

Memorandum Circular No. 21
Series of 2018

SUBJECT: *OMNIBUS GUIDELINES ON FOSTER CARE SERVICE*

I. RATIONALE

The Memorandum Circular No. 23 series of 2014 or Guidelines on Foster Care was issued on October 13, 2014 after the passage of Republic Act No. 10165 (Foster Care Act of 2012) to provide for enhanced structures and procedures in accordance with the stipulations of RA 10165. The existing foster care law and guidelines ensures that every neglected, abused, or abandoned child would benefit greatly from foster care that would lead him/her to a permanent, caring and loving family to call his/her own.

The goal of the State is to provide a permanent home for every homeless child. A child who is in need of special protection may be placed in foster care as a preparation towards his/her eventual reintegration to biological parents or placement with an adoptive family. The passage of Foster Care Act of 2012 was very timely with the increasing number of children in need of alternative family care, including those whose biological parents are unable to provide them with sufficient parental care for various reasons, such as marital problems, single parenthood, abandonment, extreme poverty, or illness of either or both parent/s. Alternative family care has therefore become necessary particularly foster care to temporarily provide a one-on-one family care to a child.

Foster care service is implemented not only by DSWD but also by licensed child placing agencies. As RA 10165 strengthens foster care service, funds are to be allocated to subsidize eligible foster children under the care of foster parents. This requires a transparent and accountable system for allocation, disbursement, and reporting.

In the course of five years of implementation of the Republic Act No. 10165 or the Foster Care Act of 2012, the Department and its partner agencies and other stakeholders raised some difficulties in executing some of the provisions stated in the Implementing Rules and Regulations of the Foster Care Act and its guidelines such as the development of foster parents, management and monitoring of foster-adopt cases, provision of foster care subsidy to children under foster care, and most particularly on the process of matching of children to foster parents. These are: (1) Most of the Child Placement Agencies (CPAs) have no established Foster Care Committee, hence they have to wait for the schedule of matching in the DSWD Field Office which prolongs the placement of a child in a foster home. (2) Convening a foster care committee would entail honorarium

for which the agency had no budget. (3) There are lesser foster parents than the number of children for foster care. Based on the data of Protective Services Bureau, a total of 76 children and 68 licensed foster parents are available for foster care matching as of May 2018. These foster parents have no children under their care as children who are available for matching are not within the caring capacity of the foster parents (e.g. age, sex, and health condition). The CPAs claimed that there is no need for matching if there are only few foster families available than the number of children needing foster care placement.

The Protective Services Bureau, as the program manager, assessed that the aforementioned issues/concerns may be considered. The Department may lead the conduct of foster care matching conference should the Agency not be able to conduct the matching based on the above-cited circumstances. Hence, amendment of the MC No. 23 series of 2014 is hereby recommended in order to provide guidance in executing the enhanced policy of the program and for an effective and efficient delivery of foster care services.

II. LEGAL BASES

Foster care is supported by the following laws and conventions:

1. The United Nations Declaration on Social and Legal Principles relating to the protection and welfare of children with special reference to Foster Care Placement and Adoption Nationally and Internationally (adopted by the General Assembly 1986) provides international standards to safeguard the rights of children for whom family life is ensured through foster care and adoption.
2. The 1986 Philippine Constitution that strengthens the family as a basic social institution, the mutual rights and duty of parents in the rearing of the youth for civic efficiency and the development of moral character shall receive the aid and support of the government.
3. Presidential Decree No. 603 otherwise known as the Child and Youth Welfare Code which was signed on December 10, 1974 and became effective on June 10, 1975.
4. Republic Act No. 10165 or otherwise known as the Foster Care Act of 2012. It is an act to strengthen and propagate foster care for abused, abandoned, neglected and other children with special needs, providing appropriations therefore and for other purposes.

III. OBJECTIVES

General:

Enable every child eligible for foster care to experience a caring and nurturing family life.

Specific:

1. Prepare the child for his/her reunification with his/her biological family or placement with licensed foster family/parent/s matched to him/her or other appropriate alternative placement.
2. Develop and maintain a pool of licensed foster families in every city/municipality under the auspices of the Local Government Units, licensed child placing agencies and the DSWD.
3. Build capability and provide support services to foster families ensuring quality care of children.
4. Coordinate with local social welfare offices/units to enhance the parental functioning of the biological family of the child to the fullest extent and assist them in working out the reunification with the child or to arrange for other alternative family care when such return is not recommended.

IV. DEFINITION OF TERMS

1. Adoption Resource and Referral Unit (ARRU) – refers to a unit in the DSWD Field Office that is in-charge or managing the adoption and foster care services in the region. It shall be composed of licensed social workers trained on adoption and foster care to manage cases of children and develop prospective adoptive/foster parents. (*Administrative Order No. 1 series of 2018 or Functional Structure of the DSWD Field Offices and Memorandum Circular No. 7, series of 2015 or Amended A.O 11 series of 2009 entitled, Omnibus Guidelines on Domestic Adoption Process*)
2. Agency – refers to any child-caring or child placing institution licensed and accredited by the Department of Social Welfare and Development to implement the Foster Care Program. (*Republic Act 10165 or Foster Care Act of 2012*)
3. Alien – shall refer to any person, not a Filipino citizen, who enters and remains in the Philippines and in possession of a valid passport or travel documents and visa. (*Republic Act 8552 or Domestic Act of 1988*)
4. Biological Parent/s - refers to the child's mother and father by nature or the mother alone if the child is unacknowledged illegitimate child. (*IRR of Republic Act 8552 or Domestic Act of 1988*)

5. Child - refers to a person below eighteen years of age or over but is unable to fully take care of himself/herself, or protect himself or herself from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition. *(Republic Act 7610 or An Act Providing for Stronger Deterrence and Special Protection Against Child Abuse, Exploitation and Discrimination, and for other purposes)*
6. Child Caring Agency (CCA) – refers to a private non-profit or government agency duly accredited by the Department that provides 24-hour residential care services for abandoned, orphaned, neglected or voluntarily committed children. *(Republic Act 9523 or An Act Requiring Certification Declaring the Child Legally Available for Adoption by the DSWD)*
7. Child-Placing Agency - refers to a private non-profit institution or government agency duly accredited by the Department of Social Welfare and Development that receives and processes applicants to become foster or adoptive parents and facilitate placement of children eligible for foster care or adoption. *(Republic Act 9523 or An Act Requiring Certification Declaring the Child Legally Available for Adoption by the DSWD)*
8. Child Case Study Report – refers to a written report prepared by a social worker containing all the necessary information about a child. *(Republic Act 10165 or Foster Care Act of 2012)*
9. Child with Special Needs – refers to a child with developmental or physical disability. *(Republic Act 10165 or Foster Care Act of 2012)*
10. Department - refers to the Department of Social Welfare and Development (DSWD). *(Republic Act 8552 or Domestic Act of 1988)*
11. Family – refers to the parents or brothers and sisters, whether of full or half-blood, of a child. *(Republic Act 10165 or Foster Care Act of 2012)*
12. Field Office – refers to a regional office of the Department of Social Welfare and Development. *(IRR of Republic Act 10165 or Foster Care Act of 2012)*
13. Foster Care – refers to the provision of planned temporary substitute parental care to a child by a duly licensed foster parent or a foster family. *(Republic Act 10165 or Foster Care Act of 2012)*
14. Foster Care Committee - refers to committee on foster care either by the Agency or Regional or National Child Welfare Specialist Group (R/NCWSG) composed of a registered social worker of the Department whose expertise is on child welfare cases; a lawyer specializing on child and youth welfare cases; pediatrician;

- Psychologist/Psychiatrist and representative from non-government organizations. *(Republic Act 10165 or Foster Care Act of 2012)*
15. Foster Child – refers to a child placed under Foster Care. *(Republic Act 10165 or Foster Care Act of 2012)*
 16. Foster Family – refers to a foster parent(s) and his/her immediate family members. *(IRR of Republic Act 10165 or Foster Care Act of 2012)*
 17. Foster Family Care License – refers to the document issued by the DSWD authorizing the foster parent(s) to provide Foster Care. *(Republic Act 10165 or Foster Care Act of 2012)*
 18. Foster Parent – refers to a person duly licensed by the DSWD to provide foster care. *(Republic Act 10165 or Foster Care Act of 2012)*
 19. Foster Placement Authority (FPA) – refers to the document issued by the DSWD authorizing the placement of a particular Foster Child with a Foster Parent(s). *(Republic Act 10165 or Foster Care Act of 2012)*
 20. Home Study Report – refers to a written report prepared by a social worker containing the necessary information on a prospective foster parent(s) and where applicable, the family of such prospective foster parent(s) or family member. *(Republic Act 10165 or Foster Care Act of 2012)*
 21. Legal Guardian- refers to a person appointed by a court to protect the interest of a minor. *(IRR of Republic Act 9523 or An Act Requiring Certification Declaring the Child Legally Available for Adoption by the DSWD)*
 22. Local Council for the Protection of Children (LCPC) – is an institutional mechanism in all levels of Local Government Units that advocates child rights, plans and initiates/recommends interventions and monitors children’s programs and projects in the locality. *(Memorandum Circular No. 2012-120 of the Department of the Interior and Local Government)*
 23. Local Government Unit (LGU) - refers to the appropriate barangay, municipality, city or province. *(IRR of Republic Act 10165 or Foster Care Act of 2012)*
 24. Local Social Welfare and Development Office (LSWDO) – refers to the social welfare and development office of a Local Government Unit. *(Local Government Code of 1991)*
 25. Matching – refers to the judicious pairing of a child with a foster parent(s) and family members based on the capacity and commitment of such foster parent(s) to meet the individual needs of a particular child and the capacity of such child to benefit from the placement. *(Republic Act 10165 or Foster Care Act of 2012)*

26. Parent – refers to the biological or adoptive parent or legal guardian of a child. *(Republic Act 10165 or Foster Care Act of 2012)*
27. Placement – refers to the physical transfer of a Foster Child with the Foster Parent. *(Republic Act 10165 or Foster Care Act of 2012)*
28. Relative – refers to persons, other than family members, related to a child by consanguinity or affinity up to the fourth degree. *(Republic Act 10165 or Foster Care Act of 2012)*
29. Secretary - refers to the Secretary of the DSWD or his duly authorized representative. *(Republic Act 9523 or An Act Requiring Certification Declaring the Child Legally Available for Adoption by the DSWD)*
30. Social Worker – refers to a registered and licensed Social Worker of the Department, LGU or Agency. *(Republic Act 10165 or Foster Care Act of 2012)*

V. GUIDING PRINCIPLES

Foster Care promotes and believes that:

1. Children should be with their biological parents, reasonable efforts must be made to maintain the family, hence, he/she needs the love and security of a home even away from his/her family.
2. The placement of a child with a foster family shall be considered when all efforts to strengthen his/her biological family or relatives have failed and should be based on any of the conditions in the placement of child to the foster family.
3. Children should grow in a family rather than in a residential care facility. Foster Care is a better alternative to residential care. It offers a child a one-on-one/ individualized care, attention and stimulation he/she needs.
4. Only foster parents shall be authorized to provide substitute parental care to a child whose biological parents or relative cannot take care for him/her.
5. Every child should be in a permanent family if his/her biological family cannot take care of him/her.

