

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Child and Family Services**



**CFSA POLICY INDEX**

The following governance documents can be found on [CFSA’s Online Policy Manual](#), under [Program Policies](#), [Administrative Issuances](#), [General Administrative Policies](#), or [Quick Reference Guides](#). To access HIPAA policies, please sign into the [CFSA internal website](#) and click the tab entitled “Policies and Practice.”

The items in this document are organized alphabetically and formatted to provide ease for a keyword search.

Please direct all questions about the documents to [cfsa.policies@dc.gov](mailto:cfsa.policies@dc.gov).

| <b>PROGRAM POLICIES</b>  |   |
|--------------------------|---|
| <b>Issue/Update Date</b> | <b>Governance Name</b>  |
| May 2, 2011              | <a href="#">Adoption Subsidy</a>  |
| January 4, 2019          | <a href="#">Appropriate Use of Social Media</a>                           |
| October 12, 2018         | <a href="#">Case Management of Children with Siblings in Foster Care</a>  |
| January 6, 2020          | <a href="#">Child Fatality Review</a>                                     |
| April 15, 2020           | <a href="#">Child Protection Register</a>                                 |
| September 16, 2023       | <a href="#">Confidentiality</a>   |
| April 4, 2011            | <a href="#">Critical Events</a>   |
| July 10, 2014            | <a href="#">Diligent Search</a>   |
| August 26, 2019          | <a href="#">Domestic Violence</a>   |
| February 28, 2011        | <a href="#">Educational Services</a>                                      |
| September 17, 2019       | <a href="#">Engaging Incarcerated Parents</a>                             |
| April 28, 2014           | <a href="#">Establishing a goal of APPLA</a>                              |
| September 27, 2010       | <a href="#">Facility Licensing</a>  |
| March 10, 2009           | <a href="#">Fair Hearings</a>   |
| April 30, 2021           | <a href="#">Family Team Meetings</a>                                      |
| July 17, 2022            | <a href="#">Grandparent Caregivers Program</a>                            |
| September 28, 2011       | <a href="#">Healthcare Coordination</a>                                   |
| December 5, 2012         | <a href="#">Healthy Horizons Assessment Center and Nurse Care Manager</a> |
| February 24, 2010        | <a href="#">HIV and AIDS</a>  |
| February 26, 2010        | <a href="#">HIV, Sexual, and Reproductive Health Services</a>             |
| April 24, 2020           | <a href="#">Hotline</a>   |
| May 27, 2022             | <a href="#">In-Home Services</a>  |
| January 19, 2023         | <a href="#">Initial Evaluation of Children’s Health</a>                   |
| July 6, 2020             | <a href="#">Interstate Compact on Placement of Children (ICPC)</a>        |
| April 24, 2020           | <a href="#">Investigations</a>  |
| February 16, 2015        | <a href="#">Medical Consents</a>  |
| October 4, 2011          | <a href="#">Medical Records Maintenance</a>                               |

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| <b>Issue/Update Date</b> | <b>Governance Name</b>   |
| August 13, 2020          | <a href="#">Medication Administration and Management</a>                               |
| September 27, 2023       | <a href="#">Missing, Abducted, and Absent Children</a>                                 |
| August 24, 2018          | <a href="#">Mobile Devices for Youth in Foster Care</a>                                |
| March 23, 2022           | <a href="#">Office of the Ombudsman</a>  |
| November 26, 2018        | <a href="#">Older Youth Services</a>   |
| May 26, 2022             | <a href="#">Permanency Practice</a>  |
| June 30, 2015            | <a href="#">Permanent Guardian Subsidy</a>   |
| April 5, 2019            | <a href="#">Personal Identifiable Information</a>                                      |
| May 19, 2020             | <a href="#">Placement and Matching</a>   |
| July 12, 2021            | <a href="#">Placement Stabilization Staffing</a>                                       |
| November 23, 2022        | <a href="#">Pre-Service and In-Service Training for Direct Services Staff</a>          |
| November 30, 2022        | <a href="#">Pre-Service and In-Service Training for Family Support</a>                 |
| November 30, 2022        | <a href="#">Pre-Service and In-Service Training for Nurses and Nurse Care Managers</a> |
| January 13, 2023         | <a href="#">Preventative and Ongoing Healthcare</a>                                    |
| September 16, 2023       | <a href="#">Protecting Children in Care from Identity Theft</a>                        |
| January 21, 2020         | <a href="#">Qualified Residential Treatment Program (QRTP)</a>                         |
| September 9, 2010        | <a href="#">Quality Service Reviews (QSR)</a>  |
| May 31, 2011             | <a href="#">Relationship with Resource Parents</a>                                     |
| November 23, 2022        | <a href="#">Resource Parent Training</a>   |
| July 18, 2022            | <a href="#">Safety Plans</a>   |
| October 12, 2018         | <a href="#">Standards for Safe Case Closure</a>  |
| September 20, 2011       | <a href="#">Temporary Licensing of Foster Homes for Kin</a>                            |
| March 4, 2019            | <a href="#">Temporary Supervision of Children in Foster Care</a>                       |
| November 26, 2018        | <a href="#">Transition Services for Youth</a>  |
| June 12, 2012            | <a href="#">Visitation</a>   |
| February 1, 2014         | <a href="#">Youth Bullying Prevention</a>  |
| November 30, 2021        | <a href="#">Youth Clothing Allowance</a>   |
| August 13, 2020          | <a href="#">Youth Personal Allowance</a>   |

