

EMERGENCY INFO

Fire Department:

Police Department:

Poison Control:

Mental Health:

Emergency Contact Name:

Emergency Contact #:

Neighbor Name & Address:

Neighbor Contact #:

Worker Name:

Worker #:

Supervisor #:

Emergency Worker #:

Closest Hospital

Name:

Address:

#:

Peditrician:

Dentist:

OTHER:

OTHER:

Allergies:

Medication:

Medication:

Medication:

Location of First Aid Kit:

Child's DOB:

Child's Weight:

Additional Info:

Insurance Information

Provider Name:

#:

Additional Info:

PLACEMENT CALL

BASICS

- Gender
- Birth date
- Ethnicity
- Religion
- Languages spoken
- Reason for detainment or moving homes

SCHOOL

- Grade
- School they attend and where?
- IEP or early intervention client

HISTORY

- How long they've been in care
- Is this their first removal?
- How many homes they have been in? (Okay to ask why they are being removed & if the foster parent is requesting removal)
- Sibling placements & sibling visits?
- Does the child have any triggers?
- Has the child shown any sexual behavior's that are concerning or have they been sexually assaulted?

BABY SPECIFIC

- Suspected or confirmed substance abuse
- If in the NICU, can you visit?
- Any injuries

MEDICAL

- Diagnoses (symptoms, medications, see a specialist (how often?))
- Allergies (Foods, animals, medications)
- Medications
- Specialized rate or training needed
- Toilet trained
- Therapy (Physical, speech, OT) (How often, where)

PARENTING TIME

- How often
- Type (call, video, in person)
- Where
- Which days
- Transportation plan
- Who is monitoring
- Visits with other family

PLACEMENT TYPE

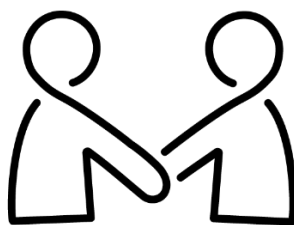
- Emergency/short term need
- Kinship being considered or ICPC
- Has TPR occurred - permanency/adoption track
- ICWA

OTHER

- Developmental considerations
- Behavioral considerations
- History of running away, taking things, harming animals, drug and alcohol use
- Have they been around pets (If you have pets in the home)
- Trauma triggers or considerations
- Concerning behaviors and what they look like?

PREVIOUS CAREGIVER / BIO PARENT QUESTIONS

- **Schedule**
 - Morning routine
 - Nap timing
 - Bedtime routine
 - Bathroom
- **Favorites**
 - TV show (name and streaming service)
 - Activity/hobby
 - Song
 - Book
 - Toy
 - Game
- **Food**
 - Formula brand / other brands they like
 - Breakfast food
 - Lunch food
 - Dinner food
 - Snacks
 - Dessert
- **People (Name + phone + email)**
 - Doctor
 - Dentist
 - Teacher
 - Daycare provider
 - Attorney, GAL, CASA
 - Therapist
 - Relatives
- **Hygiene products and brands they like / things to avoid**
- **Triggers + behaviors + interventions that work**
- **Comfort items / special items**
- **Sensory needs**
- **Fears / worries**



Why Build a Relationship with the Birth Family?

- The birth family may need your support to make it through this tough time. You may be the ONLY support person they have.
- Children identify strongly with their birth parent, even if that parent has neglected or abused them. The birth family will always be a part of your child's history and in many cases, their future.
- Separation from one's family is a lifelong trauma with lifelong effects. The love of a foster parent for the child is shown most clearly when they do what they can do to help that child reunify with their family if possible, even if it is uncomfortable or results in the loss of that child from your life.
- When the child goes home, you stand the best chance of maintaining a relationship with them if you develop a trusting relationship with their birth family.

Ways to initiate communication

- Get a notebook to exchange at visitation with updates, school work, art projects, pictures for birth parent to read and respond if desired.
- Create a closed Facebook page with updates, photos
- Create a private Email account for one-on-one communication
- Create a private Google or other phone number that redirects to your phone.
- Communicate In person. Transport to visits, ask to meet birthparents and ask them questions about their child – seek their input.
- Seek to include them in meetings and appointments that involve their children

Foster Parent Tips!

