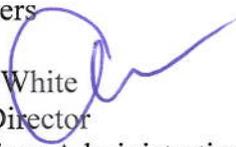


**DEPARTMENT OF HUMAN RESOURCES  
SOCIAL SERVICES ADMINISTRATION  
311 W. SARATOGA STREET  
BALTIMORE MD 21201**

**DATE:** September 30, 2011

**POLICY #:** SSA # 12-15

**TO:** Directors, Local Departments of Social Services  
Assistant Directors of Social Services  
Chiefs of Foster Care  
Fiscal Officers

**FROM:** Carnitra D. White   
Executive Director  
Social Services Administration

**RE:** Resource Parent Recruitment and Retention Funds

**PROGRAMS AFFECTED:** Resource Homes

**ORIGINATING OFFICE:** Resource Development, Placement and Support Services  
Social Services Administration

**ACTION REQUIRED:** Utilize, Monitor, and Report quarterly use of Resource  
Parent Recruitment and Retention Funds

**ACTION DUE DATE:** Immediately

**CONTACT PERSON:** Anita Wilkins, Program Manager  
Resource Development, Placement and Support Services  
410-767-7119

## **Purpose**

This policy details the code and usage of Resource Parent Recruitment and Retention funds. Page 4 details the local allocation for FY 2012. The allocations for recruitment are based on the number of children in care as of June 30, 2011. The allocations for retention are based upon the number of resource parents reported by local departments in June 2011. Allocations were set so that a maximum of \$75,000 and a minimum of \$1000 would be available to any jurisdiction.

The policy also contains the template for a plan for use of these funds to be completed by local departments. (This template was previously sent to local departments in a Word document, and attached to a memo sent to local departments on August 30 by Carnitra D. White.)

## **Goals**

According to State Stat, the State approved 458 new public resource homes in the last fiscal year, while closing 851. The large turnover in public resource parents is due to a variety of factors: adoption of the foster child(ren), voluntary closure, closure due to compliance issues, etc. The greatest need for resource parents is for teens, siblings, and children with special needs.

As part of the plan to be submitted outlining strategies for the use of funding for Recruitment and Retention, each local department will assess its progress over the last several years. Providing the answers to the questions posed, in conjunction with information provided for State Stat, will allow SSA to assess the progress the State is making in providing public resource homes for the children who need them.

## **Requirements**

This policy was preceded by a memo to local directors and assistant directors from Carnitra D. White which listed allocations and contained a template for a plan that describes how local departments will spend these funds. The memo requested that agency plans be submitted to Patricia Molineaux by September 30, 2011.

These funds are limited. Failure to submit the plan by the established deadline will result in the total allocation for that local being withheld and redirected by the Social Services Administration to other jurisdictions.

FY 2012 Resource Parent Recruitment funds shall be used to target potential resource parents who can and will care for teens, sibling groups and children with disabilities. In addition, the State needs to develop homes for members of minority populations. Plans should be developed showing strategies which will attempt to reach these populations.

FY 2012 Resource Parent Retention funds shall be used to encourage existing resource parents to continue with the program. These may include in-service training and events which celebrate the resource family.

In order to receive funding, local departments shall submit a plan describing how the jurisdiction proposes to utilize the monies. Attached is a PDF of the template which shall be utilized. Your plan shall be submitted to Patricia Molineaux ([pmolinea@dhr.state.md.us](mailto:pmolinea@dhr.state.md.us)) no later than September 30, 2011 at DHR/SSA, 311 W. Saratoga Street, 5<sup>th</sup> floor, Baltimore MD 21201.

### **Charge Codes for Resource Parent Recruitment and Retention Funds**

Please use these budget codes for expenses which draw down these dollars:

n00g0003

Recruitment and Retention

0304.85 GC860

Foster Parent Training

0304.81 GC850

SSA will be closely monitoring the expenditures of each local department at the end of each quarter. A form for reporting the use of these funds is on SSA net under Resource Development> Forms. If one-half of the local department's allocation for recruitment is not spent or committed to be spent as outlined in the plan by March 31, 2012, any remaining amount is subject to reallocation to other local departments that are utilizing their funds. In addition, a local department that fails to submit their quarterly reports risks reduction and reallocation of their Resource Parent Recruitment and Retention funds to another local department.

