section 260C.201

- An agency has a Title IV-E agreement with corrections and child is under the jurisdiction of juvenile court regarding a probation violation or delinquency, and a child is taken into custody pursuant to Minnesota Statutes, section 260B.198.

Child Foster Care Notice to Relatives (DHS 3799) provides a summary of what a relative needs to know to become a foster parent. This summary is in Attachment A, available on eDocs.

## A. Prior to placement

### 1. Background checks

County social service agencies considering emergency placement of a child with a relative may obtain criminal history, and history of maltreatment of children or adults, from locally available sources to aid in determining, on a preliminary basis, whether a prospective foster parent or household member has a criminal or maltreatment history. A county social service agency or county attorney may also request a name-based check of the National Criminal Records Repository. [Minnesota Statutes, section 260C.209]

A county agency may:

- Use any source that is available to the public, such as records of criminal convictions in state/district court using the court's information system, and public law enforcement data
- Obtain signed consents from a relative to access criminal history data that is not available to the public.

As part of an emergency placement process, a review of criminal records is done by the county social services agency. It does not take the place of the Adam Walsh background study that must be completed by the licensing agency prior to licensure. The preliminary review is an initial screening for possible criminal or social service history that would be part of an immediate assessment of whether placing a child in the household would endanger their health, safety, or welfare; and to assess the suitability of a relative to care for a child. A preliminary screening by a county social services agency does not determine disqualification for licensure, but may be used for assessment purposes to determine placement decisions.

There are two types of background study results that require careful review:

- **Permanent barrier or bars**

If a county agency determines prior to placement that anyone in the home requiring a background study is disqualified under Chapter 245C, and the disqualification is one that the commissioner cannot set aside, the emergency placement must not be made. Permanent barriers apply to the prospective foster or adoptive parent, regardless of whether foster care maintenance payments are made. [Section 471 (20) of the Social Security Act; Minnesota Statutes, section 245A.035, subdivision 3.] Refer to Minnesota Statutes, sections 245C.15 and 245C.24, or [Disqualification Chart](#) for the list of permanent barrier crimes that cannot be set aside, or variance granted, for a Minnesota child foster care license.

- **Disqualifications**

Whenever a county social service agency considering an emergency placement of a child finds that a prospective relative foster parent, or someone living in the home, has a disqualification, the legally responsible county social service agency placing a child must assess whether they will be safe in the home. For reference, the commissioner reviews the factors itemized in Minnesota Statutes, section 245C.16, to determine risk of harm, and whether a disqualification may be set aside or variance granted.

**Relatives with permanent barriers may not be considered for an emergency placement of a child under Minnesota Statutes, section 245A.035, and cannot be licensed as foster parents.**

However, relatives with disqualifications who were not selected for emergency placement of a child may initiate a foster care license application at their local county social service agency or child-placing agency. A foster care application would require initiation of an Adam Walsh background study, which they have the right to request if a disqualification is identified. If the relative completes the licensing process and is issued a foster care license, they can be considered for placement, if in a child's best interest. [Minnesota Statutes, section 260C.193, subdivision 3]

## **2. Care of individuals who rely on medical monitoring equipment to sustain life**

Minnesota Statutes, section 245A.155, requires agencies that place an individual who relies on medical equipment to sustain life or monitor a medical condition, to ensure that a foster care provider has received training to operate such equipment prior to placement. When an agency is placing a child with life sustaining medical equipment, it must ensure a caregiver has completed required training prior to placement.

## **B. Initial inspection of a relative's home**

The purpose of foster home licensing is safety, therefore, the initial inspection of a relative's home must ensure safety of children in the home. County social service agencies legally responsible for a child's emergency placement must conduct an initial inspection of the relative's home. The legally responsible county agency may request initial inspection as part of a courtesy supervision agreement with another county social service agency.

When possible, this inspection must occur prior to placing a child in the relative's home, but no later than three working days after a child is placed in the home. This initial inspection is typically conducted by a child protection or other social worker with case management responsibility. If agency staff making the initial visit are not familiar with child foster care licensing standards, it is recommended that this worker be accompanied by other agency staff knowledgeable about required standards.

