


OCFP Office of Child and Family Policy	Department of Children and Family Services	
	Index No: 2009.03	Issuance Date: April 7, 2009
	Origin of Request: Office of the DCFS Inspector General	
	Distribution: Rules and Procedures Book Holders, Licensing Staff, Child Welfare/Child Protection Staff (X, Z, and L)	
	Key Words: 89 IAC 402, Licensing Standards For Foster Family Homes, Age, Capacity, Child, Children, Placement, Foster Family Home.	
	Approved by: 	

Interpretation

Applicable To: Licensed Foster Family Homes

Question: What criteria must the placement worker apply when placing a child to ensure that the family foster home does not exceed its capacity? What criteria must the licensing representative apply during monitoring visits to ensure the correct maximum capacity for the foster family home?

Policy Citations: **Rule 402.2, Definitions:**

"Full-time care" means the child is a resident of the household, whether on a temporary, emergency, or permanent basis, and is receiving family care usually provided by a parent or guardian.

"Specialized care" means care provided to a child who has developmental, emotional, behavioral, or medical needs and who has been determined to require specialized care. The need for specialized care shall be redetermined once every six months.

Rule 402.15, Number and Ages of Children Served

- a) General Rule Regarding the Number of Children in a Foster Family Home
 - 1) The maximum number of children permitted in a foster family home shall be six children who do not require specialized care, except as permitted in subsections (c), (d) and (e) of this Section. This maximum number includes the foster parents' own children under age 18 and all other children under the age of 18 receiving full-time care.



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- 2) When determining how many children a foster family home may accept for care, the maximum number of children shall be reduced as described in Appendix C when the foster, adopted, or biological children have developmental, emotional, behavioral, or medical needs that require specialized care.
- b) General Rules Regarding Ages of Children in a Foster Family Home
- 1) Four Children Under Age Six

No more than four children under six years of age, including the foster parent's own children, shall receive full-time care in a foster family home at any one time. When all of the foster children are of common parentage, as defined in Section 402.2, the foster home may be specifically approved under subsection(c)(3)(A)(ii) of this Section to care for more than four children under six years of age with the approval of clinical services and licensing.
 - 2) Two Children Under Age Two

No more than two children, including the family's own children, shall be under two years of age unless the foster family home is accommodating a sibling group on a temporary basis.

Discussion:

In accordance with Procedures 301, Appendix E, the placement worker must request and receive Placement Clearance Desk (PCD) approval before placing a child in a foster family home. The PCD will deny any placement that would cause the home to exceed the maximum capacity as determined by the licensing worker under Section 402.15. Therefore, it is critical that the licensing worker make the correct capacity determination based on the composition of the family foster during each monitoring visit.

“Maximum capacity” is defined in Section 402.15 and means the maximum number of children permitted in a foster home at any one time. The licensing worker must ensure that the foster parent makes him or her aware of the presence of all children under age 18 in the foster home at the time of each

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monitoring visit. The licensing representative must count all children under the age of 18, including the foster parents' biological and adopted children, current foster children, homeless youth, and any other children that reside or are receiving full-time care in the home. The licensing representative should take particular care to identify children, such as wards of other states and international adoptees, who may have been placed in the home without PCD approval and are not identified on the Department's computer databases. Adopted children include children from foreign, private, DCFS, or POS agency adoptions. Full-time care means that the child is a resident of the household, whether on a temporary, emergency, or permanent basis, and receiving family care usually provided by a parent or guardian.

The licensing worker must further reduce the maximum capacity if any of the children in the home have developmental, emotional, behavioral, or medical needs and have been determined to require specialized care. When determining capacity, all placements paid at a specialized rate must be counted as specialized; however, being paid at a specialized rate is not a requirement for being counted as a specialized placement. Since the complexity of care determines how a child is counted when establishing capacity, the licensing representative must count all children requiring extraordinary care as specialized, regardless of their payment rate. Additionally, the licensing representative must consider the number of children under 6 or 2 years of age, when determining capacity. Licensing workers should use the charts located in Rule 402, Appendix C to consistently apply these standards.

