



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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INTRODUCTION

9-16-2013

Separation from family -- is a confusing and traumatic experience for a child. In order to minimize the sense of disruption to the child, CP&P emphasizes the need for deliberate, responsible, and focused pre-placement planning with regard to:

- Offering alternative in-home services whenever possible
- Determining that no resources exist which would enable the child to remain at home without risk of harm; Flexible funding is available for individualized needs; See [CP&P-IX-F-1-400](#), The Flexible Fund
- Convening a Family Team Meeting. See [CP&P-III-B-5-500](#)
- Reviewing all possibilities of placement with a relative or family friend before considering another type of resource care
- Determining that resource home placement is the least intrusive alternative
- Carefully selecting an appropriate resource home for the child
- Thoroughly and sensitively preparing the child's family, the child, and the resource family for the actual placement, and engaging the Resource Family Support Worker in this process. See [CP&P-IV-A-4-100](#), Preparation of the Child and [CP&P-IV-A-4-200](#), Day of Placement
- Providing educational stability to determine whether a child can continue to attend his or her "home" school based on the "best interests" of the child

Pre-placement planning is a part of permanency planning, and the Worker records the stages of permanency planning in NJS. See [CP&P-III-B-2-100](#).

RESOURCE HOME SELECTION

9-16-2013

Relative or close family friend is the preferred placement -- When the child's parent is unable to meet the child's needs and separation from the family is determined to be necessary, placement with a relative or close family friend is explored in order to enable the child to maintain a sense of consistency and identity.

Place siblings together -- When it is not possible to place a child with a relative or close family friend, all efforts are made to place siblings in the same resource home (including pre-adoptive or adoptive) of the sibling, if appropriate. This includes, but is not limited to, newly born children. See [CP&P-IV-B-2-200](#), Efforts to Promote Placing Siblings Together (Resource Care), [CP&P-IV-B-7-100](#), Considerations in Deciding Whether or Not to Remove/Disrupt, [CP&P-IV-B-7-300](#), Consideration on Disrupting an Existing Placement in an Effort to Promote Sibling Placements, and [CP&P-IV-C-10-100](#), Efforts to Promote Placing Siblings Together (Adoption Services).

"Sibling" is defined as one of two or more persons (children) having one or both parents in common or residing in a familial living arrangement and having a sibling-like relationship, based on an evaluation of the bond between the siblings as determined on a case-by-case basis. This includes children having a biological, legal, kindred, sibling-like and/or emotional attachment to each other, as a result of having lived together as members of a common household.

Search for relatives and/or close family friends prior to placement -- A comprehensive search for all known potential kinship caregivers is made before the child is placed, to assess the appropriateness of their providing a temporary home for the child. When placement with a relative is not appropriate for the child, CP&P assumes the responsibility of selecting a licensed resource family home which best meets the needs of the specific child. Attempts to explore placement with a relative or family friend must be documented in the case record.

When placement in a licensed resource family home is necessary -- The child's parent is asked to identify general characteristics of a resource home which might be appropriate for the child; however, the Worker advises the parent that due to Federal requirements, a decision to place or not place a child in a specific resource home cannot be based upon the resource parent's or the child's race, color, national origin or ethnicity, sexual orientation, gender identity, or gender expression. The resource home selection process is a means through which CP&P ensures that the child's rights and needs are met and the child's safety is ensured during his separation from his or her family.

Legal mandates -- The Division does not deny to any person the opportunity to become a resource parent on the basis of the race, color, national origin or ethnicity,

affectional or sexual orientation, gender identity or expression of the person, or of the child involved; or delay or deny the placement of a child on the basis of the race, color, national origin or ethnicity of the resource parent, or the child involved. Any order of preference for selection based upon race, color, national origin or ethnicity violates the federal Multiethnic Placement Act (MEPA) of 1994 and the Interethnic Adoption Provisions (IEP) of 1996. However, the provisions of the Indian Child Welfare Act (ICWA) of 1978 supersede MEPA. See Criteria for Resource Home Selection, below.

In exceptional, non-routine circumstances only, a child's best interests may warrant some consideration of needs based on race or ethnicity. If an older child or adolescent refuses placement with a family of a particular race or ethnic group, the Worker must recognize and explore the child's expressed wishes with the child. One of the criteria listed below is "the child's ability to accept and adjust to the resource family." The child's issues and the discussion and exploration with the Worker must be documented in the case record.