- Don't mistake a child acting out or being upset after a visit as evidence that the visits are harmful. It is common for children to act before, during and after visits.
- Start with baby steps as you are learning to trust. Start with notebook or in-person communication.
- **Do not** share personal information you are not comfortable with right away. Last name, phone numbers, address should be kept confidential until trust has been well established.
- Always defer to the caseworker when you are unsure of boundary issues.

Additional Resources that might be helpful:

- ✚ If you have a child placed in your home between the ages of **0-5 years of age**, they qualify for **WIC** benefits, no matter what your household income is. Here is a link to Michigan's WIC directory, or just search for Michigan WIC directory to find contact info for your local WIC office.
https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Assistance-Programs/WIC-Media/WIC_Agency_List.pdf
- ✚ If you have a child between the ages of **3-5 years of age** placed in your home, they qualify for **FREE preschool** through local Head Start and GSRP programs, no matter what your household income is. <https://greatstarttoquality.org/free-preschool-programs/>
- ✚ If you work in or out of your home, you should qualify for **help paying for child care costs**. Visit www.greatstarttoquality.org to search for quality child care in your area. Be sure to ask your licensing worker or foster care navigator how to apply for CDC (Child development and care benefits). These benefits are not based off the foster parent's income.
- ✚ Children in foster care often qualify for **summer camp scholarships**. Ask your foster care navigator or licensing worker for a list of camps in your area.
- ✚ If you take placement of a **teenager** over the age of 14, there are many different services and resources available to help them reach their fullest potential. You can visit <https://www.michigan.gov/fyit> click on "A Handbook for Foster Youth in Care – Now Available" and scroll down to "services and resources."
- ✚ If you need help getting a child back and forth to **parenting time** due to your work schedule or other reasons, reach out to the child's worker to see if staff is available to help.
- ✚ If you are the transporter to and from parenting time, you can get **reimbursed for mileage** to and from the visits. Keep track and submit your mileage at the end of each month to the child's foster care worker. Your agency may have a specific form you can keep track of the mileage on.
- ✚ **FIG (Family Incentive Grant) funds** might be available to help you with the cost of the following appropriate expenditures: home improvement purchases or services required to meet DCWL licensing standards, and items needed to ensure child safety. Examples include but are not limited to: beds/cribs, car seats, appliance or furnace repair.

If you ever have a question about any of these items listed here, or anything foster care related, remember you can **always reach out and ask!** Who do you ask? You can reach out to your foster care navigator, licensing worker, or staff at the Foster Families Navigation and Resource Center. We're here for you!

Foster Care Navigator: _____

Licensing Worker: _____

The Foster Families Navigation and Resource Center: 989-266-7020 or fosterfamiliesnrc@gmail.com

DINNER



BURGER



HOT DOG



CHICKEN NUGGET



SCRAMBLED EGGS



MAC N CHEESE



TACO



SANDWICH



SPAGHETTI



SOMETHING ELSE?





SIDES



CARROTS



CUCUMBER



STRAWBERRY



BROCCOLI



SALAD



ORANGE



APPLE SLICE



APPLE SAUCE



SOMETHING ELSE?





In This House We



EXAMPLES



Don't hit, bite, kick, or push people, walls, or objects.



Sleep in your own bed, bathe/shower alone



No alcohol, drugs, smoking, or vaping at any time, in any place



Clothing must be weather-appropriate



Change clothes privately, shut the door when bathing or using the bathroom



Respect and celebrate differences



Tell an adult if you do not feel well or if you are hurt



If you want to change a house rule, call a family meeting

IMPORTANT CONTACTS

IF IT IS AN EMERGENCY CALL 9-1-1



LGBTQIA+

CALL: 1-866-488-7386
TEXT: Text "START" to 678-678



SUICIDAL/DEPRESSED

CALL OR TEXT: 988



ABUSE / DATING VIOLENCE

Abuse: CALL or TEXT: 1-800-422-4453
Dating Violence: CALL: 1-866-331-9474



OTHER CRISIS

Runaway: CALL 1-800-786-2929
Talk to a teen: CALL 1-800-852-8336
TEXT "teen" to 839-863 or "youth" to 741-741
Substance Abuse Crisis: CALL or TEXT 988



