

# Agreement between Foster Parents and Child Foster Care Licensing Agency

When children are placed in foster care, their parent/s, the responsible agency (county or Tribal agency that has responsibility for placement), licensing agency and foster parents work together to ensure children's well-being, safety and permanency. All standards and policies in statute, rule and guidance from the commissioner must be understood and followed. [Summary of child foster care responsible agency requirements \(DHS-0139A\)](#) should be reviewed with, and a copy provided to, foster parents.

This agreement outlines responsibilities of foster parents and the licensing agency.

## Foster care licensing agency agrees to:

1. Assist prospective foster parents with the licensing process by:
  - Providing and reviewing information about family foster care standards and licensing requirements
  - Completing the background study process for applicants and household members
  - Visiting the home to complete a comprehensive home study assessment
  - Considering and processing variance requests.
2. Provide orientation and create ongoing training plans with foster parents to prepare them to meet the needs of children. Required topics include, but are not limited to:
  - Trauma and attachment-informed parenting skills
  - Parenting strategies to affirm and support the racial, cultural and religious identities, and respect sexual orientation and identities, of children in foster care
  - Prudent parenting
  - Skills for trauma-informed parenting to care for children with prenatal exposure to alcohol and children with behavioral and mental health challenges
  - Child passenger restraint systems, sudden unexpected infant death and abusive head trauma prevention, and medical equipment, if applicable.
3. Describe the state's liability insurance coverage provided for licensed foster parents caring for children.
4. Help foster parents make informed decisions as to the suitability of their home to care for specific children and understand that a decision not to take a placement of a child will not jeopardize consideration of their home for other children. If 12 months have passed without accepting a child for placement, agency staff may discuss a plan to close the license.
5. Help foster parents understand the differences between foster care, transfer of permanent legal and physical custody, and adoption.
6. Discuss agency practices to assist foster parents interested in becoming a permanency resource through adoption or transfer of permanent legal and physical custody for children who cannot be reunified with their parents/guardians, including children statewide.
7. Investigate licensing reports to determine compliance with requirements.
8. Provide foster parents with written and verbal opportunities to evaluate licensing agency practices.
9. Include foster families in annual evaluations of their performance, including their roles and responsibilities, support needs and outcomes of placements for children in their home.
10. Notify the commissioner immediately upon learning about safety concerns that may affect children.

## Foster parents agree to:

1. Allow representatives of the responsible social services and licensing agencies and/or commissioner of the Minnesota Department of Human Services access to their home and property for the purpose of licensing, placement and supervision.
2. Acknowledge that their role as foster parent is intended to be temporary. Foster parents are expected to support reunification and transitions to foster or permanency homes in accordance with the case plan and court orders.
3. Accept children for foster care placement as described in the statement of intended use.
4. Contact licensing agency to inform of possibility of accepting placement of child/ren if contacted by a placing worker.

5. Notify licensing worker within 24 hours of accepting placement of a child.
6. Regularly engage with a child's parents/guardians to facilitate a co-parenting relationship when the goal is reunification, unless such a relationship poses a danger to the mental or physical health of child or foster parent/s.
7. Actively cooperate and participate with the responsible agency case manager and other involved service providers to develop and implement child's out-of-home placement plan, including visitation and preserving family relationships.
8. Provide for child's needs, including food, clothing, shelter, daily supervision, school supplies, personal needs and, consistent with the out-of-home placement plan, provide timely access to medical and dental care, including prescription medications and mental health services by qualified professionals.
9. Develop a plan for a smoke-free home environment for children in foster care.
10. Provide supervision in accordance with a child's age and needs, as assessed in the Minnesota Assessment of Parenting for Children and Youth (MAPCY).
11. Immediately report a missing foster child to the responsible county or Tribal agency and provide sufficient information on when they left, what they were wearing and other relevant information that will facilitate the agency staff to actively search for the child. If unable to contact county or Tribal case manager immediately, call their agency's 24-hour coverage line or law enforcement.
12. Report to the responsible agency plans to take child out of state, when they will be away from the foster home for longer than three nights, any changes in household members or plans to move, any serious family illness and any serious illness or accident involving a child in their care for foster care.
13. Make meaningful effort to increase understanding of, and demonstrate respect for, the religious, racial and cultural heritage, as well as sexual orientation and gender identity of children in their care and their families.
14. Acknowledge the effect of trauma and difficulties children in foster care may experience adjusting to a new environment. Make every effort to understand and be patient in addressing challenging behaviors of a child that result from the impact of trauma, separation and the grieving process. This may include participation in therapy and other services, as directed by the out-of-home placement plan or arranged by the responsible county or Tribal social service agency.
15. Ensure child's personal property and funds in the foster home are available for their use (unless restricted in their out-of-home placement plan). If a child is removed from the home, their property and funds, including any that were accumulated during placement, are returned within three days of removal.
16. Support placement stability for children by asking for consultation and direction from the responsible agency if issues arise that cannot be resolved between foster parents and child. Prior to requesting removal of a child, foster parents must work with the responsible agency to determine if additional strategies or support services may resolve issues leading to a request for removal. When all resources are exhausted, provide the responsible agency with sufficient time (45 days, if possible) to plan for discharge.
17. Allow the responsible agency caseworker and child to meet alone.
18. Immediately notify the licensing agency of:
  - Any changes to the license holder or household members' physical or behavioral health that may affect the license holder's ability to care for a foster child or pose a risk to a foster child's health
  - Police contact at the foster home
  - Incidents that may result in criminal or delinquency charges for an applicant or household member
  - Other safety concerns that affect a child.
19. Comply with requirements of the Family Foster Care Confidentiality Agreement, Attachment A, incorporated in this agreement.

