

Memorandum

CD26-06

ISSUED DATE: January 30, 2026

TO: ☒Children's Division ☒Contracted Staff

FROM: Sara Smith, Children's Division Director

SUBJECT: **AC Family Support Team (FST) Meetings**

RATIONALE:

As a result of the Round 4 Practice Improvement Plan (PIP) Item 3.2, Children's Division has redesigned the Alternative Care Family Support Team Meeting process, in partnership with parents, older youth, court partners, CD and FCCM staff.

OVERVIEW:**The revised FST policy and process:**

- Is statutorily compliant,
- Is agenda driven and forward focused,
- Requires Permanency Assessment and Planning during each meeting,
- Strengthens youth involvement,
- Redefines FST meeting types, purposes, timelines and requirements,
- Creates a process flow to gather information; assess progress; make a decision; identify, assign and implement next steps; and address barriers,
- Focuses on family safety, stability and timely permanency, and
- Provides opportunity for each FST meeting participant to complete a survey to share their experience regarding level of engagement, participation, and perception of the meeting's effectiveness.

Form and document changes include:

- Modification of the *Family Support Team (FST) Meeting Agenda (FST-1)*
- Implementation of the *Family Support Team Meeting Notice (FST-2)*
- Implementation of the *FST Brochure*
- Implementation of the *FST Poster*

Instruction:

- The FST Poster must be posted in common Family Support Team Meeting locations.
- Discontinue use of any locally developed FST documentation forms and prior versions of the FST-1.

- The revised policy located in CWM 4.7 Family Support Teams must be read in its entirety before any staff may facilitate a FST meeting.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division and contracted staff.
2. Review revised Child Welfare Manual chapters and forms as indicated below.

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NEW/REVISED CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:

Revised Policy

[CWM 4.7 Family Support Teams](#)

- 4.7.1 Activities in the First 30 Days
- 4.7.2 FST Meeting Purpose
- 4.7.3 Timely Action
- 4.7.4 Addressing Barriers
- 4.7.5 Grievance Process
- 4.7.6 FST Timeline and Exceptions
- 4.7.7 FST Meeting Goals
- 4.7.8 FST-1 Family Support Team (FST) Meeting Agenda
- 4.7.9 Team Members and Additional Participants
- 4.7.10 Protection of Information
- 4.7.11 FST Meeting Planning and Scheduling
- 4.7.12 FST Meeting Activities: Before, During, After
- 4.7.13 Resources and Legal References: FST Meetings, Case Plan, Hearings

Revised Forms

[Family Support Team \(FST\) Meeting Agenda \(FST-1\)](#)

New Forms/Job Aids

[Family Support Team Meeting Notice \(FST-2\)](#)

[FST Brochure](#)

[FST Poster](#)

Archived Forms

Family Support Team Meeting Discussion Guide

Archived Memos

CD07-12 Clarification of Supervisor Roles in Family Support Team Meetings

CD07-77 Lack of Consensus at Family Support/Permanency Planning Review Team Meetings

CD09-74 Placement Stability Family Support Team Meetings

CD10-15 Accommodating Older Youth and Families in the Family Support Team Meeting Process

CD10-17 Revision of Family Support Team Meeting Sign-In/Confidentiality Statement, FST-1

CD10-24 Lack of Consensus Between the Children's Division and the Family Support Team

CD13-75 72 Hour Plan and FST Template

Archived Practice Alerts

PA20-CM-02 Revised Family Support Team Meeting Forms

PA22-CM-12 Placement Stability FST Meetings