

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**  
**Family Licensing Division**



**The Responsibilities of the Foster Parent**

According to Child and Family Services Agency Policy and DC Chapter 60 Regulations foster parents have numerous day-to-day responsibilities for the children in their care. These duties are to:

- A. Ensure that the child is transported to all planned activities.
- B. Provide the child with a safe, clean, hazard-free environment.
- C. Ensure that the child (ren) is available for regular home and office visits with social workers. Foster parents need to provide social workers with advance notice of appointments where their assistance in transporting child (ren) is needed.
- D. Assist in the development and update of the child's case plan.
- E. Assist the worker to secure all necessary medical care, including dental and vision services on a preventive, routine, emergency, and follow-up basis.
- F. Ensure that the child attends school on a regular basis.
- G. Provide three (3) nutritious meals and healthy snacks each day. Adhering to specialized diets if needed.
- H. Assure that the child has age appropriate, seasonal, and well fitting clothing.
- I. Provide the child with a bed of his/her own.
- J. Encourage the child to maintain a strong sense of birth family identity and assist with visitations between the child and his/her family.
- K. Participate in all significant meetings, including court hearings and administrative reviews.
- L. Report all unusual incidents to the social worker within twenty-four hours.
- M. Communicate, in a timely manner, with the social worker any changes that would impact case plan activities.
- N. Notify the social worker at least seven (7) days in advance of any planned, out-of-town travel over one hundred (100) miles.
- O. If there is a need for emergency travel, immediately advise the social worker, or his/her supervisor, of the travel plans. If both are not available, contact the GAL or a hotline social worker at **202-671-SAFE (7233)**.
- P. Provide a wide array of recreational and/or cultural activities, with others (i.e. family, friends, and groups.)
- Q. Offer the child (ren) opportunities and experiences to enhance their ability to develop independent living skills.
- R. Allow opportunities and experiences for worship.
- S. Respect and maintain the confidentiality of the child (ren) and his/her family during and after placement.
- T. Obtain Child and Family Services Agency approval for the child (ren) to participate in media activities, (i.e., TV, newspaper, radio interviews.)

- U. Cooperate with agency staff and adhere to license regulations.
- V. Maintain current medical records, reports, authorization cards/forms, etc., in a safe and confidential file within the foster home.
- W. Record in the foster parent case file, the administration of all medications to a child
- X. **Notify the social worker or a hotline social worker at (202) 671-7233 immediately if the child (ren) has a serious illness or an injury requiring medical treatment.**
- Y. Dispense medications prescribed by a child (ren) physician, in accordance with the directions provided, and notify the social worker of any new prescriptions or dosage change within two (2) working days.
- Z. Complete 30 hours of in-service training every two years.

I have read and understand the responsibilities of fostering children who are wards of the District of Columbia.  
I agree to adhere to these duties and responsibilities as outlined.

---

Signature (Parent 1)

---

Date

---

Signature (Parent 2)

---

Date