North Dakota Department of Human Services, Children and Family Services Division is issuing policy related to SFN 1033, Foster C Travel Authorization. This form was created many years ago to assist case management in providing permission, if required, for a child to travel with a coach, relative, out of state, etc. The SFN 1033 has been utilized by agencies, however it was not referenced in the 624-05 permanency policy as an available form. This form has been updated and will be helpful if case managers have a foster child in need of transportation as it provides permission for the travel, but also emergency contact information to the transporter. Examples of when to utilize the form may include, but are not limited to when a foster child is:
1. Attending a wedding out of state with her foster family,
2. Riding with his coach out of town for basketball games,
3. Riding with her aunt to see her mom for the weekend,
4. Going with a friend to Valley Fair for the weekend, riding with his parents.

In addition, the forms policy has been updated to offer one location for case managers and supervisors to go for a list of forms available to use. These forms have also been updated for consistency in referencing Field Service Specialist and Human Service Zone language. The updated forms are posted online: [https://www.nd.gov/eforms](https://www.nd.gov/eforms)

1. SFN 348: Compelling reason not to terminate parental rights
2. SFN 1033: Foster Child Travel Authorization
3. SFN 1944: Request for use of the federal parent locator service (FPLA)

If you have questions, contact the Field Service Specialist assigned to your area or Kelsey Bless at kmbless@nd.gov or 701-328-3581.
The following forms are necessary to carry out the permanency planning foster care program in North Dakota. case plan and successfully achieve timely permanency for the foster child. These forms are used throughout the life of a foster care case.

Foster Care Case Management - Commonly Used Forms:
1. **SFN 45**, Notice of Change: This form is required and must be completed each time changes occur in the child’s case; including placement, foster care status, and parent information. The intent of this form is to quickly update/alert the CFS Eligibility Unit assigned eligibility worker to make payment adjustments accordingly. Overpayments will occur if the eligibility worker is not notified of a placement/status change.

2. **SFN 60**, 18+ Continued Care Agreement: This form is only required if a child is voluntarily agreeing to remain in or return to the 18+ Continued Care program.

3. **SFN 327**, Foster Family Claim of Property Damage: This form is only required if property damage occurs in the foster home and the foster parents would like to file a claim. The form is completed by the foster parent and submitted to CFS by the case manager or authorized licensing agent worker within 90 days of the discovery of the property damage.

4. **SFN 348**, Compelling Reasons: This form is required only when a case must document compelling reason(s) to not file a petition to terminate parental rights.

5. **DN 402**, Foster Youth Rights: This document is required and must be signed annually and on file for all foster children age 14 or older.

6. **SFN 494**, Transition Checklist: This document is required for all foster youth turning age 18. The checklist must be completed no greater than 90 days prior to the youth’s 18th birthday, this allows time for documentation and items to be collected and provided to the youth upon discharge.

7. **SFN 573**, Runaway & Missing Youth Screening: This form is required only when a foster child is located after running away or going missing. The screening is used to help identify if a child was a victim of sex trafficking or exploited when not under direct supervision and care of a foster care provider.

8. **SFN 772**, Absent Parent - Relative Search: This form is not required but may be used to document relative search options verified by the case manager.

9. **SFN 824**, Universal Application: This form is required to be completed by the custodial case manager when a foster child is in need of treatment placement in a TFC foster home, QRTP or PRTF placement (initiate referral).

10. **SFN 904**, Agreement to Furnish Specialized Family Foster Care Services: This form is required when a foster parent enters into an agreement with North Dakota Department of Human Services and the foster care custodial agency, to receive excess maintenance payments to meet the child’s placement needs.

11. **SFN 925**, Respite Care Referral: This form is required when pre-approval of respite stay is needed. The form was created to help verify the child’s need for respite, review the licensing capacity of the family home being asked to provide respite, while tracking the program utilization of respite care. The CFS Field Service Specialist will review and pre-approve the request for funding.
9. **SFN 928, Agreement to Furnish Shelter Care**: This form is required when a foster parent enters into an agreement to furnish temporary shelter care for children in or out of public custody, arranged for by a public agency to provide a time-limited safe dwelling under the supervision and care of a licensed foster parent.