All resource families will receive child specific training relevant to the health care needs of the child in their care. This training will be provided to the resource family by hospital staff prior to a child's discharge from a hospital, from the child's medical provider or specialist or from a Durable Medical Equipment (DME) company; and then reviewed and reinforced with the resource parent by the CP&P Local Office Child Health Unit Nurse (CHUN).

CRITERIA FOR RESOURCE HOME SELECTION 9-16-2013

Placement with a relative is preferred and fully explored before CP&P places a child into resource family care with a person or family who are not known to the child.

A resource home is selected for a particular child on the basis of:

- The assigned Worker and Supervisor's conference with the CP&P Local Office CHUN and the child's assigned acuity level, along with caregiver's requirements, which are based on known health information of the child at that time. Document the discussion in an email to the Worker and Supervisor
- The CP&P Local Office Child Health Unit Nurse (CHUN) enters some health information into the child's medical profile in NJSPIRIT which includes starting the CP&P Form [11-10](#), Child's Health Passport and Placement Assessment, assigning the Child's acuity level, and identifying the required skills and knowledge the resource family parent must possess to care for the child

Note: The CP&P Local Office CHUN assesses a child and assigns an acuity level based on the child's health needs. The acuity scale is a nursing tool that helps guide the nurse with making

determinations about the frequency of home visits and case conferences deemed appropriate to help ensure a child's well-being

- If the child has been in out-of-home care in the past, re-placement with the former resource parent should be the first placement pursued unless there is specific justification for not utilizing a home where the child already may have established a relationship
- The ability of the resource family to understand, accept, and provide for the individual needs of a specific child in relation to his or her age and developmental level, interests, cultural heritage, intelligence, educational status, social adjustment, language, individual problems, and parental background
- The resource parent's willingness and ability to meet the child's medical, physical, and emotional/behavioral health needs, as defined by the parent and assessed by the assigned Worker and CP&P Local Office CHUN, and to accept the child as a member of the family
- Resource families caring for children with an identified increased risk for cardiac or respiratory arrest must be certified in Infant and Child Cardio Pulmonary Resuscitation and the certification requirement listed on the CP&P Form [11-10](#), Health Passport and Placement Assessment
- The ability of the resource family to accept and care for a sibling group, when more than one child is involved in placement
- The resource parent's willingness, ability, and capacity to accept and care for a sibling of a child already in his/her home, in an effort to reunite siblings who may have been separated, or to allow a newborn to be placed with a sibling
- The resource parent's willingness to mentor, support and assist a minor parent in caring for his/her child while residing in the resource home
- The resource parent's willingness and ability to recognize and support the child's relationship with his or her own (birth) parents
- Proximity of the resource family home to the child's birth parent/family of origin, and whether the child can continue to attend school in his or her current educational setting. See [CP&P-VII-A-1-100](#)
- The child's ability to accept and adjust to the resource family
- The resource parent's willingness to support and encourage contact between the child and the birth family

- The availability of necessary community resources

The preceding twelve criteria are assessed based on the following guidelines:

- The resource home is in close proximity to the child's parent's home in order to provide the child with continuity in relation to school, friends, church, and other contacts, and to facilitate visits with his or her family. However, in exceptional situations placement close to home may adversely affect the child because of potential conflicts between his or her parent, him or herself, and the resource parent. Therefore, the location of the resource home is considered as a part of the total situation, and a decision is made based on the best interests of all parties, but with special attention to the needs of the child. See [CP&P-IV-A-4-200](#), Day of Placement
- If more than one child requires placement with the same resource parent, that resource parent must have the ability, willingness and capacity to care for each child adequately. It is very important and in the children's best interests to place siblings together, whenever possible, or to reunite siblings who have been separated. Placing siblings together is psychologically beneficial to the children and may help their adjustment to placement
- The resource parent has the ability to accept the child, to provide for his or her individual needs; and to utilize community resources as needed to help achieve the safety, permanency, and well-being of the child
- The resource parent has the required skill level and knowledge to care for the child and is willing to receive child specific training on the care needs of the child
- The child's personal characteristics and behavioral needs are within the capacity of the resource parent to manage and do not present safety or placement stability concerns
- The resource parent is able to support and uphold the child's religion, language, and cultural heritage. When such a resource family home is not available or not appropriate for the child, emphasis is placed on the resource parent's capacity in accepting the child's background and, specifically, in supporting and encouraging visits and

contacts between the child and his or her parent and siblings. Document placement efforts in the electronic case record Contact Activity Notes of NJ SPIRIT

