

# **SOUTH DAKOTA DEPARTMENT OF CORRECTIONS**

## ***Juvenile Community Corrections***

Revised: May 13, 2019



## **FOSTER CARE GUIDEBOOK**

## TABLE OF CONTENTS

Purpose .....	3
Foster Care Families .....	3
Recruitment.....	3
Qualifications.....	3
Duties .....	4
Youth .....	5
Juvenile Corrections Agent (JCA) .....	5
Senior Juvenile Corrections Agent .....	6
Foster Care Licensing Expectations.....	6
Foster Care Rates and Payment.....	7
Medicaid/Medical.....	8
Frequently Asked Questions .....	9
Contact Information .....	14
Revision Index .....	14
Signature and Date.....	14
Receipt of Foster Care Guidebook and DOC Foster Care Program Policy .....	15

## DOC CONTRACTUAL FOSTER CARE PROGRAM

### PURPOSE:

The DOC contractual foster care program provides a stable, secure, 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 families from around the state interested in providing a stable home for youth. A fact sheet and application will be sent to interested individuals. An interview will be arranged after the completed application (located on-line at the website or requested verbally) is returned, provided other basic requirements have been met. Selections are based on an individual's ability to meet the basic qualifications.

**Qualifications:** Those interested in becoming a foster parent must possess a sincere desire to work with youth. Applicants must understand their commitment has to go beyond the contractual payments received for participating in the program. Foster parents must be invested in youth and aware of the various challenges. Foster parents must be willing to work with youth from various social, cultural, racial, and economic backgrounds. Foster parent must believe becoming a foster parent is the right thing for them to do. It is important for the whole "family" to be involved in this important decision. Interested individuals must obtain a Department of Social Services (DSS) foster care license and comply with Department of Corrections (DOC) contractual requirements to be a foster parent.

- ✓ Outside employment by foster parents must be approved by the Department of Corrections. Employment must offer sufficient flexibility to allow the parent to play an active role in providing care for the youth. Employment must not conflict with programming or required standards. The number of youth in the foster home can affect outside employment. Foster parents may find that one parent must assume the role of primary care-giver if the other parent is employed.
- ✓ Preference will be given to applicants with experience raising a family (a parent, guardian or custodian of minor children), or an extensive background (professional or employment experience) working with youth.
- ✓ Applicants must meet all DSS licensing requirements.
- ✓ Preference will be given to applicants with no minor children in the home.
- ✓ Applicants and adults (individuals age 18 or older) residing in the household must submit to a criminal background check and complete a DSS Abuse and Neglect background check.

- ✓ Applicants, their spouse or significant other's past chemical dependency (CD) issues and mental health history will be reviewed.
- ✓ Applicants must reside in a home which has adequate space and can safely accommodate youth assigned to the home. Youth may share a bedroom with another youth, provided both are the same sex and similar age. The home must meet DSS licensing standards, such as having a safe water source, working smoke detectors, adequate sewage system and two remote exits (opposite of each other) on each level of the home. 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 auto and home insurance, as required by law.

**Duties:** The duties of foster parents are similar to the support parents give their own children. Examples include:

- ✓ Transporting foster youth to and from all activities and appointments.
- ✓ Being 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 to 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 the 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 the youth when attending appointments with the court. Keep the Juvenile Corrections Agent (JCA) and Senior Juvenile Corrections Agent (SJCA) informed of these appointments.
- ✓ Report abusive or delinquent behavior by the youth to the JCA or SJCA.
- ✓ Report any significant injury or incident of abuse to the youth's JCA or SJCA.
- ✓ Report any incident of sexual assault or sexual harassment of the youth.
- ✓ Fully cooperate and comply with department rules, policies and directives.
- ✓ Be involved with the youth's family, when/if deemed appropriate by JCA and/or SJCA. This may involve telephone calls and visitations designed to help the youth and family prepare for re-unification with their family.
- ✓ 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 foster program through a referral process. Ages of the youth range from 12-18 years of age. The typical process involves a youth currently in correctional/primary placement, his/her JCA, the regional JCA Supervisor, the Director of Juvenile Services, the potential foster family and Senior Juvenile Corrections Agent (SJCA). 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 foster placement is appropriate. The JCA and/or the team will review the youth/foster family match to identify if the match is appropriate for both the youth and the foster 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 considered for the youth, such as placement with the youth's family or other family members. 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 background information about the youth is available to all members involved in the placement process. The team and foster family will use this information to determine the best placement for the youth. The Senior Juvenile Corrections Agent will interview the youth, members of the foster family, and other support personnel. 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 is no longer committed to the DOC, graduates from high school/GED, or turns 21 years of age). Foster care youth will be on aftercare status and have a specific set of rules to follow while in the foster care program.

