

APPENDIX XVIII: GENERAL RECRUITMENT IDEAS

Many of the following ideas come from USDHHS, 1995.

No Cost/Free General Recruitment Ideas

- Television public service announcements or community interest stories.
 - To obtain posters, PSAs, and other promotional materials developed by the Ad Council in cooperation with AdoptUsKids and the US Department of Health and Human Services, go to <http://www.adcouncil.org> or <http://www.adoptuskids.org>.
 - The Dave Thomas Foundation has also made available a host of materials that can be used in the recruitment of adoptive parents. See <http://www.davethomasfoundation.org/Adoption-Resources/Free-Materials>.

- Information booths at events, foster care/adoption fairs, and events.
- Ask select churches to put a short announcement in the worship service bulletin each Sunday in the months of May (Foster Care Month) and November (Adoption Month) about the need for families. Include your contact information in the announcement and then be available after one or more services to answer questions about fostering, adoption, and volunteering.
- Speakers' bureau, scheduling presentations at churches, civic groups, etc.
- Notices in community bulletins
- Television and newspaper feature stories
- Adoption day in court (a ceremony to celebrate children's formal adoptions)
- Messages on business marquees
- Adoptive mother and father of the year
- Door-to-door canvassing
- Appearances on interview programs, including your county's public access TV station
- Surveys or flyers in shopping malls
- Write an ongoing newspaper column concerning the plight of children and the need for adoptive and foster families. This should include both major daily newspapers and local weekly newspapers. Ongoing columns have been effective because of their predictability.
- Provide information about fostering and adopting on websites

Using Community Marquees

Laura Chintapalli, from Chatham County, North Carolina DSS

My favorite pastime is scouting out roadside marquee signs. It's great free advertising. A billboard would cost us \$800 for six months. I have had success with churches, community message signs, and local businesses such as oil and gas companies, gas stations, etc. If someone has a marquee, I will go and ask if we can use it. We usually ask to have the sign up for two weeks, but will take a week if this is more plausible. One company had it up for a month.

Our messages were simple: "Foster Parents Needed! Please call 642-6956" and "Be a Foster Parent! Call 642-6956." You want your message to be short, eye-catching, and easy to read as someone is driving by.

As for tips I would pass on to other agencies: don't be afraid to ask businesses for their help. The worst thing they can say is "no," and that's OK. Recruitment of resource families is not only an agency need, it's a community need. If agencies can involve the community, you not only find folks who want to help, but your recruitment efforts will be more effective.

Low-Cost General Recruitment Ideas

- Posters, flyers, and brochures could be developed for distribution throughout communities through churches, clubs, and other organizations and to doctors' offices, hospital and clinic waiting rooms, libraries, beauty parlors, barber shops, laundromats, community centers, etc.
- Business cards. In addition to providing each DSS employee with a business card, some agencies also provide generic business cards to foster and adoptive parents, who can then give them out to people interested in learning more about becoming a resource parent.
- Banners hung on main street or a prominent building; perfect for annual events such as National Adoption Awareness Month (November) or Foster Parent Month (May)
- Host a table at local farmers' markets
- Decals
- Theme night activities
- Puppet shows
- Giveaways: place slogans or themes with your agency name and phone number on bookmarks, pencils, balloons, key chains, rain hats, t-shirts, seed packets, bottles of cold water, travel mugs, sewing kits, bandage kits, beach balls, balloons, pens, bandanas, fold up flyers, paper fans, etc.
- Displays in store windows and libraries
- Placemats in restaurants
- Flyer attached to pizza boxes
- Flyer attached to drug store bags
- Bill inserts
- Calendars
- Newsletters

- Special events, carnivals, or fairs
- Picnics and ice cream socials
- • Welcome wagon packets for new residents distributed through the appropriate organization (e.g., Chamber of Commerce)
- Awards programs
- Appreciation nights and banquets
- Open houses
- Radio spot announcements

Mid-to-High Cost General Recruitment Ideas

- Bus and taxi cab placards
- Direct mailing and ad coupons
- Display ads in the phone book
- Recruitment videos/films
- Ads in newspapers
- Customized videos
- Billboards
- Rent space at a local mall or shopping area where you can leave posters and adoption information for everyone passing by.

Sources: The Rural Adoption Recruiter (Adoption Exchange, 2008)

Adapted from *Treat them Like Gold, A Best Practice Guide to Partnering with Resource Families*, North Carolina DSS, Child Welfare Service Section; Raleigh, North Carolina, January 2009.

