



# RESOURCE PARENT ROLE ACKNOWLEDGMENT

State Form 54642 (R3 / 8-21)  
DEPARTMENT OF CHILD SERVICES

*INSTRUCTIONS: This form is to be completed by foster parents prior to licensing, at each annual review, and at re-licensure.  
This form is also to be completed by prospective adoptive parents and relative parents prior to receiving placement.*

Name of Licensing/Placing Agency (Department of Child Services (DCS) or Licensed Child Placing Agency (LCPA))	
Name(s) of Resource Parent(s)	Resource Home Identification Number

**A. RESOURCE PARENT ROLE AND RESPONSIBILITIES** – The resource parent’s role and responsibilities are described in state law, regulations, and DCS policy. Please see the Internet links in Section B below for these complete documents. Below is a summary of role and responsibilities for resource parents.

**Resource Parent Role – General** – See policy [8.16 Resource Parent\(s\) Role](#) for additional information. The resource parent will:

1. Cooperate with DCS and the LCPA in the overall plan for the child and with all inquiries from DCS or the LCPA involving the care of the child or the foster parent’s license;
2. Participate in Child and Family Team (CFT) Meetings when invited by the parents, as well as case conferences and court hearings, as appropriate;

**Note:** The resource parent may request a CFT Meeting, as needed, to ensure the child’s needs are met.

3. Consult with DCS on all matters concerning the care and well-being of the child;
4. Encourage and support family visitation and reunification or other permanency plan approved by DCS;
5. Provide a positive and nurturing environment for the child, and include the child in normal family routines;
6. Use the “Reasonable and Prudent Parent Standard” when determining whether a child should participate in extracurricular enrichment, cultural, and social activities. See DCS policy [8.23 Extracurricular Activities](#) for additional information;
7. Refrain from speaking negatively about members of the child’s family or other persons with whom the child has a significant relationship;
8. Consider the child’s culture, ethnic heritage, and religious beliefs and promote the maintenance of these essential connections;
9. Provide encouragement and assistance to the child to complete and update a Lifebook;
10. Encourage the child to express feelings about the situation;
11. Provide appropriate supervision and transportation for the child.

**Discipline** – See policy [8.18 Discipline in Resource Homes](#) for additional information. The resource parent will not use the following types of punishment:

1. Corporal punishment (e.g., spanking);
2. Physical exercise (e.g., push-ups or running);
3. Requiring or using force to make the child take an uncomfortable physical position;
4. Verbal remarks that ridicule the child and/or the child’s family;
5. Punishment for an emotional response appropriate to the situation (e.g., punishing a child for crying in response to getting hurt);
6. Denial of essential services (e.g., health care, food, clothing, bedding, sleep, mail, or family visitation.);
7. Threats of removal or denying reunification;
8. Shaking;
9. Placement in a locked room; and/or
10. Holding with mechanical or chemical restraints.

**Health Care** – See policies [8.25 Health Care Services \(Overview\)](#), [8.26 Authorization for Health Care Services](#), [8.27 Maintaining Health Records – Medical Passport](#), [8.28 Payment for Health Care Services](#), [8.29 Routine Health Care](#), [8.30 Psychotropic Medication](#), and [12.32 Physical Environment Requirements](#) for additional information. The resource parent will:

1. Coordinate with DCS to:
  - a. Ensure the child receives all initial and routine healthcare exams, as well as follow-up exams and treatment;  
  
**Note:** The initial exam must occur within ten (10) days of placement and consist of Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) services, known in Indiana as HealthWatch. The exam will include screens for physical, dental, visual, auditory, and developmental health.
  - b. Ensure the child is provided and/or offered specialized care and treatment based upon the child’s individual assessed needs (e.g., therapy, counseling, medication, and drug and alcohol testing and/or treatment);
2. Obtain DCS authorization prior to any non-routine, non-emergency care or behavioral health treatment, including the use of psychotropic medication;
3. Obtain payment authorization prior to any treatments that are not covered by the child’s Medicaid or private health insurance;
4. Seek emergency care for the child for the following: serious injury or illness, serious dental issues (e.g., broken teeth or bleeding gums), mental health issues that place the child at risk for harming oneself or others, and serious vision issues (e.g., the child’s glasses or contacts are broken or lost);
5. Document all care and treatment received in the child’s Medical Passport;
6. Protect the child from being exposed to second-hand smoke in the foster parent’s home and vehicle;
7. Adhere to safe sleeping practices for infants;
8. Attend counseling/therapy sessions with the child, as appropriate.