Use of the funds shall be documented on the Resource Development Quarterly Report. The report can be found on SSANet, and shall be submitted to Patricia Molineaux, Resource Development, Placement and Support Services, Social Services Administration, as follows:

#### **SUBMISSION DATES**

#### **PERIODS COVERED**

October 17, 2011

July 1, 2011 – September 30, 2011

January 16, 2012

October 1, 2011 – December 31, 2011

April 16, 2012

January 1, 2012 – March 31, 2012

July 16, 2012

April 1, 2012 – June 30, 2012

Local Department of Social Services	Recruitment Allocation	Retention Allocation	PRIDE Training	TOTAL
Allegany	\$1,600	\$2,110	\$600	\$4,310
Anne Arundel	\$2,880	\$4,170	\$1,200	\$8,250
Baltimore City	\$40,000	\$30,000	\$5,000	\$75,000
Baltimore	\$11,000	\$6,500	\$1,800	\$19,300
Calvert	\$1,750	\$1,310	\$300	\$3,360
Caroline	\$800	\$1,545	\$300	\$2,645
Carroll	\$800	\$1,170	\$600	\$2,570
Cecil	\$2,460	\$2,435	\$600	\$5,495
Charles	\$1,879	\$3,605	\$1,800	\$7,284
Dorchester	\$380	\$1,125	\$600	\$2,105
Frederick	\$2,824	\$3,935	\$1,200	\$7,959
Garrett	\$630	\$1,360	\$600	\$2,590
Harford	\$4,900	\$3,324	\$1,200	\$9,424
Howard	\$1,260	\$2,107	\$600	\$3,967
Kent	\$500	\$500	\$300	\$1,300
Montgomery	\$9,000	\$10,000	\$1,800	\$20,800
Prince George's	\$11,000	\$5,600	\$3,000	\$19,600
Queen Anne	\$500	\$1,030	\$300	\$1,830
St. Mary's	\$3,052	\$1,498	\$300	\$4,850
Somerset	\$800	\$700	\$300	\$1,800
Talbot	\$500	\$842	\$600	\$1,942
Washington	\$4,025	\$5,713	\$1,200	\$10,938
Wicomico	\$1,030	\$2,481	\$600	\$4,111
Worcester	\$800	\$1,030	\$600	\$2,430
Total	\$104,370	\$94,040	\$25,400	\$223,860

## FY2012 Recruitment Plan Template

**Task:**

The overall goal of this plan is to help each jurisdiction develop a comprehensive recruitment plan informed by 1) local data and 2) best practice.

The Fiscal Year 2012 plan will ask you to assess last year's plan, and gather and compare local data. This snapshot will help us to assess how the State is doing with recruitment.

Your plan will detail the activities that the recruitment team will undertake over the course of the year. Each activity will have a defined goal, perhaps potential partners, and a proposed timeline and budget. We ask that you complete a table at the bottom of this page listing your total plan cost.

Given the State's current financial situation, there is less funding available for this purpose this year than last. Funding requests must be reviewed and need to be approved prior to allocation decisions. We must also plan for the cost of foster parent incentives and training, so they must be included as part of the plan that is submitted. We will be carefully assessing the quarterly reports we have received from local departments outlining activities and expenses.

After completion, please email your local plan (including completed Sections I and III) to Patricia Molineaux ([pmolinea@dhr.state.md.us](mailto:pmolinea@dhr.state.md.us)) at the Office of Resource Development for comment and budget approval.

**Timeline:**

First Draft Due:

State Comments Due:

Final Draft Due:

Targeted Strategies	Training	Co-trainer costs	Retention Strategies	Foster Parent Incentives	Total

## Section I: What Do We Know?

**Last year, SSA** funded targeted recruitment for older children. Local departments were asked to create strategies to recruit resource parents who could meet the needs of the older children who make up the majority of our foster care population.