YOUR TEAM - CALL OR TEXT

Social worker:
Therapist:

Attorney:
CASA/GAL:



WELCOME TO OUR HOME

HERE IS SOME INFORMATION ABOUT US



Name:
Cell Number:
Favorite things:



Name:
Cell Number:
Favorite things:



Name:
Age:
Favorite things:

SOME EXTRA INFO

Your Space

This is your room! If you want to personalize your space, let us know! We would love to get you blankets that are more of your style and decorate the room with wall stickers. **(Make this your own, what your family is willing to do)**

You will find a lock box in your closet. This is your private space to keep your important things. We will not open the box unless we are worried about your safety. **(Up to your family if you want to add)**

We have also left snacks in your room. You can eat in your room as long as you use the covered trash can and fridge. It's important we store the food in the fridge to prevent food from spoiling or bugs.

Need something?

Please let us know if there is anything you need - clothing, things for the bathroom, food, etc.

Need something at night?

Feel free to knock on our door, yell for us, or text! **(Personalize for your home)**

House Rules

We have rules in our home to make sure everyone stays safe. I've included a copy of the rules, but if you have questions or worries about certain rules, please let us know. We are open to changing the rules to best work for everyone in the home.

Questions?

We are here to answer whatever we can - and if we don't know the answer to something, we will do our best to find out!

Must-Haves By Age Group

Infant

- Diapers
- Unscented laundry detergent
- Wipes
- Aquaphor- diaper cream
- Bottles
- Pacifiers
- Teethers/mitts

Tot

- Pull ups
- Comfort items (stuffy blanket)
- Toothbrush
- Aquaphor
- Bed guard rail
- Kid servingwear/cups
- Wipes
- Table booster seat

Younger

- Fidget toys
- Comfort items (stuffy blanket)
- Toothbrush
- Hair/Grooming items
- Goodnites
- Kid servingwear/cups

Older

- Fidget toys
- Access to computer
- Toothbrush
- Hair/Grooming items
- Period products

Add-Ons By Age Group

Infant

- Diaper Genie
- Taggie/baby toys
- Play mat
- Rocking Chair
- Hankercheif bibs
- High chair
- Diaper bag
- Butt spatula

Tot

- Diaper Genie
- Potty training toilet
- Step stool
- Rocking Chair
- Therapeutic toys
- Mattress Protector
- Star projector
- Sound Machine

Younger

- Board games
- Flashlight
- Foster care books
- Tablet
- Therapeutic toys
- Mattress Protector
- Star projector
- Weighted Blanket

Older

- Board games
- Flashlight
- Mini fridge (for room)
- Locking box (for room)
- Journal
- Mattress Protector
- Star projector
- Bike

Notes :

Lists do not include cribs or beds, car seats, or clothing. I recommend convertible beds and seats wherever possible. Lists do not include food or snacks. I recommend focusing on safe foods to start. List does not include child-proof/safety items and some toiletry items. Don't forget to make sure your home is always in compliance!

Notes :

Don't forget homework/school supplies, art supplies, outdoor toys and games, and other fun! You will also need to stock your medicine cabinet depending on the age and medical needs of the child!



What is the Foster Care Navigator Program (FCNP)?

The Foster Care Navigator Program (FCNP) is made up of a dedicated team of individuals throughout the state of Michigan, committed to providing information, resources, and support to all current and prospective foster families.

What is a Foster Care Navigator?

Foster Care Navigators are experienced foster parents who are ready to support you through each step of becoming a licensed foster parent!

Our staff of Navigators work in tandem with the Michigan Department of Health and Human Services (MDHHS) and private agencies to support the continuing growth of Michigan's foster parent population. We work to empower, educate and advocate for all individuals who wish to become or continue as foster parents.