**Educational Services** – See policies [8.20 Educational Services](#), [8.21 Special Education Services](#), [8.22 School Transfers and Legal Settlement](#), and [8.23 Extracurricular Activities](#) for additional information. The resource parent will:

1. Ensure school-age children observe compulsory school attendance laws of the state and provide reasonable assistance and guidance regarding overall learning and individual school achievements;

**Note:** Educational services provided outside of the public school system must be approved by DCS and/or the Court.

2. Attend necessary meetings with teachers and/or other school personnel;
3. Encourage and support children to participate in extracurricular school and educational activities, as appropriate;
4. Protect the confidentiality and safety of foster children by appropriately supervising their use of the Internet for social networking purposes.

**Required Notifications** – See policies [8.16 Resource Parent\(s\) Role](#), [8.17 Respite Services for Resource Families](#), [8.23 Extracurricular Activities](#), [8.24 Travel and Overnight Stays While in Out-of-Home Care](#), and [8.26 Authorization for Health Care Services](#) for additional information. The resource parent will notify the child’s Family Case Manager (FCM) and/or licensing worker (when applicable) promptly of changes affecting the resource parent’s license or the care of children. Examples of required notifications include, but are not limited to, the following:

1. Any substantial and/or harmful changes affecting the child’s well-being;
2. Situations affecting the resource parent’s ability to provide care to the child;
3. Emergency situations that require medical care (e.g., serious injuries/illnesses of the child).
4. Extracurricular activities in which the child may participate;
5. All overnight travel (approval must be requested using the Resource Parent Travel Request [SF 57156]);
6. Request for respite care, schedule changes, or removal of a child from the resource parent’s home;
7. Arrest and/or conviction of the resource parent and/or any household members;
8. Any change in household composition;
9. Change of address; and/or
10. Request to move a child.

**Note:** Unless an emergency exists, a request to move a child should afford a minimum of two (2) week notice to allow a smooth placement transition.

**Clothing, Personal Items, and Permitted Per Diem Expenses** – See policy [16.01 Clothing, Personal Items, and Permitted Per Diem Expenses](#) for additional information. Resource parents receiving a per diem shall utilize it to cover the expenses to care for the child, which include but are not limited to, the following: food, clothing, shelter, supervision that substitutes for daily supervision (e.g., summer programs/camps), school supplies (e.g., paper, pens, and calculators,), child’s personal incidentals (e.g., tickets for sports and cultural events, personal hygiene items, sundries, infant and toddler supplies, activity fees, and uniforms), and travel. Any other financial support received for the child’s placement shall be used as intended.

**B. ACKNOWLEDGMENTS**

I agree to maintain the confidentiality of written or verbal information that DCS has made available to me, and I will not share such information without the express written consent of DCS unless it is necessary for the care and treatment of a child under the supervision of DCS. I understand that [Indiana Code 5-14-3-10](#) does not allow disclosure of confidential information and that, in addition to the above, information regarding health, assessments of child abuse and neglect, and juvenile court records are all subject to confidentiality laws. I agree to discuss the need to maintain confidentiality with members of my household, including minor children in an age-appropriate manner.

I acknowledge and agree to comply with the following and understand that failure to comply could result in license revocation:

1. Indiana Licensing Law, [IC 31-27-4](#);
2. Indiana Foster Home Regulations, [465 IAC 2-1.5](#);
3. DCS Policies regarding [Out-of-Home Services, which may be found in Chapter 8](#); [DCS Policies regarding Foster Family Home Licensing, which may be found in Chapter 12](#); and DCS policies regarding [Financial Services/Assistance, which may be found in Chapter 16](#) of the DCS Child Welfare Manual; and
4. Written guidelines of the local DCS office or LCPC

Signature of Resource Parent	Name of Resource Parent <i>(typed or printed)</i>	Date Reviewed/Signed <i>(month, day, year)</i>
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