How did you do? Using those numbers, please analyze your recruitment efforts and outcomes:

1. How many new resource parents did your jurisdiction approve in fiscal year 2011?
2. How many of those new resource parents have had foster children placed in their homes?
3. Did you approve new minority resource parents last year?  
How many?  
From which minority groups?
4. How many of those new resource parents will accept teens in their homes?
5. How many of those new resource parents have had teens placed in their homes?
6. Did your local department offer any training specific to teens for foster parents?
7. Did your plan help your jurisdiction to reach/approve the potential resource parents whom you identified that you needed?
8. Which strategies from last year's plan worked well?
9. Which strategies from last year's plan did not work, if any?
10. Did you approve resource parents who only wish to serve children under 10? \_\_\_\_\_  
If so, how many? \_\_\_\_\_
11. Did you approve any homes which you received as a referral from AdoptUSKids? \_\_\_\_\_  
How many? \_\_\_\_\_
12. Have you been asked by approved resource parents to send their homestudies to other states as an application through AdoptUSKids? \_\_\_\_\_  
If so, how many resource homes have requested this service? \_\_\_\_\_
13. Has your jurisdiction done child-specific recruitment? \_\_\_\_\_  
For how many children? \_\_\_\_\_
14. Was child-specific recruitment successful in finding a long-term resource? \_\_\_\_\_  
For how many children? \_\_\_\_\_
15. Are there any new trends based on this data?

In funding FY2012 plans, we will be focusing on recruitment of parents for older children, sibling groups and the disabled. Using last year's figures, please complete these charts once more.

**Please indicate the number of current Resource Parents who will accept, as a placement, children in these categories:**

	6-12	13-17	18+	Sib.groups	disabled
July 2009					
July 2010					
July 2011					

**Please indicate the number of Resource Parents your local department believes are needed in your jurisdiction in each of the identified categories:**

	6-12	13-17	18+	Sib.groups	Disabled
July 2009					
July 2010					
July 2011					

## Section II: 2011 Recruitment Plan

This year, as last, we are going to concentrate on funding targeted and child-specific recruitment strategies for older children, sibling groups and disabled children, and training and retention of the foster parents who have children in their homes.

Please fill out the chart at the bottom of page one of this plan with a dollar amount which represents your request for funding for Fiscal Year 2011 in each of the following categories:

### Targeted Recruitment for Older Children

It is recommended that targeted recruitment take up 60% of your budget and work time. Please list your strategies.

### Retention

Please list your projected retention strategies for FY2012.

### Training

Please list your projected expenses for in-service training for foster parents, for PRIDE training, and for payments to any PRIDE co-trainer.

### Foster Parent Incentives

If you have paid the first half of foster parent incentives in FY2011, please list the costs of the second half, which is to be paid in FY 2012, as well as any further foster parent incentives which you project will be earned by foster parents in your jurisdiction during FY2012.

### Unusual Expenses and Circumstances

Please outline anything unusual which your local department has had to deal with which should be taken into consideration.

### Section III: Local Recruitment Plan

In this section, you will outline the recruitment plan that will guide your jurisdiction's recruitment activities over the next year. Please fill out the entire row for each activity.

<b>Activity Type</b> (targeted recruitment strategy, training, )	<b>Activity</b> What is the event?	<b>Activity Goal</b> What is the purpose of the event?	<b>Partners</b> Who can you work with to make event a success?	<b>Timeline</b> When/how often will event take place?	<b>Budget</b> How much will event cost? For what?