| <b>ADMINISTRATIVE ISSUANCES</b> |  |
|---------------------------------|--|
| <b>Issue/Update Date</b>        | <b>Governance Name</b>   |
| October 21, 2008                | <a href="#">Bed Hold Payments</a>  |
| September 28, 2023              | <a href="#">Best Interest Determination (BID) Process for School Placement</a> |
| September 3, 2010               | <a href="#">Bill of Rights for Youth in Care</a>                               |
| March 10, 2022                  | <a href="#">BOND Program</a>   |
| November 4, 2022                | <a href="#">Building Security Requirements</a>                                 |

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| <b>Issue Date</b>               | <b>Governance Name</b>  |
| March 27, 2009                  | <a href="#">Case Planning for Guardianship</a>  |
| July 14, 2006                   | <a href="#">Children in the Workplace</a>   |
| December 24, 2008               | <a href="#">Children's Self-care and Care for Others</a>  |
| July 17, 2022                   | <a href="#">Close Relative Caregiver Program</a>  |
| January 30, 2015                | <a href="#">Community Papering</a>  |
| May 31, 2013                    | <a href="#">Compliance with the Indian Child Welfare Act</a>  |
| January 31, 2007                | <a href="#">Conflict of Interest and Outside Employment</a>   |
| April 24, 2009                  | <a href="#">Congregate Care Program Monitoring</a>  |
| September 26, 2018              | <a href="#">Consent or Waiver of Liability Forms for Children in Care</a>                             |
| February 10, 2012               | <a href="#">Contingency Hiring Guidelines</a>   |
| November 17, 2021               | <a href="#">COVID-19 Vaccinations for Children in Out-of-Home Care</a>                                |
| December 21, 2012               | <a href="#">Demand Payments</a>   |
| October 1, 2007                 | <a href="#">Driver's Licenses for Youth in Care</a>   |
| October 3, 2008                 | <a href="#">Early Dismissal of Employees during an Emergency</a>                                      |
| June 23, 2014                   | <a href="#">Early Education and Child Care</a>  |
| July 17, 2015                   | <a href="#">Early Intervention Child Development Screening Process</a>                                |
| October 8, 2010                 | <a href="#">Education and Vocation Assessments</a>  |
| April 6, 2018                   | <a href="#">Emergency Housing Assistance</a>  |
| July 1, 2008                    | <a href="#">Emergency Kinship Placements in Maryland</a>  |
| September 21, 2007              | <a href="#">Emergency Protocol for Resource Providers</a>   |
| August 20, 2007                 | <a href="#">Employees Becoming Foster or Adoptive Parents</a>   |
| April 6, 2018                   | <a href="#">Engagement of Kin without Parental Consent</a>  |
| November 9, 2018                | <a href="#">Facilitating Child Living Arrangements with Non-Custodial Parents</a>                     |
| December 6, 2016                | <a href="#">Financial Incentive</a>   |
| November 22, 2019               | <a href="#">Gender Affirming Care for Youth in Foster Care</a>  |
| December 21, 2012               | <a href="#">Gift Cards and Vouchers</a>   |
| August 16, 2011                 | <a href="#">Graduation Expenses</a>   |
| November 19, 2019               | <a href="#">Immigration Status of Clients</a>   |
| November 26, 2018               | <a href="#">Immunizations for Children in Foster Care</a>   |
| June 23, 2020                   | <a href="#">Implementing the Safe Haven Legislation</a>   |
| May 19, 2016                    | <a href="#">Incentives for Quality Assurance Activities</a>   |
| July 18, 2022                   | <a href="#">Informal Family Planning Arrangements (replaces Diversions Process at Investigations)</a> |
| March 28, 2014                  | <a href="#">Inter-Office Work Station Moves</a>   |
| November 13, 2006               | <a href="#">Job Readiness Services</a>  |
| September 30, 2011              | <a href="#">Medicaid Billing</a>  |
| February 27, 2009               | <a href="#">Medicaid Claiming Review Process</a>  |

