

## BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.6	SUBJECT: <b>RESPIRE CARE FOR CHILDREN IN CUSTODY</b>
OAC:	EFFECTIVE DATE: 9/30/2002
PCSAO:	REVISION DATE: 3/28/2006, 12/07, 4/16

**PURPOSE:** This policy ensures that appropriate BCCS staff approve the provision of respite services to foster parents.

### PROCEDURE:

1. BCCS Foster parents should inform their child's caseworker when utilizing respite services prior to the foster child being placed in the respite home. Utilization of planned and emergency respite care shall be only with the approval of the administrator or designee. If the foster care giver is in need of an emergency respite after hours, the on call supervisor shall approve the respite.
2. Emergency respite can be allowed to a foster family to attend a funeral, or if a household member is hospitalized. Emergency respites cannot exceed 24 hours without approval.
3. A licensed foster care homes shall be allowed to provide respite/alternative care up to fourteen (14) days. The respite care provider shall not provide respite care for children for more than two consecutive weeks unless the respite care provider is certified as a specialized foster caregiver.
4. The foster parent must notify their foster care specialist and the child's case worker at least seven (7) days prior to respite.
5. An approved respite provider/alternative caregiver, who is a non-licensed family member or babysitter, will be allowed to provide respite care up to 7 consecutive days. All family members or babysitters must have criminal records checks conducted pursuant to rule

5101:2-5-90 of the administrative code prior to providing respite care. SACWIS checks must also be completed. Only approved respite care providers shall be utilized.

6. If the respite takes place in the foster home with approved family members of the foster family, approval may be granted for up to 21 days (3 weeks).
7. Prior to each occasion of respite care, the child's worker must complete The Foster Home Respite Request Form and submit it to the Foster Care Unit for approval. The completed form, along with any special items that the child needs are then provided to the respite provider. As much notice as possible is helpful when requesting respite. The more advance notice that is given the better the chances of finding a respite provider that is well matched to the foster child.
8. Prior to each occasion of respite care, the recommending agency shall provide the respite care provider with a copy of the JFS 01443 "Child's Education and Health Information" or the form the agency uses in lieu of the JFS 01443 completed as part of the child's case plan, and at least a written summary of the child's service plan and any information required to be shared with the foster caregiver. Documentation shall be maintained in the child's case record.

4-19-16

Approval Date:



William Morrison, Director