VI. GENERAL POLICIES

As a general policy, the child is a person with dignity and not treated as a commodity, hence the placement of a child with a foster family shall be based on the judicious matching of the needs of the child and capacity/resources of the foster family.

The following protocols shall be observed to protect children for and under foster care:

1. Eligible children from residential care facilities should be placed to a foster family within 6 months from admission.
2. The relatives of the child shall be given priority through kinship care, as long as they meet the qualifications provided for in this guideline.
3. A thorough study must be made for every individual or family applicant to determine their motivation, capacities and potentials as foster family for a particular type of child/ren.
4. A child shall be placed with a foster family except in the case of an emergency as prescribed in the Implementing Rules and Regulations of Republic Act 10165 or Foster Care Act of 2012. In emergency cases, matching may be dispensed with and the evaluation of the family shall be done not later than one week after receiving the child. The Foster Care License and Foster Placement Authority shall be issued immediately upon approval of the foster family.
5. Bonding of the child with biological family or relatives or adoptive family as the case may be shall be encouraged and provide a wholesome atmosphere for the enhancement of their relationship.
6. Regular conduct of home visit to all children placed in foster care as prescribed in the Implementing Rules and Regulations of Republic Act 10165 or Foster Care Act shall be done by the social worker to monitor and provide assistance in the child's adjustment in the foster home and shall submit progress reports to the Department.
7. Confidentiality of the complete address of the birthparents and/or the foster parent shall be strictly imposed to prevent maintaining contact of both parties in the event that the child has been reunified with his/her birthparents.
8. Provisions of after care service and proper endorsement or turn-over of the case of a foster child returned to birth parents/relatives to the receiving/concerned FO and LGU shall be done for continuous monitoring of the child while in the custody of the birth family.
9. A foster family shall take care of one (1) infant or a maximum of three (3) older children at any given time, except for siblings that should not be separated and should to be together with one foster family. In case of a child with special needs, only one child shall be placed with a foster family at a time.
10. Adoption of a child by his/her foster parent may be recommended under extreme condition or with a strong justification for the child's best interest. Foster care should not be used as prelude or to pre-identify a child for adoption.

11. The matching conference shall be conducted by the Agency, DSWD Field Office or DSWD Central Office, as the case may be through a Foster Care Committee authorized by the said offices to place a child in foster care. In case an Agency is unable to conduct matching conference, the Field Office shall take the lead for the conduct of the same.
12. All placements must be covered by a Foster Placement Authority. The transfer of a child from one foster home to another shall be authorized only after a case conference has been undertaken and the issuance of the Foster Care Placement Authority by the Regional Director of the Field Office that has jurisdiction on the placement, except in cases of emergency
13. Inter-regional foster care shall be resorted to when there is no licensed foster family within the region or having no possibility of the child to be reunified to his/her birth parents/relatives.
14. Each Field Office shall have full-time foster care social workers that will manage the development/recruitment of foster parents and monitor the children under foster care and in the residential care facilities that are eligible for foster care.
15. Foster Parents shall be liable to any act of neglect, abuse, cruelty or exploitation and other similar acts prejudicial to the child's development and shall be penalized in accordance with Republic Act No. 7610, otherwise known as "An Act Providing for Stronger Deterrence and Special Protection Against Child Abuse, Exploitation and Discrimination, Providing For Its Violation, and For Other Purposes" and other applicable laws.

VII. IMPLEMENTING PROCEDURES

Within 1 to 2 months upon receipt of the case

A. Recruitment and Development of Foster Parents

The Department, Agency and Local Government Units or Local Council for the Protection of Children (LCPC) shall take the lead in, and have primary responsibility for recruiting and developing foster parents/foster families.

1. The recruitment of prospective foster parent(s) shall employ a coordinated and intensified communication strategy that shall include:
 - a. Conducting Foster Family Care Fora,
 - b. Information drives using all available media, and
 - c. Building linkages with, among other, LGUs, civil society groups, LCPCs, faith based organizations, people's organizations and private companies.

2. The applicant/s shall fill-out an application form and shall be filed with the appropriate DSWD Field Office, Agency, or LGU. The application shall include documents to show that the applicant is qualified, such as, but not limited to, the following:
 - a. Birth Certificate of at least certified true copy from the original;
 - b. Marriage Certificate, Divorce Annulment, Declaration of Nullity of legal separation documents;
 - c. Medical Certificate issued at least 6 months;
 - d. Income Tax Return or Certificate of Employment,
 - e. National Bureau of Investigation (NBI) Clearance or Police Clearance issued at least one year;
 - f. Barangay Certificate stating that the applicant is a resident of the barangay, the length of his/her residence therein, he/she is of good moral character;
 - g. 3x5 inch sized Whole Body Photos of the applicant and, where applicable, his/her family taken at least 6 months;
 - h. Certificate of Attendance at Foster Care Forum;
 - i. Such other documents that the Department, Agency or LGU may require;

The following are the additional requirements for alien applicants:

- a. Certificate of Residence in the Philippines issued by the Bureau of Immigration or the Department of Foreign Affairs.
- b. Two (2) character references from non-relatives who know the applicants(s) in the country of which he/she is a citizen or was a resident prior to residing in the Philippines, except for those who have resided in the Philippines for more than 15 years.

For an alien to qualify as a foster parent(s), he/she must also be:

- (i) legally documented (submission of at least certified true copy of document such as but not limited to passport, among others showing citizenship)
- (ii) possess all the qualifications above-stated,
- (iii) have resided in the Philippines for at least twelve (12) continuous months at the time of the application,
- (iv) undertake to maintain such residence until the termination of placement of the foster child/ren by the Department or expiration of the Foster Family Care License

For purposes of determining continuous residence, the alien must not have spent more than sixty days of the last twelve (12) months period prior to the filing of the application outside the Philippines, and then only for meritorious reasons.

3. Applicants shall be assessed and licensed based on demonstrated capacity, willingness and motivation to foster a child. No applicant shall be disqualified by mere Sexual Orientation and Gender Identity Expression (SOGIE) of Foster

Parent/s (e.g heterosexual, homosexual, or bisexual, lesbian, gay) religious affiliations, disability or indigenous group membership and marital status.

4. The lead agencies shall develop and implement policies, programs, trainings, and seminars to enhance and build upon the skills and capabilities of foster parent(s), and to encourage foster parenting.
5. The Department, Agency or LGU shall assign a social worker to commence the home study within five days from submission of all documentary requirements.

B. Assessment and Submission of Home Study Report

1. The Social Worker of the Department, Agency or LGU shall study the applicant's background and circumstances to determine if the applicant(s) meets the basic requirements for Foster Care and if thus suitable to become a foster parent(s).

When the intention or motivation of the applicant is to adopt a child, the Social Worker shall advise the applicant to proceed with the process of adoption beginning with an assessment to the family's eligibility to adopt a child. Foster Care should not be advised to authorize placement of children that are intended to be adopted by the applicant.

2. The Social Worker shall conduct at least one planned visit to the applicant's home.
3. The whole family shall be consulted and each family member's approval is sought when fostering a child.
4. Based on findings from that study and home visit, the Social Worker shall prepare a comprehensive Home Study Report.
5. The Social Worker shall submit the dossier of the foster family to the appropriate Field Office not later than 20 days from the start of the home study. A copy of the approved Home Study Report and other supporting documents shall be forwarded to the Foster Care Committee as reference in the foster matching.

C. Issuance of Foster Family Care License

1. The Field Office shall evaluate the Home Study Report and supporting documents to determine the motivation, capacities and potentials as basis for the issuance of Foster Care License.
2. If warranted, the Field Office shall, within the day from receipt of the substantive Home Study Report with complete documents, issue a Foster Family Care License and Identification Card to the foster parent(s), with notice to the Social Worker.

3. The Foster Family Care License shall be valid for three years, unless sooner revoked, but may be renewed upon expiration. The Foster Parent Identification Card shall remain valid unless the Foster Family Care License of the foster parent is expired or terminated as assessed and recommended by the Field Office. The foster care Identification Card shall be returned to the Field Office once the Foster Family Care License is terminated/revoked.
4. The social worker shall be guided on the following procedures for the renewal of Foster Family Care License:
 - a. The social worker shall re-assess the foster family every 3 years in terms of the motivation to foster a child, family relationship, health condition, child preference, etc.
 - b. If the foster parent/s is willing to continue to become a foster parent, renewal of Foster Family Care Licenses shall be facilitated by the social worker.

The social worker shall update the Home Study Report, supported by the following documents as basis for renewal of the Foster Family Care License:

- b.1 Medical Certificate issued at least 6 months;
 - b.2 Income Tax Return or Certificate of Employment or proof of source of income;
 - b.3 Police or Barangay clearance issued at least one year;
 - b.4 Photograph of the applicant and where applicable, his/her family taken at least 6 months;
 - b.5 Other documents that the DSWD, Agency or LGU may require.
5. Revocation of Foster Family Care License.

