

GUIDELINES FOR BACKGROUND STUDIES, TRAINING, ETC.

	Respite Care (Licensed child foster care provider)	Respite Care (Unlicensed provider)	Relief Care (Licensed child foster care provider or care provided in the licensed child foster care home by another person – i.e. relative, friend, etc.)	Relief Care (Care not provided in the licensed child foster care home)	Babysitters	Child Care provided to a foster child (Legal unlicensed)
Age of Caregiver	At least 18 years	Suggested guidelines e-mailed to social worker. Decision whether to use the guidelines or not use the guidelines is left to the social worker and supervisor.	At least 18 years	At least 18 years	<i>Guidance from DHS Child Safety & Permanency Division..</i> Youth must be at least 14 years of age to babysit. Foster children cannot babysit other foster children.	At least 18 years
Length	Respite care can be up to 30 days		Foster parents are given a maximum of 30 days of relief care per year. Requests for additional days are reviewed on a case by case basis	Foster parents are given a maximum of 30 days of relief care per year. Requests for additional days are reviewed on a case by case basis ys	<i>Guidelines taken from OCCS “Home Alone” brochure.</i> *An adolescent age 14 to 15 can baby-sit for up to 24 hours as long as they can contact their parent, guardian or other responsible adult. *An adolescent 16 years of age or older providing baby- sitting for younger children for more than 24 hours, must	Ongoing

					know the whereabouts of the parents, when they will return and have adult back-up.	
Background Study	Adam Walsh background study completed on everyone living in the home who is 13 years of age and older.		<p><u>Less than 72 hours:</u> MN Rule, part 2960.3090, Respite & Substitute Care for Family Settings, Subp. 3, Short-term substituted caregiver. As used in parts 2960.3000 to 2960.3340, “short-term substitute care” means less than 72 hours of continuous care for a child. A short-term substitute caregiver does not have to meet the requirements of subpart 2.</p> <p>Do not need to have completed a background study within the last 12 months.</p> <p><u>More than 72 hours:</u> Must have completed a background study with the past 12 months.</p>	<p><u>Less than 72 hours:</u> MN Rule, part 2960.3090, Respite & Substitute Care for Family Settings, Subp. 3, Short-term substituted caregiver. As used in parts 2960.3000 to 2960.3340, “short-term substitute care” means less than 72 hours of continuous care for a child. A short-term substitute caregiver does not have to meet the requirements of subpart 2.</p> <p>Do not need to have completed a background study within the last 12 months.</p> <p><u>More than 72 hours:</u> Public, criminal background study completed on everyone living in the home who is 13 years of age and older at</p>	Background study not required.	<p>If child care is provided in the child care provider’s home: Public, criminal background study completed on everyone living in the home who is 13 years of age and older at http://pa.courts.state.mn.us/default.aspx. State SSIS search completed regarding maltreatment of minors or vulnerable adults on everyone living in the home who is 13 years of age and older.</p> <p>If child care is provided in the foster care provider’s home: Adam Walsh background study completed.</p>

				http://pa.courts.state.mn.us/default.aspx . State SSIS search completed regarding maltreatment of minors or vulnerable adults on everyone living in the home who is 13 years of age and older.		
Training	SUIDS/AHT – If caring for children through the age of 5. Children & Restraint Systems - If transporting a child under the age of 9 in a motor vehicle. Initial and Ongoing Mental Health		SUIDS/AHT – If caring for children through the age of 5. Children & Restraint Systems - If transporting a child under the age of 9 in a motor vehicle. If the relief provider cannot complete the CARS training (i.e. class not available prior to providing relief care), it is acceptable for the current foster parent to install the car seat in the relief provider's vehicle.	SUIDS/AHT – If caring for children through the age of 5. Children & Restraint Systems - If transporting a child under the age of 9 in a motor vehicle. If the relief provider cannot complete the CARS training (i.e. class not available prior to providing relief care), it is acceptable for the current foster parent to install the car seat in the relief provider's vehicle.	If caring for children through the age of 5, foster parent is responsible for reviewing SUIDS and AHT information with the babysitter.	SUIDS/AHT – If caring for children through the age of 5. Children & Restraint Systems - If transporting a child under the age of 9 in a motor vehicle.

Paperwork	Must complete all annual licensing paperwork.		Confidentiality Statement signed by all caregivers. Chemical Use Policy drafted by license holder and signed by all caregivers. Discipline policy drafted by license holder and signed by all caregivers.	Foster parent responsible to review the confidentiality statement, chemical use policy, and discipline policy with the relief provider.	Foster parent responsible to review the confidentiality statement, chemical use policy, and discipline policy with the relief provider.	Foster parent responsible to review the confidentiality statement, chemical use policy, and discipline policy with the relief provider.
Payment	Must complete a W-9. Reportable income. Paid at the current respite rate (MAPCY Level J).		Must complete a W-9. Reportable income. The relief provider receives the same daily rate that the regular provider receives for the child. The regular provider should also bill the daily rate for the child while he/she is in relief care.	Must complete a W-9. Reportable income. The relief provider receives the same daily rate that the regular provider receives for the child. The regular provider should also bill the daily rate for the child while he/she is in relief care.	Payment for babysitters is the responsibility of the foster parent.	Must complete a W-9. Reportable income. Full-Time: a. \$30/Day (less than or equal to 10 hours per day) b. Greater than 10 hours per day – case by case c. No payment for holidays, vacations and/or sick days. Part-Time: \$3/Hour

DEFINITIONS/REFERENCE

1. Respite Care

Per DHS Website: “Respite care includes planned routine care to support the continued residence of a child with emotional or behavioral disturbance with the child's family or long-term primary caretaker. ([MN Statute 245.492 Subd. 17](#)) This type of care can also be used on an emergency or crisis basis. Respite services provide temporary care for children with serious mental health needs who live at home. Access to this type of program gives families and caregivers a much needed break while offering a safe environment for their children. Respite care can be provided in a family’s home, foster home or licensed facility in the community and gives families a chance to reenergize and refocus.”