During the initial inspection, county social service agency staff complete the following documents:

### **1. Home safety checklist**

During the initial home visit with a relative, the [home safety checklist](#) and the [home safety checklist child foster care addendum](#) must be completed to ensure the health and safety of a

foster child. If a home does not meet home safety checklist standards at the time of placement, this must be documented on the checklist. In addition, if an alternative plan for safe sleep practices is needed to ensure a foster child's safety, this must be documented on the addendum and the licensing agency may issue a variance for an alternative plan, if required. The Home Safety Checklist Child Foster Care Addendum addresses the following parental care practices:

- Reduction of risk of sudden unexpected infant death: **When an infant is placed in a home, the initial inspection must address safe sleep practices**, including assurance that a home has a safe crib, and caregivers in the home understand safe sleep requirements. The [Minnesota Department of Health website](#) offers information about sleep and crib safety in English and Spanish.
- Sleeping space for foster children: For reference, [Variances to the Minnesota Rule for Child Foster Care Providers](#) identifies variances that may be considered for approval by a licensing agency for relative placements.

## 2. Emergency Relative Placement Foster Care Referral (DHS 5178)

The [Emergency Relative Placement Foster Care Referral](#) form was revised in 2016 and is used to notify a licensing agency of an emergency placement made in a relative home, either within the same county or in a different county. The form may also be used to notify a child-placing agency of a relative placement of a child, if a relative chooses to be licensed by a child-placing agency.

Legally responsible county social service agency staff provide the above documents. These forms are to be completed within 10 calendar days of a child's emergency placement and sent to the county social service agency in the relative's county of residence, or a child-placing foster care licensing agency.

Title IV-E reimbursement and permanency with a relative is contingent on that relative completing the foster care licensing process. When two different agencies are involved, it is vital that staff connect and assist each other with this process to avoid loss of Title IV-E funds for eligible placements, state share of foster care placement costs or delay permanency.

## C. County placing and child foster care licensing agencies' responsibilities

The county social service agency legally responsible for placing a child and licensing agencies have the following responsibilities when a foster child is placed with an unlicensed relative using this process.

### 1. County social service agency that placed a child in an unlicensed relative home sends the following completed documents to the licensing agency within 10 days of placement:

- [Emergency Relative Placement Foster Care Referral](#) (DHS 5178, updated August 2016)
- [Home Safety Checklist](#), completed during the initial visit
- [Home Safety Checklist Addendum](#), completed during the initial visit

- [Minnesota Adoption and Child Foster Care application](#) (DHS 4258A) completed with applicant
- [Adoption and Foster Care Individual Fact Sheet](#) (DHS 4258B, updated November 2016) completed with applicant.

The Child Foster Care (CFC) Background (BGS) Data Collection form may be provided to a relative caregiver to complete and send to the licensing agency for processing. The legally responsible county social service agency cannot initiate a background study for foster care licensing, unless the placing and licensing entities are the same county agency. The background study form, CFC BGS Data Collection form is attached to this bulletin (Attachment B).

## **2. Licensing agency that receives a referral from a county social service agency must initiate the licensing process.**

Best practice recommendation is for licensing agency staff to meet with relatives to concurrently complete the following processes required for the licensing process:

- **Background study:** A background study is required for prospective license holder(s) and for all individuals living in the home age 13 and older. [Minnesota Statutes, sections 245C.03 and 245C.05] The licensing agency will provide information to applicants on the process for completing background studies. The Minnesota Department of Human Services (department) will provide written results to subjects of the study. Background studies must be completed by the county, tribe or private agency licensing a foster home. The legally responsible county social service agency may provide the Child Foster Care Background Data Collection form to foster care applicant, but cannot submit the background study to the department, unless the legally responsible agency and licensing agency are the same.
- **Home Safety Checklist and Child Foster Care Home Safety Addendum:** Licensing staff review the completed forms with relatives to ensure that required safety standards are met or issue a variance for an alternative plan. [Variances to the Minnesota Rule for Child Foster Care Providers](#) itemizes the parts of the child foster care rule that may be varied by county or private agencies for relatives.
- **Training requirements:** The following training is required and documented in the home study:
  - **Orientation:** A minimum of six hours of orientation training is required; topics include emergency procedures, relevant laws and rules, cultural diversity and parent roles and responsibilities. [Minnesota Rules, part 2960.3070]
  - **Normalcy and reasonable and prudent parent standard:** This training is required and available on the department's website, [Normalcy and reasonable and prudent parent standard training](#). [Minnesota Statutes, section 260C.215, subdivision 4]

