

RESOURCE FAMILY APPROVAL (RFA) IMPLEMENTATION PLAN

I. FOSTER FAMILY AGENCY INFORMATION

(1) LICENSEE NAME:			
(2) CONTACT PERSON'S NAME:	TITLE:	PHONE NUMBER:	EMAIL:
(3) FACILITY LOCATION(S)			
Facility Name(s)	License Number(s)	Address (Street, City, Zip)	

II. RESOURCE FAMILY APPROVAL PROCESS

Please describe the approval process for Resource Families and how the foster family agency will comply with the Resource Family Approval standards and requirements, as specified in Subchapter 1 of the Interim Licensing Standards.

III. PERSONNEL REPORT (LIC 500)

- ☐ All planned employee positions are to be shown on this form. Include days and hours staff will be scheduled for duty. The licensing agency will review to ensure there is required staff coverage for all hours.
- ☐ The Director/Administrator and any staff hired at the time the RFA implementation plan is submitted should be on the form. Other positions with staff not yet hired must be listed at "to be hired" and designated by position title.
- ☐ The licensing agency will make sure anyone designated as EXEMPT from fingerprinting requirements is appropriate pursuant to Health and Safety Code Section 1522 and 1569.17.
- ☐ Ensure that the reverse side of the LIC 500 is signed by the licensee or designated representative if there are exempt personnel at the facility.
- ☐ A separate LIC 500 must also be submitted for each licensed facility.
- ☐ The licensing agency will NOT accept photocopied signatures on this form.
- ☐ Specify the number of hours the administrator will be at each facility each week.
- ☐ Specify the number of facilities the administrator is responsible

IV. JOB DESCRIPTIONS/INCLUDING REQUIREMENTS

Please provide a job description for each staff position that will be responsible for specific tasks or duties. The descriptions should be clear, concise, and relevant to the position for which the person is being hired. Additionally, job descriptions will be compared to the Personnel Report (LIC 500) and there must be a job description for each classification listed on the LIC 500.

The following areas must be addressed in each job description: staff positions must correspond to those listed on all personnel reports.

- ☐ Duties and responsibilities
- ☐ Minimum Qualifications that correspond to licensing requirements. This is to include any special licenses or certificates or special skills required by the profession to perform the job.
- ☐ Line of supervision. (This is to include supervision given and to whom, as well as supervision received and from whom).

V. PLAN FOR HIRING AND MAINTAINING PROGRAM STAFF QUALIFICATIONS AND SKILLS

Requirement	How will you accomplish this requirement?
Ensure and Maintain Minimum Staff Qualifications	1. 2.
Develop and Maintain Staff Skills [<i>Describe staff training plan as required in Section 88222.1(a)(10)</i>]	1. 2.

VI. CONTRACTING SERVICES FOR RESOURCE FAMILY APPROVAL

Please describe your facilities procedures for the following:

- ☐ Contracting staff to provide services to Resource Families.
- ☐ Detailed information regarding how you will communicate with your partner agencies if they are assisting in the approval process.
- ☐ How will the impact on the family of having more than one worker be minimized?

VII. PROPOSED RESOURCE FAMILY ASSESSMENT TOOLS

Assessment Tools (e.g., SAFE)	
Tool	Description

VIII. TRAINING PLAN FOR RESOURCE FAMILIES

Please describe the plan for training Resource Families: *(i.e. orientation, curriculum, number of sessions/hours)*

IX. RECRUITMENT/RETENTION PLAN FOR RESOURCE FAMILIES

Please describe the plan for the outreach, recruitment, retention, supervision and support of Resource Families

X. COMMUNITY ENGAGEMENT

Please describe how your agency will utilize community resources and partners (tribal partners, county placing agencies, etc.) to provide services to Resource Families, if applicable.

XI. MONITORING OF RESOURCE FAMILIES

Process	Responsible Staff	Procedures
Annual Updates		
Periodic Evaluations and Onsite Visits		
Corrective Action Plans (Describe how plans will be developed and monitored)		

XII. DENIAL OR RESCISSION OF APPROVALS

Process	Responsible Staff	Procedures
Process for Resource Family Denials		
Process to Rescind Approval		

Licensee/Designated Representative Name

Title

Signature