- Other children in the household are willing and able to accept the addition of the child to the family. The child is able to accept and function appropriately with foster siblings
- Placement in the resource home should offer the child opportunities conducive to normal growth and development
- A decision to place or not to place a child in a specific resource family home shall not be based solely upon the resource parent's or the child's age; gender; disability; religion or religious beliefs; race or color; culture, national origin or ethnicity; sexual orientation, gender identity or gender expression; affectional orientation; or, for the resource parent(s), his, her or their marital, civil union or domestic partnership status. The resource parent may be married/civil union partnered, in a domestic partnership, cohabiting, single, separated, widowed, or divorced.

Placement decisions should be informed, objective judgments based on a full and careful assessment of all factors which may affect the child's ability to benefit physically, psychologically, and emotionally from the placement, in particular, and the community, in general.

It is the practice of the Division of Child Protection and Permanency to create welcoming and inclusive environments for all youth. CP&P prohibits discrimination based on an individual's sexual orientation, gender identity, or gender expression. The CP&P practice of inclusion extends to service delivery. Therefore, heterosexual, lesbian, gay, bisexual, transgender, questioning and intersexed youth are provided with equal access to all available services, including placement, care, and treatment.

CP&P Area and Local Offices have designated Safe Space Liaisons to assist in identifying local community resources for LGBTQI youth, such as school-based peer support and welcoming congregations. They can also provide print resources to help guide decision-making for LGBTQI youth in care.

The Division shall not deny to any person the opportunity to become a resource parent, on the basis of gender; disability; religion or religious beliefs; race or color; culture, national origin, or ethnicity; sexual orientation, gender identity or gender expression; affectional orientation; or marital/civil union or domestic partnership status of the person, or of the child involved; or delay or deny the placement of a child into resource family care on the basis of race, color, sexual orientation, national origin, or ethnicity of the resource parent or the child involved.

In selecting a resource home for a child, the child's Worker consults the local Resource Placement Facilitator to identify potential homes. When potential homes are identified, the Resource Family Support Worker and the CP&P Local Office Child Health Unit Nurse (CHUN) are engaged in the selection process to provide additional information in making the best match, and to help identify services necessary to support the placement.

NUMBER OF CHILDREN IN A RESOURCE HOME 9-16-2013

Quality of Care - It is essential for a resource family parent to provide sufficient time and attention to each child placed in their home without causing other family members' needs to go unmet, causing the quality of care to be substantially diminished, or overburdening the resource family parent.

The Division's determination of the number of children who may be placed in a resource family home is based upon the population limitations outlined below and subject to the following criteria:

- The resource family home is large enough to accommodate the number of children and meets the resource home standards concerning sleeping space
- The resource family has the required skill level and knowledge to meet the needs of each child placed in the home
- The resource family has the ability to meet the needs of each additional child needing placement in the resource family's home

POPULATION LIMITATIONS

7-8-2005

Resource Home Capacity - A child shall not be placed in a resource family home if the home has any pending violations with the Office of Licensing (OOL), which impact the safety, health, or rights of a child, and/or that placement would result in:

- More than a total of six children in the resource family including the resource family's birth and adoptive children and other children living in the home
- More than four children in placement living in the home
- More than four children under six years of age living in the home
- More than two children under two years of age living in the home

- More than two children over two years of age who are non-ambulatory living in the home

These limitations apply to the placement of children in resource family homes supervised directly by CP&P and in contract agency resource family homes.

EXCEPTIONS TO POPULATION LIMITATIONS 9-16-2013

Compelling Reasons to Place a Child in a Resource Home Which Exceeds

Capacity - The Area Director overseeing the Resource Family Support Unit responsible for the selection of the resource family home **and** the Office of Licensing may jointly authorize a placement which exceeds the population limitations stated above when compelling or exceptional circumstances exist that warrant exception. Such circumstances include, but are not limited to:

- Placement in excess of the population limitations is necessary to keep a sibling group together.
- Placement in excess of the population limitations is necessary because the particular resource family parent is uniquely qualified to meet the specific needs of a particular child.
- An additional approved adult caregiver resides in the resource family home. The additional caregiver shall have completed the required pre-service training and meets all other resource family parent requirements.

In all such circumstances, the home must be in substantial compliance with the Manual of Requirements for Resource Family Homes, N.J.A.C. 10:122C.