Foster Care Navigator services are delivered using a strength based and solution focused model.

Why choose a Foster Care Navigator?

Whether you have been a foster parent for several years or are just inquiring about becoming a foster parent for the first time, the benefits of having a Navigator are invaluable.

As members of the fostering community themselves, Foster Care Navigators have a unique skills set designed to assist current and prospective foster parents by providing the following services:

- Making the licensure process more manageable by navigating it with you
- Working with you to find solutions to any barriers that may be holding up or preventing the licensure process
- Providing emotional and concrete support to address any challenges you may face while on the path to becoming a foster parent
- At times, acting as a liaison between you and your licensing agency
- Helping you discover resources that exist within your community
- Connecting you with support groups in your area
- Serving as a continuing source of information and support even after your licensure is complete

But it doesn't stop there! Our Navigators are here for YOU, so the services you receive will be catered to the needs of your family.

My foster care navigators name: _____

My foster care navigators phone number: _____

OR call **855-MICH-KIDS** to get connected with a Navigator

What to Bring to Meetings/Appointments

Have a “to-go” bag with items ready for all Appointments/Meetings

- Folder
 - Keep all the important information and any papers that may need to be handed off to another person at the meeting.
 - Don't need everything in this folder for every meeting. (Bring the important stuff)
- Layers
 - Can be cold so make sure you are prepared.
- Water Bottle
 - Never know how long the meeting could take.
 - Be prepared.
- Things for the Kids
 - Diapers, wipes, formula, change of clothes, pacifiers, burp cloths, etc.
 - Food, snacks, drinks
 - Medications (Just in case)
 - Fidgets
 - Coloring books and crayons
 - Books
 - Tablet and headphones
 - Comfort item for the child
 - School work or photos to show their parents if they are meeting with them.
 - Not all is necessary you can always leave some items in the car.

Older Child Welcome Kit

For a new child entering your foster home



Younger Child Welcome Kit

For a new child entering your foster home



What to Expect: A Guide to the First 30 Days

- **Worker Interaction**

CPS will place a foster child in your home, but foster care will quickly take over. After initial placement, the foster care worker must make two face-to-face contacts with the child, one which shall occur in the foster home. One contact must occur in five business days, and the second within the first 30 calendar days of placement. From the 30–60-day time frame, another two face-to-face contacts must occur with the child. After 60 days, face-to-face visits will occur once monthly.

- **Documents**

Items to be furnished prior to, or at the time of placement, or those that will be completed with you:

- Placement Outline – Provides information on reasons the child was removed, history of abuse/neglect, physician information, health information, emotional/behavioral factors, and plans for visitation.
- Consent to Treat Card – Card with the Medicaid ID for the child to use at medical appointments or to seek treatment.
- Medical Passport – A listing of the child’s medical history.
- Level of Care Assessment- determine what type of care if needed for the child.
- Educational Records
- Early Intervention Assessment- for kids under 3 years old
- Treatment Plan (if the case has already been opened and placement in home is not first placement for the child).
- DOC (Determination of Care) – Done at case onset and every six months to determine supplemental payment amount for the care of the youth.
- Clothing Inventory – Provided by foster parent and returned to worker to access funds for clothing. Seasonal allowances will be issued twice annually following the initial clothing allowance provision.
- Foster Care Bill of Rights – Form provided to explain rights and responsibilities of foster care workers and youth.

- **Tasks**

- A well-child exam shall be completed with the child’s primary doctor within 30 days.
- Nurse home visit- for medically fragile children (if needed)
- A dental exam shall be completed within 90 days.
*An HLO (Health Liaison) is available to aid in scheduling.
- Trauma screens will be completed to assess the need for mental health services for the youth.