The Field Office shall investigate any report that the placement is detrimental to the foster child. It shall revoke the Foster Family Care License upon the recommendation of the Social Worker confirming the existence of any of the following circumstances:

- a. Child abuse or exploitation;
- b. Child neglect;
- c. Extreme family conflict or crisis that would expose the child to dangerous conditions or other deleterious circumstances detrimental to the child's best interest and development;
- d. Manifestation of high risk social behavior of any member of the foster family, such as, but not limited to substance abuse, gambling, alcoholism, and commercial sexual exploitation;
- e. Permanent departure or transfer of the foster parent(s) to another country;

- f. Termination of the placement for reason attributable solely to the foster parent(s); or
- g. Any other circumstance that would make the foster parent(s) or foster family incapable of rearing the foster child.

D. Preparation of Child Study Report

1. DSWD/Non-Government Child Caring Agencies/Local Government Units

- a. Upon admission of a child eligible for foster care, the Social Worker of the DSWD, Agency or LGU shall immediately conduct a case study to determine the needs of the child and identify other factors that shall be considered in selecting the appropriate foster parent(s).
- b. Within fifteen days from such admission, the Social Worker shall then prepare a Child Case Study Report. The Child Case Study Report shall establish the needs of the child that should be considered in the selection of the foster parent(s). The social worker may consider the following documentary requirements in assessing the child's needs for foster care placement, if available:
 - Health and Medical Profile with immunization records
 - Birth Certificate/Foundling Certificate/Child Profile
 - Recent Photograph
 - Psychological Evaluation for children five (5) years old and above
 - School Records for children in school age

There are cases of children that are not under the care of residential care facility but coming from the community/LGU eligible for foster care. The social worker shall conduct a Child Case Study Report as basis in the selection of suitable foster parent(s).

Within 3months to 5 months

E. Procedure for Foster Care Matching Conference by the Agency/FO/Central Office

<i>Pre-Matching Phase Activities</i>	<i>Responsible Person</i>
<i>1. Review the substance of the Home/Child Study Report and completeness of documentary requirements of Foster Parents and children prepared and submitted by the social worker.</i>	<i>Foster Care Matching Secretariat</i>
<i>2. Assess the cases of children and foster parents through the Home/Child Study Report and other pertinent documents to determine inclusion in the</i>	<i>Foster Care Matching Secretariat</i>

presentation of the case to the foster care matching conference.	
<p>3. Prepare for Matching Conference:</p> <p>a. Preparation and sending out invitation to foster care matching committee and social workers, as applicable.</p> <p>b. Preparation of the following documents:</p> <p>b.1. Roster of available children/foster parents for presentation in the matching conference.</p> <p>b.2. Agenda, attendance sheet and visual presentation of cases to be presented in the matching conference (as applicable).</p> <p>b.3. Photocopy and sending out of documents of children/foster parents to the foster care committee members.</p> <p>b.4. Brief visual presentation of all cases to be presented in the matching conference, as applicable.</p> <p>b.5 Resolution and Certificate of Matching for cases matched.</p>	<p>Foster Care Matching Secretariat</p> <p>Foster Care Matching Secretariat</p> <p>Foster Care Matching Secretariat and Admin. staff</p> <p>Admin. Staff</p> <p>Admin. Staff</p> <p>Admin. Staff</p>
Matching Proper	
1. Introduce foster care matching committee members, foster care matching secretariat and social workers participating in the conference.	Foster Care Matching Committee, Secretariat and Social Workers
2. Brief visual presentation of each case of foster parents and children by the concerned social workers.	Social worker
3. Provide comments, observation and inputs on the cases presented.	Foster Care Matching Committee
4. Deliberate the matching of children and foster parents based on the needs of the child and the capacity/resources of the foster parents.	Foster Care Matching Committee
5. Issuance of Resolution declaring the match and signing of Certificate of Matching of children matched.	Foster Care Matching Committee
Post Matching Phase	
1. Endorse the Resolution together with the Certificate of Matching to the office of the Regional Director or Protective Services Bureau, as applicable for approval.	Foster Care Matching Committee
2. Endorse the dossier of child/ren or foster parents not matched to Field Office, if not matched at the Agency level for regional foster care matching, or to the Central	Admin Staff

<i>Office, if not matched at the FO level for inter-regional matching.</i>	
<i>3. Prepare minutes of the Foster Care Matching Conference.</i>	<i>Foster Care Matching Secretariat</i>
<i>4. Send official memos/letter to the concerned office/agency on the cases matched and on the recommendations of foster care matching committee for appropriate action.</i>	<i>Foster Care Matching Secretariat</i>
<i>5. Request the concerned social worker to submit an Acceptance Letter from the foster parent as basis for issuance of Foster Placement Authority.</i>	<i>Foster Care Matching Secretariat</i>
<i>6. Prepare and facilitate signing of the Foster Placement Authority by Regional Director or Undersecretary for Protective Operations and Programs Group (POPG) upon receipt of the Acceptance Letter.</i>	<i>Foster Care Matching Secretariat</i>

F. Matching

Matching shall be conducted prior to placement of a child to foster parents, except for emergency cases under conditions stipulated in the Implementing Rules and Regulations of RA 10165 or Foster Care Act of 2012.

The matching conference shall be conducted at least twice a month but not exceeding four times a month by the Agency through the Agency Foster Care Committee (AFCC) or DSWD Field Office through the Regional Child Welfare Specialist Group (RCWSG), or as need arises at the Central Office through National Child Welfare Specialist Group (NCWSG) for inter-regional foster care matching conference.

A comprehensive Child Case Study Report and Home Study Report and other supporting documents stated above shall be prepared by the managing social workers prior to the foster care matching.

1. Agency

- a. Children from residential care facility should be placed to foster parents within 6 months from admission.
- b. The residential care facility may refer the case of a child eligible for foster care to an Agency or Child Placing Agency licensed and accredited by the Department to implement foster care program, for foster care matching.
- c. The matching shall be conducted by the Agency Foster Care Committee within 5 working days upon issuance of the Foster Family Care License of the foster parents or upon completion of the Child Study Report of the child eligible for foster care.

- d. The Agency may designate social worker/s to act as secretariat during Agency matching conference.
- e. Each of the social workers managing the case of the child and of the foster parent/s shall be present in the matching conference where his/her case will be presented and deliberated.
- f. After a child is matched with the foster family, the Agency Foster Care Committee will issue a Resolution declaring the match where all members of the Agency Foster Care Committee have signed and recommend to the FO-Regional Director for approval together with the Certificate of Matching. The foster care social worker will inform the foster family on the result of the matching within one (1) day upon approval of the Certificate of Matching by the Regional Director.

However, if the Regional Director did not concur with the provision in the Resolution, the Regional Director could render a decision based on his/her judgment. He/she may call for a case conference involving professionals or disciplines or representative/s of an office or offices to discuss the issues on the case and render his/her decision thereafter.

- g. If an Agency is unable conduct foster care matching conference or not able to match a child or a foster parent(s) within a month, the Agency shall refer their cases to the Field Office for regional matching, as applicable.
- h. The Agency shall submit to Field Office a report on the result of such matching not later than three working days from the time such matching is made or a copy of the minutes of the foster care matching conference, as applicable.

2. Field Office level

- a. The Field Office-Adoption Resource and Referral Unit, Foster Care social worker shall receive and review the Child and Home Study Reports and other documentary requirements within two (2) working days either from residential care facilities, Agency or LGU, upon receipt thereof.

Likewise, the name of foster parents and children eligible for foster care with complete home and child study reports and supporting documents shall be included in the roster of licensed foster parents and list of children available for matching.

The Field Office foster care social worker shall act as secretariat during regional matching conferences.

- b. The Regional Child Welfare Specialist Group (RCWSG) shall be provided with copies of the Home/Child Study Report and other supporting documents at least three (3) working days before the matching schedule.
- c. Within five working days upon receipt of the Child and Home Study Report, matching shall be conducted by the RCWSG, if the child is in the custody of LGU or of the DSWD or Agency.
- d. The social worker of the child and the foster parents either from DSWD, LGU or Agency must present the case in the matching conference in the FO level.
- e. After a child is matched with the family, the RCWSG will issue a Resolution declaring the match where its members have signed and recommend to the Regional Director together with a Certificate of Matching. If in order and if the Regional Director agrees to the decision based on her/his review, the Regional Director approves by signing the Certificate of Matching. The foster care social worker will inform the concerned CCA/CPA/LGU or DSWD run residential care facilities on the result of the matching within one (1) day upon approval of the Certificate of Matching by the Regional Director.

However, if the Regional Director did not concur with the provision in the Resolution, the Regional Director could render a decision based on his/her judgment. He/she may call for a case conference involving professionals or disciplines or representative/s of an office or offices to discuss the issues on the case and render his/her decision thereafter.

- f. If a child or foster parent/s is not match within one (1) month, the Field Office may refer the child and foster parents' case to the Central Office for inter-regional matching, as applicable.
- g. The FO shall submit to the Central Office a copy of the minutes of the foster care matching.

3. *DSWD- Protective Services Bureau*

The foster care inter-regional matching may be recommended, as applicable or based on thorough assessment of the FO on the circumstances such as but not limited to:

- (i) no foster family within the region that could provide/respond to the needs of the child, or
- (ii) no possibility for the child to be reunified to birth parents, or
- (iii) the foster parents are willing to provide care for a child from other region on a temporary basis.

The following shall be undertaken by Protective Services Bureau for cases of children and foster parents endorsed by the FO for inter-regional matching conference:

- a. The foster care social worker shall review the child/home study reports and other documentary requirements within two (2) working days upon receipt of the dossier for inclusion in inter-regional matching.
- b. The cases of the child and/or foster parent/s shall be presented in the inter-regional matching conference five (5) working days prior to the matching schedule.
- c. The National Child Welfare Specialist Group (NCWSG) shall be provided with copies of the Home/Child Study Report and other supporting documents at least three (3) working days before the matching schedule.
- d. Each of the social workers of the child and of the foster parents from the FO, Agency or LGU must present the case in the matching conference in the Central Office.
- e. After a child is matched with the family, a Resolution declaring the match where all members of the NCWSG have signed shall be recommended to the Director of Protective Services Bureau together with a Certificate of Matching. If in order and if the Director agrees to the decision based on her/his review, the Director approves by signing the Certificate of Matching. The foster care social worker will inform the concerned DSWD Field Office/s, copy furnished Agency/LGU concerned on the result of the matching within one (1) day upon approval of the Certificate of Matching by the Director of the Protective Services Bureau.

