

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.

PROGRAM POLICIES	
Issue/Update Date	Governance Name
May 2, 2011	Adoption Subsidy
January 4, 2019	Appropriate Use of Social Media
October 12, 2018	Case Management of Children with Siblings in Foster Care
January 6, 2020	Child Fatality Review
April 15, 2020	Child Protection Register
September 16, 2023	Confidentiality
April 4, 2011	Critical Events
July 10, 2014	Diligent Search
August 26, 2019	Domestic Violence
February 28, 2011	Educational Services
September 17, 2019	Engaging Incarcerated Parents
July 8, 2024	Establishing a goal of APPLA
September 27, 2010	Facility Licensing
March 10, 2009	Fair Hearings
April 30, 2021	Family Team Meetings
December 29, 2023	Grandparent Caregivers Program
December 5, 2012	Healthy Horizons Assessment Center and Nurse Care Manager
February 26, 2010	HIV, Sexual, and Reproductive Health Services
April 24, 2020	Hotline
May 27, 2022	In-Home Services
July 25, 2025	Initial Evaluation of Children's Health
January 16, 2026	Interstate Compact on Placement of Children (ICPC)
April 24, 2020	Investigations
February 16, 2015	Medical Consents
October 4, 2011	Medical Records Maintenance
August 13, 2020	Medication Administration and Management
September 27, 2023	Missing, Abducted, and Absent Children
August 27, 2025	Mobile Phones for Youth in Foster Care

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services



PROGRAM POLICIES	
Issue/Update Date	Governance Name
November 26, 2018	Older Youth Services
May 26, 2022	Permanency Practice
June 30, 2015	Permanent Guardian Subsidy
May 12, 2021	Placement and Matching
July 12, 2021	Placement Stabilization Staffing
November 23, 2022	Pre-Service and In-Service Training for Direct Services Staff
November 30, 2022	Pre-Service and In-Service Training for Family Support
November 30, 2022	Pre-Service and In-Service Training for Nurses and Nurse Care Managers
July 25, 2025	Preventative and Ongoing Healthcare
September 16, 2023	Protecting Children in Care from Identity Theft
January 21, 2020	Qualified Residential Treatment Program (Q RTP)
September 9, 2010	Quality Service Reviews (QSR)
May 31, 2011	Relationship with Resource Parents
November 23, 2022	Resource Parent Training
July 18, 2022	Safety Plans
October 12, 2018	Standards for Safe Case Closure
September 20, 2011	Temporary Licensing of Foster Homes for Kin
March 4, 2019	Temporary Supervision of Children in Foster Care
November 26, 2018	Transition Services for Youth
June 12, 2012	Visitation
February 1, 2014	Youth Bullying Prevention
November 30, 2021	Youth Clothing Allowance
August 13, 2020	Youth Personal Allowance

GENERAL ADMINISTRATIVE POLICIES	
Issue/Update Date	Governance Name
May 20, 2025	Artificial Intelligence (AI) and Machine Learning (ML)
August 27, 2014	Alternate Work Schedule (AWS)
February 10, 2023	Client Records Management
January 16, 2026	Communications
December 6, 2011	Customer Service Standards
August 27, 2014	Dress Code

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services



GENERAL ADMINISTRATIVE POLICIES

Issue/Update Date	Governance Name
November 29, 2022	Electronic Records Retention
July 8, 2019	Electronic Signatures
September 16, 2023	Employee Unusual Incident Reporting
January 27, 2023	Falsification of Records
June 2, 2017	Gender Identity and Expression
January 16, 2026	Grantmaking
September 17, 2015	Institutional Review Board
November 5, 2024	Issuance and Use of Laptops
August 2, 2007	Issuance and Utilization of Mobile Devices
November 8, 2024	Language Access Services
August 28, 2014	Mandatory Employee Drug and Alcohol Testing
November 16, 2025	Personally Identifiable Information
March 26, 2012	Policy Development
May 4, 2010	Purchase Card
October 5, 2021	Secondary Traumatic Stress (STS)
July 14, 2011	Services for the Deaf and Hard of Hearing
November 18, 2022	Sexual Harassment in the Workplace
April 4, 2022	Social Work Internship Policy (replaces Student Intern Policy)
March 16, 2018	Telecommuting Program Guidelines
January 25, 2010	Travel
June 12, 2023	Vehicle Accountability
December 7, 2022	Workplace Violence Prevention