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

JCAs play a vital role in the foster care program. They are the immediate advocate for the youth. JCAs conduct an initial assessment of the youth and work to build a rapport with the youth. JCAs collect information about the youth and initiate the foster care referral process for youth identified as appropriate for the foster care program. In a larger role, JCAs assigned to a foster home become the foster family's direct contact within the DOC and serve as a critical link to the community systems or care agencies. JCAs help evaluate the youth's aftercare contract and insure accountability for all parties in the home. Initially, the JCA will have weekly contact with the youth and foster family. After an initial transition period, the aftercare plan may be revised according to the youth's needs. Changes in this plan are directly related to the youth's behavior. Positive behavior yields greater privileges and less restrictive supervision, whereas negative behaviors usually result in more

restrictions. The JCA partners with the foster parents to help the youth build a solid foundation from which they can make a successful transition into young adulthood.

### **Senior Juvenile Corrections Agent (SJCA):**

These individuals work to retain foster parents for the program throughout the state. SJCA draft, coordinate and manage the foster care contracts signed by the parents and DOC. They ensure all obligations are met by both parties. SJCA's 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 DOC staff for review. SJCA's match referred youth with existing foster parents and assist the JCAs in transitioning the youth into the home. They insure home visits are conducted in accordance with DOC policy. The SJCA represents another layer of direct support for youth and foster families. The SJCA works closely with the JCAs in their regions (Northeastern, Southeastern and Western) to insure there are no gaps in services offered to the youth. The SJCA visit their assigned 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 SJCA will contact youth and family by telephone or email monthly. The SJCA periodically visits youth at school, 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). This includes attending the 30-hour Parent Resources for Information, Development and Education (PRIDE) training, completing mandatory home visits and satisfying all background check requirements. Licensing by DSS is a vital requirement before DOC will issue a foster program 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. Requirements of the foster parents are contained within the contract. The foster parent is responsible for completing the annual licensing with DSS. The foster home must be in good repair, and foster parents are responsible for maintaining appropriate insurance coverage. The Senior Juvenile Corrections Agent must receive a copy of a foster parent's valid foster care license. The foster family must meet all DSS requirements for annual training and license renewal. DSS 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 those rates. The current rate is \$36.05/day per youth. The rate helps cover the costs of providing the youth with food, clothing, shelter, daily supervision, school supplies, personal incidental expenses, liability and property insurance, and other expenses associated with caring for the youth. A 30-day rate equals a monthly payment of \$1081.50. 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. Clothing allowances must be approved in advance by the Senior Juvenile Corrections Agent (SJCA). The foster care parent 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 SJCA to be eligible for reimbursement. The SJCA will forward receipts for approved items 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 the Senior Juvenile Corrections Agent (SJCA) for each youth in their home to receive payment for the past month (a form will be provided). Payments are received for foster care provided the previous month, not in advance of services being provided. Youth may be in the home up to 31 days before a payment will be processed. The SJCA will process the reports for payment. Copies of each report will be made for the foster care file, the JCA and one will be sent to the committing Judge. It is important for all reports to be submitted to the SJCA by the next to the last working day of the month so the SJCA 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 in submitting the report can lengthen the time it takes to complete this process and post payments.

## **MEDICAID/MEDICAL:**

Youth committed to the DOC are eligible for Medicaid. The referring JCA will insure an application for Medicaid has been completed for the youth and is on file. When the youth is approved for Medicaid, the youth will be assigned a Medicaid number and Medicaid 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 parent must complete 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 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.) that have the potential to be abused. 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 also make sure youth take medications as prescribed/ directed by their doctor. 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 is handled on an individual basis. Driving or buying a vehicle can be a goal for 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 several months or may never happen.
- ✓ The JCA must approve the youth's purchase and/or operation of a vehicle and the purpose for operating the 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 provide financial assistance for any auto purchase or vehicle-related expenses and does not encourage foster parents to be co-signer. The youth should clearly demonstrate the ability to pay for the vehicle, taxes, insurance, licensing and other related expenses such as general maintenance 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. Foster parents, the JCA and the Senior Juvenile Corrections Agent (SJCA) will approach this request very carefully and will take into consideration the maturity of the youth. The following should be in place first:

- ✓ The youth must meet the minimum age requirements set forth by state hunting laws and successfully complete a state approved Hunt SAFE course. This will educate the youth about the safe handling of firearms. Foster parents are encouraged to attend the training with the youth. The foster parent must directly supervise the youth whenever the youth is permitted to handle a firearm.
- ✓ The youth must have earned the trust of the foster parent, JCA and SJCA by demonstrating they are safe and responsible when around firearms. A thorough review of the youth's previous offense history is very important.
- ✓ 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 licensing requires all firearms and ammunition be secured in a locked space, separate from one another, away from the main living area.

### **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 submitting their choice for a respite care provider (i.e., a responsible adult) to the Senior Juvenile Corrections Agent (SJCA). The respite care provider is subject to a criminal background check prior to providing any care to the youth. In addition, sex offender registry and abuse and neglect screening through DSS will be completed prior to approval. Respite care is allowed but not mandatory for up to three one-week intervals per year. The JCA and the SJCA must be notified at least ten days in advance of when the foster parents will transfer care to the respite care provider. A respite care plan must be completed and approved by the SJCA if respite care will be 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 youth camp, such as a church youth camp, athletic camp, or education-based program. This must be arranged in advance through the JCA and SJCA.