However, if the Director of the Protective Services Bureau did not concur with the provision in the Resolution, the Director could render a decision based on his/her judgment. He/she may call for a case conference involving professionals or disciplines or representative/s of an office or offices to discuss the issues on the case and render his/her decision thereafter.

G. Issuance of Foster Placement Authority

1. The Foster Placement Authority (FPA) shall be issued within the day upon receipt of the acceptance letter submitted by the foster parents to the Agency, if the matching was conducted by the Agency, or to the DSWD Field Office, if the matching was conducted by the FO, or to the Protective Services Bureau, if the matching was conducted at the DSWD Central Office. The Foster Placement Authority shall be approved by the Regional Director or Undersecretary of the Protective Operations and Programs Groups (POPG), as may be applicable.

2. In case the foster family declines the proposed placement, they will be required to explain in writing the reasons for not accepting the child. If valid, they shall continue to be included in the roster of the available foster families. However, should they refuse the child matched with them with no valid or sufficient reasons; they shall be subjected for re-assessment of the social worker before being considered for another matching.
3. The Field Office/Agency/LGU shall then conduct a discharge conference to brief the foster parent(s) on the background of the case or needs of the foster child, and turn over custody of the foster child to the foster parent(s). The social worker of the child and foster family shall prepare them emotionally and psychologically before the actual placement of the child. The discharge conference may be done either at the FO/Agency/LGU or other residential care facility where the child is currently residing.
4. The FPA shall remain valid for not more than one year, but may be renewed upon expiration based on the assessment and recommendation of the social worker. If the child needs to stay longer under foster care, then the social worker shall facilitate the renewal of the Foster Placement Authority for another six months or a maximum of one year depending on the needs of the child.

H. Foster Children Assessed for Long-Term Foster Placement

1. Child and Home Study Reports and other supporting documents of cases that are recommended for long-term foster placement shall be forwarded to Field Office for presentation in the matching conference to be attended by the Child Welfare Specialist Group (CWSG).
2. The foster care social worker of the FO shall review the child/home study reports and other documentary requirements within two (2) working days for inclusion in the matching.
3. The social worker of the child and the foster parents must present the case in the matching conference.
4. The CSWG shall recommend regarding its decision on the placement of the foster child with the foster parents for long-term foster placement to the Regional Director for approval of the Long-Term Foster Placement Authority.
5. Once approved by the Regional Director, the Long-Term Foster Placement Authority shall be issued to the concerned Agency/LGU within the day.

I. Foster Care Committee

1. Composition

The Foster Care Committee has the following compositions:

- a. A registered social worker whose expertise is on child welfare cases.
- b. A lawyer specializing on child and youth welfare cases;
- c. A pediatrician;
- d. A Psychologist/Psychiatrist;
- e. A representative of non-government organization (endorsed by the Association of Child Caring Agencies of the Philippines), if matching is conducted by the Field Office or Central Office.

A social worker representative may be coming from the Agency, if the matching is conducted by the Agency, or from the Department, if the matching conducted by the Field Office or Central Office.

A representative of non-government organization may not be applicable if the foster care matching conference is conducted by the Agency.

For Agency foster care matching, a representative of the DSWD Field Office may be present by invitation from the Agency, when such presence is necessary. However, the FO may opt to be present in the Agency's foster care matching conference as part of its oversight monitoring, regulatory and technical assistance functions.

The Regional Child Welfare Specialist Group (RCWSG) of the DSWD Field Office with the agreement of its members shall serve as the Regional Foster Care Committee; and the National Child Welfare Specialist Group (NCWSG) of the DSWD Central Office shall serve as the National Foster Care Committee.

The Agency/FO/CO shall issue an authority to the membership to the Foster Care Committee for a term of two (2) years, which may be renewed for another term.

2. Functions

The following are the functions of the foster care committee:

- a. Review and deliberate issues affecting the placement of a particular child;
- b. Make recommendations on matching the child to suitable foster parents and to resolve any dispute between and among the agency, the foster parents and the child;
- c. Monitor the implementation, review and recommend changes in policies concerning foster care and other matters related to the child's welfare.
- d. Submit to the Central Office a monthly report of issues and concerns relative to the implementation of the Foster Care Act of 2012; and

- e. Perform such other functions and duties as may be prescribed by the Agency/Field Office/Central Office.

If the matching is conducted in the Field Office or Central Office, the social worker representative from the Department shall act as the Presiding Officer/Chairperson during regional and inter-regional matching conference.

3. *Quorum*

For every matching conference, there must be a quorum among the Foster Care Committee members (at least 3 members out of 4 or 5 members). Provided further that member should be present are those that could provide significant contribution to the matching based on the needs and circumstances of the child (e.g. Pediatrician if there is a medical concern on the case).

The Agency/FO/CO shall identify the alternates for each representation of the foster care committee to ensure that matching is conducted as scheduled or should there would child/ren available for matching. The Agency/FO/CO may enforce a fixed schedule of the matching conference every month for the whole year to ensure commitment of attendance of the committee in the matching conference.

4. *Honorarium*

The Department shall provide an honorarium to foster care committee members based on the approved parameters for every meeting, which should not exceed for four (4) meetings a month conducted by the Field Office or Central Office. Only the Foster Care Committee members who are not employees of the Department shall be entitled to an honorarium.

The same body of the matching committee that deliberate for adoption and foster care cases shall be given an honorarium equivalent for one-day matching conference based on the approved parameter.

The Agency may have an option to provide honorarium for the Agency Foster Care Committee based on their approved parameters.

Within 6 months to 12 months or until termination of foster care placement

J. Supervision of Foster Care Placement

- a. Supervision of Foster Care Placement begins as soon as the foster parent(s) receives the foster child into his/her care. The Social Worker shall:
 - 1. Conduct home visits, monthly or more frequent as needed for the first three months and bi-monthly thereafter, to monitor the foster child's adjustment in the foster home, and

2. If the matching is conducted in the agency, the social worker of child placing agency shall submit a quarterly progress reports to the Regional Director of the Field Office signed by the social worker and approved by the Executive Director.
 3. If the matching is conducted in the region, the Field Office foster care social worker shall monitor and submit quarterly progress reports to the Regional Director copy furnished the agency/DSWD residential care facility where the child came from.
 4. If the matching is conducted in the Central Office, the social worker of the foster parents either Field Office or child placing agency shall submit quarterly progress reports to Protective Services Bureau copy furnished the agency/DSWD residential care facility where the child came from or Field Office if the foster parents came from the agency.
- b. If a child coming from a DSWD- run residential care facility e.g RSCC, among others, is matched to a licensed foster parent(s) developed by the Adoption Resource and Referral Unit (ARRU), the ARRU social worker shall be the case worker of the foster family and the child, hence shall conduct a regular monitoring visit on the placement of the child to foster family. The ARRU social worker shall provide a report to the Head of the residential care facility on the status of the placement of the child to the foster family.

Same procedure will apply if a child from a CCA/residential care facility or LGU is matched to a foster family developed by an Agency, the social worker of the foster family shall be the case worker for the family and the child matched to them, hence, shall monitor the placement and submit a monitoring report to the FO through his/her agency.

If the child under foster care is not yet eligible for adoption while under the custody of foster family, the Field Office or Agency managing the case of the child and foster parent shall refer either to RSCC, LGU or Agency for processing the petition or application of CDCLAA.

- c. The foster parent(s) shall, within 24 hours, report incident of death, injury, run-away of a foster child to the Agency/ LGU or the Field Office. The Agency or LGU shall report the incident to Field Office within 24 hours after receiving the report of the foster parent(s). The Field Office shall report the incident to the Secretary immediately after receiving the report of the Agency; copy furnished the Protective Services Bureau.
- d. During supervision of the child and foster home, the Social Worker should ensure that the necessary services are provided to the child as follows:

1. Health Services,
 2. Education,
 3. Therapy, and
 4. Behavioral Management.
- e. The Social Worker shall be made aware of the family's need for gratification from the placement experience, and must give support and encouragement through recognizing the natural feelings and frustration, discouragement and irritation which sometimes arise in taking care of a child.

Although service to foster parent(s) is carried out in behalf of the child, the foster parent(s) can best be helped when they are regarded as individuals in their own right and there is understanding and acceptance of their needs and values.

It is equally important to provide foster parent(s) with opportunities to express their negative feelings on the behavior of the child as well as their affection and satisfactions. The Social Worker should encourage the foster families to express these either through their regular meetings or through their stress debriefing sessions.

K. Travel of Foster Child Outside the Country

1. The social worker shall assess the request of the foster family to bring the foster child outside the country. This request shall be approved by the Regional Director.
2. The child is allowed to travel outside the country together with the foster parents only when assessment and recommendation made by the social worker is approved by the Regional Director.
3. The travel clearance permit to be granted shall be limited to one- time travel only provided as applicable, the foster child has been issued a certification declaring legally available for adoption.
4. The travel period of the child abroad shall be within the validity of the Foster Care License and Foster Placement Authority.
5. The foster parents shall submit an Affidavit to the Regional Director before leaving the country stating that after the travel they will report to DSWD and present the child to the social worker of the Minor Travelling Abroad (MTA) Unit immediately.
6. The foster parents shall report to the foster care social worker and Unit Head after their return to the Philippines.
7. The managing social worker through the Unit Head and Division Chief shall report to the Regional Director in writing the return of the child to the country within five (5) working days from the date the child was present to the social worker.

L. Permanent Placement of a Foster Child

Proper case management of children under foster care towards permanent placement shall be established or undertaken by social worker within three months upon placement of the child in foster care. Foster parent(s) shall be kept informed of any changes in the status and on permanent plans for their foster child. This will further help the foster family and the child to prepare them for the eventual separation either reunification to birthparents or placement to adoptive family.

In case the permanent placement of the child is approved by the Head of the Agency or Regional Director, bonding of the child with biological family or relatives or adoptive family as the case may be, such as but not limited to regular visit and/or communication shall be encouraged. The social worker or foster family shall provide a wholesome atmosphere for the enhancement of the relationship of the child with his/her birth/adoptive family. The visit of the birth/adoptive family with the child may be done once or twice, whichever is applicable in the residential care facilities or DSWD/LGU office.

A. Child's Return to Birthparents

1. The Social Worker conducts a thorough assessment on the parenting capability of the child's biological family to determine their capacity to resume parental authority. Coordination with local government unit or proper offices shall be made to enhance the parental functioning of the birthparent of the child to the fullest.

