

INTERCOUNTY AGREEMENT/GUIDELINES

Relative/Non Related Extended Family Member Assessments

This is a standard agreement between all counties who are able and willing to assist noncontiguous counties in conducting Relative/Non Related Extended Family Member (NREFM) Approvals and Reassessments. This agreement is separate from any existing or future Courtesy Supervision agreements. Counties requesting Courtesy Supervision must have an agreement with receiving counties and submit separate requests under the terms of that agreement.

All participating counties agree to designate a Relative/NREFM Assessment liaison/single point of contact, and post liaison contact information on the CWS/CMS web site.

This agreement is essentially a three step process:

- (1) Completion of all necessary criminal clearances—**requesting County**.
- (2) Completion of the home inspection and provision to the caregiver of orientation and training and information regarding the child's personal rights—**receiving County**.
- (3) Approval or denial of the assessment—**requesting County**.

The County requesting a courtesy Relative/NREFM Approval will:

- ◆ Provide LiveScan forms and instructions to all persons requiring criminal clearances pursuant to WIC 361.4.
- ◆ Complete criminal record clearances and obtain exemptions where appropriate for all persons listed above.
- ◆ Retain responsibility for all criminal exemptions and for receiving and acting upon "Rap backs."
- ◆ Provide name, date of birth and relationship to child of all persons living in the home, if any.
- ◆ Complete the Relative/NREFM Intercounty Assessment Request form.
- ◆ Provide information regarding child's special needs and attach to Request form.
- ◆ Pay for purchases needed for a corrective action plan as approved by existing protocol within the requesting County.
- ◆ Complete the SOC 815 indicating approval or disapproval of the assessment, and input all assessment documents in CMS.
- ◆ Send denial letters to caregiver along with grievance procedure information.
- ◆ Notify receiving County immediately upon receipt of a request to schedule a grievance hearing.
- ◆ Participate in administrative hearing and provide hearing officer (may be done via teleconference).

The County receiving a request for a courtesy Relative/NREFM Approval will:

- ◆ Conduct an in-home health and safety inspection of the relative/NREFM home and assess the caregiver's ability to care for the child's needs.
- ◆ Develop and implement a documented alternate plan and/or corrective action plan (if needed), with the approval of the requesting County.
- ◆ Conduct training and orientation for the caregiver, including information regarding the child's personal rights.
- ◆ Indicate on the SOC 815 that the caregiver has completed orientation and training, and has been provided information regarding the child's personal rights.
- ◆ Complete hard copies of the SOC 817 and 818, obtaining all necessary initials and signatures from the caregiver. Fax the documents to the requesting Social Worker. Mail originals to the requesting County following the fax.
- ◆ Consult with the Social Worker in the requesting County on any issues or barriers. Reach a mutual agreement to resolve the issues or barriers.
- ◆ Assist with any administrative hearings via teleconference by providing location and testimony as needed.
- ◆ Notify requesting County of assignment and completion of courtesy home inspection.