ADMINISTRATIVE ISSUANCES

Issue/Update Date	Governance Name
October 21, 2008	Bed Hold Payments
September 28, 2023	Best Interest Determination (BID)
September 3, 2010	Bill of Rights for Youth in Care
March 10, 2022	BOND Program
November 4, 2022	Building Security Requirements
January 27, 2026	Camp Subsidy Program
July 14, 2006	Children in the Workplace
December 24, 2008	Children's Self-care and Care for Others
January 30, 2015	Community Papering
May 31, 2013	Compliance with the Indian Child Welfare Act
January 31, 2007	Conflict of Interest and Outside Employment
September 26, 2018	Consent or Waiver of Liability Forms for Children in Care
February 10, 2012	Contingency Hiring Guidelines

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services



November 17, 2021	COVID-19 Vaccinations for Children in Out-of-Home Care
December 21, 2012	Demand Payments
October 1, 2007	Driver's Licenses for Youth in Care
October 3, 2008	Early Dismissal of Employees during an Emergency
June 23, 2014	Early Education and Child Care
July 17, 2015	Early Intervention Child Development Screening Process
October 8, 2010	Education and Vocation Assessments
April 6, 2018	Emergency Housing Assistance
July 1, 2008	Emergency Kinship Placements in Maryland
September 21, 2007	Emergency Protocol for Resource Providers
August 20, 2007	Employees Becoming Foster or Adoptive Parents
April 6, 2018	Engagement of Kin without Parental Consent
November 9, 2018	Facilitating Child Living Arrangements with Non-Custodial Parents
December 6, 2016	Financial Incentive
October 27, 2025	Financial Support to Youth in Care Who are Not in a Legal Placement
December 21, 2012	Gift Cards and Vouchers
August 16, 2011	Graduation Expenses
November 19, 2019	Immigration Status of Clients
November 26, 2018	Immunizations for Children in Foster Care
June 23, 2020	Implementing the Safe Haven Legislation
May 19, 2016	Incentives for Quality Assurance Activities
July 18, 2022	Informal Family Planning Arrangements (replaces Diversions Process at Investigations)
March 28, 2014	Inter-Office Work Station Moves
November 13, 2006	Job Readiness Services
May 12, 2006	Night Differential
May 12, 2006	Overtime Pay and Compensatory Time

QUICK REFERENCE GUIDES AND FREQUENTLY ASKED QUESTIONS	
Issue/Update Date	Governance Name
May 22, 2018	Immunizations for Children and Youth in Foster Care: What Social Workers Need to Know
December 21, 2018	Use of Photography During CPS Investigations and Ongoing Foster Care Cases
April 1, 2008	Adverse Effects of Second-Hand Smoke
April 1, 2008	APPLA Goals
January 1, 2011	Case Planning for Permanent Guardianship

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services



QUICK REFERENCE GUIDES AND FREQUENTLY ASKED QUESTIONS	
Issue/Update Date	Governance Name
April 26, 2011	<u>CFSA Travel Process</u>
April 1, 2008	<u>Child Passenger Safety</u>
April 1, 2008	<u>Choking Hazard Prevention</u>
April 26, 2011	<u>Diligent Search</u>
April 25, 2010	<u>Disability Benefits</u>
January 1, 2010	<u>Education Decision Makers</u>
April 26, 2011	<u>Educational Stability</u>
August 4, 2011	<u>Fair Hearings for Placement Changes</u>
August 4, 2011	<u>Fair Hearings for Service Appeals</u>
January 1, 2011	<u>Family Partnerships</u>
April 1, 2008	<u>Food Sensitivities in Young Children</u>
January 15, 2013	<u>Health Care Coordination</u>
January 15, 2013	<u>Healthy Horizons Assessment Center and Nurse Care Manager Program</u>
January 15, 2013	<u>HIV, Sexual, and Reproductive Health</u>
November 8, 2024	<u>Language Access</u>
January 15, 2013	<u>Medical Consent</u>
January 15, 2013	<u>Medical Records Maintenance</u>
October 12, 2011	<u>Missing Children and Youth</u>
January 15, 2013	<u>Preventative and Ongoing Healthcare</u>
January 15, 2013	<u>Psychotropic Medication</u>
January 1, 2010	<u>Removal Notification to Relatives</u>
April 26, 2011	<u>Sibling Connections</u>
April 8, 2013	<u>Supervision and Self-Care of Children in Foster Care</u>
September 21, 2011	<u>Temporary Licensing of Kinship Foster Homes</u>
December 8, 2010	<u>Title IVE Eligibility for Youth Aged 18-21</u>
October 17, 2011	<u>Use of Private Vehicles for CFSA Business</u>