

Section: Family and Children's

Subject: Alternate Care –

Title: Retention of Foster Care Files

I. PURPOSE:

Establish time lines for the retention of foster care application materials, Foster Care Records and Respite Records

II. APPLICABILITY:

Applies to all foster care and respite applications, Foster Care and Respite licensed homes

III. DEFINITIONS:

Application materials include: Foster Care application, CCAP-results/DOJ-results, references, home inspection, other materials submitted by the applicant and case notes created by the licensing agency.

IV. POLICY/PROCEDURE:

Foster care/ respite application materials obtained or created by the department will be maintained in the following manner.

- 1) Foster Care / Respite application materials obtained or created in situations where the person/persons does not complete the application process will be destroyed after 2 years, after closure date of licensing process.
- 2) Foster Care/ Respite records of licensed providers (voluntarily or revocation) will be purged after 4 years, with the exception of initial home study, licenses, police/CPS reports on the foster parents, and corrective action plans/letters.
- 3) Adam Walsh finger print results, authorization form and dissemination record (stored separately from the foster care file) will be destroyed with the same time lines as outlined in #1-#2.
- 4) Information regarding the foster home entered on EWiSACWIS is a permanent record.

V. METHOD OF REVIEW:

EFFECTIVE: SEPTEMBER 2008

REVISED:

APPROVED: KEITH KELLER