7. **SFN 929, Agreement to Furnish Respite Care**: This form is required when a foster parent or licensed child care provider enters into an agreement to furnish temporary respite care for a child with special medical, emotional or behavioral needs, which requires time-limited supervision and care by a licensed provider.

8. **SFN 1033, Foster Child Travel Authorization**: This form is intended to provide permission for a foster child to travel in-state or out-of-state with another approved party.

9. **SFN 1612, Foster Care Verification**: This form can be used for all foster children exiting public custody as verification of their time in care. This form is required for all foster children over the age of 14 prior to their discharge from care.

10. **SFN 1613, Chafee Referral – Current Foster Youth**: This form is required when a custodial case manager is referring foster children to the Chafee Transition Program.

11. **SFN 1614, Chafee Referral – Foster Care Alumni**: This form is required when a former foster youth is seeking access to the Chafee Transition Program.

12. **SFN 1865, Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation**: This form is required as a needs assessment when an Excess Maintenance Payment (EMP) is being considered. The form is completed by the case manager.

13. **SFN 1944, Request for use of the Federal Parent Locator Service (FPLS) for Child Welfare Services**: This form is required when relative search is engaged. The form is completed by case managers and submitted to the assigned FSS to formally request address, employment, and other pertinent information on relative parties from Child Support.

14. **SFN 18119, School District Notification**: This is an online electronic notification document required by NDDPI for all school aged children in foster care. Notification is required four different times throughout the life of the case (entry, placement changes, September each year, and closure).

15. **Safety Framework Practice Model Forms**: Described in further detail and located in manual chapter 607-05, the safety framework requires case managers to utilize these forms and tools:
   - a. **Tool 2.1**: Present Danger Assessment Form
   - b. **SFN 455**: Present Danger Plan Form
   - c. **Tool 2A**: Present Danger Assessment and Planning Guide
   - d. **Tool 3B**: Impending Danger Threats & Danger Threshold Guide (Hardcard)
   - e. **Tool 4**: Safety Plan Form
   - f. **Tool 5**: Protective Capacities Family Assessment (PCFA) Form
   - g. **Tool 5A**: Parent/Caregiver Protective Capacities Guide (Hardcard)
   - h. **Tool 6**: Case Plan Form
Foster Care Eligibility/Reimbursement Forms:
1. SFN 630, Foster Care Placement Notification
2. SFN 641, Title IV-E/Title XIX Application — Foster Care
3. SFN 642, Title IV-E/Title XIX Redetermination — Foster Care
4. SFN 920, Foster Care – Child Care Invoice
5. SFN 1042, Irregular Foster Care Payments: This form is only completed when the irregular payment requires special instructions, (ex: max mileage vs gas receipt), payment limitations or the irregular payment category does not require a receipt.

Youth in Transition (Age 14+):
1. DN 402, Foster Youth Rights
2. SFN 60, 18+ Continued Care Agreement
3. SFN 494, Transition Checklist
4. SFN 1612, Foster Care Verification
5. SFN 1613, Chafee Referral – Current Foster Youth
6. SFN 1614, Chafee Referral – Foster Care Alumni

Guardianship
1. SFN 1833, Application for Subsidized Guardianship
2. Additional required forms can be found in manual chapter 623-10

Foster Parent Licensing:
1. Licensing forms can be found in manual chapter 622-05.

Approval of Excess Maintenance Payments (EMP) 624-05-20-10-20
An Excess Maintenance Payment (EMP), also known as a specialized family foster care irregular payment, may apply when undue demands to care for a child are present. An EMP is allowed for a licensed or approved (Tribal Affidavit) family foster home when physical, emotional, and/or material resources are greater than expected in normal foster parenting.

