

Practice Alert



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Issued by: Children's Division
Resource Development

PA24-RD-01

Recruitment of Respite Providers

The purpose of this Practice Alert is to review respite recruitment policy (CWM 6.17.3) as recommended by a statewide Resource and Development Workgroup. The workgroup identified several benefits to approving resource provider applicants for respite at the beginning of the licensing process, but found inconsistencies in this practice statewide.

Respite Program Description

Respite care is the temporary, substitute care of foster children placed in a resource parent home. Respite care is an important part of the foster, adoptive, or relative care experience. It offers resource parents an opportunity for a break to reduce stress from ongoing responsibilities, take care of an emergency, or tend to other personal needs which gives them and the children in their home time apart to rest and recharge. Respite care may be used to maintain stable placements but should not be used to exclude foster children from ordinary/traditional family activities. Respite care is not a placement type and cannot be the initial placement for a child coming into care or leaving a hospital setting.

Recruitment and Approval of Respite Providers

Resource provider applicants must be informed of the respite program and the need for respite homes at the time of application. Applicants should also be encouraged to provide respite as part of the pre-service training and home assessment process. If an applicant agrees to provide respite care, the home assessor does not have to wait until the applicant is fully licensed to approve the home for respite services. The applicant must complete the following prior to being approved for respite services:

Completion of all respite forms;

- Application to Provide Respite Care, CS-RC-1, including all required signatures
- Read the Respite Provider handbook and take the quiz
- Take the Trauma Power Point training
- Sign a Respite Care Provider Approval, CS-RC-3
- Sign a Cooperative Agreement for the Purchase of Respite Care Services with the Children's Division, CM-10
- Read, agree to and sign the Resource Parent Discipline Agreement, CD-119
- If there are smokers in the household, the Notice of Hazards, CD-101, must be completed
- Read, agree to and sign the Safe Sleep Practices, CD-117
- Foster Respite Care Provider Checklist, CS-RC-2, including all required signatures



Completion of all background screenings ;

- Fingerprint criminal check
- Child Abuse and Neglect registry checks
- Case.Net check
- Family Care Safety Registry check
- Sex Offender list check by provider residence address

Completion of respite care training; and

Open and approve a respite vendor type in FACES.

The Resource Development Workgroup identified a need for unlicensed Respite Providers to have additional information regarding Trauma Informed Parenting as part of their training process. While not required for approval, applicants may be provided the Trauma Informed Parenting PowerPoint to meet this need:



In addition to recruiting resource provider applicants for respite services, resource providers shall be encouraged to recruit individual respite care providers with whom the child(ren) in their home are familiar. Resource Development workers should also use the Resource Parent Exit Interview, CD-112, to facilitate recruitment of resource providers that are closing their license to screen and encourage participation in the respite program.

Benefits of Approving Resource Parent Applicants for Respite Prior to Licensure:

- Families interested in foster parenting can gain experience and an opportunity to practice skills they are learning during training
- Families may be better able to discern the age range of children/children's needs they can provide care for
- Resource parents who need respite care will have more options available for respite to help eliminate disruptions and increase placement stability
- Children's Division can better assess families' skills during the training and assessment process
- Through immediate respite, families are able to build connections with other team members/resource parents allowing them to ask questions and gain information
- Families can become engaged and feel connected while waiting for training and the licensing process to begin. They can feel part of something bigger than themselves

For further information, please review Child Welfare Manual Section Respite Care policy Section 6, Chapter 17. If you have questions regarding this practice alert, you may contact Melissa Selsor, Program Development Specialist, at 573-522-1191.