**By signing below, I, as the applicant or licensed foster parent, acknowledge that I have received a copy and have read this document and understand my responsibility to maintain confidentiality of information provided to me regarding foster child/ren in my care.**

**We understand the policies and practices, and our respective roles. We agree to carry out our responsibilities and always comply with requirements in Minnesota Statutes and Rules while providing foster care to children.**

\_\_\_\_\_  
FOSTER PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FOSTER PARENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD FOSTER CARE LICENSING WORKER

\_\_\_\_\_  
DATE

## Attachment A: Child Foster Care Confidentiality Agreement

- A. Foster parents, having access to not public information\* about a foster child and their family, agree not to discuss or otherwise disclose that information to any other person prior to the child's placement in foster care, while they are in a foster home, or after they leave a foster home, except to the following:
- (1) **The licensing agency.**
  - (2) **The responsible social services agency.**
  - (3) **Those involved in the child's treatment plan.** Foster parents must identify and share information, if appropriate, with persons who are directly involved in the child's treatment plan. A treatment plan is a written plan for intervention, treatment and services for children in a foster setting.
  - (4) **Child's respite care, substitute care providers and short-term babysitters.** Foster parents must give these providers information needed to care for children, including their emotional, behavioral, medical and physical health conditions; medications child takes; and names and telephone numbers of individuals to contact in case of an emergency, including how to obtain medical care.
  - (5) **Child's medical and dental care providers.** When foster parents obtain routine or emergency medical and dental care for child, they may share or obtain necessary information.
  - (6) **Foster child's child care providers.** When foster parents enroll a child in a child care program, they may communicate to providers necessary information to care for them, including information required in an application for a child care program.
  - (7) **Child's education professionals.** When foster parents enroll a child in school according to their out-of-home placement plan, foster parents may communicate to school staff necessary information to educate children, including information required for enrollment in school.
  - (8) **Child's extracurricular, social or cultural activity programs.** When foster parents enroll a child in extracurricular, social or cultural activities under the reasonable and prudent parenting standard, they may communicate to organization staff necessary information for a child to enroll and participate in activities.
- B. Foster parents agree not to share any not public information about a foster child and their family with neighbors, family members of foster parents not approved by the responsible agency to receive information, or others who do not provide services or care to foster children. Foster parents agree not to share not public information about foster children and their family on social media, unless otherwise approved by the responsible agency.
- C. Foster parents agree that if they are unsure about any restriction of information, how to maintain written records related to foster children or record retention, they will discuss these questions with the county or Tribal agency that has responsibility for placement.

\*As defined by [Minnesota Statutes 13.02, subd. 8a.](#)

## Civil Rights Notice

**Discrimination is against the law.** The Minnesota Department of Human Services (DHS) does not discriminate on the basis of any of the following:

- race
- color
- national origin
- creed
- religion
- sexual orientation
- public assistance status
- marital status
- age
- disability
- sex
- political beliefs

## Civil Rights Complaints

You have the right to file a discrimination complaint if you believe you were treated in a discriminatory way by a social services agency.

