

# **SOUTH DAKOTA DEPARTMENT OF CORRECTIONS**

## *Juvenile Community Corrections*

Revised: July 1, 2016



## **FOSTER CARE GUIDEBOOK**

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## DOC CONTRACTUAL FOSTER CARE PROGRAM

### PURPOSE:

The DOC contractual foster care program provides a stable, secure and safe environment for youth who have completed their primary program, whose family and home are not an aftercare option and who have clearly demonstrated a readiness to re-enter a home environment. A healthy foster home can help youth develop an appreciation for family values and increase the youth's sense of belonging, self-worth and self-esteem while providing the support and opportunities youth need to realize their full potential.

### FOSTER CARE FAMILIES:

**Recruitment:** DOC actively welcomes and recruits families from around the state who are interested in providing a stable home for youth. DOC uses a number of methods to accomplish this effort. They include: the state website <http://doc.sd.gov/juvenile/foster/>, the use of ads in community newspapers, presentations to community groups, the use of radio public service announcements (PSA's), and by word of mouth (person to person; family to family). A fact sheet and an application will be sent to individuals who call or write for information about this program. An interview will be arranged once the completed application (located on-line at the website or requested verbally) is returned and other basic requirements are met. Selections are based on an individual's ability to meet the basic qualifications.

**Qualifications:** Foster parents and potential foster parents must possess a sincere desire to work with youth. Applicants must understand their commitment needs to go well beyond the contractual payments they may receive under this program. They need to be invested in youth and aware of the various challenges present in this endeavor. They must be willing to work with youth from various social, cultural, racial, and economic backgrounds. They must believe it is the right thing for them to do. It is important for the whole "family" to be involved in this important decision. All interested individuals must obtain a Department of Social Services (DSS) or Lutheran Social Services (LSS) foster care license and comply with Department of Corrections (DOC) contractual requirements to be qualified.

- ✓ Outside employment by foster parents must be approved by the Department of Corrections and offer sufficient flexibility to allow the parent to play an active role in providing care for the youth in their care. Employment must not conflict with programming or required standards. The number of youth in the home can affect outside employment. Foster parents may find that one parent must assume the role of primary care-giver versus working outside of the home.
- ✓ Preference will be given to applicants with experience raising a family or an extensive background working with youth.
- ✓ The applicant(s) must be able to meet all DSS or LSS licensing requirements.

- ✓ Preference will be given to applicants with no minor children in the home.
- ✓ Applicants and other adults (individuals age 18 or older) residing in the household must successfully complete all law enforcement background checks as well as successfully complete a DSS Abuse and Neglect background check.
- ✓ An applicant, their family members or significant other's past chemical dependency (CD) issues and mental health history will be thoroughly investigated.
- ✓ Applicants must live in a home which has adequate space and can safely accommodate youth assigned to the home. Youth may share a bedroom, provided they are of the same sex and similar age. The home must meet DSS or LSS licensing standards such as having a safe water source, working smoke detectors, having an adequate sewage system and two remote exits (opposite of each other) on each level of the home used for the care of DOC youth. Appropriate exits are unobstructed doors leading outside and windows of sufficient size to allow an emergency escape in the event of fire (egress window).
- ✓ Applicants must maintain sufficient insurance (auto and home).

**Duties:** The duties of foster parents are similar to the support parents give their own children, with a few exceptions.

- ✓ Transport foster youth to and from all activities and appointments.
- ✓ Be invested in the youth's education. Actively participate in parent/teacher conferences, I.E.P. meetings and other school events.
- ✓ Participate in therapy/counseling sessions, as indicated.
- ✓ Work together as a family unit, provide positive parental guidance and demonstrate/role model appropriate behaviors.
- ✓ Know the youth's friends. What are their habits and behaviors? This may help determine when something is out of norm.
- ✓ Guide youth in participating in positive community activities, i.e. youth groups, community service groups (Habitat for Humanity, etc.), summer jobs, after school employment, etc.
- ✓ Individualize the needs of each youth.
- ✓ Attend annual training sessions designed to improve understanding and knowledge of foster care issues.
- ✓ Accompany youth when attending appointments with the court. Keep the Juvenile Corrections Agent (JCA) and Community Corrections Specialist (CCS) informed of these appointments.
- ✓ Report abusive or delinquent behavior to the JCA or CCS.
- ✓ Report any injury or abuse received by the youth to the JCA or CCS.
- ✓ Fully cooperate and comply with agency rules and directives.
- ✓ Be involved with the youth's family when deemed appropriate by JCA and/or CCS.
- ✓ This may involve telephone calls and visitations designed to help the youth and family prepare for re-unification.