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| May 12, 2006                    | <a href="#">Night Differential</a>   |
| May 12, 2006                    | <a href="#">Overtime Pay and Compensatory Time</a>   |
| September 7, 2018               | <a href="#">Permanency Focused Teaming</a>   |
| July 12, 2006                   | <a href="#">Permanent Guardianship Disruptions</a>   |
| May 24, 2019                    | <a href="#">Placement Stability Incentive Payments for Resource Parents</a>                |
| May 22, 2006                    | <a href="#">Post-Secondary Education and Training Vouchers</a>                             |
| June 6, 2006                    | <a href="#">Pre-College Services</a>   |
| February 6, 2018                | <a href="#">Process for Requests for Letters of Support</a>                                |
| January 9, 2017                 | <a href="#">Rapid Housing Assistance Program (RHAP)</a>                                    |
| April 23, 2021                  | <a href="#">Requesting Vital Records</a>   |
| April 3, 2018                   | <a href="#">Requirements for Youth in Contracted Independent Living Programs</a>           |
| February 29, 2012               | <a href="#">Requirements of the Freedom of Information Act</a>                             |
| June 28, 2017                   | <a href="#">Resource Parent Reimbursement for Property Damage</a>                          |
| April 30, 2014                  | <a href="#">Scheduling the Use of Conference Rooms</a>                                     |
| January 9, 2017                 | <a href="#">Sex Trafficking Identification and Response</a>                                |
| February 11, 2015               | <a href="#">Sexually Transmitted Infections (STI) Screening Process</a>                    |
| December 2, 2009                | <a href="#">Sibling Connections</a>  |
| February 1, 2017                | <a href="#">Specialized Opportunities for Youth (SOY)</a>                                  |
| July 30, 2007                   | <a href="#">Statement of Employment and Financial Interest</a>                             |
| December 21, 2012               | <a href="#">Student Health Care during Post-Secondary Education</a>                        |
| July 7, 2009                    | <a href="#">Submission of Contract Action Packages</a>                                     |
| November 1, 2006                | <a href="#">Substance Abuse Treatment</a>  |
| June 24, 2014                   | <a href="#">Summer Camp Subsidy Program</a>  |
| January 16, 2015                | <a href="#">Transition of Youth to the Developmental Disabilities Administration (DDA)</a> |
| September 26, 2018              | <a href="#">Travel and Overnight Stays Involving Children in Foster Care</a>               |
| January 1, 2012                 | <a href="#">Unusual Incidents related to Children and Youth</a>                            |
| January 8, 2021                 | <a href="#">Whistleblower Protection Act</a>   |

| <b>GENERAL ADMINISTRATIVE POLICIES</b> |   |
|--|---|
| <b>Issue/Update Date</b>               | <b>Governance Name</b>                        |
| April 7, 2010                          | <a href="#">Alternate Work Schedule (AWS)</a> |
| February 10, 2023                      | <a href="#">Client Records Management</a>     |
| December 5, 2012                       | <a href="#">Communications</a>                |
| May 11, 2020                           | <a href="#">COVID Sick Leave Childcare</a>    |
| December 6, 2011                       | <a href="#">Customer Service Standards</a>    |
| March 29, 2012                         | <a href="#">Dress Code</a>                    |

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| November 29, 2022                      | <a href="#">Electronic Records Retention</a>                                   |
| July 8, 2019                           | <a href="#">Electronic Signatures</a>  |
| September 16, 2023                     | <a href="#">Employee Unusual Incident Reporting</a>                            |
| January 27, 2023                       | <a href="#">Falsification of Records</a>                                       |
| June 2, 2017                           | <a href="#">Gender Identity and Expression</a>                                 |
| March 4, 2010                          | <a href="#">Grantmaking</a>  |
| September 14, 2010                     | <a href="#">Institutional Review Board</a>                                     |
| November 17, 2010                      | <a href="#">Issuance and Use of Laptops</a>                                    |
| August 2, 2007                         | <a href="#">Issuance and Utilization of Mobile Devices</a>                     |
| October 17, 2023                       | <a href="#">Language Access Services</a>                                       |
| February 14, 2007                      | <a href="#">Mandatory Employee Drug and Alcohol Testing</a>                    |
| May 30, 2012                           | <a href="#">MOU and MOA</a>  |
| March 26, 2012                         | <a href="#">Policy Development</a>   |
| May 4, 2010                            | <a href="#">Purchase Card</a>  |
| October 5, 2021                        | <a href="#">Secondary Traumatic Stress (STS)</a>                               |
| July 14, 2011                          | <a href="#">Services for the Deaf and Hard of Hearing</a>                      |
| November 18, 2022                      | <a href="#">Sexual Harassment in the Workplace</a>                             |
| April 4, 2022                          | <a href="#">Social Work Internship Policy (replaces Student Intern Policy)</a> |
| March 16, 2018                         | <a href="#">Telecommuting Program Guidelines</a>                               |
| January 25, 2010                       | <a href="#">Travel</a>   |
| June 12, 2023                          | <a href="#">Vehicle Accountability</a>   |
| December 7, 2022                       | <a href="#">Workplace Violence Prevention</a>                                  |