The return of the child to his/her own home shall only be possible under the following circumstances:

- a. The biological parents are now able to adequately provide for the child's needs.
- b. Conditions in the home are favorable to a child's total development.
- c. Child has been prepared emotionally, psychologically and socially to reintegrate with his/her family.

The case of the child shall be properly endorsed to concerned local government unit for continuous monitoring with the birth family and provision of appropriate assistance/services, as applicable. The monitoring of the child shall be done three to six months or until the child has fully adjusted with his/her family.

2. The return of the child to his/her own home shall not be favorable under the following circumstances:
 - a. The child strongly objects to returning home.
 - b. The biological parents cannot provide adequately for the child's needs.
 - c. The biological parents are not interested to have their child back due to reasons like decisions to relinquish their parental rights over their child, etc.

The social worker through the assistance local government unit may arrange for other alternative family care when return of the child with birthparents is not possible.

B. *Adoption of a Foster Child*

1. The Social Worker shall facilitate the termination of the parental rights of biological parents whose children under Foster Care cannot and will not be returned to their homes due to unfavorable conditions/findings.

For the process of certifying a child legally available for adoption, procedures indicated in AO 12, Series of 2011, Guidelines of the Issuance of DSWD Certification Declaring a Child Legally Available for Adoption, shall apply.

- a. A child who is ten years old or above and available for adoption shall be involved in the decision of whether or not the adoption is the best plan for him/her.
 - b. The Social Worker shall help the child understand his/her biological parent(s) inability to care for him/her, and shall also be helped with his/her feelings about the planned change.
2. Adoption of a child by his/her foster parent is not encouraged. A foster family may only apply to adopt their foster child to provide him/her a permanent family under extreme condition or with a strong justification for the child's best interest. The Agency shall refer the family to the Department to determine their eligibility and capacity to be the prospective adoptive parents for the child. The Adoption application shall be filed with the Department.
 - a. Conditions:
 - (i) A foster parent(s) may adopt the foster child if the foster child is eligible for adoption and has not yet been matched with an approved adoptive family; provided that the adoption shall still be governed by R.A. 8552, otherwise known as the

“Domestic Adoption Act of 1998,” as amended by R.A. 9523, or by R.A. 8043, otherwise known as the Inter-Country Adoption Act of 1995,” as amended by R.A. 9523, as the case may be.

- (ii) The foster parents may express the intention to adopt the foster child provided that strong bonding and attachment have been established between the child and the foster family.
 - (iii) In such cases, the trial custody period under the applicable adoption law may be partially waived to the extent of the period equivalent to the period in which the foster child has been under the foster care of the foster parent(s); provided, that a harmonious relationship exists between the foster child, foster parent(s), and where applicable, the foster family.
3. Foster parent/s who is/are (an) “alien” shall ensure compliance to the three (3)-year residency requirement under RA 8552 for the adoption of his/her foster child.

M. Termination of Foster Placement Authority

The placement shall automatically terminate upon occurrence of the circumstances stipulated in RA 10165 and its Implementing Rules and Regulation.

In case of disruption in the foster care placement due to problems arising either or both on the part of the child/ or foster family, the placement may be terminated. The foster care placement of the child shall be discontinued if it appears that the child is not being given proper care, at the child’s own request, or at the instance of the person receiving the child. When possible the foster family shall participate fully in planning for transfer of the child from their home. The tasks of the social worker include the following:

1. Evaluation of the request from the foster family for transfer/termination of placement of the child;
2. Exploration of alternatives to termination; and/or
3. Preparation of all concerned individuals especially the foster child on the need for termination of his/her stay with the foster family.

When the termination of placement is done by the DSWD/child placing agency/LGU, the social worker shall undertake the following:

1. Discuss with the foster family and child (consider his/her age and maturity) the reasons and circumstances for the foster child's transfer/termination and future plans for him/her.
2. Adequate psychosocial preparation of the foster family and the foster child for his/her transfer.
3. Plan with the foster family on the willingness of the members to accept (a) foster child/ren in the future should the termination of foster care be requested by the foster parents or when the termination comes ahead of the expiration provided that the foster parent/s is/are still qualified to render foster care.

N. Turn-Around Period of Foster Care Process

Below is the turn-around time for foster care process:

<i>Within 2 months</i>	<i>Within 3 months to 5 months</i>	<i>Within 6 months to 12 months or until termination of foster care placement</i>
<ul style="list-style-type: none"> • Conduct of Foster Care Forum/Fora • Submission of application form and documentary requirements • Assessment and preparation of Home Study Report • Issuance of Foster Family Care License • Conduct of child case study and preparation of Child Study Report 	Agency /DSWD Field Office or Central Office (if not matched at the local level) <ul style="list-style-type: none"> • Conduct of foster care matching conference • Issuance of Foster Placement Authority • Placement to foster parents 	<ul style="list-style-type: none"> • Conduct of supervisory visit to foster family • Determination of permanency plan • Termination of foster care placement

VIII. LONG-TERM FOSTER PLACEMENT

A. Long-Term Foster Placement Authority

1. A foster parent(s) may apply for Long-Term Foster Placement Authority (LTFPA), without prejudice to the foster child's right to be considered and placed for adoption. A foster parent(s) may apply for an LTFPA if all of the following conditions are present:

- a. The foster child has been under the foster care of the foster parent(s) for at least seven (7) years;
 - b. The foster child's return to his/her biological parents or relatives or placement in an adoptive family is not imminent, such as in cases of a foster child with special needs;
 - c. For the entire duration of the long-term foster placement, the foster parent(s) continues to possess the:
 - c.1. qualifications required under the Act, and
 - c.2. a valid Foster Family Care License.
 - d. The foster child 10 years of age or older duly assisted by a social worker, gives written consent for a long-term stay with the foster parents.
2. The Social Worker shall continue to supervise the placement, however, the Field Office may adjust the frequency of home visits and submission of progress reports depending on the circumstances and best interest of the child. In addition, the Department shall reassess and reevaluate the foster home situation every three years to determine whether it is in the best interest of the foster child to continue living in the foster home on a long-term basis.
 3. An LTFPA grants the foster parent(s) custody over the foster child but does not require the foster parent(s) to adopt the foster child. During long-term foster placement, the foster child shall enjoy the rights of a child under Article 3 of the Child and Youth Welfare Code, and under other laws. However, there shall be no mandatory rights of succession in favor of the foster child.
 4. The social worker and foster parents shall help the child in preparing for independent living, as applicable should his/her adoption would not be possible.
 5. The foster child shall continue to be included in the roster of children available for adoption but the foster parent(s) shall be given priority in adopting the child. For this purpose, the Department shall:
 - a. continuously encourage the foster parent(s) to consider adopting the foster child, and
 - b. at the end of each year of the long-term placement, determine if the foster parent(s) is interested in adopting the foster child.
 6. The LTFPA shall remain valid unless and until revoked on any grounds for the termination of placement.

B. Long-Term Foster Care Commitment

1. Foster Parent/s should inform the DSWD before unilaterally terminating the LTFPA so that a case conference will be conducted for case planning.
2. A foster parent(s) who unilaterally terminates the LTFPA before the foster child reaches the age of majority or finishes tertiary education shall be required to make provisions for the education and basic needs of the foster child.
3. Such provisions shall be made in consultation with the Social Worker and reduced into a notarized written undertaking, a copy of which shall be deposited in the Field Office.
4. Such provisions shall take into account, among others,
 - a. the standards in which the foster child has been raised or has become accustomed to during the long-term placement,
 - b. the stability and best interest of the foster child,
 - c. the needs and any special circumstances of the foster child, and
 - d. the financial capacity of the foster parent(s).

IX. ASSISTANCE AND INCENTIVES

A. Assistance to a Foster Child

1. Foster Care Subsidy

Subsidy primarily aimed at supporting the expenses of the child to lessen the burden on the foster parent. The subsidy may be waived if the foster parent is capable of supporting the foster child.

Provision of the foster care subsidy of the child shall commence one month after the child's placement with foster parent/s based on the date indicated in the Foster Placement Authority.

The amount of subsidy for foster children from the Field Office, LGU and Agency is based on the approved parameters of the Department.

The following are the requirements for the disbursement of funds for the subsidy:

For Field Offices:

1. Project Proposal. The project proposal should indicate that it is intended for the payment of subsidy, number of recipients, amount of

subsidy, requirements and their recommendation/reasons for the provision of subsidy.

2. Document showing the approved list of eligible clients for foster care subsidy.
3. Payroll or Disbursement Voucher or acknowledgement receipts duly signed by the foster parent/s. This requirement is applicable for FOs that have been providing subsidy to foster parents for the second time or onwards.

For Agency or LGU

1. Document showing the approved list of eligible clients for foster care subsidy.
2. Copy of Foster Family Care License
3. Copy Foster Placement Authority
4. Pictures showing condition of the child under foster care
5. Medical certificates for children with special needs on a monthly basis.

For Foster Parents:

1. Foster Family Care License
2. Foster Placement Authority

The following are procedures in the provision of foster care subsidy:

a. DSWD – Protective Services Bureau

1. The Protective Services Bureau shall include in the Department's Work and Financial Plan the budget on foster care. The allocation per region will depend on the number of foster children needing subsidy and based on the utilization of funds from previous year.
2. The Protective Services Bureau shall assess any request on fund augmentation based on needs and availability of funds.

b. Field Offices

1. The DSWD Field Office shall include in the FO's proposed budget and Work and Financial Plan for Foster Care subsidy, honorarium for Foster Care Matching Committee and capability building activities for foster parents/staff, subject to the approval of the Central Office depending on the availability of funds
2. The monthly provision of foster care subsidy shall be released directly to the foster parents intended for foster child/ren under their care by the Field Office, either through, Bank Transfer or Cash Card thru an Authorized Government Depository Bank, or other authorized conduits,

Check or cash disbursement by appropriate officer who shall act as the Special Disbursing Officer (SDO) for such purpose, whichever is applicable.