- ✓ Be willing to decline a referral which seems contrary to the welfare of your home or a referral that may be detrimental to the youth or members of your family.
- ✓ Remember...Foster Care is about youth in need of stability, support and encouragement.

## **YOUTH:**

DOC youth are screened for the program by the foster care referral process. Ages of foster care youth range from 12-18 years of age. The typical process involves a youth who is currently in a correctional/primary placement, his/her JCA, the regional JCA Supervisor, the Director of Juvenile Services, potential foster family and the regional Community Corrections Specialist (CCS). A team effort insures the youth will receive the best chance for a successful transition into foster care once it is determined their home or family isn't a valid option for aftercare placement. The JCA begins the assessment process during the youth's initial commitment to DOC, or as soon as the need for possible foster care placement is identified. The JCA will interview the youth, members of the youth's family and other support agency personnel. The findings will be reviewed to determine if there are significant issues within the home and if the placement will be a good match for the youth and the family. The JCA will submit the foster care referral to their supervisor. An information packet will accompany the referral. This will include information about alternate placement options that have been considered for the youth such as placement with family or others. The information packet will include the youth's social case history, intake summary, psychological evaluations, previous substance abuse evaluations and treatment records, school information, health history, recent progress reports from current placements, etc. It is important that all known background information about the youth is fully disclosed to all members involved in the placement process. The potential foster family must have full disclosure of a youth's background to make an informed decision concerning their ability to help the youth. The Community Corrections Specialist will interview the youth, members of the potential foster family, and other support personnel to help identify a successful match. Foster care youth may be placed in a home for short-term care (as little as one week, up to 3 months) or long-term (until the youth completes DOC; graduates from high school/GED or turns 21 years of age). Foster care youth will be on aftercare status and will have a specific set of rules to follow throughout their stay in foster care.

## **JUVENILE CORRECTIONS AGENT (JCA):**

JCAs play a vital role in the Foster Care process. They are the immediate advocate for the youth. JCAs conduct initial assessments and work to build a rapport with the youth, which is essential to successful placement. JCAs collect data and start the foster care referral process. In a larger role, JCAs assigned to a foster home become the foster family's direct access to DOC and a critical link to the community systems of care agencies. JCAs help supervise the youth's aftercare contract and

insure accountability for all parties in the home. Initially, JCAs will have weekly contact with the youth and family. After an initial transition period, the aftercare plan may be revised according to applicable directives. Changes in this plan are directly related to a youth's behavior pattern. Positive behavior equals greater privileges and less restrictive supervision, whereas negative behaviors usually result in more restrictions. JCAs partner with the foster parents to help the youth build a solid foundation from which they can make a successful transition into young adulthood.

### **Community Corrections Specialist (CCS):**

These individuals work to recruit and retain foster parents for the program throughout the state. CCSs draft, coordinate and manage the foster care contracts signed by the parents and DOC. They ensure all obligations are met by both parties. CCSs oversee aspects of the foster care process and approve the paperwork for all monthly allowance and per diem payments issued to DOC foster families. They approve requests for flexible clothing payments and review and prepare monthly reports on the youth's care and submit the reports to senior DOC personnel for review. CCSs match referred youth with existing foster parents and assist the JCAs in transitioning the youth into the home. They also insure home visits are conducted in accordance with policy. They help organize and provide annual training for the foster parents. The CCS will identify and select field experts to present lectures and group discussions for foster parent training. The training is designed to help foster families better understand the needs of youth placed in their homes. The CCS represent another layer of direct support for DOC youth and foster families. Each CCS works closely with the JCAs in their regions (Northeastern, Southeastern and Western) to insure there are no gaps in service. The CCSs visit their foster homes quarterly to meet with the youth and families, often in conjunction with a visit from the JCAs. More frequent visits are made as needed. The CCSs will make contact with the youth and family by telephone or email monthly. The CCSs periodically visit youth during school, at extra-curricular activities and during other community events in order to encourage these positive activities. Our greatest desire is to create a positive growth experience for the youth. Together we can make a difference in a young person's life.