Exceptions are authorized for the placement of specific children only. A resource family home is not authorized to routinely care for numbers of children that exceed the population limitations above.

Assess Resource Home Safety Factors and Work in Conjunction with OOL - In order to determine whether an exception to the population limitations shall be jointly authorized, the Area Director and the Office of Licensing review:

- The results of a New Jersey Child Safety Assessment (Resource Homes), CP&P Form [22-6](#), completed within the past three business days by staff of the Resource Family Support Unit. See [CP&P-IV-A-2-100](#). An exception shall not be authorized if any safety concerns have been identified.
- The results of a redetermination by the Office of Licensing (OOL) that the resource family home is large enough to accommodate the

increased number of children placed beyond the population limitations, meets the standards concerning sleeping space, is in substantial compliance with all other regulations concerning resource family home regulations, and does not have any Level I violations which impact the safety, health, or rights of a child.

- The results of an assessment by the Resource Family Support Unit of the resource family parent's ability to meet the physical and emotional needs of the increased number of children placed beyond the population limitations. If the home is being considered for placement of an additional sibling to a child already in the home, the assessment outlines the exceptional qualities that the resource family possesses, and the supports they have to enable them to care for an additional sibling.

If available, written recommendations from other professionals and service providers who have worked directly with the resource family to meet the needs of the children already placed in the home, such as teachers, therapists, day care providers and medical professionals, should be considered in the assessment.

EMERGENCY EXCEPTIONS TO POPULATION LIMITATIONS 11-16-2009

Placement on an Emergency Basis is Valid for Fourteen Calendar Days Pending CP&P and OOL Approval - The Area Director overseeing the Resource Family Support Unit responsible for the selection of the resource family home may, under extraordinary circumstances, authorize the emergency placement of a specific child or sibling group in excess of the population limitations stated above, where there is not sufficient time for the Area Director and the Office of Licensing to review the results of the New Jersey Child Safety Assessment (Resource Homes), CP&P Form [22-6](#), the OOL redetermination, and the Resource Family Support Unit assessment.

See Exceptions to Population Limitations, above. An Emergency Exception shall be valid for fourteen calendar days only.

The child who was placed on the basis of an Emergency Exception cannot remain in the home beyond fourteen calendar days without the joint authorization of the Area Director and the Office of Licensing.

EXCEPTION FOR NATIVE AMERICAN INDIAN CHILDREN 9-16-2013

Exception for Native American Indian Children -- Selection for a child who is not married, and either a member of a federally recognized Native American Indian tribe, or eligible for membership in an Indian tribe and the biological child of a member of an Indian tribe, is governed by Federal law and regulations. The Federal Indian Child Welfare Act of 1978 (ICWA) and regulations issued subsequent to the law's enactment must be followed in this type of placement. If the identity or location of the Indian

parent, guardian, or tribe cannot be determined, send a letter to the Bureau of Indian Affairs (BIA) by registered mail with return receipt requested, asking if they can assist in identifying the child's parent and/or tribal affiliation. If the tribe cannot be identified and located, the person does not fall within the provisions of ICWA.

New Jersey does not have a BIA representative. The Bureau of Indian Affairs (BIA), Eastern Regional Office is available to assist with Native American issues. Contact with the BIA is done through a liaison in the Local or Area Office.

When placing a Native American Indian child in a resource home, the child is placed in the least restrictive setting which most approximates a family and in which his or her special needs, if any, may be met. The child is also placed within reasonable proximity to his or her home, taking into account any special needs of the child. Preference is given (in descending order), absent good cause to the contrary, to placing the child with:

1. A member of the child's extended family
2. A resource home licensed, approved, or specified by the Indian child's tribe. (**NOTE:** The ICWA law does not specify that a home in this category must meet New Jersey licensing requirements. If such a home is used for placement, notify the DAG that this is an exceptional placement, and may violate CP&P policy that resource homes be or become licensed. In this case, the DAG may want to ask the court NOT to award legal custody to CP&P)
3. An Indian resource home licensed by the NJ Office of Licensing, or approved by CP&P with presumptive eligibility, in accordance with N.J.A.C. 10:122C-2.1(e)
4. An institution for children approved by an Indian tribe or operated by an Indian organization which has a program suitable to meet the child's needs

Best interests of the child who is not a member of a tribe, but has Indian identity -
- There may be situations where a child is not a member (or eligible to become a member) of a particular tribe and therefore does not fall within the provisions of ICWA, but the child has an "Indian identity" and placement in a home that is culturally compatible is in his or her best interests. Likewise, children who are "part Indian" are also "part something else," and it may or may not be in this child's best interests to be placed in a Native American Indian home. When there is any doubt, the Worker explores with the child and parents whether or not placement in an Indian home is appropriate and desirable for the individual involved, and contacts the State of New Jersey Commission on American Indian Affairs at 609-633-9629 for further guidance.

