



RESOURCE FAMILY - CHILD RECORD KEEPING

As an approved resource family (RFA) home, you are required to keep a current record of important information regarding each foster child. The following information is being provided to help you best organize. The information you place into the record is **CONFIDENTIAL**. It should not be shown to your family and friends.

Please take the binder to all medical, dental, and mental health appointments.

This record moves with the child. **The only forms you should keep if the child moves is your copy of the placement agreement (SOC 156)**. File this form in your facility file.

It is your responsibility to keep all records up to date. If the information below is not brought to you with the child, **call the Social Worker that placed the child**. If you do not receive all of the information within 15 days, notify the child's social worker.

The following forms are required and should be placed in the child's folder:

- Physical Examination Results for Foster Children
- Yellow Immunization card
- 1709 Child Record Keeping
- 1711 Unusual Incident/Injury/Death Report
- 1718 Personal Property
- 1721 Child's Medication Record
- 1723 Emergency Plan for Resource Family Homes
- 1727 Court Orders and Cooperation
- 1730 Medical/Dental Appointment Record
- 1820 Child's/NMD Personal Rights
- Health & Education Passport
- Emergency Assistance Application for Child Welfare Services (EA1) **
- SOC 156 - Agency-Foster Parents Agreement**
- Needs & Service Plan for the Foster Parent or Group Home**

(Signatures required prior to placing in the child's folder**)**

We also request that you keep items of importance to the child with the written record. Manila envelopes can hold the items. A child should not leave the foster care program without photographs (including school photos marked with his name, age and grade), report cards, awards and other personal items. A copy of the child's birth certificate is also useful.

Keeping the child's immunization card, medical information, and Medi-Cal card in the child's records will insure that they move with the child. Good luck with your record keeping! If you need assistance, your social worker will be glad to help.

City/County of San Francisco RFA
PO Box 7988, San Francisco, CA 94120
415-557-5000