APPENDIX XIX: TARGETED RECRUITMENT TECHNIQUES

How to Do Targeted Recruitment

STEP 1: Describe the children in care

Develop a profile of the children in care in your agency: how many are there in total? How many are in each category when broken down by age group, ethnicity, and special needs (sibling group, medical, educational, or emotional needs, etc.)?

STEP 2: Describe the homes currently available to them

Develop a profile of the foster homes and beds: how many are there in total? How many are in each category when broken down by ages of children accepted in the home, ethnicity, and willingness to care for special needs?

STEP 3: Make a plan to fill the gap

Identify and reach out to families who can care for the children most in need of homes. Here are some questions to guide you in identifying where to focus your efforts:

- 1) Where might you find people who reflect the children in need of care? Use census data for your city or county to inform your efforts (www.census.gov/index.html). Consider neighborhood schools, day cares, faith communities, businesses, voting precincts, and civic or community organizations where you could focus your efforts.

Your Current Families Can Help

In many cases, you can engage successful resource families in targeted recruitment simply by saying, “We appreciate all you do, and we need more resource families like you! How can we find them?” Resource families can:

- Reach out to their own friends, family and neighbors
- Advise you on how to be culturally sensitive in your outreach
- Tell you about the newspapers they read, radio and TV stations they tune in to, and places they shop so that you can target your community education efforts

- 2) What professional or civic organizations might be well suited to caring for the children in need of care? For example, schools, hospitals, and medical and mental health associations have people experienced in caring for special needs or medically fragile children. Area support groups and advocacy organizations have people motivated to care and lobby for children with special needs.
- 3) What current resource families might do well caring for these children with additional encouragement, training, and support? Here are some questions to guide you in planning how to reach out to the groups identified:

- What agency staff or resource parents are from the targeted community or belong to the targeted group? A community member can help you decide where and how to target your message, and can help with follow-up over time.
- What specific data can you use in your recruitment materials to highlight the need for resource families? For example, how many children are placed in foster care from that particular community and how many licensed homes are currently in that community? How many teens are in need of care and how many are placed out-of-county or in group placement due to a lack of family foster placements?
- How will you do your initial outreach/public information? What materials will you use (posters, brochures, flyers, business cards, etc.)? Where will you place them?
- What follow-up will be done and who will do it? Will a staff person make follow-up calls to select churches or schools? Will a resource parent speak to their civic group or PTA? Who will be responsible for maintaining contact with groups that agree to partner with you in recruitment and/or volunteer efforts? Remember that it's not just about a one-time effort: targeted recruitment often requires maintaining ongoing relationships with important leaders or organizations.

Source: Casey Family Programs, 2002

Examples of Targeted Recruitment for Teenagers

- 1) Develop current resource parents:
 - a) Have licensed families provide respite or mentoring for teens in care so they can develop relationships with them
 - b) Have teens and their resource parents speak to MAPP/GPS classes and participate in activities and events for resource families
 - c) Provide or refer families to training that prepare them for parenting teens, such as managing common teen behaviors and adolescent development
- 2) Target community groups that have experience with teens, including:
 - a) High School groups: PTAs, athletic events, teachers associations, etc.
 - b) Community groups: Boy Scouts/Girl Scouts, church youth groups, teen community service organizations
 - c) Professionals: group home staff, mental health associations, etc.
 - d) Senior groups: civic and church organizations that have high numbers of empty-nesters or retirees
- 3) Ask teens:
 - a) Have ongoing discussions with teens individually and in groups about permanency: a goal of long-term support, stability, and a “home base” for every youth

- b) Ask teens to talk and write about related questions, such as: Who do you consider family? What does family look like? What would you look for in a family? What would you bring to a family? How can you combine birth and adoptive family connections in your life? What do other teens in foster care need from foster families?

Examples of Targeted Recruitment for Sibling Groups

Siblings can be comforters, caretakers, role models, spurs to achievement, faithful allies, and best friends. No matter how close they are, most brothers and sisters share years of experiences that form a bond, a common foundation they do not have with anyone else (Viorst, 1986). If parents are unable to provide the necessary care, sibling attachments can be even closer (Banks & Kahn, 1982).

Brothers and sisters separated from each other in foster care experience trauma, anger, and an extreme sense of loss. Research suggests that separating siblings may make it difficult for them to begin a healing process, make attachments, and develop a healthy self-image (McNamara, 1990). Indeed, because of the reciprocal affection they share, separated siblings often feel they have lost a part of themselves.

