

GUIDE TO FOSTER CARE FORMS (NOT IN SWSS-FAJ)

Absent Parents – FOM 722-6:

- DHS-991 – Diligent Search Checklist – WORD
- DHS-3060 – Address Information Request (Post Office) - WORD
- CW-Affidavit of Efforts to Locate Absent Parent (9CC-1518) – WORD (9th Circuit Court form)
- CW-Notice Current Address (9CC-1517) – WORD (9th Circuit Court form)
- Absent Parent Protocol – DHS public website (www.michigan.gov/dhs - Publications)

Adoption – ADM:

- DHS-1341-A2 – Post-Adopt Medical Subsidy Return Letter – WORD
- DHS-1921 – Central Adoption Registry Clearance – WORD
- DHS-4809 – Intent to Adopt – WORD
- DHS-607 – Adoptive Placement / Adoption Finalization – WORD
- DHS-594 – Parental Placement of an MCI Ward Request – WORD – 04/2011

AWOLP – FOM 722-3:

- JC-002 – Complaint (choose the one appropriate to situation & ward ship) – WORD (local form)
- CW-Affidavit Of Efforts to Locate AWOLP (9CC-1543) – WORD (9th Circuit Court form)
- DHS-991 – Diligent Search Checklist - WORD

Central Registry Clearances:

- DHS-194 Request for Central Registry Clearance - WORD
- DHS-1929 Central Registry Clearance Request – WORD

Child Death - SRM 172:

- DHS-4712-M – DHS Child Death Reporting Database - WORD
- DHS-649 – FC/JJ Child Fatality Notification – WORD – New 09/2011

Clothing Inventory – FOM 903-9:

- DHS-3377 – Youth Clothing Checklist - WORD

Computer Forms:

- DHS-173 – Bridges Application Security Agreement – WORD
- DHS-174 – Bridges Employee Profile - WORD

Confidentiality – SRM 131:

- DHS-1555-CS – Authorization to Release Confidential Information – WORD
- DHS-2014 – Notice of Prohibition on Release of Substance Abuse Information - WORD

Contract Compliance Complaint:

- DHS-1125 – Licensing Complaint to Contract Office – WORD

Counseling:

- DHS-880 – Child Welfare Counseling Services Referral – WORD
- DHS-840 – Counseling Services Assessment & Treatment Plan Report (submitted by therapist) – WORD
- DHS-841 – Counseling Services Termination Summary (submitted by therapist) - WORD

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CPS Referral – FOM 722-13:

- DHS-3200 – Report of Suspected Child Abuse / Neglect – WORD
- DHS-3200 SP – Report of Suspected Child Abuse / Neglect (Spanish version) - WORD

CPS to Foster Care Transfer:

- CW-Transfer Meeting CPS to FC – WORD (local form)

Determination of Care – FOM 903-3:

- DHS-470 – Determination of Care Assessment for Children Age 0-12 – WORD – Revised 07/2011
- DHS-470A – Determination of Care Assessment for Youth Age 13 and Over – WORD – Revised 07/2011
- DHS-1945 – Determination of Care Assessment for Medically Fragile Children – WORD – Revised 07/2011
- DHS-1254 – Determination of Care Assessment for SED – WORD
- DHS-668 – Administrative Review Request for DOC Denial – WORD
- DHS-669 – Local DHS Response to Administrative Review Request – WORD
- DHS-670 – Federal Compliance Division Decision - WORD

Family Preservation / Family Reunification Funds Request:

- DHS-1291 – Local Office Payment Authorization - WORD
- CW-Family Preservation – Family Preservation Memo – WORD (local form)

FAS (Fetal Alcohol Syndrome):

- Link to website in FOM-722-6 (page 41)

Foster Care Review Board:

- FCRB-29 – Attachment A (Information Required to Set Review and Notify Interested Parties – Revised

Foster Parents:

- BCAL Pub-10 – Licensing Rules for Foster Family Homes and Foster Family Group Homes for Children – DHS public website (www.michigan.gov/dhs - Publications)
- DHS-790 – Foster Parent Orientation Video Questions – WORD – New 07/2011
- DHS Pub-843 – Foster Care/Agency Provider Payment Handbook – DHS public website (www.michigan.gov/dhs - Publications) - Revised 12/2010

Home Study:

- DHS-197 – Relative Home Study - WORD
- DHS-594 – Parental Placement of MCI Ward Request – WORD – New 04/2011

Home Visits - FOM 722-6:

- DHS-904 – Caseworker / Child Visit Quick Reference Guide – WORD
- DHS-904-A – Caseworker / Child Visit Tool – WORD

Homeless Education Liaisons:

- Link to website in FOM-722-6 (page 46)

Incident Reports:

- DHS-47 – Employers Injury Report – Express Claim (complete w/in 24 hours of injury) - WORD
- DHS-3904 - Incident Report (workplace violence, assaults and/or threats to DHS employees) - WORD

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Interpreter Services – AHJ-1314 and AHJ-1021:

- DHS-1582 – Payment Voucher
- Interpreter for Hearing Impaired Clients – Administrative Handbook (AHJ-1314)
- Bilingual Interpreter Services – Administrative Handbook (AHJ-1021)

Interstate Compact for the Placement of Children (ICPC) – FOM 932:

- DHS-3038 – Interstate Compact for Juveniles parole or Probation Investigation Request - WORD
- DHS-3750 – Sending State Priority Home Study Request (ICPC 101) – WORD
- DHS-4332 – Interstate Compact Placement Request (100A) - WORD
- DHS-4333 – Interstate Compact Report on Child's Placement Status (100B) - WORD
- DHS-4334 – Financial / Medical Plan – WORD
- DHS-4335 – Interstate Compact Checklist – WORD
- DHS-4336 – Interstate Compact on the Placement of Children Placement Prescreening – *New: 09/2011*

LEIN Requests – FOM 722-5:

- DHS-269 – Criminal History Information Request - WORD

Maltreatment in Care (MIC):

- DHS-645 – MIC Disposition Case Conference – WORD

Medicaid / Transitional Medicaid – 902-11

- DHS-57 Foster Care Transitional Medicaid form – WORD
- DHS-3243 – Retroactive Medicaid - WORD
- 2007 Guide to Michigan Medicaid Health Plans – MDCH Web site (www.michigan.gov/mdch)
- DCH-0078 – Request to Add, Terminate or Change Other Insurance – MDCH Web site (www.michigan.gov/mdch)
- MDCH-1111-15 Michigan Medicaid Program – MDCH Web site (www.michigan.gov/mdch)

Medical / Dental – FOM 702-6 and 722-6:

- DHS-221 – Medical Passport – WORD
- DHS-1643 – Psychotropic Medication Informed Consent – WORD – *New 10/2011*
- DHS-580 – Well Child Exam Infancy: 1 Week Visit – WORD – *New 07/2011*
- DHS-579 – Well Child Exam Infancy: 4 Weeks – WORD – *New 07/2011*
- DHS-583 – Well Child Exam Infancy: 2 Months – WORD – *New 08/2011*
- DHS-581 – Well Child Exam Infancy: 4 Months – WORD – *New 07/2011*
- DHS-1641 – Well Child Exam Early Childhood: 6 Months – WORD – *New 08/2011*
- DHS-1638 – Well Child Exam Early Childhood: 9 Months – WORD – *New 08/2011*
- DHS-1639 – Well Child Exam Early Childhood: 12 Months – WORD – *New 08/2011*
- DHS-1640 – Well Child Exam Early Childhood: 15 Months – WORD – *New 08/2011*
- DHS-1631 – Well Child Exam Early Childhood: 18 Months – WORD – *New 07/2011*
- DHS-1632 – Well Child Exam Early Childhood: 2 Years – WORD – *New 07/2011*
- DHS-1633 – Well Child Exam Early Childhood: 30 Months – WORD – *New 07/2011*
- DHS-1634 – Well Child Exam Early Childhood: 3 Years – WORD – *New 07/2011*
- DHS-1642 – Well Child Exam Early Childhood: 4 Years – WORD – *New 08/2011*
- DHS-1635 – Well Child Exam Early Childhood: 5 Years – WORD – *New 07/2011*
- DHS-381 – Well Child Exam Middle Childhood: 6-10 Years – WORD – *New 07/2011 - Required yearly*
- DHS-1636 – Well Child Exam Early Adolescence: 11-14 Years – WORD – *New 07/2011- Required yearly*