The Field Office may request the foster parent to open a cash card account or other authorized automated fund release modalities, as applicable intended for the subsidy of a child under their care for convenience in releasing the funds especially for foster parents who lives far or remote from the Field Office. Provided however, that foster parents shall acknowledge the receipt of subsidy such as but not limited through email or text messages to Field Office to monitor the release of funds; Provided further that the Field Office shall facilitate the signing of payroll or disbursement voucher or acknowledgement receipt to the foster parents within the month of the release of subsidy.

3. The social worker shall submit to the Regional Director duly signed payroll or disbursement voucher or acknowledgement receipt of the foster parents who received foster care subsidy, pictures showing condition of the child under foster care and medical certificates for children with special needs on a monthly basis.
4. The Field Office shall submit a monthly/quarterly/annual fund utilization report on the subsidy to the Protective Services Bureau of the Central Office.
5. The Field Office shall monitor the validity of the Foster Care License and Foster Placement Authority and facilitate renewal, if applicable fifteen days before the expiration date to provide continuous subsidy of the children under foster care.

c. Agency or LGU

Foster care children under the care of foster families developed by the Agency or LGU shall be provided foster care subsidy guided by the following procedures.

1. The Agency or LGU shall submit to the Field Office the names of the foster children needing subsidy and their recommendation together with a copy of Foster Care License and Foster Placement Authority to the DSWD Field Office as basis for the processing of the subsidy, subject to the assessment and approval of the FO.
2. The DSWD shall provide the subsidy for foster children while the Agency or LGU may subsidize eligible foster parents based on their approved budget parameters.

3. The monthly provision of foster care subsidy shall be released directly to the foster parents intended for foster child/ren under their care by the Field Office, either through, Bank Transfer or Cash Card thru an Authorized Government Depository Bank, or other authorized conduits by the Department, Check or cash disbursement by appropriate officer who shall act as the Special Disbursing Officer (SDO) for such purpose, whichever is applicable.

The Agency or LGU may request the foster parent to open a cash card account or other authorized automated fund release modalities, as applicable intended for the subsidy of a child under their care for convenience in releasing the funds especially for foster parents who lives far or remote from Agency, LGU or Field Office. Provided however, that foster parents shall acknowledge the receipt of subsidy such as but not limited through email or text messages to Field Office to monitor the release of funds; Provided further that the Field Office shall facilitate the signing of payroll or disbursement voucher or acknowledgement receipt by the foster parents within the month of the release of subsidy.

4. The Agency and LGU shall submit to the Field Office pictures showing condition of the child under foster care and medical certificates for children with special needs on a monthly basis.

For children with special needs, the case manager may recommend for an assistance/additional fund to the Regional Director of the FO through Assistance in Crisis Situation (AICS) as augmentation to the needed expenses of the child.

It shall be the responsibility of the FO, Agency or LGU to ensure that the reports on the interventions done shall be kept on file to show that the foster care assistance/financial augmentation was spent for the purpose.

The termination of subsidy is based on the assessment and recommendation of the case manager. For foster-adopt cases, no subsidy should be provided as it is assumed that they are capable of providing for the needs of the child.

2. Health Insurance

- a. All foster children shall be accepted as qualified dependents of PhilHealth members of the licensed foster parents.
- b. The licensed foster parents who are non-Philhealth members may enroll to Philhealth but must pay for themselves the required premium to ensure the foster child's health insurance benefits as provided for in Section 21 of

the Foster Care Act of 2012 and Article VIII, Rule 22.2 of the Implementing Rules and Regulations of the same law.

As applicable, the Field Office may assist the non-PhilHealth member foster parents to be accessed to concerned local government units/agency or entity that could provide for enrollment of PhilHealth medical insurance.

- c. All existing rules and regulations for the benefit of the qualified dependents shall also be applied to/enjoyed by the declared foster child dependent.
- d. If the foster parent(s) has been included in the National Household Targetting System-Poverty Reduction (NHTS-PR) Database, he/she shall be exempted from paying the usual PhilHealth contribution.

B. Assistance and Incentives to Foster Parent:

Support Care Services

- a. The Department, LSWDO and Agencies shall provide support care services to foster parent(s).
- b. These support care services shall include, but not limited to, recruitment and orientation of foster parent(s), counseling, monitoring visits, training on letting go of a foster child or child care and development, respite care, skills or capability training, and livelihood assistance.
- c. Support group system shall be strengthened among licensed foster families as strategy in increasing number of foster parents and build support system among them to address their challenges and share experiences in relation to parenting a foster child/ren.

C. Incentives to Agencies and Donors

An Agency implementing foster care program and its donor may be qualified for incentives as stipulated in RA 10165 and its IRR, pursuant to the provisions of the National Internal Revenue Code (NIRC) of 1997 as implemented by Revenue Regulation No. 13-98 and Republic Act 10963 entitled Tax Reform for Acceleration and Inclusion (TRAIN).

X. PENALTIES

Any foster parents/person/s/Agency/LGUs that may be found committing offense in the implementation of foster care service prejudicial to the child's welfare and

development may be penalized as prescribed in Section 25 of the Republic Act 10165 or Foster Care Act of 2012 and its IRR.

XI. INSTITUTIONAL ARRANGEMENTS

1. Municipal Social Welfare and Development Office (MSWDO)/City Social Welfare and Development Office (CSWDO) – Local Government Units
 - a. Assign at least two Social Workers to handle development and recruitment of families, advocacy and public dissemination on foster care.
 - b. Conduct consultative meeting in the barangays to generate public support on foster care and other forms of alternative family care.
 - c. Strengthen the Local Council for the Protection of Children at the City/Municipal and barangay levels towards promoting foster care program. Identification of potential families to foster children and in the detection of children eligible for foster care.
 - d. Participate and present case/s handled in the foster care matching conference.
 - e. Conduct regular home visits to monitor foster placement.
 - f. Submit progress reports on foster placement to Field Office on quarterly basis.
 - g. Submit caseload inventory of foster children with corresponding status of their permanency plan and monthly fund utilization report on foster care to the Field Office.
 - h. Provide support services to both foster parent and foster child.
 - i. Participate in the evaluation of the service/program.
2. Agency
 - a. Assign one Social Worker with a caseload in foster care and/or manage the service/program.
 - b. Recruit/assess/recommend foster families.
 - c. Encourage and conduct matching of children from child caring agencies with foster families.

- d. Supervise/monitor foster placement periodically.
- e. Submit progress reports on foster placement to Field Office on quarterly basis.
- f. Submit caseload inventory with corresponding status of their permanency plan and monthly fund utilization report on foster care to the Field Office.
- g. Provide support services to both foster parent and foster child.
- h. Participate in the evaluation of the service/program.

3. DSWD- Field Office

The Foster Care Section of DSWD Field Office shall have a minimum of six staff, headed by at least Social Welfare Officer III, four Social Welfare Officers II (2 SWOs II for Foster Care Facilitation and Coordination Team and 2 SWOs II for Policy and Program Development and TARA Team) and one Administrative staff. The number of staff may be increased according to the volume of cases that the FO receives and supervises/monitor.

The Foster Care Section staff shall perform the following functions:

- a. Review home/child study report submitted by the Agency or LGU for foster care.
- b. Provide technical assistance and monitor the implementation of the program.
- c. Recruit/assess/recommend foster families.
- d. Conduct regional foster care matching of children with foster families.
- e. Conduct Licensing assessment for foster care applicant.
- f. Issue Foster Care License to qualified families and Foster Placement Authority for approved foster placement.
- g. Encourage the CCAs to refer and/or conduct matching of children from Child/Placing Agencies with foster families.
- h. Manage the allocation, disbursement and reporting of funds for the program.

- i. Approve request for and release subsidy for foster care subject to existing government accounting and auditing rules and regulations and to the provisions of these guidelines.
 - j. Prepare and submit periodic reports on program implementation including caseload inventory of foster parents and children with corresponding status of their permanency plan and monthly fund utilization report on foster care subsidy to the Protective Services Bureau.
 - k. Engage appropriate entities as partners, if any to ensure support and commitment.
 - l. Document good practices in the implementation of the program.
 - m. Install and manage a databank on cases in foster care.
 - n. Conduct regular foster care for a/seminars.
 - o. Conduct capability building activities for foster parents and social workers.
 - p. Conduct quarterly consultation dialogue with LGUs, CCAs, CPAs and other stakeholders towards improving foster care service/program.
4. DSWD – Protective Services Bureau

The DSWD Central Office through the Protective Services Bureau shall manage and supervise the Foster Care Unit under Child Placement Division. There shall be a minimum of seven staff in Foster Care Unit, headed by one Social Welfare Officer IV, four Social Welfare Officers III (2 SWOs III for Foster Care Facilitation and Coordination Unit and 2 SWOs III for Policy and Program Development and TARA Unit), one Statistician and one Administrative staff. The number of staff may be increased according to the volume of cases that the Central Office receives and supervises/monitor.

The Foster Care Unit staff shall perform the following functions:

- a. Oversee the over-all implementation of the project.
- b. Provide the necessary technical assistance to Field Offices.
- c. Conduct inter-regional matching of children with foster families.
- d. Monitor program implementation as well as fund utilization.
- e. Sub-allot funds to Field Offices.

- f. Install and manage a databank on cases in foster care.
- g. Conduct periodic reviewing program implementation.
- h. Prepare national report on the implementation of foster care service.
- i. Develop/recommend measures for policy development related to foster care.

XI. EFFECTIVITY

This Memorandum Circular shall take effect immediately. All previous issuances inconsistent with this circular are hereby repealed/revoked accordingly.

Issued in Quezon City this 16th day of October, 2018.



VIRGINIA N. OROGO
Acting Secretary

Certify True Copy:



MYRNA H. REYES
OIC-Division Chief
Records and Archives Mgt. Division

APPENDICES

- A. DOCUMENTATRY REQUIREMENTS
- B. APPLICATION FORM
- C. FOSTER FAMILY CARE LICENSE
- D. CERTIFICATE OF FOSTER MATCHING (For Regional Foster Care)
- E. CERTIFICATE OF FOSTER MATCHING (For Interregional Foster Care)
- F. FOSTER PLACEMENT AUTHORITY (For Regional Foster Care)
- G. FOSTER PLACMENT AUTHORITY (For Interregional Foster Care)
- H. LONG TERM FOSTER PLACMENT AUTHORITY
- I. REPORT ON FOSTER PLACEMENT SUPERVISORY VISIT
- J. FOSTER CARE PROCESS
- K. HOME STUDY REPORT
- L. CHILD STUDY REPORT
- M. RESOLUTION
- N. Foster Parent ID

ANNEXES TO ADMINISTRATIVE ORDER

DOCUMENTARY REQUIREMENTS

A. Foster Parent/s

1. Birth Certificate,
2. Marriage Certificate, Divorce Annulment, Declaration of Nullity of legal separation documents.
3. Medical Certificate,
4. Income Tax Return or Certificate of Employment,
5. National Bureau of Investigation (NBI) Clearance or Police Clearance,
6. Barangay Certificate stating that the applicant is a resident of the barangay, the length of his/her residence therein, he/she is of good moral character.
7. 3x5 inch sized Whole Body Photos of the applicant and, where applicable, his family; and/or
8. Certificate of Attendance at Foster Care Forum
9. Such other documents that the Department, Agency or LGU may require.