For these and other reasons, child welfare policy in North Carolina directs child welfare agencies to place siblings together whenever possible, unless contrary to the child's developmental, treatment, or safety needs. To do this successfully, agencies must recruit and prepare resource families willing to take sibling groups. The following suggests ways child welfare agencies can ensure they are sibling-friendly.

Sibling-Friendly Agencies and Practices Keep Children Together

By Regina M. Kupecky, LSW

Reprinted, from the June 2001 issue of Recruiting News, published by the North American Council on Adoptable Children, 970 Raymond Avenue, Suite 106, St. Paul, MN 55114; 651-644-3036; info@nacac.org; www.nacac.org

Although the child welfare field emphasizes birth family reunification and kinship adoption, the significance of sibling ties is often glossed over.

However, when a joint placement is in the children's best interests, placing siblings together not only reduces the children's losses and preserves kinship ties, it also reduces stressed agencies' adoption costs. Siblings can help each other process the past, remember experiences, and move into the future together.

Creating a Sibling-Friendly Agency

Part of recruitment is having a sibling-friendly agency. First, educate the entire staff about the importance of sibling connections – everyone from the adoption recruiters and workers to the pre-service trainers, supervisors, intake workers, subsidy staff, administrators, foster care departments, and support staff. A clear understanding of sibling connections could eliminate problems that result from separation and lack of

visitation in foster care. Everyone must be on board, whether from a sense of child-centered practice, or simply from the fact that placing four children in one home is cheaper than recruiting, educating, and providing post-placement services to four families.

Next, recruit for siblings all through the adoption process:

- Intake: That first telephone call from a prospective parent is key to setting up a friendly working relationship. The staff person should mention siblings as an option. Families need time to process new ideas.
- First mailing: When information packets go to families, do they mention siblings? Send a few child-specific flyers, at least one featuring a sibling group. For later education packets, the National Adoption Information Clearinghouse (www.calib.com/naic or 888-251-0075) has a useful article or Three Rivers Adoption Council (312-471-8722) can share a pamphlet I wrote, called Siblings are Family, Too.
- Pre-service training: If you don't have a section on siblings, fold it into sections about loss, birth families, or attachment. Be sure that parent panels include at least one family that adopted or fostered a sibling group.
- Also consider these ongoing sibling-friendly practices:
 - If your office displays posters of waiting children, are some of them sibling groups? Newsletter articles should also mention the need for homes for siblings.
 - Do all staff members recruit, including secretaries, administrators, and janitors? If they go to churches, YMCAs, stores, or libraries, have they hung sibling-friendly posters?
 - When recruiters go out to malls or fairs, do they always post pictures of sibling groups on their display?
 - Are workers who complete family assessments talking about sibling groups in a positive way? Do they remind parents that few people adopt one child – families usually come back for more? By taking two or three at once, families eliminate extra paperwork.

No one wakes up one morning, calls an agency, and says “Do you have a sibling group of four children that includes three boys, ages 8–14?” The only way to successfully recruit families for specific children is specific recruitment.

- Siblings need a recruitment plan. List who is doing what and when. Ensure the plan's timely execution.

- A great picture of the sibling group together is a powerful tool. When separate pictures of each child are shown, it gives parents a feeling they can pick and choose whichever child they want (usually the youngest).
- Sibling groups almost always get the most calls when presented in the media. Feature sibling groups often in newspapers, television features, agency newsletters, posters, or wherever your agency recruits.
- Pre-service training groups are a great place to recruit homes for siblings—all the parents are there because they want to care for children. Ask the trainer if you can have five minutes to present a sibling group. Pass out flyers and show a video of the children together.
- Don't eliminate singles or childless couples. They don't disrupt any more than married or repeat parents.
- Make sure recruiters know about available subsidies. Many parents feel they can't adopt a group because of costs and are reassured to learn of financial assistance.
- When an event such as a recruitment picnic is planned, buy each sibling in the group the same shirt so that prospective parents can spot them all in the crowd. Make sure they eat at the same table or play together.
- Measure success in terms of events, not time. Agencies separate children because "we haven't found a family in five months." But have you tried every recruitment idea once, then again? If so and still no response, then reassess the recruitment plan.

Some sibling groups cannot be placed together. Prior to recruitment, sibling groups' attachments to each other and their primary caretakers as well as their safety when in the same home should be assessed. But with lifebook work and careful pre-placement preparation, many more sibling groups can be together than are presently. We have 117,000 children waiting in the United States. If we place them two by two that is only 58,500 homes – if three by three only 39,000 homes. So make your life easier and the children happier. Create a sibling-friendly agency and recruitment practice.

