

## **88068.1 Intake Procedures**

### **(a)**

The foster family agency shall develop, maintain and implement intake procedures which meet the requirements specified in this section.

### **(b)**

The following requirements shall be met within 30 calendar days of the child's placement in the home. (1) The information specified in Sections 80070 and 88070 shall be obtained from the child's authorized representative(s). (A) If the information is not completed by a placement agency, the foster family agency shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative, and shall record and retain the details of those requests. (B) If the information is not received within 30 calendar days of the requests specified in Subsection (A) above, the foster family agency shall obtain from other sources the information necessary to complete the foster family agency appraisal form. (2) When the information is received, social work personnel shall complete a needs and services plan as specified in Section 88068.2. (3) The information specified in Subsections (b)(1) and (2) above shall be reviewed by the social work personnel to determine whether the foster family agency can provide the services necessary to meet the child's needs. (4) If the child is accepted for placement, the following requirements shall be met: (A) A foster family agency agreement shall be signed by the authorized

representative(s) and the foster family agency as specified in Section 80068(c).

(B) The foster family agency shall develop an admission agreement that shall be dated and signed by the certified parent(s) or foster family home licensee(s) and the foster family agency as specified in Section 88068(a)(1).

**(1)**

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If the information is not completed by a placement agency, the foster family agency shall make telephone and/or written requests for the information to the child's placement agency and/or authorized representative, and shall record and retain the details of those requests.

**(B)**

If the information is not received within 30 calendar days of the requests specified in Subsection (A) above, the foster family agency shall obtain from other sources the information necessary to complete the foster family agency appraisal form.

**(2)**

When the information is received, social work personnel shall complete a needs and services plan as specified in Section 88068.2.

**(3)**

The information specified in Subsections (b)(1) and (2) above shall be reviewed by the

social work personnel to determine whether the foster family agency can provide the services necessary to meet the child's needs.

**(4)**

If the child is accepted for placement, the following requirements shall be met: (A) A foster family agency agreement shall be signed by the authorized representative(s) and the foster family agency as specified in Section 80068(c). (B) The foster family agency shall develop an admission agreement that shall be dated and signed by the certified parent(s) or foster family home licensee(s) and the foster family agency as specified in Section 88068(a)(1).

**(A)**

A foster family agency agreement shall be signed by the authorized representative(s) and the foster family agency as specified in Section 80068(c).

**(B)**

The foster family agency shall develop an admission agreement that shall be dated and signed by the certified parent(s) or foster family home licensee(s) and the foster family agency as specified in Section 88068(a)(1).