

ADDENDUM I RESPITE AND BABYSITTING POLICY

Approved Alternative Care for Licensed Foster Parents

- A. Purpose. To provide guidance, direction and parameters for licensed family foster homes (including licensed relative homes) in selecting an appropriate alternative care provider when the licensed foster parent needs assistance in caring for a foster child.

- B. Responsibilities of Licensed Foster Parent. The responsibilities of licensed foster parents in selecting an alternative care provider include:
 - 1. Ensuring that the needs of the child are met and that the child is in a safe environment at all times;
 - 2. Selecting an alternative care provider that best fits the needs of each child and situation; and
 - 3. Selecting an alternative care provider that has the ability and training to meet the special needs and medical needs of the child.

Note: Whenever possible, the foster parent should use an alternative care provide that the child knows.

- C. Supervision of Foster Children. The alternative care provider must meet the requirements for supervising the child, taking into account their unique special needs, as set forth in NAC 424.505:
 - 1. Minors shall not supervise foster children unless approved by the child's case worker.
 - 2. Foster children must be given supervision appropriate to their age and maturity.
 - 3. Foster children shall not supervise or baby-sit other children unless approved by the foster child's case worker.
 - 4. Children shall always be supervised by an adult when in or around a pool.
 - 5. Adults shall not allow themselves to be distracted by daily activities.

- D. Categories and Requirements for Alternative Care Providers
 - 1. Babysitter. A babysitter is a mature, responsible person who provides occasional, short-term care (not to exceed six hours or be overnight) for a foster child in the home of the licensed foster parent. Selection of a babysitter must take into consideration the number and ages of children to

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be supervised, the length of time, special needs of the children and the skills of the babysitter to address the identified needs. The following provides further direction:

- a. A babysitter must be at least 16 years of age. The foster parent must obtain permission from the child's case worker to use a babysitter under the age of 18;
 - b. A babysitter under 18 years of age may not transport foster children. Babysitters age 18 and over must meet the Washoe County Human Services Agency' (WCHSA) minimum requirements for insurance coverage prior to transporting any foster child;
 - c. Any babysitter, regardless of age, must be physically capable of taking care of and protecting the children, be capable of making sound decisions and able to recognize and avoid danger for the child; and
 - d. The licensed foster parent must leave the babysitter an emergency phone number where he or she may be reached.
2. Direct Care Staff. A direct care staff is an alternative care provider who provides care to foster children in the home of the licensed foster parent. The difference between a babysitter and a direct care staff provider is that a direct care staff provider cares for the foster child on a routine basis for more than six hours or overnight.

All applicants must complete a background check that includes an annual Child Abuse and Neglect System (CANS) check. In addition to the following requirements, it is recommended that the direct care staff applicant complete Cardio Pulmonary Resuscitation (CPR) training as well as four hours of advanced training annually. In order to obtain initial approval, the direct care staff provider must:

- a. Be at least 18 years of age;
- b. Complete a Direct Care Staff Application Packet;
- c. Complete a criminal background check or obtain a valid child care work permit card;
- d. Provide five positive references;
- e. Provide copies of negative TB skin test or chest X-ray results per NAC 424.167(2);
- f. Complete six hours of training specific to child development and discipline (Child Care Licensing Training may be approved by WCHSA) and the required LGBTQ training for foster parents. Alternative-learning

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methods may be approved or the training waived by WCHSA on a case-by-case basis due to extenuating circumstances; and

- g. Provide WCHSA a Department of Motor Vehicles (DMV) background print out if the direct care staff provider will transport foster children in the licensed foster parent's vehicle. If the direct care staff provider will use his or her own vehicle to transport foster children then WCHSA' insurance requirements must be met and proof of insurance provided.
3. Respite Care Provider. A respite care provider is a person who may provide care in his or her own home as well as in the family foster home where the child resides. The respite provider must meet all the requirements listed under the "Direct care staff provider" section. However, only the person actually providing the respite care must complete the training requirements. The following are requirements to provide care in the respite care provider's home:
 - a. Pass a yearly home safety inspection (for licensed day care providers the annual home inspection meets this requirement);
 - b. Provide written proof of Personal Liability Insurance with a minimum limit of \$100,000. This may be satisfied with a Homeowner, Condominium Owners, or Renters insurance policy, or any policy providing similar coverage;
 - c. Complete background clearances on all members of the household 18 years of age or older; and
 - d. Provide proof that the provider and each member of the household over the age of 18 are free from active tuberculosis.
4. Licensed Foster Parent. A licensed foster parent may provide babysitting, respite and direct care staff care to other foster children outside of his or her home. The foster care licensing case worker must be consulted for issues concerning compliance with the license e.g., capacity limits. For assistance in locating a licensed foster parent for respite services contact the foster care liaison. The following are restrictions on licensed foster parents care:
 - a. A licensed foster parent may provide alternative care for a maximum of four children and a maximum of fourteen consecutive days unless approved by WCHSA;
 - b. A foster parent must receive the approval of the licensing case worker if the care is to be overnight and causes the number of children on the license to exceed limits. (The licensing case worker will designate the number of children allowed on a case-by-case basis); and

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- c. A licensed relative foster caregiver may not provide direct care staff or respite care for other foster children without the permission of the licensing case worker.
 5. Licensed Child Care Providers. Licensed childcare provider may provide babysitting, respite and direct care staff care to other foster children not in his or her home. If transporting foster children, all the conditions under direct care staff provider must be met.
 6. Child Care Facility Staff. May provide care in the home of the licensed foster parent and must meet the requirements of direct care staff provider.
- E. Payment. Washoe County will follow the following paid respite program when funds are available and will notify foster families accordingly at the beginning of each fiscal year:
1. Foster Families are eligible for **7** days of paid respite per fiscal year. Families are allowed to use funding to select and pay an approved respite provider OR to off-set costs associated with taking the whole family, inclusive of the foster children, on a family vacation.
 2. **Prior approval.** The WCHSA Respite Request Form must be submitted no later than one week in advance of when respite will be used. This allows WCHSA to ensure that the selected respite provider is in good standing and can accommodate the number of children requesting respite services during the dates requested.
 3. Providers must use an approved licensed foster parent or cleared direct care staff in accordance with this policy to provide the respite unless using the funds towards a family vacation inclusive of the foster children. Enhanced/SFC+ Providers are required to utilize the same level of provider (SFC+ to use SFC+ licensed provider).
 4. Respite days can be taken in increments from one day to seven days. WCHSA will track number of days used, so contact the agency to check your remaining balance.
 5. Reimbursement will be \$30/day, per child for all providers accessing paid respite (regardless of “normal daily rate”):
 - a. **will be paid to the licensed foster parent performing the respite** upon confirmation that the respite was provided.
 - b. will be paid directly to the family if utilizing funds for a family vacation.
 6. Respite days not taken are not carried over and will be forfeited.

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7. For all respite outside of this program that is arranged by the foster parent, the foster parent seeking alternate care for the children in his or her home is responsible for paying for the cost of care.