**DATE:** November 19, 2014

**TO:** Directors, Local Departments of Social Services  
Assistant Directors, Local Departments of Social Services

**FROM:** Deborah Ramelmeier, Acting Executive Director  
Social Services Administration

**RE:** FY 2015 Recruitment and Retention Allocations

The Social Services Administration (SSA) allocates funds available to the local departments to assist in the support of Resource Parent Recruitment and Retention efforts. Below are the FY15 Recruitment and Retention fund allocations which were determined using State Stat data. The allocations for recruitment are based on the number of children in care as of June 30, 2014. The allocations for retention are based on the number of resource parents reported as of June 30, 2014. The minimum total allocation for a local department is \$5,000 and the maximum is \$82,000.

Local departments should submit recruitment and retention plans detailing how they will utilize the funds no later than November 25, 2014 utilizing the attached template. This fiscal year we will continue to recruit for the populations that continue to be those of the greatest need: older youth, sibling groups and the medically fragile population. In addition, local departments with Native American populations should detail strategies to recruit Native American resource homes.

SSA will be closely monitoring the expenditures of each local department at the end of each quarter to ensure appropriate spending.

Please use the following budget codes for expenditures against these recruitment and retention allocations:

Recruitment and Retention	.0304.85 GC860
Foster Parent Training	.0304.81 GC850

Local Department of Social Services	Total Allocation
Allegany	\$8,000
Anne Arundel	\$15,000
Baltimore City	\$82,000
Baltimore County	\$29,000
Calvert	\$7,000
Caroline	\$7,000
Carroll	\$8,000
Cecil	\$12,000
Charles	\$8,000
Dorchester	\$8,000
Frederick	\$9,000
Garrett	\$7,000
Harford	\$10,000
Howard	\$8,000
Kent	\$5,000
Montgomery	\$42,000
Prince George's	\$33,000
Queen Anne	\$7,000
St. Mary's	\$8,000
Somerset	\$9,000
Talbot	\$7,000
Washington	\$16,000
Wicomico	\$11,000
Worcester	\$7,000
<b>Total</b>	<b>\$363,000</b>

Included in this budget are your Recruitment, Retention and PRIDE Training.  
Please contact Shirley Brown at 410-767-7151 or April Edwards at 410-767-7195 with any questions you may have in reference to the allocations.

Attachment(s)

C: Anita T. Wilkins  
April Edwards  
Shirley Brown

**Local Jurisdiction:** \_\_\_\_\_ **Date of Submission:** \_\_\_\_\_

## **FY2015 Resource Home Recruitment and Retention Plan Template**

**Task:**

The overall goal of this plan is to help each jurisdiction develop a comprehensive recruitment plan informed by 1) local data and 2) best practice.

The Fiscal Year 2015 plan ask to assess last year’s plan, and gather and compare local data. This snapshot will help us to assess how the State is doing with recruitment.

Your plan should detail the activities that the recruitment team will undertake over the course of the year. Each activity should have a defined goal, perhaps potential partners, and a proposed timeline and budget. We ask that you complete a table at the bottom of the page listing the total cost of your plan.

Given the State’s current financial situation, there are less funds available this year for local department recruitment and retention. The costs of foster parent incentives and training must be included in the plan submitted. We will be carefully assessing the quarterly reports received from each local department outlining activities and expenses to ensure that funds are being utilized as proposed..

Please email your local plan (including completed Sections I and III) to Barbara Terry (barbara.terry@maryland.gov) and copy April Edwards (april.edwards@maryland.gov) at the Social Services Administration Office of Placement Services and Interagency Initiatives for review and budget approval.

**Timeline:**

**State Comments Due:** Local recruitment and retention plans are due by 12/01/14 along with your 1<sup>st</sup> quarterly report. For those who have already submitted the quarterly expenditure report, there is no need for another submission unless there are changes.