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

Foster care youth may be expected to perform a reasonable chores around the home. Chores may include cleaning, making their bed, cooking and doing dishes, taking out the garbage, laundry, and general lawn maintenance. Foster parents, the youth, and JCAs should discuss chore requirements when preparing the aftercare contract. This is an excellent opportunity to discuss the dynamics of running a home and how everyone must contribute to that effort. Excessive chores; however, may adversely affect a youth's ability to do well at school, programming or treatment. 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 daily chores. This may be an excessive number of chores given the youth's list of other requirements. Specific chores that take longer, such as mowing the yard, should be planned as time permits within the youth's schedule. Chores, summer jobs, and various home-bound structured work activities should strike a balance with other requirements of the youth. Concerns about chores can usually be resolved when the foster parents, youth and JCAs work together.

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

The range of a weekly allowance may vary, depending upon the age of the child and other factors. An allowance must not be confused with lunch money or other daily/regular needs of the child which the foster parent is responsible for providing, in accordance with the foster care contract. Money earned through an allowance should be used by the youth for incidental, discretionary items, such as going to movie or eating out. An allowance may be tied with the completion of certain weekly chores or as an incentive for positive behavior or completion of certain goals.

### **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 most homes. Youth should earn the privilege of having access to a cell phone. DOC recommends the youth be in a position to pay for at least a portion of the phone and/or phone plan. It may be necessary for the foster parent to co-sign the contract, especially if the youth is under the age of 18. Foster parents are responsible for monitoring the youth's use of a cell phone and should inspect the phone and/or phone bill for excessive or inappropriate use.

Internet usage can present a 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 use-history. The youth should have to earn recreational access to the computer, i.e. playing games. 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). Foster parents must be alert for incidents of mis-use and work together to safely guide youth's internet usage. Social media has become common place in today's world. It is important to be aware of this media as a means of communication. Youth may use Facebook, Twitter, Snapchat, Instagram, etc. to share information or to communicate with others. It is important to know about negative/inappropriate sites which may prey on children and to watch for secretive, behaviors by youth which may indicate they are engaged in inappropriate behaviors while using social media.

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 for fines or penalties incurred by the youth and does not expect foster parents to pay these 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 visits by the youth's family must be approved in advance by the JCA and SJCA. 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 a visit or call, then a group conference may be convened, and these privileges could be subject to modification. Foster parents, JCAs, and Senior Juvenile Corrections Agent 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.

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

Foster parents, JCAs and Senior Juvenile Corrections Agent (SJCA) may find this a challenging issue due to their personal beliefs or views on the subject. DOC promotes sexual abstinence amongst DOC youth. Foster parents, JCAs, and SJCA will educate youth on matters related to difficulties and risks 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 teen pregnancy. Discussions may include the legal aspects of sexual behavior with minors (depending on age) and the consequences. 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). Sexual activity, regardless of the pairing, is against the aftercare rules. Genuine empathy and support are essential to help youth make positive choices. Appropriate community healthcare and counseling may be available for youth working through sexual behavior issues. Encourage youth to be open and honest about questions, issues or concerns they may have regarding sexual activity.

### **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. 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 are caught violating the state's tobacco laws regarding minors. 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. Underage usage may be reported to local law enforcement agencies, JCAs and the SJCA, particularly if this is associated with risky behavior such as drinking and vandalism or drinking and driving. This may result in court action, fines, attending CBISA (Cognitive Behavioral Interventions for Substance Abuse) and court responses such as wearing a SCRAM ankle bracelet device (Secure Continuous Remote Alcohol Monitoring), in-patient treatment, or DOC response, such as revocation and/or removal from the foster program.

Foster parents are encouraged to be good role models for youth and limit use of alcohol in the presence of youth, and always model responsible behavior if/when using alcohol. It is essential for foster parents to follow all state statutes relating to alcohol use. Alcohol can be a great temptation for teens. Under no circumstance will

foster parents furnish alcohol to any youth or knowingly provide a place for youth to consume alcohol. Alcohol kept in the home should be secured.

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

DOC foster care youth are not permitted to receive tattoos. Piercings require the approval of the foster parent and JCA. Piercings are generally limited to one in each ear for the purpose of wearing an appropriate earrings. No other piercings are authorized. Failure to follow these guidelines could result in appropriate sanctions being implemented. Efforts should be taken to outline the health concerns and risks of receiving tattoos or piercings from unlicensed individuals.

**CONTACT INFORMATION:**

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

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

1501 Centre Street, Suite 201  
Rapid City, SD 57703  
(605) 394-1617

***Kim Tvedt, Senior Juvenile Corrections Agent, 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**

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<i>Mike Leidholt (original signature on file)</i>	<i>05/14/2019</i>
Mike Leidholt, 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