- **Mental Health:** Two hours of mental health training is required prior to licensure. [Minnesota Statutes, section 245A.175]
- **Child passenger restraint:** Training is required for any caregivers transporting children under 9 years of age. [Minnesota Statutes, section 245A.175]
- **Sudden unexpected infant death and abusive head trauma:** Training is required for any caregiver of children under 6 years of age. [Minnesota Statutes, section 245A.144]
- **Medical equipment: Training is required for any caregiver of children who rely on life sustaining or monitoring medical equipment for their care.** [Minnesota Statutes, section 245A.155]
- **Home study:** Complete according to requirements of Minnesota Rules, part 2960.3060, on the commissioner's required format, [DHS 4258D](#) and [4258E](#). These forms were updated January 2017.
- **Fire marshal inspection:** If any of the conditions below exist, a foster home must be inspected by the state fire marshal, or a local fire code inspector approved by the state fire marshal, if:
  - It contains a freestanding solid fuel heating appliance (wood burning stove)
  - It is a manufactured home as defined in Minnesota Statutes, section 327B.01, subdivision 13, and manufactured before June 15, 1976
  - It is to be licensed for four or more foster children
  - It has a foster child sleeping in a room that is 50 percent or more below ground level
  - The licensing agency identifies a potential hazard in a single-family detached home, or a mixed or multiple-occupancy building, it may require an inspection by the state fire marshal.

The conditions identified above are the **only** requirements in determining the need for a fire marshal inspection of a child foster care home. Licensing agencies cannot require an inspection of all single-family foster homes or mixed or multiple-occupancy buildings.

**The conditions or specific potential hazard must be identified.** If there is a concern about an egress window in a bedroom that will be used by a foster child for sleeping, the placing and licensing agencies must consider a variance for an alternative sleeping arrangement within the home as an option to meet licensing standards.

- **Additional inspections:** An agency licensing a relative home may also determine that additional inspections, training or information may be necessary to determine compliance with requirements of Minnesota Statutes, Chapter 245A, and Minnesota Rules, parts 2960.3000 to 2960.3340.



## D. Variances from foster care licensing standards

Fostering Connections for Success and Increasing Adoptions Act of 2008 [Public Law Number 110-351] requires relatives to be notified that a variance from foster care standards may be requested in circumstances that do not jeopardize the health or safety of a child. Mental health, child passenger restraint, sudden unexpected infant death and abusive head trauma trainings required in Minnesota Statutes, sections 245A.175, 245A.18 and 245A.144, are statutory health and safety trainings that do not allow a variance. [Variances to the Minnesota Rule for Child Foster Care Providers](#) itemizes the parts of the child foster care rule that may be varied by a county or private licensing agency for relatives.

**A licensing agency has legal authority to issue most variances to the child foster care rule.** However, consistent with Minnesota Statutes, section 245A.16, the following variance requests must be submitted to and approved by the commissioner of the Minnesota Department of Human Services:

- Dual license for child foster care with family child care or adult foster care
- Placement of a youth over age 18 in a licensed child foster care setting
- Placement of a child under age 18 in an adult foster care or community residential setting
- Variances to the requirement that an applicant and/or adult household members be free from chemical use problems for two years, or
- Variances regarding background study disqualifications.

## E. Required training

Risk of sudden unexpected infant death and abusive head trauma, mental health and child passenger restraint trainings are not required by statute prior to an unlicensed emergency relative placement. However, these trainings are required prior to licensure.

Minnesota Statutes, section 245A.18, requires child passenger restraint training to transport a child or children under age 9 in a motor vehicle, and sections 245A.1435 and 245A.144 requires risk of sudden unexpected infant death and abusive head trauma trainings. These trainings are required prior to licensure; therefore, relatives must complete training as part of the foster care application process.

When infants and young children are placed with relatives, the licensing agency should provide information about availability of sudden unexpected infant death and abusive head trauma and child passenger restraint trainings during the first visit, or as soon as possible to emergency relative caregivers to support timely completion of these health and safety trainings.

## F. Reduction of risk of sudden unexpected infant death

Minnesota Statutes, section 245A.1435, requires all license holders to comply with safe sleep practices for infants. The requirements in this section apply to license holders serving infants younger than 1 year of age.

Infants must be placed to sleep on their backs, they must be placed in a crib directly on a firm mattress with a fitted sheet, and there must not be anything placed in the crib with an infant with the exception of a pacifier.

Licensing and placing agencies should discuss cultural practices regarding adult/infant sleeping, and identify safety concerns and hazards with this practice.

Placing agency must document sleeping arrangements on the home safety checklist addendum.

## **G. Recommended action when the licensing process has not been completed within 120 days**

Relatives accepting a child for foster care placement are required to cooperate with the licensing process. If the licensing process is not completed within 120 days of placement, the legally responsible county social service agency cannot verify that a child is safe and is required to:

- Consult with the licensing agency and identify the licensing barrier
- Consider with the licensing agency the options available to address barriers, ensuring that the department's Licensing Division has been consulted to consider every option, including variances to licensing rules
- Develop, with the licensing agency and relatives, an action plan to complete the process within a specified time period, or remove child from the home.