- Forensic Exam- Concern about sexual abuse (if needed)
 - Apply through DHHS for daycare assistance. ○ Apply through the health department for WIC (if age applicable). ○ Request transportation logs for reimbursement to and from parenting visits.
 - Attending an FTM (Family Team Meeting). This meeting will be held within the first 30 days and again every 90 days for interaction and collaboration in case planning.
 - Ice breaker meeting with Bio parents
 - Initial visit with the child and their bio parents- can be over the phone or in person.
 - Formal Visit with bio parents- based on visitation plan and will happen after court.
- **Court**

The child will be assigned an attorney (GAL) who will visit every quarter before court. The court proceedings occur as follows:

 - Investigators- can come visit the child determined by age if they can advocate what happened. (Can be triggering)
 - Advocate- someone from the attorney's office can meet with the child.
 - Pretrial- Opportunity for parent discussion with the court and their attorney on whether they are choosing to take the case to a bench trial, jury trial or plea to the petition that was filed to give the County jurisdiction over the youth. This can take 90 days sometimes. ○ Bench trial- DHHS/private agency provides a list of witnesses to prove why the court should take jurisdiction over the child, Judge only hears this case and decides.
 - Jury Trial- Same as a bench trial except it is in the jury's hands regarding the decision.
 - Disposition- Hearing where the parents are ordered to do services anything before this date-services are voluntary to do.
 - Initial Review Hearing - This is a hearing that is held to provide updates regarding the progress and barriers still in place.
 - Permanency Planning Hearings - This is where DHHS reviews the permanency goal and can request goal change. If there is a goal change to adoption, DHHS has 28 days to file a termination petition.
 - Termination Trial- DHHS and service providers provide testimony regarding what was offered to the parents to rectify the barriers and the lack of progress.
 - Post Termination Hearing - These are only for permanent court wards, following termination of parental rights.

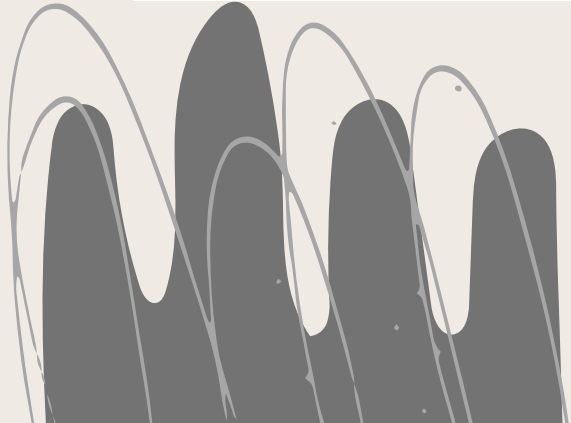



BIG FEELINGS

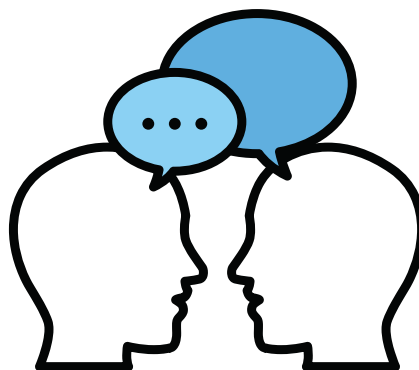
List feelings of distress. E.g. Anxiety, Depression.

-
-
-
-

List calming strategies that you can complete when you feel distress:

-
 -
 -
 -
- 
- 

CONVERSATIONS



Who can I have conversations with?

1.

2.

3.

What can the conversations be about?

FAMILY BUILDING & BONDING

WRITE DOWN THREE
ACTIVITIES YOU CAN
COMPLETE AS A FAMILY:

1. _____
2. _____
3. _____

WRITE DOWN EACH CHILD
NAME AND THEN SPECIFY
THREE ACTIVITIES THAT CAN
BE COMPLETED WITH EACH
CHILD.

CHILD 1:

Activity 1: _____

Activity 2: _____

Activity 3: _____

CHILD 2:

Activity 1: _____

Activity 2: _____

Activity 3: _____

CHILD 3:

Activity 1: _____

Activity 2: _____

Activity 3: _____

CHILD 4:

Activity 1: _____

Activity 2: _____

Activity 3: _____



CREATE A BOND BETWEEN YOU AND YOUR CHILDREN.