Ms. Kupecky has spent more than 25 years in the adoption field and frequently presents workshops about siblings, attachment, and preparing children for adoption. She co-authored *Adopting The Hurt Child: Hope for Families with Special Needs Kids* and works at the Attachment and Bonding Center of Ohio. Contact her at 440-230-1960 ext. 5 or reginaku@msn.com.

Source: <http://www.nacac.org/adoptalk/targeted.pdf>

Adapted from *Treat them Like Gold, A Best Practice Guide to Partnering with Resource Families*, North Carolina DSS, Child Welfare Service Section; Raleigh, North Carolina, January 2009.

APPENDIX XXI: EXAMPLES OF CHILD-SPECIFIC RECRUITMENT

There are different types of child-specific recruitment:

Child-Specific Publicity

Agencies provide to the public a photo and written profile of a child free for adoption. NC Kids Adoption and Foster Care Network can provide assistance to agencies on writing profiles. “Child-specific publicity has two goals. First...it stimulates prospective parents’ interest in a child and results in adoption. Second—and more commonly—it builds public awareness about the need for parents and generates resources for other children in the system” (Zemler, 2000). Following are some common venues for child-specific publicity:

- **Photolisting Book of Waiting Children***
In North Carolina, this service is provided by NC Kids Adoption and Foster Care Network through the Photo Adoption Listing Service (PALS)
http://www.ncdhhs.gov/dss/adopt/pals/NC_KIDSLINKBUTTONS.pdf
- **Internet Listings***
NC Kids Adoption and Foster Care Network photolisting website (<http://www.adoptuskids.org/states/nc/index.aspx>) and many individual agency websites feature photographs and brief descriptions of waiting children, along with agency contact information. As more people turn to the Internet as a primary source of information, such listings become more and more important.

*Under the Multi-Ethnic Placement Act (MEPA), all children free for adoption must be registered with NC Kids to participate in these recruitment efforts.

- **Print and Television Campaigns** such as “Wednesday’s Child”
Each week a child or sibling group is featured, with photograph, description, and agency contact information. Suggestions for how to begin (Ortiz, 2001; cited in Casey Family Programs, 2003) include the following:
 - Send a press kit that includes a fact sheet and press release about your agency, a sample campaign item (photograph and profile of a child) and a letter to the features editor or the editor of the section most appropriate for the column.
 - Follow up with a phone call.
 - Pitch your idea: for example, a front-page feature profiling a child, a foster family, and a successful adoption that leads to announcing the regular column.
 - Meet with the reporter you'll be working with.
 - Be sure to make their deadlines so the column is not a burden for them.NC Kids can help you develop a Wednesday’s Child program. Call them toll free at 1-888-NC KIDS-5.

- **Heart Galleries**
Professional photographs of waiting children become part of a traveling exhibit at high-profile locations. A description of the child and agency contact information accompanies each photograph. NC Kids has a list of professional photographers around the state willing to provide this service for free to county DSS agencies.
- **Adoption Parties/Matching Events**
Waiting children and potential adoptive families come together for organized activities and, in some cases, facilitated conversations. The families are able to review children's profiles before and after the events.

Child-Centered Recruitment

Youth take a leading role in deciding how to describe their strengths, needs, and interests, and in designing recruitment materials. This process often helps teens in resolving concerns about adoption and preparing them to accept new permanency goals.

A Youth-Directed Recruitment Resource

Under One Sky, a nonprofit based in Western North Carolina, has developed a new program to help North Carolina's children find adoptive families. What makes its approach unique is the extent to which it is directed by the youth themselves.

At the core of Under One Sky's efforts is Passages, a two-year, co-educational, camp-based mentoring village for youths aged 12 to 18 who are in foster care and free for adoption. The camp provides a supportive, honest, respectful place to explore the possibility of adoption.

Youths who choose to pursue adoption create their own promotional materials. Working with experienced professionals and their instructor-mentors, youths develop recruitment plans that may include a video, written profile, and radio public service announcement. The youth themselves act as creative directors of these projects and decide how the materials will be used.

The written profiles developed at Passages are 12-page booklets called 'Zines. Youths control each development stage. After pictures are taken they choose which shots to use. After the interview is transcribed, they select excerpts to appear in the 'Zine. They also do the final layout. The result gives prospective adoptive parents a vivid impression of the child's interests and spirit.

