



Guidelines for Foster Care Associations

Supplemental to DCS Policy: 16.8 Responsibilities of Approved Foster Homes

1. Appointment of Foster Parent Liaison

- a) The Regional Administrator (RA) is responsible for the identification and appointment of staff in each county (or cluster of counties in rural areas), to serve as the liaison between the foster parent association and the statewide association.
- b) In the event there are no local foster parent associations, staff must still be identified to serve as the liaison with the state association and assist in the development of a local association if desired by the local foster parents.
- c) There is no limit on the length of time appointed staff may serve as the foster parent association liaison, and more than one staff person can be appointed if the RA desires or the size of the foster care population warrants more than one person. It is recommended that the assigned liaison change on a bi-annual basis or as leadership desires.
- d) Liaisons are not responsible for directing the association meetings however they do participate as requested by the Association membership.

2. Duties of the Foster Parent Liaison

The duties of the Foster Parent Association liaison include:

- a) Attend each regularly scheduled meeting of the local foster care association.
- b) Maintaining a list of each foster parent in the county, with correct name, address, and telephone number and email address.
- c) Maintain documentation provided by the local foster parent association including officers' names, local procedures, local meeting schedule, etc. This documentation shall be shared with other assigned regional Foster Parent Support (FPS) liaisons in order to maintain some consistency supporting the local associations.
- d) Have knowledge on how to access training and information on the Foster Parents' Bill of Rights and the Foster Parent Advocacy & Mentorship Programs.
- e) Regular contact with the RA on the status of the region's foster parent associations.
- f) Maintain on-going contact with the president or other officers of the local association as needed or requested.
- g) Attend the annual Foster Parent Training Conference, when identified.
- h) Assist the Regional Administrator and the Team Coordinators with any complaints filed/brought by foster parents.

- i) Assist association efforts to develop information and support networks coordinated by and for foster parents through the local associations.

3. Central Office Foster Parent Liaison

Selected Central Office Foster Parent staff shall serve as liaison to the statewide association and advisor to the Foster Parent Advocacy Board