## **IV. Payment for emergency relative placements**

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Relatives must receive foster care payments from the first day of foster care placement, whether licensed or an emergency relative placement. The placing agency determines the foster care payment rate using maintenance standards and supplemental difficulty of care rates, according to Northstar Care for Children. A child is eligible for foster care benefits from the first day of placement. [Minnesota Statutes, section 256N.21, subdivision 2 (3) (i)]

Written notice is provided to the county, tribal or private agency foster parent of the rate determination, as well as appeal procedures, if a request for foster care payment is denied. [Minnesota Statutes, section 256N.24, subdivision 13]

Minnesota Statutes, section 256.045, gives the right to a state administrative hearing to "any person whose claim for foster care payment according to a placement of a child resulting from a child protection assessment under Minnesota Statutes, section 626.556, is denied or not acted upon with reasonable promptness regardless of the funding source." [Request for Foster Care Payment](#) may be completed to request payment from the financially responsible agency.

## V. Licensing process for a relative applicant an agency is considering for foster care placement

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When a legally responsible county social service agency is considering a relative for foster care placement, but has not made an emergency placement, the relative may initiate a child foster care license application at their local county social service agency or a child-placing agency. **An agency receiving an application must allow the relative access to the agency's routine licensing procedures**, including attending information meetings or training sessions.

## VI. Questions

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For questions about emergency placement decisions, general policies, and need for obtaining a license, contact Deborah Beske Brown at [deborah.beske.brown@state.mn.us](mailto:deborah.beske.brown@state.mn.us).

For questions about general foster care licensing requirements, contact Mary Larson at: [mary.larson@state.mn.us](mailto:mary.larson@state.mn.us).

For questions about background study policies, procedures and requirements, contact: [DHS.AWbackgroundstudy@state.mn.us](mailto:DHS.AWbackgroundstudy@state.mn.us).

For questions about using the NETstudy for online submission of information, such as passwords, the system not accepting information, etc., go to: [DHS.NETstudyAdmin@state.mn.us](mailto:DHS.NETstudyAdmin@state.mn.us).

## Americans with Disabilities Act (ADA) Advisory

This information is available in accessible formats for people with disabilities by calling (651) 431-3809 (voice) (division's general information phone number) or toll free at (800) 627-3529 or by using your preferred relay service. For other information on disability rights and protections, contact the agency's ADA coordinator.

## **What you need to know to become a relative foster parent**

### **Foster care placement**

A foster care placement occurs when a child cannot be left safely in their home and a court orders custody of the child to a county or tribal agency. Or a child has been placed in foster care through a voluntary placement agreement between a parent and an agency. The responsible agency must notify and consider relatives first when looking for a family foster home to care for a child.

A foster child receives services, agency staff develop a plan for a child's care and services, including a plan for visits with parents, siblings and other family members as determined by the court and agency. A relative caring for a child will be responsible to follow the instructions of the court and the child's service plan.

### **Child foster care licensing**

All foster parents, including relatives, must be licensed. Agencies may make an emergency relative foster care placement with a relative that is not a licensed foster home. When considering a placement with an unlicensed relative, agency staff make an initial safety check of your home before or within three days of placement. The safety check includes a review of your criminal, abuse and neglect history.

To be licensed as a foster parent, you must apply for a foster care license through a county or tribal social service agency prior to placement, or within 10 days of an emergency relative placement. Agency staff will give you an application during the initial visit, or contact your local agency to request one. The licensing process includes a finger print-based background study of the applicant and household members' criminal, abuse and neglect histories. It also includes home visits to assess if your home offers a safe environment for a child, and discussions about parental care and supervision.

Foster care licensing also requires training. Orientation and mental health training is required for all foster parents. When a foster parent is caring for a young child, Passenger Restraint (car seat), sudden Unexpected Infant Death and Abusive Head Trauma training are also required.

You can ask agency staff for help with the licensing process. The agency may vary some licensing requirements for relatives. If a specific licensing requirement cannot be met in your home, and it does not pose a safety risk or affect the child's health, you may ask the licensing agency for a variance.

### **Foster care benefits and services**

All foster parents receive the same supports, including foster care payments and other services to help keep children in their care. After a foster child is placed in your home, local county agency or appropriate tribal agency staff complete the Minnesota Assessment of Parenting Children and Youth (MAPCY), and provide the results in writing, including the amount of monthly payments.