### **FOSTER CARE LICENSING EXPECTATIONS:**

DOC foster families must be licensed through the South Dakota Department of Social Service (DSS) or Lutheran Social Services (LSS). This includes attending the 30 hour, PRIDE (Parent Resources for Information, Development and Education) training, completing mandatory home visits and satisfying all background checks. Licensing by DSS or LSS is a vital requirement before DOC will issue a contract. Foster families must have a current contract with DOC before any youth will be placed in the home. As outlined in the contract, one parent in the family will be identified on the contract however; the second parent must also be supportive and willing to accept the placement of youth into the home. The duties are highlighted in the contract. The foster parent under contract will be responsible to insure annual

licensing with DSS or LSS occurs. They must keep the home in good repair, maintain insurance coverage and provide the Community Corrections Specialist with a current copy of a valid foster care license. The foster family must meet all DSS or LSS requirements for annual training and license renewal. Attendance at the annual DOC Foster Care training may satisfy this requirement. DSS or LSS determines the capacity of occupants within the home DOC's general practice has shown that smaller numbers of youth are more manageable and therefore, make a more successful foster home.

### **FOSTER CARE RATES AND PAYMENT:**

The daily rate assigned to DOC youth is determined by yearly adjustment. Other specialized rates are not considered as DOC youth do not qualify for them. The current rate is \$36.05/day (effective July 1, 2012). The daily rate helps cover the costs of providing the youth food, clothing, shelter, daily supervision, school supplies, personal incidental expenses, liability and property insurance, and other expenses associated with caring for youth. The daily rate is a financial supplement to the family. A 30-day rate equals a monthly payment of \$1081.50. An October 2007 University of Maryland study ([www.family.umaryland.edu](http://www.family.umaryland.edu)) of nationwide foster care rates recommended that a monthly payment of \$795 was appropriate for the care of South Dakota youth. DOC's existing rate is \$286.50 per month above that amount and covers a variety of local travel (taking the youth to counseling sessions, travel for school, etc.), weekly allowances, prom activities, sport-specific clothing/shoes/equipment and other incidentals as may arise within the month. Foster care providers may be eligible to receive an initial, one time, allowance of \$100 to help purchase clothing for the youth when they are first placed in the home. The provider may be eligible to collect an additional \$100 clothing allowance annually for youth entering the home during the school year. These two allowances require the approval of the Community Corrections Specialist (CCS). The foster care provider must submit original sales receipts for the clothing purchased for reimbursement. The amount reimbursed will not exceed \$100 dollars. Items purchased must be approved by the CCSs to be eligible for reimbursement. The CCSs will forward all receipts to the DOC Central Office for final processing through the state vendor payment system. It should be noted that all foster parents are under contract and are not included as a part of the state payroll system. Reimbursements and payments for daily per diem amounts are handled through the state vendor payment system. Foster parents must submit a monthly progress report to their Community Corrections Specialist (CCS) for each youth in their home to receive payment for the past month (a form will be provided). Payments are received for care "after the fact". Youth may be in the home up to 30-31 days before payment will be processed for care provided. The CCS will process the reports for payment. A copy of each report will be made, one for the foster care file, one for the JCA and one will be sent to the committing Judge. It is very important for all reports to be submitted to the respective CCS by the next to the last working day of the month so the CSS can send the reports to the vendor payment office in Pierre by the last day of the month. The vendor payroll system starts processing payments the first

business day of the month and delays can lengthen the time it takes to complete this process and post payments.