On each monitoring visit, the licensing worker must:

- 1) Count and determine the ages of all children under the age of 18 who reside or receive full time care in the home. This includes:
 - the foster parents' biological and adopted children;
 - current foster children, including wards of other states placed through an interstate compact agreement;
 - children for whom the foster parents are legal or subsidized guardians; and

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- other children under the age of 18, whether or not related to the foster parents.
- 2) Attempt to determine if any children in the home require specialized care by reviewing recent assessments, if available, and requesting that the foster parent obtain a clinical assessment if a child appears to require extraordinary care.
 - 3) Using the number and ages of the children, and, when available, specialized care assessments and the most recent **CFS 2012, Preplacement Questionnaire**, determine the maximum capacity using the capacity charts in Rule 402, Appendices B and C.

Response:

Before placing additional children with the foster family, the placement worker must determine that the additional children will not cause the home to exceed the maximum capacity, as defined in Rule 402.15, by completing the CFS 2012, Preplacement Questionnaire, in accordance with Procedures 301, Appendix E, and having the placement approved by the Placement Clearance Desk.

During each monitoring visit the licensing representative must determine the maximum capacity of the foster family home by counting the number and ages of all children under age 18 presently residing, or receiving full time care, in the foster family home, including:

- the foster parents' biological and adopted children;
- current foster children, including wards of other states placed through an interstate compact agreement ;
- children for whom the foster parents are legal or subsidized guardians; and
- any other related or unrelated children.

The licensing representative must also attempt to determine whether any of the children have been assessed as having developmental, emotional, behavioral or medical needs that require specialized care.

State of Illinois
Department of Children and Family Services

PREPLACEMENT QUESTIONNAIRE

(Licensed Foster Homes & Unlicensed Relative Homes)

COMPLETE THIS QUESTIONNAIRE BEFORE CALLING THE DCFS PLACEMENT CLEARANCE DESK.

Foster Parent (or Relative) Name: _____

Licensed Provider ID#: _____ Relationship to Child: _____

Birth Date: _____ Social Security Number: _____

Address: _____

1. Are you seeking placement in a licensed foster home? <i>If yes, go to question #2; if no, proceed directly to question #3.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Does your agency/region supervise the licensed home in which the placement is being sought? <i>If yes, proceed to question #3; if no, contact the home's licensing worker. The licensing worker is responsible for contacting the foster parent and completing this form during a joint visit of the licensing and the placing workers at the foster home. See Procedures 301, Appendix E, for details.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF A LICENSED HOME, OR OTHER WARDS IN THE HOME, SUPERVISING AGENCY / DCFS REGION APPROVAL MUST BE OBTAINED PRIOR TO CLEARANCE.	
3. Did you contact the foster parent or relative caregiver to ensure that this placement is appropriate within DCFS placement guidelines and to secure answers to the remaining questions on this form? <i>If no, contact the caregiver before proceeding.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

Name(s) of Child(ren) to be placed	CYCIS ID	Date of Birth	Age	SSN (13 & Older)	Special Needs		Superv. Plan	
					YES	NO	YES	NO
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If a supervision plan is in place for any child listed above, describe: _____

Contact the caregiver to secure answers to the following questions:

- Does the caretaker hold a DCFS foster care home license? YES NO
If yes, what agency currently supervises the license? _____
What is the licensed capacity of the home? _____
What is the licensed age range? _____
Is the home licensed for both related and unrelated children? YES NO

2. Is the caretaker able to care for the needs and manage the behavior of the child(ren) proposed for placement? YES NO

3. How many foster children currently reside in the home? _____

Name(s) of Foster Children	Date of Birth	Age	SSN (13 & Older)	Special Needs
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

4. How many other children under the age of 18 currently reside in the home? _____
(Include all biological children, adopted children, children under foster parent's guardianship, etc.)

Name(s)	Relationship to Foster Parent	Date of Birth	Age	SSN (13 & Older)	Special Needs
_____	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO
_____	_____	_____	_____	_____	<input type="checkbox"/> YES <input type="checkbox"/> NO

5. Is there a written supervision plan in place for any child in the home? YES NO

If yes, does the plan permit any additional children to be placed in the home? YES NO

What ages of children may be placed in the home while the supervision plan is in place? _____

What gender of children may be placed in the home while the supervision plan is in place?