See [CP&P-II-C-2-200](#), Elements of the Assessment, and Native American Indian Children, and/or contact the Office of Resource Family, Cost Code 965, and Adoption Support, Cost Code #966, for more information regarding procedures related to Native American Indian children. For more information regarding State and Federally recognized American Indian Tribes access the website: http://www.500nations.com/500_Tribes.asp.

RESOURCE HOME SELECTION SEQUENCE

4-5-2010

See Criteria for Resource Home Selection, above, for a discussion of when the close proximity of a child to his or her birth family may not be the most appropriate plan for the child.

See [CP&P-VII-A-1-100](#), Educational Stability, when determining whether a child can continue to attend his or her "home" school, based on the "best interests" of the child.

After all special needs and interests are considered, however, the following sequence is generally applied when looking for a resource home when a relative or family friend is not available:

1. The same municipality
2. Neighboring municipalities within the same county
3. Elsewhere in the same county
4. Adjacent counties
5. Other counties statewide (counties the shortest distance from the placing county first)

Movement from one step in the sequence to another requires exhausting all appropriate potential homes in the preceding step. The Supervisor of the Local Office Resource Family Support Unit is responsible for ensuring sequential home finding. When placement outside the county is explored, consult the Resource Family Support Worker from the Local Office with the available home. See Resolution of Disagreements, below.

CP&P PHILOSOPHY ON THE USE OF RESOURCE HOMES

9-16-2013

Resource family homes which are close to the child's own family are likely to be within the geographic area covered by a Local Office. Most resource home placements, therefore, are made within a Local Office's jurisdiction. Placement near the child's own home provides continuity in the use of natural support systems and community services and can facilitate the child's return home. The child may be more likely to continue

attending his or her school, achieving education continuity and stability. See [CP&P-VII-A-1-100](#), Educational Stability.

CP&P placement services are available to any New Jersey child who has been identified as requiring an out-of-home placement. No Local Office has exclusive rights to use a home that is within its jurisdiction.

A Local Office may seek a resource home in another county; however, this occurs only after relatives are ruled out, and whenever possible, a Family Team Meeting has been held and no other resources have been identified. See [CP&P-III-B-5-500](#), Family Engagement.

Whenever a child is placed outside the child's home county, the case plan must indicate the Local Office responsible for visits between the child and his or her parents, and between the child and his or her siblings and other relatives through joint consultation, planning and negotiation among the Local Office, parent, resource parent, child, and other parties. A joint agreement in writing between Local Offices documents the responsibility for parental contact with the child (i.e., transportation, scheduling of visits, etc.). The agreement is included in the Case Plan Visitation Plan tab in NJ SPIRIT and in the duplicate file ("paper" case record) held by the Local Office sending the child out-of-county.

LOCATING RESOURCE HOMES OUTSIDE THE PLACING COUNTY 9-16-2013

If there are no resource homes available within the county of the child's own home, and all other resources for local placement are ruled out, the Placement Facilitator uses NJ SPIRIT to determine if appropriate homes are available in another county. He or she then contacts the Resource Family Facilitator in an adjacent office with an available home. The requesting Facilitator indicates the home being considered and describes the child needing placement. The description includes the child's characteristics, presenting problems, goal, plan, and projected length of placement. The receiving Facilitator consults with the Resource Family Support Worker and Supervisor assigned to the home, and together they reach a decision regarding the request for placement. Requests from other counties receive a response within one working day.

If there are no objections:

1. The receiving Facilitator notifies the requesting Facilitator that the home is available and that there are no objections to placement. The requesting Facilitator/Worker secures additional information to determine if the resource family can meet the child's needs. Depending on time frames, a copy of the evaluation may be requested. If the placement is appropriate, the Worker asks the Facilitator and the Resource Family Support Worker, in the county with jurisdiction over the home, to contact the resource parent.