### **MEDICAID/MEDICAL:**

DOC youth are eligible for Medicaid. The referring JCA will insure an application for Medicaid has been completed for the youth and is on file. When approved for Medicaid, the youth will be assigned a Medicaid number and card. It is the foster care provider's responsibility to use medical providers that accept Medicaid. Foster families are not responsible for paying for medical expenses incurred by a youth provided the youth receives services from a Medicaid-approved healthcare provider. This includes dental, vision, and medical services. The foster care provider must fill out the necessary forms when services are received.

Title XIX (Medicaid eligible) Non-Emergency Medical Transportation Program provides assistance for non-emergency medical transportation needs for eligible recipients.

- ✓ Mileage is limited to the actual miles between two cities and does not include miles driven within the city.
- ✓ Lodging and meals are reimbursable when the provider is at least 100 miles from the recipient's city of residence and travel is to obtain specialty care or treatment that result in an overnight stay.
- ✓ Transportation must be to the closest medical facility or medical provider capable of providing the necessary services.
- ✓ The service must be a Medicaid covered service provided by a medical provider who is enrolled in the medical assistance program.
- ✓ A Title XIX Medical Transportation Reimbursement Form must be completed and submitted for each medical trip. This form, along with any necessary documentation, may be turned in at your local DSS office, mailed directly to: Department of Social Services, Office of Finance/EBT, 700 Governors Drive, Pierre, SD 57501, or faxed to (605) 773-8461.

Additional information and forms pertaining to Title XIX can be accessed by clicking [here](#) or by going to the following website:

<http://dss.sd.gov/medicalservices/recipientinfo/title19transportation.asp>

Also, as a part of the DSS or LSS licensing procedure, DOC foster parents are reminded of their responsibility for maintaining all prescription and over-the-counter (OTC) drugs in a locked cabinet or drawer and keeping track of the quantities of these drugs. This includes prescription drugs and OTC medications (pain relievers, cold medications, etc). It is necessary to establish this degree of control because OTC and prescription drugs are often prime targets of abuse by youth. According to the Centers for Disease Control (CDC), prescription drug abuse is the Nation's fastest-growing drug problem. Foster parents must insure youth take medications as prescribed/ directed by their doctor. Emphasize it is not ok to share medications with others or to take medications prescribed to others. Expired prescription medications must be properly disposed of in accordance with instructions on the label, or check with your pharmacist about proper disposal of the medication.

## **FREQUENTLY ASKED QUESTIONS:**

### **Can DOC foster care youth drive or buy a vehicle?**

This needs to be handled on an individual basis. Driving or buying a vehicle can be a goal of the youth; however, several factors need to be in place before this happens.

- ✓ Foster parents must approve the youth's use or purchase of a vehicle. This is based on the youth earning trust and demonstrating appropriate and responsible behaviors. This may take six months or may never happen.
- ✓ The JCA must approve the youth's purchase and/or operation of a vehicle and the purpose for operating a vehicle. For example, if the JCA believes the youth's use of a vehicle may contribute to problems, the JCA can limit use of the vehicle, such as only to get to and from school. Foster parents may set additional limitations for use of the vehicle.
- ✓ The DOC recommends the youth be solely responsible for the purchase price, taxes and insurance costs of any vehicle they purchase. DOC will not assist financially in any auto purchase or vehicle related expenses and does not encourage foster parents to be co-signers. The youth should clearly demonstrate the ability to pay for and maintain the vehicle, taxes, insurance, licensing and other related ongoing expenses associated with vehicle ownership.