Foster care case managers are required to:
1. Complete the SFN 1865 - "Specialized Family Foster Care/Adoption Assistance Level of Care Evaluation Form" (SFN 1865) when an excess maintenance payment (EMP) is being considered for a child in foster care. Case managers must gain approval from the assigned Field Service Specialist before the EMP is submitted to eligibility for reimbursement to a provider.
2. Facilitate the completion of and obtain signatures needed on the signed SFN 904, "Agreement to Furnish Specialized Family Foster Care Services, Excess Maintenance Payment". The duration of the signed SFN 904 agreement cannot exceed six months from the effective date or cannot exceed the placement end date of the primary provider in which the agreement is signed. The SFN 904 must be completed before a specialized foster care payment can be made to
the family foster care provider. Signatures are required on the SFN 904 from the foster parent, custodial agency case manager, and the assigned Field Service Specialist. Copies of the signed SFN 904 must be distributed accordingly.

The SFN 904 is initiated after a need for an excess maintenance payment is determined. The dollar amount or level to be paid is determined based on the evaluation score from the SFN 1865. Payments identified on the SFN 904 must be reviewed at quarterly Child and Family Team meetings and cannot exceed six months in duration or the end of the primary placement, whichever comes first.

An EMP can be re-evaluated at any time throughout the life of the case.

Review of the need for an EMP is required at each quarterly Child and Family Team meeting. However, at any time a foster parent or other member of the Child & Family Team may request the EMP be re-evaluated if there is a significant change in the child’s functioning.

Purpose and Use of SFN 348-624-05-30-30-05
Click here to visit this form.


Agreement to Furnish Specialized Family foster Care Services, SFN 904 624-05-30-15-05

Purpose of SFN 904 624-05-30-15-05
The agreement to furnish specialized family foster care services as a foster care excess maintenance payment, SFN 904 must be completed before a specialized foster care payment can be made to the family foster care provider. The form is initiated after a need for an excess maintenance payment (623-05-30-30) is determined.

The dollar amount or level to be paid is determined based on the evaluation score from the SFN 1865. Payments identified on the SFN 904 must be reviewed at quarterly Child and Family Team meetings and cannot exceed six months in duration or the end of the primary placement, whichever comes first.

Signatures are required on the SFN 904 from the foster parent, custodial agency foster care case manager, and the assigned Field Service Specialist. Copies of the signed SFN 904 must be distributed accordingly.

Parental Placement Agreement 624-05-30-20
Voluntary Parental Placement Policy 624-05-30-20-1020-07
(Changed Number – Move to NEW section location)
Voluntary parental placement agreements are not common. However, in the event that such an agreement is necessary to protect the rights and needs of a child, a voluntary placement agreement between the parents and the agency can be entered into for up to 45 days of placement for children under the age of 18. Voluntary placement agreements require the approval of the regional supervisor. The agreement must be entered electronically in CCWIPS.

Foster care funds cannot be used for the payment of voluntary placements when a public agency does not have care, custody, and control of the child. If voluntary treatment is a desire of the family, the families are to be redirected to the NDDHS Behavioral Health Division Voluntary Treatment Program in an effort to avoid unnecessary relinquishment of parental custody.

Foster Care Visitation Agreement, SFN-1537-624-05-30-25

Purpose and Use of SFN-1537-624-05-30-25-05
SFN-1537 is prepared and implemented to provide a uniform and consistent program for visitation. This will allow parents and foster children to maximize their time together. As it is the intention of foster care to reunite the family whenever possible, the very importance of good, productive visits is recognized. The importance makes it absolutely necessary to schedule this valuable time into the case plan. This agreement will allow for the foster home routine, the social life of the child, and the parental visits to work in harmony and in the interest of ALL parties.

Unless mutually agreed upon by all parties involved, visits should not disrupt the planned activities of the foster home, school process (including extra-curricular activities, sports or youth organizations) and/or religious activities of the foster child.

This agreement is entered into by all parties, and failure to comply with this agreement shall give cause to review this agreement which may require action to limit and/or discontinue visits in the future.

Compelling Reason(s) for Determining that Filing a Petition to Terminate Parental Rights Would Not be in the Child's Best Interest, SFN-348-624-05-30-30

Purpose and Use of SFN-348-624-05-30-30-05

Click here to visit this form.