2. The Facilitator and the Resource Family Support Worker call the resource parent to inquire if the placement can be made. If the resource parent agrees, the Resource Family Support Worker arranges a call or meeting between the child's Worker, the resource parent, and the Resource Family Support Worker to discuss the placement.
3. The receiving Facilitator calls the Facilitator from the requesting Local Office to report the resource parent's response.
4. The requesting Worker calls the resource parent to discuss arrangements and plans for any pre-placement visit. When possible, the Resource Family Support Worker participates in this call.
5. The Resource Family Support Worker with jurisdiction over the home accompanies the placing Worker and the child to the resource home for a pre-placement visit and also on the day of placement.

RESOLUTION OF DISAGREEMENTS

2-10-2003

If there are objections, and the placing Local Office continues to believe the home is appropriate:

1. The two Local Office Managers or their designees review and resolve the situation.
2. The Area Director makes a decision if the Local Office Managers cannot reach agreement.
3. Both Area Directors consult to resolve the conflict if two areas are involved.

The disagreement must be resolved as soon as possible, but no later than the second working day after the original request for out-of-county placement.

MAINTENANCE OF DUPLICATE AND DUMMY RECORDS FOR PLACEMENTS OUT-OF-COUNTY 9-16-2013

Local Offices have responsibility for maintaining the resource home records of all homes in their jurisdiction. See Placating Resource Homes Outside the Placing County, above.

When a child moves with his or her resource parents or is placed in another county/catchment area and his or her case is transferred to a new office of supervision, the original case record is retained by the sending office. A dummy record is prepared and sent to the child's new office of supervision.

If the parents move to a new county/catchment area, the child's office of supervision prepares and retains a dummy record. The original record is forwarded to the parents' new office of supervision.

See [CP&P-II-C-1-200](#) for procedures for setting up dummy records.

PROCEDURES RELATED TO RESOURCE HOME SELECTION 9-16-2013

| RESPONSIBILITY | ACTION REQUIRED |
|---------------------------------------|--|
| Worker/Supervisor/Casework Supervisor | 1. Determine that placement in out-of-home care is the least intrusive alternative for the child. |
| | 2. Convene a Family Team Meeting to see if a relative caregiver can be identified. |
| Worker | 3 Record in Case Plan and FTM Contact/Activity Note in NJS. 4. Make every effort to place siblings together. 5. Obtain suggestions for potential resource homes for the child by: <ul style="list-style-type: none"> • Asking the parent for appropriate characteristics; or • Advising the CP&P Local Office Child Health Unit Nurse and the Resource Home Unit of the need for a resource home; • If placement is needed, complete placement request in NJ SPIRIT and advise the Child Health Unit. |
| CP&P Local Office CHUN | 6. Complete the CP&P Form 11-10 , Health Passport and Placement Assessment, to determine appropriate acuity level and the required skill level of the resource parent to care for the child. |
| Placement Facilitator | 7. Review the CP&P Form 11-10 , Health Passport and Placement Assessment, completed by the nurse and query NJ SPIRIT resource home records for a home, when appropriate. |
| Resource Family Support Worker | 8. Review the case records of all resource homes potentially appropriate for the child, and when appropriate, consult with the resource family |

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| | parent, to determine the home's capacity to meet the child's needs. |
| Placement Facilitator | 9. Contact other Local Offices through the Placement Facilitator, if no homes are available within the county according to the sequence in Resource Home Selection. |
| LO Managers | 10. Confer if disagreement over selection exists and reach a decision. |
| Area Director | 11. Confer if disagreement continues and make a decision. |
| Worker/Resource Family Support Worker | 12. Contact the resource parent(s) being considered and discuss relevant information regarding the child, abiding by the principles of confidentiality. |
| Worker/Supervisor/Resource Family Parent/CP&P Local Office CHUN | 13. Determine the appropriateness of placing the child in the resource home and the required skill level and knowledge to care for the child by the resource family parent. |
| Resource Family Support Worker/CP&P Local Office Child Health Unit Nurse/Worker | 14. Determine child-specific that is necessary to care for the child. |
| Worker | 15. Advise the resource parent and the Resource Family Support Worker of the selection. |
| Worker | 16. Document in the child's record and the resource home record all information shared with the resource parent who accepts the child. 17. Document the reasons in the resource home record, if the resource home is determined to be inappropriate. 18. Proceed with preparations for placement, when appropriate. 19. Update NJS with all known information, including medical/mental health screen, placement request form and text box, investigation summary, contact notes, etc., as appropriate. |