Additional requirements for alien applicants:

1. Certificate of Residence in the Philippines issued by the Bureau of Immigration or the Department of Foreign Affairs.
2. Two (2) character references from non-relatives who know the applicants(s) in the country of which he/she is a citizen or was a resident prior to residing in the Philippines, except for those who have resided in the Philippines for more than 15 years.

B. Foster Child

1. Child Study Report
2. Health and Medical Profile
3. Birth Certificate/Foundling Certificate/Child Profile
4. Recent Photograph
5. Psychological Evaluation for children five years old and above
6. School Records for children in school age

**FOSTER FAMILY CARE
APPLICATION FORM**

Identifying Data:

	Husband	Wife
Name		
Age		
Date of Birth		
Place of Birth		
Civil Status		
Religion		
Nationality/Citizenship		
Residence Address		
Home Phone Number		
Fax Number		
Mobile Number		
E-mail Address		
Educational Attainment		
Present Occupation		
Monthly Income		
Name of Employer/Agency		
Monthly Income		
Membership in Association/Clubs		
Hobbies/Interest		
Recreational Activities		

Household Composition: (List of all persons living with family)

Name	Relation to Applicants	Age	Sex	Educational Attainment	Health
1.					
2.					
3.					
4.					
5.					
6.					
7.					

Reasons for fostering a child:

Description of Child Desired; If given a choice, I prefer a child:

Age _____ Others (e.g. siblings, physically, handicap etc.)

Sex _____

No. of children Desired to be Fostered _____

Alternate care for the child: If for some reasons, I cannot personally attend to the needs of the child, I have the following alternative:

Kindly check your available time for forum

Weekdays

Saturday

9:00AM – 11:00AM

9:00AM – 11:00AM

Other Specify:

2:00PM – 4:00PM

2:00PM – 4:00PM

Please give three (3) character references:

Name	Address	Telephone No.
1.		
2.		
3.		

Please attach latest picture of the couple

Name of Applicant
(Husband)

Name of Applicant
(Wife)

Date

Date

Note: to be filled up by the social worker

Assessment:

Social Worker
(Signature Over Printer Name)

Recommending Approval:

Unit Head/Officer In-Charge
Name of the Agency

Approved:

Regional Director/Executive Director/Head of the Agency

Republic of the Philippines
Department of Social Welfare and Development

FOSTER FAMILY CARE LICENSE

Pursuant to the provisions of Article 67, Presidential Decree 603 known as the Child and Youth Welfare Code and Republic Act No. 10165 or the Foster Care Act of 2012, the Department of Social Welfare and Development Field Office ____ authority is hereby granted to:

Name of Foster Parent/s: _____
Address : _____
Developed/recruited by: _____

The spouses/he/she shall provide temporary foster care service to (specify medical/developmental needs of a child or if sibling group) a maximum of _____ child/ren, ages _____ years at any stated time. The foster parents are responsible for the care, safety and well-being of the child/ren under their custody, which includes appropriate medical assistance regular reporting on any significant occurrence or events to the attending social worker. During the period, the foster parents will assist in the adjustment and activities which will encourage the early return of the child/ren to his parents, relatives, guardians or placement with adoptive parents.

The Foster Family Care License shall be valid for there (3) years, unless sooner revoked, but may be renewed upon expiration.

The validity period of Foster Family Care License is from _____ until _____. Given this _____ day of _____ the year of 20 _____.

CONFORME:

We accept responsibility and accountability stipulated in the license.

Male Foster Parent

Female Foster Parent

Recommending Approval:

Executive Director of Agency

Chief, DSWD Regional Operations Unit

Approved by:

Regional Director
DSWD

Foster Family Care License No. FO____-Year it was issued-0001
(ex. FFCL-NCR-2017-0001)

CERTIFICATE OF FOSTER MATCHING
Regional Foster Care

This is to certify that _____ Name of child _____, _____ Age _____, _____ Date of Birth _____, was matched to _____ Name of Foster Parent/s _____, _____ Address _____, during the foster care matching conference held on _____ Date _____ at _____ venue of foster care matching _____.

The Regional Child Welfare Specialist Group hereby recommends the placement of _____ Name of Child _____ to _____ Name of Foster Parent/s _____ and issuance of Foster Placement Authority (FPA).

Issued on _____ of _____, 20____ in _____, Philippines.

Chairperson
Regional Child Welfare Specialist Group

The undersigned concurred with/approved the result of matching of _____ Name of Child _____ to _____ Name of Foster Parents _____ on _____.

Signed on _____ day of _____ in Quezon City, Philippines.

Regional Director, DSWD

CERTIFICATE OF FOSTER MATCHING
Inter-regional Foster Care

This is to certify that the _____ Name of child _____, _____ Age _____, _____ Date of Birth _____, was matched to _____ Name of Foster Parents _____, _____ Address _____, during the foster care matching conference held on _____ Date _____ at _____.

The National Child Welfare Specialist Group hereby recommends the placement of _____ Name of Child _____ to _____ Name of Foster Parents _____ and issuance of Foster Placement Authority (FPA).

Issued on _____ of _____, 20____ in _____, Philippines.

Chairperson
National Child Welfare Specialist Group

The undersigned concurred with/approved the result of matching of _____ Name of
Child to _____ Name of Foster Parents _____ on _____.

Signed on _____ day of _____ in Quezon City, Philippines.

Bureau Director
Protective Services Bureau

Republic of the Philippines
Department of Social Welfare and Development

**FOSTER PLACEMENT AUTHORITY
(For Regional Foster Care)**

Pursuant to the provisions of Article 67, Presidential Decree 603 known as the Child and Youth Welfare Code and Republic Act No. 10165 or the Foster Care Act of 2012, the Department of Social Welfare and Development Field Office _____ hereby authorizes the placement of:

Name of Child : _____
Birthdate : _____
Origin of the Child : _____

With

Name of Foster Parent/s: _____
Address : _____
Developed by / Recruited by : _____
Foster Care License No. : _____
Period of Validity, Date from: _____ to _____
for the purpose of providing temporary care for the above-cited child/ren from _____ to _____.

This foster care placement is subject to the following conditions:

1. The foster care placement maybe terminated earlier for the best interest of the child.
2. The foster family shall be responsible for the care, safety, medical attention and emotional well-being of the child.
3. The foster family is not authorized to transfer the foster child to another family or person without prior written authority from the undersigned, except in extreme situations when the life of the child is in danger in which case, authority shall be sought immediately.
4. The foster family shall report about the situation of the child immediately or anytime to the assigned social worker when changes in the home and family occur or when problems arise related to the placement of the child.
5. The foster family shall be visited by the social worker monthly for the first three (3) months and bi-monthly thereafter to monitor the foster child's adjustment with the foster home.
6. The social worker shall arrange the meeting of the foster parents and biological parents or prospective adoptive parents when necessary.
7. The foster family shall encourage the foster child to relate with his/her biological or prospective adoptive family, as the case maybe, and shall provide the wholesome atmosphere to establish relationships.
8. The foster parents may return the child to the Department of Social Welfare and Development even before the end of the date stated herein depending on the assessment of the social worker.
9. The foster family shall prepare the child for his/her return to his/her biological parents or placement to his/her adoptive parents.
10. The foster family shall accompany the foster child to the court only when authorized in writing by the Department or the Executive Director of the Agency as part of court proceedings.
11. The foster family may be allowed to bring their foster child abroad for one-time travel only provided as applicable, the child has been issued a Certification Declaring a Child as Legally

Available for Adoption (CDCLAA), and the child has been issued travel clearance by the Department.

12. The foster family shall not use foster care as a trial placement for adoption however; they may adopt their foster child following the conditions under RA 10165 Article VI.

CONFORME

We accept responsibility and accountability indicated in this authority, as such, shall comply accordingly.

Male Foster Parent
(Signature Over Printed Name)

Female Foster Parent
(Signature Over Printed Name)

Recommending Approval:

Social Worker
(Signature Over Printed Name)

Executive Director of Agency/
Chief, DSWD Regional Operations Unit

Approved:

Regional Director

Date Issued : _____
Ref. No. : FO_ - Year it was issued-0001
(ex. FPA-NCR-2017-0001)

Republic of the Philippines
Department of Social Welfare and Development

**FOSTER PLACEMENT AUTHORITY
(For Inter-regional Foster Care)**

Pursuant to the provisions of Article 67, Presidential Decree 603 known as the Child and Youth Welfare Code and Republic Act No. 10165 or the Foster Care Act of 2012, the Department of Social Welfare and Development Field Office _____ hereby authorizes the placement of:

Name of Child : _____
Birthdate : _____
Origin of the Child : _____

With

Name of Foster Parent/s: _____
Address : _____
Developed by / Recruited by : _____
Foster Care License No. : _____
Period of Validity, Date from: _____ to _____
for the purpose of providing temporary care for the above-cited child/ren from _____ to _____.