### **Can DOC foster youth be allowed to use firearms for hunting?**

This also needs to be handled on an individual basis. DOC does not encourage this practice due to safety concerns for our youth. Foster parents, the JCA and the Community Corrections Specialist will approach this privilege very carefully and slowly with the youth. Once again, a goal for any youth can be the privilege of handling a firearm and/or going hunting with the foster parent, but several factors need to be in place first:

- ✓ The youth must meet the age requirements set forth by state hunting laws regarding juveniles and successfully complete a state approved Hunt SAFE course before going afield. This will help provide proper firearm training to the youth and offer an excellent opportunity for the youth and foster parent to do something positive together. Foster parents will continue to teach hunter/gun safety to the youth and report to the JCA and CCS on how the youth is responding to the training.
- ✓ The youth must have earned an elevated level of trust from the foster parent, JCA and Community Corrections Specialist (CCS). The foster parent must carefully consider this privilege before putting a firearm into the hands of any DOC youth. A thorough review of the youth's previous offense history is very important before favorable consideration is given to this request.

- ✓ DOC will not assist in the purchase of ammunition, firearms or any hunting license(s). That financial burden rests with the youth and/or foster parent.
- ✓ DSS or LSS licensing requires all firearms and ammunition be locked away separately in a secure cabinet or gun locker located outside and away from the main living area. Access is to be strictly controlled at all times by the foster parent in order to avoid accidents.

### **What about respite care?**

DOC has decided not to coordinate the respite care for foster parents. This is due to the difficulty in making split payments, one to the respite provider and the other to the foster family. The foster parent is responsible for finding and submitting their choice of respite care provider (i.e., a responsible adult) to the Community Corrections Specialist (CCS) for background checks prior to being able to use them to assist in the care of DOC youth. A criminal background check, a check of the sex offender registry plus an abuse and neglect screening through DSS will be done prior to approval of the respite care provider. Respite is allowed but not mandatory for up to three one-week intervals per year. The JCA and the CCS must be notified ten days in advance when the foster parents will be out of town. A respite care plan must be completed and approved by the CCS when the foster parents are out of town for more than two consecutive nights. Foster parents must arrange for financial payment to the respite provider. The foster parents will be paid the same, under the contract, per diem per child during the respite time.

There may be some options for respite care through various alternative care facilities within a local community. Another option is having the youth attend a week long camp whether that is through a church youth group, an athletic organization, or education-based event. This should be arranged through the JCA and Community Corrections Specialist (CCS), allowing for sufficient advanced notice.

### **How much work can I expect the youth to do around the house?**

Foster care youth may be expected to perform a reasonable amount of routine chores around the home. Routine chores are those chores which occur daily in homes across America. This includes, but is not limited to, cleaning their rooms, making their beds, helping with the dishes, taking out the garbage, helping with the laundry, and general lawn maintenance. Foster parents, the youth, and JCAs will need to discuss this matter as they prepare the aftercare contract. This would be an excellent opportunity to discuss the dynamics of running a home and to highlight how everyone contributes to that team effort. Excessive chores may adversely affect a youth's ability to do well at school or other activities. For example, let's say a youth attends school for 7 hours, has 2-3 hours of after-school activities, 1-3 hours of homework, and is expected to complete 3-4 hours of chores. We might be approaching an excessive amount of time spent on chores. This represents 13-17 hours of daily activity and may interfere with a youth's ability to be successful in the long term. Chores should probably not take up more than 8-12 hours per week. Specific projects may take longer and must be planned for accordingly. Chores,

summer jobs, and various home-bound structured work activities all need to strike a balance with each other. Concerns about chores can usually be resolved when the foster parents, youth and JCAs work together to build and sustain a positive learning experience within the home. That way, no one feels taken advantage of and everyone can be proud of their contribution to the overall team effort.

### **How much allowance should I give each child per week?**

The range of an allowance could be around \$15 to \$25 per week, depending upon the age of the child. Foster parents will have to decide how much and when they dispense this each week. An allowance is not to be confused with lunch moneys. Foster youth can usually qualify for free school lunches. In addition, it is acceptable to attach the allowance to successful completion of weekly chores. The allowance is intended for incidental or discretionary expenses such as CDs, DVDs, video games, and fast food items.

