



**Administrative Policies and Procedures: 16.21**

<b>Subject:</b>	<b>DCS Employees as Resource Parents</b>
<b>Authority:</b>	TCA 37-5-106
<b>Standards:</b>	DCS 2-103 A, 2-104 A, 2-305, 6-502 A,6-503 A, 6-505 B
<b>Application:</b>	DCS Employees
<b>Policy Statement:</b>	
<p>Department of Children's Services (DCS) and DCS private provider agency employees may apply to become resource parents, however if approved, they will be only allowed placements that do not create a conflict of interest (i.e. DCS employees have no professional responsibility for a child/youth's case. See <a href="#">Policy 4.10, Conflicts of Interest</a>). DCS Employees cannot serve as resource parents for a DCS private provider agency. Employee applicants must complete all the requirements outlined in <a href="#">DCS Policy 16.4, Resource Home Approval</a> and must maintain a separation of their role as a resource parent and a DCS employee.</p>	
<b>Purpose:</b>	
<p>DCS has an obligation to build a pool of approved resource homes. The department recognizes it may have viable placement resources within the ranks of its staff and does not wish to reduce its pool of potential candidates by excluding staff members who wish to extend their service to children/youth and at the same time must provide safeguards to prevent conflicts of interest. The department believes that individuals working in the child welfare system tend to have a particular interest in serving children and families and encourages employees to apply.</p>	
<b>Procedures:</b>	
<b>A. Application</b>	If a DCS employee wishes to apply to become a resource parent; he or she should make application in their own county of residence. The Placement Services Division (PSD) Division will immediately refer the home study of the employee to the DCS private provider agency/agencies contracted with the State of Tennessee for the provision of this service (i.e. AGAPE).
<b>B. Training and approval requirements of employee resource parent applicants</b>	<ol style="list-style-type: none"> <li>1. Any DCS employee that applies to become a resource parent must meet all the requirements and attend all training as outlined in <a href="#">DCS Policy 16.4, Resource Home Approval</a>.</li> <li>2. DCS and/or DCS private provider agencies will contract with other providers to complete the home study for the employee. During the home study process, the writer should assure that an interview is completed with the employee's supervisor in order to understand if the applicant has the ability to maintain a separation and manage the roles of a resource parent and employee. This conversation and the strengths and concerns should be clearly noted in the</li> </ol>

	<p>home study.</p> <p>3. The training requirements can be met through the consortium or the DCS private provider agency/agencies contracted with the State of Tennessee for the provision of this service.</p> <p>4. Recommendations for approval/denial will be submitted to DCS for final approval for DCS homes. The DCS Placement Services Division will ensure that home studies meet all requirements in Policy 16.4., Resource Home Approvals.</p>
<p><b>C. Permitted Placement types</b></p>	<p>1. Employees who are approved as resource parents will be allowed placements that do not create a conflict of interest.</p> <p>2. After home study approval, the DCS employee resource home will be allowed the following placement types without additional authorization:</p> <ul style="list-style-type: none"> <li>a) A child related to the family,</li> <li>b) A child who has been previously placed in the home.</li> </ul> <p>3. Any other placement types will require the approval of an external reviewer and should be for the purposes of ensuring a permanent child placement, whether through adoption, Guardianship, Legal Risk placement, Subsidized Permanent Guardianship or a long term permanent relationship. The process involved in requesting approval for other placement types is:</p> <ul style="list-style-type: none"> <li>a) The Child and Family Team Meeting (CFTM) should determine “Best Placement” for the child.</li> <li>b) Form <b>CS-0763, Permission to Place DCS Child in DCS Employee Resource Home</b>, is completed by the Permanency Specialist/FSW and submitted to the Regional Administrator.</li> <li>c) The Regional Administrator sends the request to the Deputy Commissioner who, in turn, forwards the request to an external reviewer.</li> <li>d) The CFTM Summary from the meeting recommending placement with an employee, the employee’s home study, form <b>CS-0763, Permission to Place DCS Child in DCS Employee Resource Home</b>, and any assessments related to the child (FFA, CANS, others) shall be forwarded to the Regional Administrator and Deputy commissioner in order to be provided to the external review committee for review.</li> <li>e) The external reviewer will respond to the request within two weeks using form <b>CS-0763, Permission to Place DCS Child in DCS Employee Resource Home</b>.</li> </ul> <p><b>Note: The regional PSD employee will document the review findings and the approval/denial in the current child welfare data base.</b></p>
<p><b>D. Resource Home Documentation and Maintenance</b></p>	<p>1. Once approved, the home will be managed by a Resource Parent Support worker in a region other than his or her own work or home county.</p> <p>2. The venue that the child is placed in will be responsible for completing and providing contracts to the employee/resource parent on the date that the child is placed in the home and forward copies of those contracts to the Resource</p>

	<p>Parent Support Worker from the region providing support and maintenance of the home.</p> <p>3. All approved resource parents (employees) will follow the same policies and procedures regardless of employment status.</p> <p>4. Employee applicants must sign form <b>CS-0748, Employee Conflict of Interest Statement</b>. Form <b>CS-0748</b> will be maintained in the employee's resource home case record.</p>
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<b>Forms:</b>	<p><a href="#"><u>CS- 0688- Resource Family Application For Parenting</u></a></p> <p><a href="#"><u>CS- 0763 - Permission to Place DCS Child in DCS Employee Resource Home</u></a></p> <p><a href="#"><u>CS- 0748- Employee Conflict of Interest Statement</u></a></p>
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<b>Collateral documents:</b>	None
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