

## 9-600 IN-SERVICE TRAINING

Foster and adoptive caregivers are required to complete in-service training annually after certification to further develop and enhance specialized skills needed to parent children placed in foster care. In-service training is necessary for the home to meet licensing requirements to retain certification. A home must be certified for the agency to continue receiving IV-E funds for qualified children placed in the home. Regular foster/adoptive caregivers are required to complete training hours every fiscal year, while Alternate Family Care (AFC), Diagnostic and Assessment (D&A), and Specialized foster caregivers must complete more hours in line with their areas of focus. Training may include online courses, conferences, Department-provided sessions, and consultations with professionals, and it must be documented to fulfill licensing requirements. Certification in CPR and first aid must also be maintained every two years for specialized foster caregivers.

Training plans are reviewed and updated during recertification to address the specific needs of the children placed in the home. Foster/adoptive caregivers who fail to meet training requirements are placed under a corrective action plan, and noncompliance may lead to suspension of certification or closure of the home. The Department may reimburse expenses such as mileage and babysitting costs for training participation, depending on funding availability. This policy ensures foster/adoptive caregivers remain equipped to provide safe and supportive care while complying with licensing standards.

### PROCEDURES, FORMS, AND RESOURCES

**References:**

None

**Organizational:**

Child Welfare – 9. Home Development – 6. Post Certification Services for Certified Homes – 9-600 In-Service Training

**Effective Date:** June 1, 2025

**Replacing:** June 1, 2017 (Formerly 9-670)