<b>Targeted Strategies</b>	<b>Training</b>	<b>Co-trainer costs</b>	<b>Retention Strategies</b>	<b>Foster Parent Incentives</b>	<b>Total</b>

## Section I: What Do We Know?

**Last year, we concentrated on funding targeted and child-specific recruitment strategies for older children and sibling groups as well as training and retention of the foster parents who had children in their homes.**

How did you do? Using those numbers, please analyze your recruitment efforts and outcomes:

1. How many new resource parents did your jurisdiction approve in fiscal year 2014? \_\_\_\_\_
  2. How many of those new resource parents have had foster children placed in their homes? \_\_\_\_\_
  3. Did you approve new minority resource parents last year? \_\_\_\_\_ How many? \_\_\_\_\_ From which minority groups? \_\_\_\_\_
  4. How many of those new resource parents will accept teens in their homes? \_\_\_\_\_
  5. How many of those new resource parents have had teens placed in their homes? \_\_\_\_\_
  6. Did your local department offer any training specific to teens for foster parents? \_\_\_\_\_
  7. Did your plan help your jurisdiction to reach/approve the potential resource parents whom you identified that you needed? \_\_\_\_\_
  8. Which strategies from last year's plan worked well?
  9. Which strategies from last year's plan did not work, if any?
  10. Did you approve resource parents who only wish to serve children under 10? \_\_\_\_\_ If so, how many? \_\_\_\_\_
  11. Did you approve any homes which you received as a referral from AdoptUSKids? \_\_\_\_\_ How many? \_\_\_\_\_
  12. Have you been asked by approved resource parents to send their home studies to other states as an application through AdoptUSKids? \_\_\_\_\_ If so, how many resource homes have requested this service? \_\_\_\_\_
-

13. Has your jurisdiction done child-specific recruitment? \_\_\_\_\_ For how many children? \_\_\_\_\_

14. Was child-specific recruitment successful in finding a long-term resource? \_\_\_\_\_ For how many children? \_\_\_\_\_

15. Are there any new trends based on this data?

In funding FY2015 plans, we will continue to focus our recruitment efforts on locating resources for older children and sibling groups. In addition, we will now begin to focus our efforts on recruiting bilingual resource homes and providers who have a shared interest in children with special needs. Using the previous year's figures, please complete these charts once more.

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**Please indicate the number of current Resource Parents who will accept children in these categories:**

Fiscal Year	0-5	6-12	13-17	18+	Sibling groups	Special Needs	Bilingual Home
July 2012							
July 2013							
July 2014							

**Please indicate the number of Resource Parents your local department believes are needed in your jurisdiction in each of the identified categories:**

Fiscal Year	0-5	6-12	13-17	18+	Sibling groups	Special Needs	Bilingual Home
July 2012							
July 2013							
July 2014							

## Section II: 2015 Recruitment Plan

This year, as last, we will continue to concentrate on funding targeted and child-specific recruitment strategies for older children, sibling groups and disabled children, as well as training and retention of the foster parents who have children in their homes.

Please fill out the chart at the bottom of page one of this plan with a dollar amount which represents your request for funding for Fiscal Year 2015 in each of the following categories:

Targeted Recruitment for Older Children, Teenagers, Special Needs, and Bilingual speaking Resource Homes.  
Please list your strategies.

Retention  
Please list your projected retention strategies for FY 2015.

Training  
Please list your projected expenses for in-service training for foster parents, for PRIDE training, and for payments to any PRIDE co-trainer.

Foster Parent Incentives  
If you have paid the first half of foster parent incentives in FY 2014, please list the costs of the second half, which is to be paid in FY 2015, as well as any further foster parent incentives which you project will be earned by foster parents in your jurisdiction during FY 2015.

Unusual Expenses and Circumstances  
Please outline anything unusual which your local department has had to deal with which should be taken into consideration.

### Section III: Local Recruitment Plan

In this section, please outline the recruitment plan that will guide your jurisdiction’s recruitment activities over the next year. Please fill out the entire row for each activity. (The following represents the breakdown of Recruitment Goals: 60% Targeted, 15% General and 25% Child-Specific)

<b>Activity Type</b> (targeted recruitment strategy, training)	<b>Activity</b> What is the event?	<b>Activity Goal</b> What is the purpose of the event?	<b>Partners</b> Who can you work with to make event a success?	<b>Timeline</b> When/how often will event take place?	<b>Budget</b> How much will event cost? For what?