The agency will also arrange Medical Assistance or other medical insurance to cover a foster child's medical, dental, vision care and mental health services. If a foster child needs additional

services, the agency will assist to determine appropriate services and a foster child's eligibility for those services. Services may include independent living and transition, child protection, disability, mental health, chemical dependency, Medical Assistance, home and community-based services, vulnerable adult services, or other services offered by the county or tribal agency.

### **Court reviews and permanency planning**

Foster care is temporary. State and federal laws limit the time a child can remain in foster care and requires regular court reviews of placements. If a child cannot be safely returned to the care of their parent(s), the agency must seek a permanent home for the child. A decision not to be an initial placement resource should not affect later consideration. However, when a family commits to adopting or accepting a permanent transfer of physical and legal custody, further notification to relatives who did not respond to the initial notice or were not involved in the care and planning for the child is not required.

As the child's relative, you have the right to ask to be notified of court hearings regarding the child. Relatives and foster parents may attend hearings and have the opportunity to be heard by the court. Future notices of court hearings and the need for a permanent home will be sent to relatives who respond to this notice, unless the court relieves the agency of permanency notice requirements. To receive future notices about court hearings, contact the court administrator at:

If your mailing address changes, let the agency and the court know as soon as possible. Without a current address, future notices may not be delivered.

### **Northstar Adoption Assistance or Kinship Assistance benefits**

For relatives who commit to permanency for foster children, Northstar Adoption Assistance or Kinship Assistance are available for eligible children. Based on eligibility, these programs provide monthly payments, Medical Assistance and reimbursement for non-reoccurring expenses incurred by caregivers to finalize an adoption or a permanent transfer of physical and legal custody. For children age 6 and older, the monthly payment for these programs will be the same as foster care payments. Relatives are encouraged to talk with county or tribal caseworkers about eligibility, licensing, commitment and other requirements under Northstar Adoption Assistance or Kinship Assistance.

### **More information**

County and tribal agency staff can tell you more about foster care and answer questions. More information is also available on the Minnesota Department of Human Services' website about foster care for relatives and permanency planning as follows:

- The ways relatives may participate in the care and planning for a child, as well as foster care licensing standards, are included in the ["Family Matters"](#) brochure
- Detailed information about adoption and custody options, Northstar Kinship Assistance and Northstar Adoption Assistance for relatives and foster families are available in the ["Paths to Permanency"](#) brochure.



## CFC BGS DATA COLLECTION FORM AFC/FADS DATA COLLECTION FORM

Please note that all of the following information (unless otherwise indicated) is required by the Bureau of Criminal Apprehension (BCA) or Federal Bureau of Investigations (FBI). \* Indicates that the field is optional.

**Please check one of the following:**

☐ Applicant/License-Holder    ☐ Household Member    ☐ Other

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	
<b>Maiden Name, Prior Names and Aliases</b>			
<b>Date of Birth</b>	<b>* Race</b> <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Native American <input type="checkbox"/> Unknown	<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown <input type="checkbox"/> Other	
<b>Eye Color</b>	<b>Hair Color</b>	<b>Height</b>	<b>Weight</b>
<b>State or Country of Birth</b>		<b>Telephone #</b>	
<b>Current Street Address</b>		<b>City</b>	
<b>State</b>	<b>Zip</b>	<b>County</b>	
<b>Driver's License # or MN State-issued ID #</b>	<b>Expiration Date of ID</b>	<b>* Social Security #</b>	

**Have you lived at the above address for over 5 years?**                      **Yes**                      **No**

**If no, please list all city and states where you lived within the last 5 years:**

<b>City:</b>	<b>State:</b>	<b>Year From:</b>	<b>Year To:</b>

## ACKNOWLEDGMENT

I acknowledge that I have read this form and that I have been notified of and understand that the Minnesota Department of Human Services needs this information to complete the background study.

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Signature

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Signature of Parent or Guardian (Required for Minors Only)

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Date

*This area is for agency use only*

**To ensure accurate processing of the components of NETStudy 2.0 that rely on name and date of birth for matching, it is important that you verify the identity of the subject of the background study. The subject's name and date of birth on this form must match the information on the subject's identification (ID). A list of acceptable forms of ID may be found on the DHS public website.**

☐ **Identification of the subject has been verified.**

**For family CFC only: If the individual has lived outside of the state within the last five years, complete the Child Abuse Neglect Registry (CANR) process in the NETStudy 2.0 system.**

Attachment – Background Study Notice of Privacy Practices

January 20, 2017