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- DHS-1637 – Well Child Exam Adolescence: 15-18 Years – WORD – *New 07/2011 - Required yearly*
- DHS-1662 – Youth Health Record – WORD – *Obsolete 12/01/11*
- DHS-1664 – Youth Health Record-Dental – WORD
- DHS-3762 – Consent to Treatment card – Available from CPS or FC Supervisors – *Revised 06/2011*

Mobile Dental Clinic:

- CW-Mobile Dental Clinic Referral – WORD (local form)

Native American – NAA:

- DHS-120 – Notice of Proceedings Concerning American Indian Child – WORD
- DHS-121 – Notice to Canadian Indian Tribe Concerning Court Proceeding – WORD

Order As Prayed:

- CW-ORDERASPRAYED – Order As Prayed – WORD

Parent Locator Resources: Link to website in FOM-722-6 (page 27)

Permanency Planning – FOM 722-7:

- **DHS-643 – Permanency Goal Review (complete annually or when goal changes – all FC cases) – WORD**
- **Guardianship – GDM 715:**
 - DHS-2049 – Guardianship Consent Request for MCI Wards (not requesting assistance) - WORD
 - DHS-2050 – Permanent Guardianship Consent Request for MCI Wards - WORD
 - DHS-2051 – Caregiver's Permanency Planning Checklist – WORD
 - DHS-2052 – Caseworker's Permanency Planning Checklist (temporary wards) – WORD
 - DHS-2053 – Caseworker's Permanency Planning Checklist (permanent/MCI wards) – WORD
 - DHS-3310 – Certification of Guardianship Assistance Eligibility and Request for Agreement – WORD
 - DHS-3311 – Guardianship Denial Letter - WORD
 - DHS-3313 – Guardianship Assistance Agreement – WORD
 - DHS-1344-G – Guardianship Assistance Case Opening Request – WORD
 - DHS-Pub. 140 – Making the Decision to Become a Child's Permanent Family – DHS public website (www.michigan.gov/dhs - Publications) – 04/2009
 - BCAL-3130 – Initial Foster Home / Adoption Evaluation (Requesting Guardianship Assistance)
 - DHS-616 – Juvenile Guardianship Study (Not Requesting Guardianship Assistance) – WORD
 - PC-670 – Minor Guardianship Social History – WORD
- **Permanent Placement with a Fit and Willing Relative (PPFWR) – FOM 722-7:**
 - DHS-643 – Permanency Goal Review – WORD
 - DHS-344 – PPFWR Permanency Plan Approval – WORD
 - DHS-845 – PPFWR Agreement (for MCI wards) – WORD
 - DHS-846 – PPFWR Agreement (for temporary court wards) – WORD
- **Another Planned Permanent Living Arrangement (APPLA) – FOM 722-7:**
 - DHS-643 – Permanency Goal Review – WORD
 - DHS-343 – APPLA Approval form – WORD
 - DHS-844 – APPLA Agreement (for permanent court wards or MCI wards) – WORD
 - DHS-843 – APPLA Agreement (for temporary court wards) – WORD
 - Permanency Pact – Attached to L-09-79
- **Another Planned Permanent Living Arrangement-Emancipation (APPLA-E) – age 16 & over – FOM 722-7:**
 - DHS-643 – Permanency Goal Review – WORD
 - DHS-341 – APPLA-E Approval – WORD

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- DHS-642 – APPLA-E Agreement – WORD
- Permanency Pact – Attached to L-09-79

Permanency Planning Conference (PPC) / Family Team Meeting:

- DHS-965 – Team meeting Satisfaction Survey – WORD – *Revised: 09/2011*
- DHS-966 – PPC Meeting Information Sheet – WORD
- DHS-967 – PPC Ground Rules - WORD
- DHS-968 – PPC Attendance Report - WORD
- DHS-969 – PPC Facilitator Report - WORD
- DHS-971 – PPC Action Steps – WORD
- DHS-1104 – Family Team Meeting – *New: 09/2011*
- DHS-1105 – Family Team Meeting Activity Report – *New: 09/2011*
- DHS-1106 – Family Team Meeting Referral – *New: 09/2011*
- DHS-1107 – Family Team Meeting Attendance Report – *New: 09/2011*
- DHS-1108 – Family Team Meeting Preparation Tool – *New: 09/2011*
- DHS-1109 – Family Team Meeting Invite – *New: 09/2011*

Placement Exception Requests – FOM 722-3:

- DHS-396 – Residential Placement Exception Request – WORD – *Revised 05/2011*
- DHS-399 – Foster Care Placement Exception Request – WORD – *Revised 03/2011*

Placement / Replacement – FOM 722-3:

- DHS-30 – Foster Parent Notification of Move – WORD
- DHS-31 - Foster Care Placement Decision Notice – WORD
- DHS-594 – Parental Placement of MCI Ward Request – WORD
- DHS-867 – Notification to Court & GAL of Foster Child Change in Placement – WORD
- DHS-69 – Action Summary: Placement Change – Remember to print from SWSS-FAJ

Provider Enrollment:

- DHS-2351-X – Provider Enrollment / Change Request - WORD

Purchased Placements – FOM 722-8 and 914

- DHS-3600 – Individual Service Agreement (private agency or child care institutional placements) – WORD

Recoupment – L-11-16CW (01/27/2011):

- DHS-587 – Reconciliation Notice: Payment Made from Incorrect Fund Source – WORD
- DHS-589 – Recoupment Notice - WORD

Referrals:

- KA-5 – Purchase of Service Referral (local form) – WORD
- DHS-880 – Child Welfare Counseling Services Referral – WORD
- Giving Tree Referral – WORD – “FC Tools” folder in shared drive

Relative Placements – FOM 722-3:

- **Relative Caregiver Publications:**
 - DHS Pub-457 – Relative Caregiver Resources and Responsibilities – SUPPLIES or DHS public website

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- DHS Pub-114 – Relative Caregiving: What You Need to Know - DHS public website (www.michigan.gov/dhs - Publications) - *New 02/2011*

- **Relative Notification – FOM 722-6:**

- DHS-987 – Relative Documentation Form – WORD
- DHS-988 – Relative Search – WORD
- DHS-988sp – Relative Search (Spanish) - WORD
- DHS-989 – Relative Response – WORD
- DHS-990 – Relative Notification Letter – WORD
- DHS-990-SP – Relative Notification Letter (Spanish) – WORD

- **Relative Licensing – FOM 722-3:**

- DHS-588 – Initial Relative Safety Screen – WORD – *revised: 09/2011*
- DHS-Pub-457 – Relative Caregiver Resources & Responsibilities – SUPPLIES or on DHS website
- DHS-972 - Foster Home Licensing Requirements for Relative Caregivers – WORD – *revised: 09/2011*
- DHS-197 – Relative Home Study Outline – WORD
- DHS-541 – Relative Caregiver Licensing Referral Agreement – WORD – *New 03-2011*
- DHS-790 – Foster Parent Orientation Video Questions (to accompany video: "Foster Parenting: What Every Parent Needs to Know") – WORD – *New 07/2011*

- **Relative Licensing Waivers – FOM 722-3:**

- DHS-875 – Relative Caregiver Waiver of Licensure – WORD – *revised: 09/2011*
- DHS-972 – Foster Home Licensing Requirements for Relative Caregivers – WORD – *revised: 09/2011*
- DHS-197 – Relative Home Study Outline – WORD

SED Waivers:

- SED Waiver Eligibility Form – Available from Marie Shipp

Social Work Contacts:

- DHS-214 – Family Contact Log – WORD

SSI (Supplemental Security Income) – FOM 902-10:

- DHS-4699 – Children's SSI Screening Document - WORD
- DHS-4700 – Children's SSI Screening Document-Supplement - WORD

Teens:

- **Handbook for Youth in Foster Care**

- DHS Pub-0089 - SUPPLIES or DHS public website – *New 05/2011*

- **Education:**

- DHS-577 – Education Planner Referral – WORD - *New 03/2011*
- DHS-944 – Foster Youth: Tips for Completing the Free Application for Federal Student Aid (FASFA)
- DHS-945 – Financial Aid Form: Verification of Court/State Ward Status – WORD – *Revised 10/2009*
- DHS Pub-150 – Financial Aid Information for Foster Youth – SUPPLIES or DHS public website – *12/2009*

- **Employment – FOM 722-6:**

- DHS-348 – Michigan Works! / Workforce Investment Act Agency Referral for Foster Care Youth – WORD

- **Health – FOM 722-15 & FOM 902-11:**

- DHS-57 – Foster Care Transitional Medicaid Referral – WORD – *Revised 10/2011*
- DHS Pub-193 – Foster Care Transitional Medicaid – SUPPLIES or DHS public website
- DHS-Pub-161 – A Foster Youth's Guide to Preparing for Health Care Emergencies: Durable Power of Attorney for Health Care – SUPPLIES or DHS public website – *New 10/2010*

- **Housing:**

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- DHS-956 – Foster Youth Housing Referral - send to our Homeless Youth contractor: Catholic Family Services (990 W. Kilgore, Kalamazoo, MI 49008 - 269-381-9800)– WORD – *New 07/2011*
- MSHDA Tenant Based Rental Assistance Program – L-10-096-CW

Teens (continued):

- **National Youth in Transition Database (NYTD):**
 - DHS-562 – Michigan National Youth in Transition Database Outcome Survey – WORD – *New 05/2011*
 - DHS-562-AR – Michigan National Youth in Transition Database Outcome Survey (Arabic) – WORD – *New*
 - DHS-562-SP – Michigan National Youth in Transition Database Outcome Survey (Spanish) – WORD – *New*
 - DHS-679 – National Youth in Transition Database Services Questionnaire – WORD – *New 05/2011*
- **Voluntary Foster Care – FOM 722-3 (pages 22-23) & FOM 722-15 (pages 6-9):**
 - DHS-3813 – Request for Assistance/Voluntary Foster Care – WORD – *Revised 04/2006*
- **Transition Planning:**
 - DHS-901 – Annual Transition Plan Report (age 16 & Older) – WORD – *Revised 03/2011*
 - DHS-902- 90-Day Discharge Plan Report (youth aging out of foster care) – WORD – *Revised 05/2011*
 - DHS Pub-858 – Important Information for Youth Transitioning Out of Foster Care - SUPPLIES or DHS public website – *Revised 07/2010*

Title IV-E:

- DHS-176-SWSS – Notice of Case Action – WORD
- DHS-3050 – Hearing Summary – WORD
- DHS-18A – Hearing Request Withdrawal - WORD

Training:

- KA-191 Training Attendance Request – WORD (local form)
- Training Verification Form for Non-CWTI In-Service Training (get it from Tandra or Melinda)

Travel:

- DHS-3353 – Bus Transportation Authorization - WORD

Wraparound:

- WraparoundReferral – WORD (local form)

Youth In Transition (YIT) – FOM 950:

- DHS-722-O – Funding Eligibility Checklist for Open Cases – PRINTS FROM SWSS (Child Information)
- DHS-722-C – Funding Eligibility Checklist for Closed Cases - PRINTS FROM SWSS (Child Information)
- DHS-720 – Youth In Transition Exception - WORD
- DHS-4713 Service Youth Profile Report – PRINTS FROM SWSS (Child Information)
- DHS-1291 Local Office Payment Authorization – WORD

OTHER:

- DHS-1215 – Request for Attorney General Representation – WORD