### **Cell phones, long-distance hard-line telephone calls, internet use, satellite/cable television and other unexpected expenses, who pays?**

Foster parents are encouraged to place blocks on long distance calls and collect calls so youth do not run up large phone bills. Cell phones have become a convenience and are commonplace in many homes. The youth should earn the privilege to have a cell phone. DOC recommends the youth be in a position to pay for the phone and the phone plan that goes with it. It may be necessary for the foster parent to co-sign the contract, especially if the youth is under the age of 18. DOC neither encourages nor discourages this action but will not co-sign any contract for the youth. The youth should be responsible for paying for their cell plan through saved up allowances or a job.

Internet usage presents another unique challenge. Computers should be located in an area where they can be easily monitored. The computer should be password-protected and foster parents need to know how to check its use-history. The youth should have to earn non-school work related access to the computer. Foster parents and JCAs should be aware of other on-line opportunities the youth may have through friends, libraries, school-issued laptop computers, ipods or ipads, or through video games (e.g. Xbox or Play Station games). They should be alert for incidents of mis-use and work together to safely guide internet usage. Social media has become common place in today's world. It is important to be aware of this media and way of communication and sharing of information such as Facebook, Twitter, Snapchat, Instagram, etc. It is important to know about adverse chat sites and watch for secretive, computer behavior which may indicate a need for greater supervision. If negative behaviors continue, internet privileges should be restricted and not reinstated until the foster parents, JCAs, and CCSs can meet and agree that the youth's behavior has improved.

Foster parents must consider placing appropriate locks or passwords on all cable or satellite pay-per-view television services. This will help control the temptation a youth has to watch inappropriate or expensive programming.

It is the youth's responsibility to pay fines adjudged against them while in foster care. DOC will not pay fines and does not expect foster parents to pay either.

### **Is the income from DOC contract foster care services reportable income for tax purposes?**

Foster parents should check with their tax advisor to get professional advice on how this contract may impact their annual tax liability. Everyone's financial situation is different; therefore, a tax professional is the best source of information on this question.

### **When can parents or families contact or visit a youth in foster care?**

All outside family visits or contacts must be approved by the JCA and CCS assigned to the foster home. Typically, contacts are minimal in the beginning (usually for the first 30 days) in order to facilitate the transition into the home. This allows the foster family and JCA time to get to know the youth, evaluate their behavior, and helps the youth get comfortable within the home. The youth may be encouraged to write letters home at this time, but that contact should be limited to family members. The youth may begin to earn telephone calls and visits with approved family members after the initial 30-day period has passed. These calls and visits should initially be supervised by the foster parents or JCA to assure appropriate contact is being made. Overnight visits with approved family members may be considered on a case by case basis as the youth earns it. Family visits must never be detrimental to the youth nor their placement. Contact is granted for good behavior and to encourage a positive connection with family members. If negative behaviors arise after each such visit or call, then a group conference may be convened and these privileges could be subject to modification. Foster parents, JCAs, and Community Correction Specialists will all provide input and forward their findings to the JCA Supervisor for a final decision on this matter.

### **What insurance must the foster parent maintain under the contract?**

Foster parents must maintain adequate insurance coverage on homes and autos. DOC and foster parents will not be expected to pay for car insurance for coverage of the youth as a driver. This is the responsibility of the youth.

### **What should I know about any sexual activity by the youth?**

Foster parents, JCAs and Community Corrections Specialists (CCSs) alike may find this a challenging area due to their personal beliefs or differing views on present-day societal habits. DOC continues to promote sexual abstinence among our youth. Ideally, our youth will benefit the most from a supporting team which can help them fully understand the reasoning behind DOC's position. Foster parents, JCAs, and

CCSs may need to educate the youth on matters relating to difficulties present in early-age sexual relations. These may range from talks on health issues such as sexually transmitted diseases (STDs), ways to avoid STDs and pregnancy and discussions about the emotional aspect of sexual relations. This may be followed by discussions on the legal aspects of inappropriate sexual behavior while on DOC (it is a violation of DOC standards/rules and a violation of the foster home rules). It should also be pointed out that underage sexual contact can result in legal consequences when certain age differences or other factors exist. Being convicted of certain sex crimes brings about the requirement for the individual to register as a sex offender. All members of the support team must be aware of the various forms of sexual pairing (i.e. boy-girl, boy-boy, and girl-girl) and keep each other informed about friends and acquaintances of our youth. Genuine empathy and support is essential to help our youth make positive choices. Appropriate community healthcare and counseling providers may be able to offer additional educational services in this area and may be contacted as needed.

