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Policies, Procedures and Memorandums Issued for 2nd Quarter of 2011

This document contains a complete list and brief description of policies, procedures and memorandums that were signed by the Commissioner and issued as either draft or final by the Policies and Procedures Unit in the 2nd quarter of 2011.

The Policies, Procedures and Memorandums Quarterly Summary is issued by the Policies and Procedures Unit within the ACS Division of Policy and Planning. The Policies and Procedures Unit staff are as follows:

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- I. List of Policies and Procedures Issued in 2nd Quarter of 2011 (Listed by date of issuance)
- A. Promoting a Safe and Respectable Environment for Lesbian, Gay, Bi-Sexual, Transgendered, and Questioning (LGBTQ) Youth and their Families in the Child Welfare System.....3
 - B. Guideline for Promoting a Safe and Respectable Environment for Lesbian, Gay, Bisexual Transgender and Questioning (LGBTQ) Youth and their Families Involved with the Division of Youth and Family Justice.....3
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II. Summary of New Policies/Procedures and Commissioner Memorandums issued from April 1, 2011-June 30, 2011:

A.Promoting a Safe and Respectable Environment for Lesbian, Gay, Bi-Sexual, Transgendered, and Questioning Youth and their Families Involved in the Child Welfare System – Issued as DRAFT on April 6, 2011, Issued as FINAL on July 27, 2011- Policy # 2011/05

PURPOSE: This policy has been written to address Children and Families receiving Child Welfare Services who may be LGBTQ. Children’s Services Child Welfare programs are committed to providing all youth and families with a safe, inclusive, and affirming environment. This includes any child, youth or family member who identifies as lesbian, gay, bisexual, transgender, or questioning (LGBTQ) as well as persons perceived to be LGBTQ. This LGBTQ Policy should be used as best practice guidelines by Children’s Services and provider agency staff in order to provide LGBTQ youth and families with services in a respectful, culturally competent and affirming manner. This procedure was written to provide direction to staff on sensitive, inclusive and gender neutral practice as well as strategies to address bias and meet the unique needs of our youth and families.

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-158449/4_06_11_ACS_LGBTQ_Draft_CIR_signed_Policy-040611.pdf

For more information, contact Glen A. Henry at 212-341-3192

B.Guideline for Promoting a Safe and Respectable Environment for Lesbian, Gay, Bisexual Transgender and Questioning (LGBTQ) Youth and their Families Involved with the Division of Youth and Family Justice- Issued as DRAFT on April 6, 2011, Issued as FINAL on July 27, 2011, Directive 01/2011

PURPOSE: This policy has been written to address residents, youth and families served by DYFJ who may be LGBTQ. Children’s Services Division of Youth and Family Justice (DYFJ) is committed to providing all its residents and youth and families served by DYFJ programs with a safe, healthy, affirming and discrimination-free environment. This includes lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth residing in its detention settings or participating in the Division Alternative to Detention/Placement (ATD/P) or Persons in Need of Supervision (PINS) programs.

Weblink:
http://10.239.3.195:8080/docushare/dsweb/Get/Document-178212/7_27_11_ACS_LGBTQ_Policies-DYFJ.pdf

For more information, contact Lorraine Anderson at 212-788-2385

C. Process for Referring Young Children Involved with the Child Protective System to the Early Intervention Program- Issued as FINAL on April 6, 2011- Policy # 2011/04

PURPOSE: Young children who have experienced abuse or neglect face multiple challenges to their healthy development. Yet it is well established that early intervention for developmental problems and delays makes a real difference in a child's ability to progress socially, psychologically, and physically. This policy was written to provide guidelines to help us ensure that young children who are at risk for, or are, experiencing delays are referred, assessed and engaged in needed services.

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-158454/4_06_11_Process_for_Referring_Young_Children_Involved_with_the_Child_Protective_System_to_the_Early_Intervention_Program_Policy_2011-04.pdf

For more information, contact Glen A. Henry at 212-341-3192

D. Transition Plans for APPLA+ Youth Preparing for Adulthood- Issued as FINAL on April 11, 2011- Procedure #2011/02

PURPOSE: Every youth in our care must receive services and support to acquire skills for a healthy, productive and self-sufficient adult life. This procedure was written to provide foster care staff with critical case practice principles and a set of checklists to guide work with youth transitioning from care.