Contact **DHS** directly only if you have a discrimination complaint:

Civil Rights Coordinator  
Minnesota Department of Human Services  
Equal Opportunity and Access Division  
P.O. Box 64997  
St. Paul, MN 55164-0997  
651-431-3040 (voice) or use  
your preferred relay service

### Minnesota Department of Human Rights (MDHR)

In Minnesota, you have the right to file a complaint with the MDHR if you believe you have been discriminated against because of any of the following:

- race
- color
- national origin
- religion
- creed
- sex
- sexual orientation
- marital status
- public assistance status
- disability

Contact the **MDHR** directly to file a complaint:

Minnesota Department of Human Rights  
540 Fairview Avenue North, Suite 201  
St. Paul, MN 55104  
651-539-1100 (voice)  
800-657-3704 (toll free)  
711 or 800-627-3529 (MN Relay)  
651-296-9042 (fax)  
[Info.MDHR@state.mn.us](mailto:Info.MDHR@state.mn.us)

### U.S. Department of Health and Human Services' Office for Civil Rights (OCR)

You have the right to file a complaint with the OCR, a federal agency, if you believe you have been discriminated against because of any of the following:

- race
- color
- national origin
- age
- disability
- sex
- religion

Contact the **OCR** directly to file a complaint:

Office for Civil Rights  
U.S. Department of Health and Human Services  
Midwest Region  
233 N. Michigan Avenue, Suite 240  
Chicago, IL 60601  
Customer Response Center:  
Toll-Free: 800-368-1019  
TDD Toll-Free: 800-537-7697  
[ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)



For accessible formats of this information, ask your county worker.  
For assistance with additional equal access to human services, contact your county's ADA coordinator. (ADA4 [2-18])

**NO ENGLISH**



**651-456-7890**

Attention. If you need free help interpreting this document, call the above number.

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ملاحظة: إذا أردت مساعدة مجانية لترجمة هذه الوثيقة، اتصل على الرقم أعلاه.

သတိ။ ဤစာရွက်စာတမ်းအားအခမဲ့ဘာသာပြန်ပေးခြင်း အကူအညီလိုအပ်ပါက၊ အထက်ပါဖုန်းနံပါတ်ကိုခေါ်ဆိုပါ။

កំណត់សំគាល់ ។ បើអ្នកត្រូវការជំនួយក្នុងការបកប្រែឯកសារនេះដោយឥតគិតថ្លៃ សូមហៅទូរស័ព្ទតាមលេខខាងលើ ។

請注意，如果您需要免費協助傳譯這份文件，請撥打上面的電話號碼。

Attention. Si vous avez besoin d'une aide gratuite pour interpréter le présent document, veuillez appeler au numéro ci-dessus.

Thov ua twb zoo nyeem. Yog hais tias koj xav tau kev pab txhais lus rau tsab ntaub ntauv no pub dawb, ces hu rau tus najnpawb xov tooj saum toj no.

ဟ်သုဉ်ဟ်သးဘဉ်တက့ၢ်. ဝဲနမ့ၢ်လိဉ်ဘဉ်တၢ်မၤစၢၤကလီလၢတၢ်ကကျိးထံဝဲဒဉ်လံာ် တီလံာ်မိတခါအံၤန့ၣ်, ကိးဘဉ်လီတဲစိနီၢ်ဂံၢ်လၢထးအံၤန့ၣ်တက့ၢ်.

알려드립니다. 이 문서에 대한 이해를 돕기 위해 무료로 제공되는 도움을 받으시려면 위의 전화번호로 연락하십시오.

ໂປຣດຊາບ. ຖ້າຫາກ ທ່ານຕ້ອງການການຊ່ວຍເຫຼືອໃນການແປເອກະສານນີ້ພຣີ, ຈົ່ງໂທໂປທີ່ໝາຍເລກຂ້າງເທິງນີ້.

XHubachiisa. Dokumentiin kun tola akka siif hiikamu gargaarsa hoo feete, lakkoobsa gubbatti kenname bilbili.

Внимание: если вам нужна бесплатная помощь в устном переводе данного документа, позвоните по указанному выше телефону.

Digniin. Haddii aad u baahantahay caawimaad lacag-la'aan ah ee tarjumaadda (afcelinta) qoraalkan, lambarka kore wac.

Atención. Si desea recibir asistencia gratuita para interpretar este documento, llame al número indicado arriba.

Chú ý. Nếu quý vị cần được giúp đỡ dịch tài liệu này miễn phí, xin gọi số bên trên.