



February 2, 2011

Dear Caregivers:

**Re: New Procedures for Relief Caregivers**

There have been recent changes to the process for approving relief providers for foster parents. The goal is to ensure that relief providers meet family care standards and have adequate information regarding the children in their care.

The following forms are enclosed:

- Relief Care Provider Assessment: This will be completed jointly by the foster parent and resource social worker. This may include a visit to the relief provider's home.
- Relief Care Provider Information Sheet: A separate sheet is to be completed on each child requiring relief. The foster parent (with the assistance of the resource social worker / social worker) completes the form and provides it to the relief care provider.
- Consent for Prior Contact Check: This is to be completed by the relief care provider and allows the resource social worker to check for any history with MCFD.

Additionally, we have enclosed the following books (as they are a necessary reference for the foster parent and relief provider to complete the Relief Care Provider Assessment

- Standards for Foster Homes
- Foster Parent Handbook
- Caregiver Support Service Standards

The Criminal Record Check procedure has changed for all caregivers and relief providers (see attached letter).

Please ensure you inform your resource social worker well in advance of the relief period in order for the assessment to be completed.

Additionally, this office (RKD - Resources – Youth Services) will be holding orientation and training sessions related to these new procedures. These orientation sessions will be held on the following dates;

- March 1, 2011 from 9:30am to 12:30pm on the 1<sup>st</sup> floor boardroom at 1177 West Broadway
- March 8, 2011 from 6:00pm to 9:00pm on the 1<sup>st</sup> floor boardroom at 1177 West Broadway

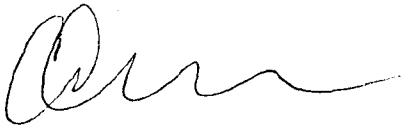
Foster Parents are highly encouraged to attend one of these orientation/training sessions. Interested Foster Parents must pre-register for the training by contacting the RKD Office Manager – Sana Chau at 604-775-2175.

Please review these forms and familiarize yourself with them prior to the orientation/training sessions and to bring this whole package you have received with you.

This change in policy affects all new relief providers and existing relief providers.

Should you have any questions regarding the enclosed forms or the process, please contact your resource social worker.

Yours truly,



Carol Chase  
Team Leader – RKD  
Resources – Youth Services



February 2, 2011

Dear Caregivers:

RE: New Criminal Record Check Procedure

Effective October 1, 2010, new policy has been implemented regarding the way in which criminal record searches will be conducted. The significant changes are as follows:

- There is a revised (October, 2010) Consent for Disclosure of Criminal Record Information form. This form can be accessed through the resource office.
- Caregivers no longer attend their local police station to have the check completed. The check will be done via fax from the resource office.
- The individual having the check completed must attend the resource office in person and have two pieces of ID available.
- There is no cost for criminal record checks.
- Once approved, criminal record checks are to be completed every three years.

Criminal record checks are to be completed on the following caregivers:

- prospective and approved foster caregivers.
- prospective adoptive parents.
- prospective Sec 54.1 caregivers.
- prospective and approved out of care care-providers and
- prospective and approved relief care providers and persons 18 years or over living in the home of a caregivers or who spend significant and unsupervised time with a child placed in the home.

Criminal Records Review Act Checks

No changes were made to the policy or procedures under the Criminal Records Review Act (CRRRA). The CRRRA check is required in addition to the consolidated criminal record check for foster parents and will be completed every 3 years.

The CRRRA is Provincial Legislation and one purpose is to help prevent the physical and sexual abuse of the children.

The CRRRA requires that anyone in British Columbia obtains a criminal record check who is employed, licensed or funded by the government and who works with children or may have unsupervised access to children through their position. Anyone who is offered a family care home agreement or contract is required to undergo a CRRRA.

Should you have any questions regarding the new policy, please contact your resource liaison.

Yours truly,

Carol Chase  
Team Leader  
Resources – Youth Services