

Resource Family Approval Written Directives



VERSION 6.1
EFFECTIVE DATE: 01/07/2020

Prepared by:

California Department of Social Services



- (b) A County may use tools, including questionnaires and forms, to complete a Comprehensive Assessment.
- (c) As deemed appropriate and necessary by a County, the County may require an applicant to complete additional activities to help determine the applicant's ability to be approved as a Resource Family.
- (d) Notwithstanding subsection (a), a County may discontinue any component of the Comprehensive Assessment of an applicant at any time it determines there is sufficient evidence to deny the application or upon the verbal or written withdrawal of an application by the applicant.
- (e) When a child or nonminor dependent has been placed pursuant to Section 4-08 or 4-09, a County shall complete the Comprehensive Assessment of an applicant and prepare a Written Report, as specified in Section 6-07, within 90 calendar days of the date of the placement, unless good cause exists.
 - (1) If good cause exists to exceed the 90 calendar day requirement specified in subsection (e), then a County shall document the reasons for the delay and generate a timeframe for completion.
 - (2) The County shall submit to the Department on a monthly basis the number of applications with a placement prior to approval pending 90 days or more and the reason for the delay pursuant to Welfare and Institutions Code section 11461.36 and Section 4-03(b).

SECTION 6-02: Home Environment Assessment

- (a) A County shall conduct a Home Environment Assessment that includes all of the following:
 - (1) A background check pursuant to Section 6-03A.
 - (2) A health and safety assessment of the home and grounds, outdoor activity space, and storage areas of the applicant's home using form RFA-03: Resource Family Home Health and Safety Assessment Checklist, to determine compliance with Article 11 and, if applicable, Section 11.1-07.
 - (A) The health and safety assessment of the home and grounds shall include the following:
 - (i) The type of residence, such as a single-family home, apartment, or duplex.
 - (ii) The number of bedrooms and bathrooms.
 - (iii) Any other relevant information, such as the presence of weapons, animals, or a pool.
- (b) If a child or nonminor dependent is placed in the home of a relative or NREFM prior to approval on an emergency basis pursuant to Welfare and Institutions Code section 309 or 361.45, a County shall, within 10 calendar days following the criminal records check conducted through the CLETS, or five business days after a child or nonminor dependent is placed with a relative or NREFM pursuant to Welfare and Institutions Code section 309 or

361.45, whichever is sooner, initiate a Home Environment Assessment, including a background check, as specified in this section and Section 6-03A.

SECTION 6-03A: Background Check

- (a) A County shall conduct a background check for an applicant and all adults residing or regularly present in the home of an applicant or Resource Family and not exempt pursuant to Subsection (g).
-

Handbook

The Resource Family Approval [Background Assessment Guide \(BAG\) website](#) is available as a resource for the RFA background check procedures.

- (b) A background check shall include all of the following:
- (1) A review of an individual's state and federal criminal record information, pursuant to Welfare and Institutions Code section 16519.5(d), to determine whether a criminal record clearance or exemption may be granted.
 - (A) A County shall obtain from an applicant and all adults residing or regularly present in the home a completed form RFA-01B: Resource Family Criminal Record Statement.
 - (2) Consideration of all substantiated allegations of child abuse and severe neglect listed on the Child Abuse Central Index (CACI), pursuant to Health and Safety Code section 1522.1, to determine whether the individual poses a risk or threat to the health and safety, protection, or well-being of a child, nonminor dependent, or other individual.
 - (A) Consideration of the allegations described in paragraph (2) shall include a review of the investigation report and file prepared by the child protective agency.
 - (B) A County may not deny an application or take any other administrative action based upon a CACI report unless the County obtains an investigation report, documentation, interviews, child welfare system records, or other evidence that supports the substantiated allegation of child abuse or severe neglect.
 - (C) If the applicant or any adult residing in the home has lived in another state within five years before the applicant has applied for Resource Family Approval, then an out-of-state child abuse and neglect registry check shall be conducted using form LIC 198B: Out-of-State Child Abuse/Neglect Report Request, or an equivalent form from a responding State if that State requires its own, state-specific form.
 - (3) A Megan's Law registered sex offender check.
 - (4) A Department of Motor Vehicles check on an applicant and any adults residing or regularly present in the home who may frequently transport a child or nonminor dependent.
 - (5) A check for prior licensing-related administrative actions contained in the Administrative Action Records System (AARS) database maintained by the Department.
-