Weblink: http://10.239.3.195:8080/docushare/dsweb/Get/Document-159191/4_11_11_Transition_Plans_for_APPLA_Youth_Preparing_Youth_for_Adulthood.PDF

For more information, contact Melody Grissom at 212-341-2848.

E. Kinship Guardianship Assistance Program (KinGAP), Issued as DRAFT on April 13, 2011, Issued as FINAL on August 8, 2011, Procedure #2011/07

PURPOSE: All children deserve safe, nurturing, permanent families who can provide an unconditional, lasting commitment to them. Every person involved with a child's care must act with urgency so that each child has a permanent family as soon as possible. This procedure was written to provide foster care agency staff with case practice guidelines when considering an alternative permanency option in accordance with the Kinship Guardianship Assistance Program which provides for a subsidized permanency option outside of foster care for relative foster parents who become the legal guardian of their foster child(ren) when the child is not residing with either parent.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-179495/8_08_11_Kinship_Guardianship_Assistance_Program_\(KinGAP\)_2011-07.PDF](http://10.239.3.195:8080/docushare/dsweb/Get/Document-179495/8_08_11_Kinship_Guardianship_Assistance_Program_(KinGAP)_2011-07.PDF)

For more information, contact Melody Grissom at 212-341-2848.

F. Modification and Maintenance of Program Choice, Guidance 2009/02, Revised and Issued as FINAL on May 20, 2011

PURPOSE: This guidance was re-issued to clarify for all child welfare staff how to select and maintain the correct Program Choice(s) for all children receiving Preventive and/or Foster Care Services. This policy describes the basis for the assignment of Program Choice(s) in the CONNECTIONS system, and identifies the case circumstances in which ACS authorizes or prohibits Case Planners (provider agency staff) from modifying or closing the Program Choice(s) assigned to children.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-165964/5_20_11_Modification_and_Maintenance_of_Program_Choice_\(Revised\)_Guidance_2009-02.PDF](http://10.239.3.195:8080/docushare/dsweb/Get/Document-165964/5_20_11_Modification_and_Maintenance_of_Program_Choice_(Revised)_Guidance_2009-02.PDF)

For more information, contact Michael Hopson at 212-341-2858.

G. Assessing the Safety and Quality of Life in Foster Boarding Homes, Procedure #2011/04, Issued as FINAL on June 28, 2011

PURPOSE: Children in family foster care must live in a home environment that provides quality care to each child and where caregivers meet the child's physical, emotional and developmental needs. This policy has been written to remind foster care agencies of their responsibility to continuously assess the quality of care that a child or youth is receiving in a foster family home and to take appropriate actions when it is found that a home is not meeting the standards of care.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-172464/6_28_11_Assessing the Safety and Quality of Life in Foster Boarding Homes.PDF](http://10.239.3.195:8080/docushare/dsweb/Get/Document-172464/6_28_11_Assessing_the_Safety_and_Quality_of_Life_in_Foster_Boarding_Homes.PDF)

For more information, contact Melody Grissom at 212-341-2848.

H. Requirements for Incorporating a Youth's Voice into the Annual Renewal Process for Certified and Approved Foster Homes, Procedure #2011/03, Issued as FINAL on June 28, 2011

PURPOSE: Incorporating the voices of youth into an agency's foster parent recertification and renewal process recognizes the important role they can play to help improve outcomes for youth in foster care. Their perspectives and input can be used in the annual evaluation process of the foster home to strengthen the youth's experience and overall quality of life, inform ongoing and appropriate supports to the youth and his or her family, and enhance the agency's selection of foster parents who care for youth in out-of-home placement. This policy has been written to advise foster care provider agency staff of new requirements for incorporating the voices of youth into the annual evaluation process of certified and approved foster homes.

Weblink: [http://10.239.3.195:8080/docushare/dsweb/Get/Document-172466/6_28_11_Requirements for Incorporating a Youth's Voice into the Annual Renewal Process of Certified and Approved Foster Homes \(FINAL\).PDF](http://10.239.3.195:8080/docushare/dsweb/Get/Document-172466/6_28_11_Requirements_for_Incorporating_a_Youth_s_Voice_into_the_Annual_Renewal_Process_of_Certified_and_Approved_Foster_Homes_(FINAL).PDF)

For more information, contact Melody Grissom at 212-341-2848.