| <b>QUICK REFERENCE GUIDES AND FREQUENTLY ASKED QUESTIONS</b> |   |
|--|---|
| <b>Issue/Update Date</b>                                     | <b>Governance Name</b>  |
| May 22, 2018   | <a href="#">Immunizations for Children and Youth in Foster Care: What Social Workers Need to Know</a> |
| December 21, 2018  | <a href="#">Use of Photography During CPS Investigations and Ongoing Foster Care Cases</a>            |
| April 1, 2008  | <a href="#">Adverse Effects of Second-Hand Smoke</a>  |
| April 1, 2008  | <a href="#">APPLA Goals</a>   |
| January 1, 2011  | <a href="#">Case Planning for Permanent Guardianship</a>  |
| April 26, 2011   | <a href="#">CFSA Travel Process</a>   |
| April 1, 2008  | <a href="#">Child Passenger Safety</a>  |
| April 1, 2008  | <a href="#">Choking Hazard Prevention</a>   |
| April 26, 2011   | <a href="#">Diligent Search</a>   |
| April 25, 2010   | <a href="#">Disability Benefits</a>   |
| March 1, 2007  | <a href="#">Domestic Violence</a>   |
| March 13, 2014   | <a href="#">Dual Medicaid</a>   |

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| <b>Issue/Update Date</b>                                     | <b>Governance Name</b>  |
| January 1, 2010  | <a href="#">Education Decision Makers</a>   |
| April 26, 2011   | <a href="#">Educational Stability</a>   |
| April 26, 2011   | <a href="#">Elements of Good Documentation</a>                                    |
| August 4, 2011   | <a href="#">Fair Hearings for Placement Changes</a>                               |
| August 4, 2011   | <a href="#">Fair Hearings for Service Appeals</a>                                 |
| January 1, 2011  | <a href="#">Family Partnerships</a>   |
| August 4, 2011   | <a href="#">Family Team Meetings</a>  |
| April 1, 2008  | <a href="#">Food Sensitivities in Young Children</a>                              |
| January 15, 2013   | <a href="#">Health Care Coordination</a>  |
| January 15, 2013   | <a href="#">Healthy Horizons Assessment Center and Nurse Care Manager Program</a> |
| January 15, 2013   | <a href="#">HIV and AIDS</a>  |
| January 15, 2013   | <a href="#">HIV, Sexual, and Reproductive Health</a>                              |
| January 14, 2013   | <a href="#">Initial Evaluation of Children's Health</a>                           |
| April 26, 2011   | <a href="#">Language Access</a>   |
| July 30, 2012  | <a href="#">Medicaid Cards</a>  |
| January 15, 2013   | <a href="#">Medical Consent</a>   |
| January 15, 2013   | <a href="#">Medical Records Maintenance</a>                                       |
| October 12, 2011   | <a href="#">Missing Children and Youth</a>  |
| June 17, 2008  | <a href="#">Policy Development Process</a>  |
| June 17, 2008  | <a href="#">Policy Unit Communications</a>  |
| January 15, 2013   | <a href="#">Preventative and Ongoing Healthcare</a>                               |
| January 15, 2013   | <a href="#">Psychotropic Medication</a>   |
| April 1, 2008  | <a href="#">Relationship with Resource Parents</a>                                |
| January 1, 2010  | <a href="#">Removal Notification to Relatives</a>                                 |
| April 26, 2011   | <a href="#">Sibling Connections</a>   |
| April 8, 2013  | <a href="#">Supervision and Self-Care of Children in Foster Care</a>              |
| September 21, 2011   | <a href="#">Temporary Licensing of Kinship Foster Homes</a>                       |
| December 8, 2010   | <a href="#">Title IVE Eligibility for Youth Aged 18-21</a>                        |
| October 17, 2011   | <a href="#">Use of Private Vehicles for CFSA Business</a>                         |
| July 21, 2004  | <a href="#">Visitation</a>  |