	Voluntary Placement Program	Number: 45-202.4
		Date: 5/31/1995 Revision: 12/1/2007
PURPOSE	The purpose of this policy is to provide linkage requirem	nents and timelines for Voluntary Placements.
APPROVED	This policy was approved by Mike Ryan, Director of CFS, on 2/19/2010. Signature on file.	
OVERVIEW	Voluntary Placement is an out-of-home placement of a child when the parent(s) or related guardian(s) have requested assistance to place the child. The parent/guardian must sign the Voluntary Placement Agreement. When the parent/guardian desires to voluntarily place a child into Foster Care they are to be referred to Children and Family Services (CFS) for an evaluation of the need for placement.	

POLICY

AUTHORITY FOR PLACEMENT

Voluntary Placement Agreement is signed by the parent/guardian and Agency for a period not to exceed 180 days or 6 months.

LINKAGE

- Federal: Establish Aid to Families and Dependent Children Foster Care (AFDC-FC) linkage for the month Voluntary Agreement is signed.
- State: Relatives will need to be referred to CalWORKs

TIME LIMITATION

- Federal: The child can receive AFDC-FC for a maximum of 180 days from the date of placement, or agreement is signed whichever is later. After child is returned home on a non-temporary basis and voluntary placement agreement has been terminated, child is eligible for another 180-day voluntary placement. If placement is required beyond 180 days, the Senior Social Worker (SSW) must take court dependency action prior to the 180th day to continue Foster Care claiming.
- State: Maximum 6 months. The eligibility periods need not be continuous. If more than one voluntary placement occurs, the total AFDC-FC payments for all the voluntary placements of the same child shall not exceed six months.

ADDITIONAL ELIGIBILITY AS A VOLUNTARY PLACEMENT

- Federal:
- A new Voluntary Placement Agreement (SOC 155) is needed.
- Federal linkage is re-established on the new agreement.
- State: After one 180-day period of eligibility, there is no additional eligibility under a voluntary placement agreement. Discontinue the case if the authority for placement has not changed to relinquishment or dependency.

CALWIN CONTROLS

- Federal: Use the User-to-User Alert in CalWIN to control for the 180-day time limit.
- State: Use the User-to-User Alert in CalWIN to control for total of 6 months.

DOCUMENTATION

- Federal: Documentation includes:
- Voluntary placement agreement must be signed by the parent/guardian and Agency to be valid.
- FC 3 in section 2, document removal reason is the result of a voluntary placement agreement.
- Federal linkage must be documented. This will require the parent/guardian to complete the Statement of Facts for Federal Foster Care Linkage.
- State: Documentation includes:
- Voluntary placement agreement.
- FC 3, in section 2, writes the removal reason is the result of a voluntary placement agreement.

REFERENCES HYPERLINKS

Eligibility and Assistance Standards (EAS) 45-202.412

Eligibility and Assistance Standards (EAS) 45-203.63

REQUIRED FORMS HYPERLINKS

Form Name	Form Number
Determination of Federal AFDC-FC Eligibility	FC 3
AFDC-FG/U Worksheet	FC 3A
Federal Linkage Documentation FC 3 Supplement	F063-31-23
Statement of Facts Supporting Eligibility for AFDC-Foster Care	FC 2
Foster Child's Data Record and AFDC-FC Certification	SOC 158A
Application for Cash Aid, Food Stamps, and/or Medi-Cal/State CMSP	SAWS 1
Statement of Facts for Federal Foster Care Linkage	F063-29-47 (8/03)
Voluntary Placement Agreement-Parent/ Agency	SOC 155
Approval Of Family Caregiver Home	SOC 815

PROCEDURE

REQUIRED ACTION

The following actions must be completed when children are placed in a voluntary placement.

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	Responsibility	Step	Required Action
APPLICATION PROCESS	Private Agency Adoption/Senior Social Worker (SSW)	1.	Completes the SAWS 1, and sends SOC 155 along with AFDC-FC application packet to the Social Services Agency. The Adoption Agency SSW will work with the parent/legal guardian to obtain cooperation to fill out the SOC 155. Without cooperation and an agreement, a voluntary placement does not exist.
	Orange County SSW	1.	 Forwards the application to FCAPP email account. Opens Medi-Cal for the child under 45 aid type.
	Foster Care Data Entry Technician	1.	Registers case in CalWIN and assigns case to Intake Eligibility Technician (ET).

Foster Care Intake Eligibility 1. Technician

- Makes Federal/State determination based on available information.
- Indicates on the FC 3 that removal was the result of voluntary placement.
- Authorizes funding in CalWIN by approving the Foster Care and Medi-Cal case.
- 1. Sets a control in CalWIN (User to User alert) for the month prior to the 180th day or 6 months to flag pending action.
 - Transfers case to Continuing ET.

Foster Care Continuing Eligibility Technician

1.

Receives case from Intake ET, calendars to close after 180 days or 6 months, depending on the funding type. If the SSW fails to notify the ET by this time as to the status of the child, the ET will contact the SSW. Federal Cases:

• Placement exceeding 180 days without proper dependency actions are not eligible. Discontinues the Foster Care case and sends a Notice of Action (NOA) to caretaker.

State Cases:

• Placement exceeding 6 months without proper dependency actions are not eligible. Discontinues the Foster Care case and sends a Notice of Action (NOA) to caretaker.

Note: If court dependency action is completed within 180 days or 6 months, changes to the appropriate aid type.