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## PROCEDURE ON FOSTERING

### Phase I Recruitment, Licensing and Development of Foster Family

1. Provision of a brief orientation about Foster Care Program.
2. If individual/s pursues the idea of fostering, a meeting will be conducted at the office or at the residence of the applicant for further orientation.
3. Distribution of the application form to be fill-up by the applicant.
4. Interview and assessment with each members of the family.
5. Submission of the following requirements to the Foster Care Social Worker (FCSW) assigned:
  - Medical Certificate of each members of the household (including the housemaid, nanny or drivers, if any) an x-ray if necessary.
  - Three letters of recommendation from non-related
  - Marriage Certificate, if applicable
  - Recent Family Pictures
  - Barangay Clearance
  - Police/NBI Clearance
6. Preparation of Home Study Report and Recommendation
7. Signing of the Family of the :Foster Care License
8. Submission of License and Home Study Report to DSWD-NCR
9. Notification of the approved license to the Prospective Foster Family

### Phase II Matching Conferences

Matching is scheduled after the release of the approved license.

1. FCSW coordination to the New Beginning Team or Receiving-Home Team, depending on which program the children recommended for foster care were coming from.
2. A copy of Home Study Report given to concern program one week prior to the scheduled matching conference.
3. Presentation of available family's profile and child preference to the team; and critiquing.
4. Presentation of case of the available children; including their needs (physical, mental, emotional and medical needs). No especial needs child will be placed out to the newly-licensed foster family.

5. Recommendation of the team on the basis of the complementary needs; the capacity and interest of the foster family to meet the needs of the particular child and the capacity of the child to benefit from the resources of the foster family.

### **Phase III Child Placement to Foster Home**

1. The family will be notified the result of the matching conference.
2. The Social Worker assigned of the child's case will provide FCSW the child's Case Study Report that was matched to a foster family.
3. Submission of the "Foster Placement Authority" to the DSWD.
4. Notification of the family upon approval of the FPA
5. Pre-discharge conference with the family- orientation of the family to the child's history and first meeting with the child.
6. Discharge conference – if the child is assessed to be ready to be discharged to the foster family.
7. Newly-licensed foster families, all immediate family members within the household should be present during the placement of their first child.

### **Phase IV Monitoring**

1. FCSW will conduct at least 2 to 3 times a month home visits to the newly-licensed foster family.
2. Foster parents must inform the FCSW if they are bringing the child outside Metro Manila, especially if they will be out-of-town for several days. Traveling the child by ship or by plane must also be properly coordinated with CRIBS.
3. Phone calls can also be done to monitor the child/ren in the foster home especially if there were no home visits conducted within a month.
4. Social Worker assigned of the child's case will also conduct at least once or twice per quarter for additional information in the preparation of the child's permanent placement. Aside from FCSW, he/she may also inform the foster family the case update of the child.
5. Monthly medical check-up of the child/ren.
6. If in case the child is in needs of immediate medical attention, the foster parents need not to wait the FCSW, however, CRIBS should be informed within 24 hours of the incidents.
7. In case of death or any untoward incident that happened to a foster child, CRIBS must be inform as soon as possible so that necessary action will be made. The office will also take the responsibility to inform the incident to DSWD.

### **Phase V Permanent Placement of the child (adoptive or reunification to birth parents)**

1. Periodic notification of the foster family on the case movement of their foster child.
2. Foster family will be inform on the estimate month and date of arrival of the child's adoptive/birth family as part of the child and their own preparation. The family should do their part in preparing the child through giving information about the adoptive family, showing the pictures that will be endorsed by the FCSW so that the child will be able to adjust easily to his/her eventual transfer.
3. Attendance of the foster family on the pre-discharge and discharge conference of the child to his/her adoptive family at CRIBS office.

4. After 3-6 months, the assigned social worker of the case will inform the foster family regarding the child's adjustment and current functioning to his/her adoptive family. Sharing of child photos to the foster family will also be done.