Youths participating in Passages also get to say where their promotional materials will be used. For example, one girl requested that her photograph not be shown in her community's newspaper.

Under One Sky is not itself a child placing agency. Instead, it works with public and private agencies to provide a community of support for youth.

For more information about Passages, including eligibility guidelines, costs, and registration information, contact Under One Sky (828/251-9703; e-mail: info@underl1sky.org; www.underl1sky.org).

Identifying Potential Caregivers from a Child's Life

- Children and teens are asked specifically and repeatedly about important people in their lives, even before they come into care. As the Casey Breakthrough Series Collaborative (Casey Family Programs, 2005) recommends, "Ask early and ask often."
- Case records are reviewed in detail to identify significant support people in the child's or birth family's history.
- Every Child and Family Team Meeting is an opportunity to identify, engage, and support potential caregivers for a child. Be sure to include professionals from other systems who are working with the child or family, such as schools, mental health providers, or juvenile courts. They may know of additional support people to bring into the planning.

Sources: Casey Family Programs, 2003; Zemler, 2000

Making the Most of Child and Family Team Meetings (CFTs)

- Carrie Lauterbach from Appalachian Family Innovations' Adoption Plus program uses a team approach to help with child-specific recruitment. Here are some suggestions based on what has worked for them:
- Cast a wide net to build your team. The core team of agency staff generates a contact list of other folks who know and care about each specific child. Invite them all to team meetings. The more people spreading the word in their own personal communities, the better.
- Share leadership on the team.
- Do "in-team training." This is critical, as it ensures all team members are using the same language, know how a recruitment plan is built and implemented, are sharing appropriate information, and have clarity about follow-up.
- Identify who the contact person will be for any interested families that come forward. Families can get lost in the process without clear guidelines.
- Immediate follow-up is critical.
- Teams review all outreach materials for accuracy and the right message.
- Never say "We are going to find your forever family." Don't make promises you not sure you can keep!

APPENDIX XXII: WRITING PHOTO LISTINGS

A good photo of the child can hook a prospective family’s interest but it is the description that reels them in. A good description can transform the child into a real person in the reader’s mind. The description has to speak effectively on the child’s behalf to connect the right child with the right family. Key rules of writing a description include:

1. Know the child

- Take the time to meet and interact with the child.
- Take the time to talk to people close to the child for additional information (teachers, foster parents, residential staff, therapist, extracurricular activity leaders, caseworkers, etc.)
- Use your interview with the child to give details that make the child come alive
- Whenever possible use the child’s own words in the write-up.

Old version: “Ivan watches movies for hours.”

Rewrite: “Ivan believes that laughter is the best medicine. He says he has gotten through hard times in his life by watching Eddie Murphy and Dave Chapelle. He hopes to be able to make others laugh through his own stand-up routine someday.”

2. Celebrate what makes the child unique

- Observe the child’s special hobbies, dreams, background and quirks
- Ask the child why they like what they like and why they do what they do.
- Don’t rely on clichés or say that the child is a “normal five year old”

Old version: “Lesha is a normal teenager who hangs out at the mall.”

Rewrite: “Lesha loves fashion—she reads fashion magazines, studies changing styles and always gives her friends advice on how to update their looks. She loves shopping – though her allowance doesn’t let her buy much – she just likes looking at the new styles. Lesha hopes to find a job at the mall this summer.”

3. Write about the child as you would write about someone you care about

- Balance the ups and downs truthfully but optimistically.
- Note their needs in a caring way – this means do not generalize but give examples of a behavior problem and what causes it.
- Never write anything that would hurt the child if they read it now or in the future, or if their classmates read it.
- Don’t give any personal information about the nature of the abuse suffered or any family information. These will be public documents.

Old version: “Due to his history of physical abuse, Dewan acts out with violent behavior against younger kids.”

Rewrite: “Dewan has struggled to feel loved and to get attention. We hope to find him a home where he can be the baby because younger children make him feel threatened and anxious, resulting in some behavior problems.”

4. Use the child's own words and voice

- Let the child speak for him or herself. It will be more compelling.

Old version: “Jaime would do best in a home with a loving family.”

Rewrite: “Jaime says ‘I want parents to come home to after school and tell all about my day.’”

5. Don't use diagnoses – describe the child's specific behaviors

- Describe THIS child's specific behaviors. All children with ADHD do not look the same.

Old version: “Allison is diagnosed with ADHD and may require medication.”