MALE ONLY FEMALE ONLY BOTH

6. Is the caregiver aware of any "holds" or restrictions on placements in their home? YES NO

7. Provide names, birth dates and Social Security Numbers for all individuals aged 18 and older in the home.

Name(s)	Date of Birth	Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORKSHEET FOR DETERMINING CAPACITY
(For Licensed Foster Homes & Unlicensed Relative Homes)

1. Can the foster parent / relative care for the child(ren)'s special needs? YES NO

If no, placement cannot be made.

2. Does the home have a foster care license? YES NO

LICENSED HOME:

Is the license good for both related and unrelated children? YES NO

Is this placement within the licensed age range of the home? YES NO

If age range does not allow, placement cannot be made.

UNLICENSED HOME:

Has Placement Safety Checklist (CFS 454) been completed? YES NO

Does the relative agree to the conditions of the
Relative Caregiver Placement Agreement (CFS 458)? YES NO

3. Determining available space.

Licensed Capacity: _____ Maximum Capacity (See Capacity Chart): _____

Foster Children in Home: (-) _____ Total # of Children Under Age 18 in the Home: (-) _____

Space Available: _____ Space Available: _____

If space available is "0" or less, no additional placements can be made.

4. Can space available be used for this placement?

The special needs and ages of children in the home can limit the number of children that can be placed in the home, even if space is available. To determine if the available space can be used for the child(ren) needing placement, answer the following questions and refer to the charts for maximum capacity. Consideration must also be given to the child(ren) being placed to determine if any space available can be used for this placement (ages, special needs, etc.).

Total number of children in the home, include all children under
the age of 18 (*foster, biological, adoptive, guardianship, etc.*): _____

Do any of the children have special needs? YES NO

If yes, how many? _____

How many children are under age six? _____

How many children are under age two? _____

How many unrelated children are in the home? _____

(No more than 3 unrelated children are to be in a home.)

Is there a supervision plan in place for any child in the home? YES NO

If yes, can other children be placed? _____

What age can be placed? _____

What gender can be placed? MALE ONLY FEMALE ONLY BOTH

Under no circumstances may a child be placed in a home against the guidelines of a supervision plan.

CONTACT PCD AT 217/785-3202.

PCD Clearance #

Date & Time

DCFS or POS Staff Signature

Staff ID

CAPACITY CHART

Number and Ages of Children Under Age 18 in a Foster Family Home and Unlicensed Relative Home (includes family's own children under age 18) No Child Requires Specialized Care			
Ages of Children	Regular Foster Home # of Children	Expanded Capacity (Licensed Foster Homes Only) # of Children	Unlicensed Relative Home
Total Number	6	8 (1)	6 (2)
Under Age 6	4 (3)	4 (3)	4 (3)
Under Age 2	2 (4)	2 (4)	2 (4)

- (1) Approved only to allow placements of sibling groups (XS), foster children with children (XB), respite care (XR), and for purposes of adoption (XA), or Director's special approval (DA).
- (2) May exceed six children (no more than eight) with the approval of the placing worker's supervisor. To exceed eight children requires personal approval by the Director of the Department (DCFS).
- (3) May exceed four children under age six with the approval of DCFS clinical services and licensing (all foster children have same mother or same father).
- (4) May exceed two children under age two to accommodate a sibling group with the approval of placing supervisor (all children under 2 are siblings).

Number and Ages of Children Under Age 18 in Licensed Foster Home and Unlicensed Relative Home (includes family's own children under age 18) Children Require Specialized Care				
Ages of Children	One Child Requires Specialized Care	Two Children Require Specialized Care	Three Children Require Specialized Care	Four Children Require Specialized Care
Total Number	5	4	4 (1)	4 (1)
Under age six	4	3	3 (1)	2 (1,2)
Under age two	2	2	2 (1)	1 (1,2)

- (1) Requires approval of the DCFS manager of clinical services and the licensing supervisor.
- (2) May allow one more child if approved via staffing held in the foster parent's home which includes licensing, clinical services, the child welfare workers for all involved children, and the foster parents.