### **Can youth be permitted to use tobacco or alcohol products? Can we have alcoholic products in our home?**

DOC foster care youth are not permitted to smoke or chew tobacco products. Repeated tobacco violations, by themselves, will not lead to revocation, but may lead to appropriate sanctions within the home, as might be experienced in other households across the state. This may include a loss of privileges, curfew restrictions, or withholding an allowance. Law enforcement agencies may issue a summons or ticket to juveniles who violate the law. This may include a mandatory court appearance and/or fine. All fines are the sole responsibility of the youth.

Underage alcohol consumption is against the law. DOC youth are not authorized to consume alcohol at any time. Obvious underage usage should be reported to local law enforcement agencies, JCAs and CCSs. This may result in court action, fines, and community sanctions such as wearing a SCRAM ankle bracelet device (Secure Continuous Remote Alcohol Monitoring), in-patient treatment, or even a revocation and removal from the foster home.

Foster parents are encouraged to be very responsible in their use of alcoholic products in the presence of DOC foster youth. It is essential for foster parents to follow all state statutes relating to alcohol use and keep alcohol away from all minors. Alcohol can be a great temptation for teens. Foster parents must do their best to restrict access and maintain accountability for any and all alcoholic products kept within the home.

### **Can a youth obtain a tattoo or body piercing?**

DOC foster care youth are not permitted to get tattoos. Piercings require the approval of the foster parents and JCAs. These must be limited to one in each ear for the purpose of wearing an appropriate studded earring. No other piercings are authorized. Failure to follow these guidelines could result in appropriate sanctions

being implemented. Efforts should always be taken to outline the health concerns and dangers prevalent with tattoos and piercings.

**CONTACT INFORMATION:**

For more information, please contact the Community Corrections Specialists listed below:

***Kaitlin Donohoe, Community Corrections Specialist, Western Region***

1600 Sedivy Lane  
Rapid City, SD 57703  
(605) 394-1617

***Kim Tvedt, Community Corrections Specialist, Northeastern Region***

2001 9<sup>th</sup> Ave SW, Suite 400  
Watertown, SD 57201  
(605) 882-5002

***Scott Prenger, Community Corrections Specialist, Southeastern Region***

4001 W. Valhalla Blvd., Suite 103  
Sioux Falls, SD 57106  
(605)362-3593

***Thank you for your interest in becoming a positive foster care influence for the youth of South Dakota. Together, we can make a difference!***

**REVISION INDEX**

- Created:** August 2007
- Revised:** August 2009
- Revised:** July 2010
- Revised:** July 2011
- Revised:** October 2012
- Revised:** July 2013
- Revised:** July 2014
- Revised:** July 2016

<i>Denny Kaemingk (original signature on file)</i>	<i>10/17/2016</i>
Denny Kaemingk, Secretary of Corrections	Date

**RECEIPT OF FOSTER CARE GUIDEBOOK  
AND DOC FOSTER CARE PROGRAM POLICY**

I/We acknowledge having received a copy of the South Dakota Department of Corrections *Foster Care Guidebook* and *DOC Foster Care Program* policy.

I/We certify the Community Corrections Specialist (CCS) has gone over the *Foster Care Guidebook* and *DOC Foster Care Program* with me/us and that I/we have had ample opportunity to ask questions and discuss the contents of this book and the policy. I/We also understand that I/We am/are free to contact the Juvenile Corrections Agent (JCA) and Community Corrections Specialist (CCS) at any time in the future for additional clarification about any topic in this book and policy.

I/We understand it is my/our responsibility to read this document. I/We also understand that the purpose of this guidebook and policy is to help me/us in the performance of my/our foster care duties.

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Foster Parent(s) Signature(s)	Print/sign	Date
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Community Corrections Specialist	Print/sign	Date
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CC Foster parent(s)  
JCA for juvenile's file