Rewrite: “Allison has trouble concentrating in class. She's such an active child that sitting still can be quite tedious for her. Her dance classes after school are a favorite time for her and she is both graceful and energetic.”

6. Make sure write-up is reviewed by a supervisor

- Get a second opinion on the write up before finalizing it.
- Double check the facts and the spelling of the child's name.

APPENDIX XXIII: SAMPLE UTILIZATION STUDY

Thank you for helping to collect information on the status of foster and adoptive homes. This review helps ensure the accuracy of information about families for use, identifies foster/adoptive families who can no longer be used, identifies placement resources that have been unused but that could be available, and identifies possible placements for children being “stepped down” from institutional care.

1. Complete the empty cells for each family. Please note that under “Recommended Capacity,” indicate the *actual maximum number* of children that you recommend could be cared for by the family (if there are specifics to the recommendation regarding age, race, etc., please note). This number may be different from the number for which the home is approved.
2. Refer to “*Possible Reasons for “Not Used” Foster Homes*,” to assist with “Current Family Status” (see examples below). The list does not give every reason; please use your own additional reasons as needed.
3. Under “What is needed for usage?” please make a note of the development plan to work with the family, *assign and timeline this task*, and estimate when they will be available.
4. Return to your Resource Family Specialist. Thanks for your help!

FAMILY NAME	APPROVAL DATE	FOSTER CARE? ADOPTION? DUAL?	APPROVED CAPACITY OF HOME?	RECOMMENDED CAPACITY (specify any sex/race recommendations)	AGE RANGE ACCEPTED	SPECIAL NEEDS? (that family can manage in children)	REFUSED PLACEMENTS? (if known, list # times refused in past year)	CURRENT FAMILY STATUS? (see below for specifics)	WHY HOME IS NOT BEING USED?	WHAT IS NEEDED FOR USAGE? (family development plan)
ABC	3/12/04	Dual	3	1 (F/Cau)	0-1 yrs	None	Yes-3	Open	No reason	Counsel family to expand usage, provide training on older age groups to possibly expand capacity
DEF	2/14/03	Dual	5	3 (M-F/Any)	6-12 yrs	Mild, MR/DD, some health issues	No	Family hold	Illness of foster parent	Check with family in 1 month
GHI	7/14/02	Foster Only	2	2 (female/any)	12-18 yrs	Moderate, behavioral, school issues, sexual abuse	No	Agency hold	Rule violation for supervision	Complete Corrective Action Plan
JKL	8/16/01	Dual	2	1 (M-F/AA)	5-12yrs	Mild, ADHD, bedwetting,	No	Adoptive Placement	Data error-adoption subsidy only	N/A—close in system

Possible Reasons for “Not Used” Foster Homes

<p>Family Development and Usage Family in need of further training and education Family available for respite only Family available for short-term, emergency placements only Family only wants to adopt-does not want to foster at all Family has adopted from another source-no longer interested Family should never have been certified-we will not use them Unable to contact/locate family Family’s certification has expired-want to continue Family’s certification has expired- want to discontinue</p>	<p>Case Closure Family desires to close-change in circumstances Family desires to close-lost interest Family desires to close-will use another agency</p>
	<p>Family “On Hold” Status: Closing = family is in process of selecting out <i>or</i> agency is closing the home (please note which) Not in use = agency does not use this family Not viable = family is not a viable resource for the children who typically come into agency care Family Hold = family circumstances have changed (e.g., a family member is ill), home is at maximum capacity, family has requested a hold for personal reasons (working through financial issues, for example) Agency Hold = <i>Options may include:</i> Abuse/neglect allegation-investigation pending Abuse/neglect allegation-investigation completed-corrective action plan needs to be completed</p>

AGENCY NAME: _____

PERSON COMPLETING INFORMATION: _____

PAGE ____ of ____

(add pages as needed)

DATE DUE and/or FOLLOW-UP WITH FRS: _____

FAMILY NAME	APPROVAL DATE	FOSTER CARE? ADOPTION? DUAL?	APPROVED CAPACITY OF HOME?	RECOMMENDED CAPACITY (specify any sex/race recommendations)	AGE RANGE ACCEPTED	SPECIAL NEEDS? (that family can manage in children)	REFUSED PLACEMENTS? (if known, list # times refused in past year)	CURRENT FAMILY STATUS? (see below for specifics)	WHY HOME IS NOT BEING USED?	WHAT IS NEEDED FOR USAGE? (family development plan)