245.492 DEFINITIONS.

Subd. 17. Respite care. “Respite care” is planned routine care to support the continued residence of a child with emotional or behavioral disturbance with the child's family or long-term primary caretaker.

245A.02 DEFINITIONS

Subd. 15. Respite care services.

"Respite care services" means temporary services provided to a person due to the absence or need for relief of the primary caregiver, the person's family member, or legal representative who is the primary caregiver and principally responsible for the care and supervision of the person. Respite care services are those that provide the level of supervision and care that is necessary to ensure the health and safety of the person. Respite care services do not include services that are specifically directed toward the training and habilitation of the person.

SSIS: Respite care – Temporary care of the child to provide relief to the caretaker. This service is offered within the framework of a local social service agency case plan with the family/foster parent. Respite does not exceed 30 consecutive days. See Bulletin #03-68-04.

2. Relief Care

From Olmsted County Foster Parent Handbook – Description of Programs: Temporary care of children who are currently placed in another Olmsted County Foster Home. This service provides support/relief to the ongoing/primary foster home. Foster parents are given a maximum of 30 days of relief care per year. Requests for additional days are reviewed on a case by case basis.

From Umbrella Rule:

2960.3010 DEFINITIONS.

Subp. 36. Respite care. "Respite care" means temporary care of foster children in a licensed foster home other than the foster home the child was placed in.

Subp. 41. Substitute care. "Substitute care" means temporary care of foster children inside the foster home by someone other than the foster parent for overnight or longer.

2960.3090 RESPITE AND SUBSTITUTE CARE FOR FAMILY SETTINGS.

Subp. 1. Notice requirements.

In nonemergency situations, the license holder, parent, and placing agency must agree on respite care and substitute care arrangements within ten working days prior to the use of respite care or substitute care or must agree on respite care according to an ongoing written agreement. In an emergency that may

require the use of respite or substitute care, the license holder must notify the placing agency of the emergency as soon as possible. The license holder must notify the placing agency when respite care or long-term substitute care is being provided.

Subp. 2. Qualifications of long-term substitute caregiver.

A substitute caregiver must:

- A. Be at least 18 years of age;
- B. Have completed a background study within the past 12 months;
- C. Have no statutory or rule disqualification;
- D. If providing more than 30 cumulative days of substitute care in a 12-month period:
 - (1) Submit a signed statement attesting to good health and being physically able to care for foster children; and
 - (2) Have at least six hours of training or 20 hours of experience in caring for children with the particular needs of the foster children to be cared for; and

E. Provide documentation of medical equipment training on the equipment used to care for the foster child from an appropriate training source.

Subp. 3. Short-term substitute caregiver.

As used in parts 2960.3000 to 2960.3340, "short-term substitute care" means less than 72 hours of continuous care for a child. A short-term substitute caregiver does not have to meet the requirements of subpart 2. However, the foster parent and the placing agency must agree that the short-term substitute caregiver is able to meet the needs of the foster child. The short-term substitute caregiver must provide documentation of medical equipment training on the equipment used to care for the foster child from an appropriate training source.

Subp. 4. Information to respite caregiver.

The license holder must give a respite care provider the information in items A to D related to the foster child's health, safety, and welfare:

- A. Information about the foster child's emotional, behavioral, medical, and physical condition;
- B. Any medication the foster child takes;
- C. The foster child's daily routine and schedule; and
- D. The names and telephone numbers of individuals to contact in case of emergency and information about medical providers and how to obtain medical care for the child.

Subp. 5. Information to substitute caregivers.

The license holder must give a substitute care provider the information in subpart 4, and in items A to D:

- A. The location of a fire extinguisher and first aid supplies;
- B. Emergency and fire evacuation plans;
- C. Information about child abuse and mandatory reporting laws; and
- D. If an emergency occurs which involves the foster child, the substitute caregiver must notify the placing agency as soon as possible about the emergency.

3. Legal Unlicensed Child Care

From Rule 2:

9502.0325 LICENSING OF FACILITIES FOR CHILDREN FAMILY DAY CARE AND GROUP FAMILY DAY CARE HOMES.

Subp. 3. Exclusion from licensure.

Under Minnesota Statutes, section [245A.03](#), the following day care situations are excluded from licensure under parts [9502.0315](#) to [9502.0445](#):

- A. day care provided by a relative to only related children; or
- B. day care provided to children from a single, unrelated family, for any length of time; or
- C. day care provided for a cumulative total of less than 30 days in any 12-month period; or
- D. the exclusions contained in items A and B are mutually exclusive

4. Babysitter

Guidance from DHS, Safety and Permanency Division: A babysitter must be at least 14 years of age. Foster children cannot babysit other foster children.

From Olmsted County's Home Alone brochure:

An adolescent aged 14 to 15 can baby-sit for up to 24 hours as long as they can contact their parent, guardian or other responsible adult.

An adolescent 16 years of age or older providing baby-sitting for younger children for more than 24 hours, must know the whereabouts of the parents, when they will return and have adult backup.