This foster care placement is subject to the following conditions:

1. The foster care placement may be terminated earlier for the best interest of the child.
2. The foster family shall be responsible for the care, safety, medical attention and emotional well-being of the child.
3. The foster family is not authorized to transfer the foster child to another family or person without prior written authority from the undersigned, except in extreme situations when the life of the child is in danger in which case, authority shall be sought immediately.
4. The foster family shall report about the situation of the child immediately or anytime to the assigned social worker when changes in the home and family occur or when problems arise related to the placement of the child.
5. The foster family shall be visited by the social worker monthly for the first three (3) months and bi-monthly thereafter to monitor the foster child's adjustment with the foster home.
6. The social worker shall arrange the meeting of the foster parents and biological parents or prospective adoptive parents when necessary.
7. The foster family shall encourage the foster child to relate with his/her biological or prospective adoptive family, as the case maybe, and shall provide the wholesome atmosphere to establish relationships.
8. The foster parents may return the child to the Department of Social Welfare and Development even before the end of the date stated herein depending on the assessment of the social worker.
9. The foster family shall prepare the child for his/her return to his/her biological parents or placement to his/her adoptive parents.
10. The foster family shall accompany the foster child to the court only when authorized in writing by the Department or the Executive Director of the Agency as part of court proceedings.
11. The foster family may be allowed to bring their foster child abroad for one-time travel only provided as applicable, the child has been issued a Certification Declaring a Child as Legally

Available for Adoption (CDCLAA), and the child has been issued travel clearance by the Department.

12. The foster family shall not use foster care as a trial placement for adoption however; they may adopt their foster child following the conditions under RA 10165 Article VI.

CONFORME

We accept responsibility and accountability indicated in this authority, as such, shall comply accordingly.

Male Foster Parent
(Signature Over Printed Name)

Female Foster Parent
(Signature Over Printed Name)

Approved:

Undersecretary, Protective Operations and programs Group

Date Issued : _____
Ref. No. : PSB- Year it was issued-0001
(ex. FPA-PSB-2017-0001)

Republic of the Philippines
Department of Social Welfare and Development
Field Office _____

LONG-TERM FOSTER PLACEMENT AUTHORITY

Pursuant to Article 67 of the Child and Youth Welfare Code (PD 603) and Republic Act No. 10165 or the Foster care Act of 2012, the Department of Social Welfare and Development Field Office _____ hereby authorizes the long term foster placement of _____ (Name of child) _____, born on _____ (Date of birth) _____ with Mr./Mrs/Ms. _____ (Name of Foster Parent/s) _____ residing at _____ with Foster Family Care License No. _____ valid from _____ to _____ and shall remain valid unless and until revoked based on any of the grounds for the termination of placement under Rule 15 of the Foster Care Act of 2012.

This placement is subject to the following conditions:

1. That Mr./Mrs./Ms. _____ (Name of Foster Parent/s) _____ shall continue to possess the qualifications required under the Act, with a valid Foster Family Care License on the entire duration of the long term foster placement;
2. That _____ (the foster child), _____ (age) _____, if reaches 10 years of age gives his/her written consent for the continuous long-term stay with his/her Foster Parents, duly assisted by a social worker;
3. That the Foster Parents shall allow the continuous supervision of the placement by the social worker for the entire duration of the placement. However, the DSWD Field Office may adjust the frequency of the home visits and submission of progress reports depending on the circumstances and best interest of the child. In addition, the DSWD shall re-assess and re-evaluate the foster home situation every three (3) years to determine whether it is in the best interest of the Foster Child to continue living in the foster home on a long-term basis.
4. That the Long Term Foster Placement Authority (LTFPA) grants the Foster Parents custody over the Foster Child but does not require the Foster Parents to adopt the Foster Child. During long-term foster placement, the Foster Child shall enjoy the rights of a child under Article 3 of the Child and Youth Welfare Code, and under other applicable laws.
5. That the Foster Parent/s agree/s that the foster child shall continue to be included in the roster of children available for adoption. If the Foster Parent/s apply/applies for the adoption of their foster child, they shall be given priority in adopting the child.
6. That the Foster Parent/s who unilaterally terminates the LTFPA before the Foster Child reaches the age of majority or finishes tertiary education shall be required to make provisions for the completion of tertiary education and basic needs of the Foster Child.

CONFORME

We accept responsibility and accountability indicated in this LTFPA. As such shall comply accordingly.

Male Foster Parent
(Signature Over Printed Name)

Female Foster Parent
(Signature Over Printed Name)

Approved:

Regional Director

Date Issued: _____
Ref. No. FO_ - Year it was issued-0001
(ex. LTFPA-NCR-2017-0001)

REPORT ON FOSTER PLACEMENT SUPERVISORY VISIT

FAMILY : _____
CHILD : _____
DATE OF PLACEMENT : _____
DATE OF SUPERVISORY VISIT : _____
PLACE OF SUPERVISORY VISIT: _____
SIGNIFICANT FAMILY EVENT DURING VISIT: _____
SUPERVISORY CONTACT NO. : _____

1. Child's progress, problems (communications skills, cognitive development, socio-emotional development, physical development, creative development, personal-social development).

2. Child's integration into family and reaction to each family member:

3. Foster parent's adjustment to child/ handling of foster child/ren:

4. Other children/family members at home and their reactions to foster child/handling of family member's reaction/s by foster parent/s;

5. Home Condition:

6. Other observations:
Worker's observations of family and child and home environment

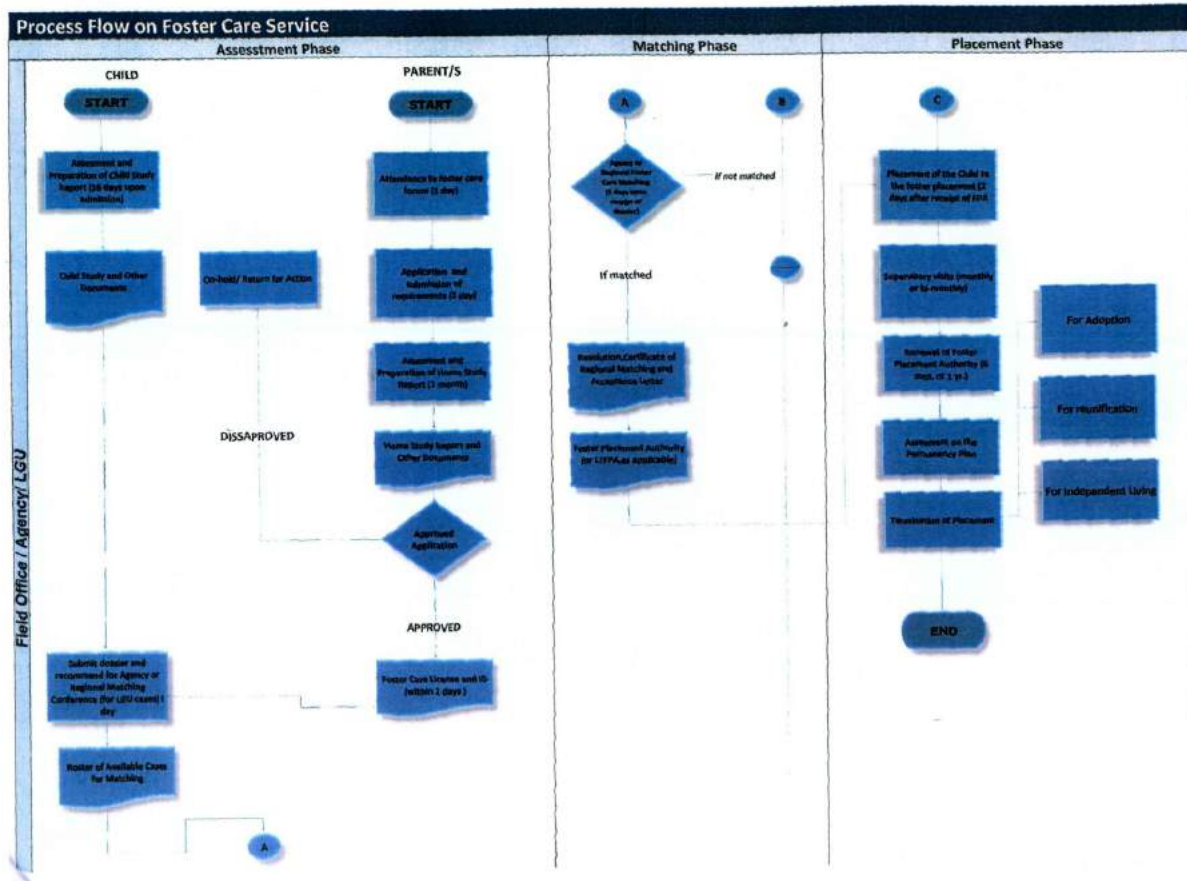
Social Worker
(Signature Over Printed Name)

Approved by:

DSWD Regional Director/Agency Executive Director

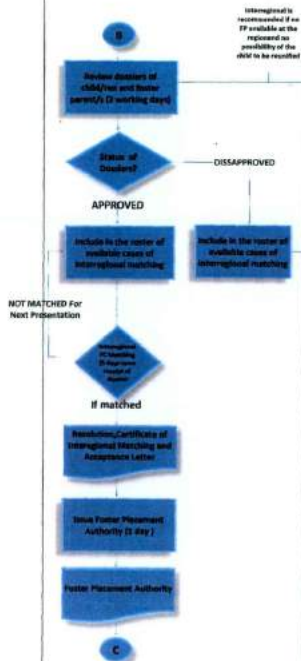
Foster Care Process

Process	Timeline
A. Application/ Assessment Phase <i>-For Foster Parents</i>	1 day
1. Attendance to Foster Care Forum	1 Day
2. Filling-Up of application form and submission of documents	1 Day
3. Assessment and preparation of Comprehensive Home Study Report by the social worker	Within 20 days <i>(from the time of application)</i>
4. Issuance of Foster Care License	1 day <i>(from receipt of Home Study Report)</i>
<i>- For children in Residential Care Facilities/ LGUs Management eligible for Foster Care</i>	
1. Conduct of Case study to determine the needs of the child and preparation of Child Study Report	Upon admission
2. Preparation of a Child Study Report	15 days <i>(upon admission)</i>
B. Matching Phase	
1. Review of Child and Foster Parents dossiers	Within 2 working days
2. Conduct of Matching Conference	5 days <i>(upon receipt of dossiers)</i>
3. Submission of acceptance letter by foster parents	1 day
4. Issuance of Foster Placement Authority	1 day <i>(upon receipt of acceptance letter)</i>
C. Placement Phase	
1. Conduct of discharge conference/physical transfer of the child to foster parents	Within 2 days <i>(upon receipt of FPA)</i>
<i>Total</i>	50 days
D. Supervision Phase	
1. Conduct of Home Visit	Monthly for the 1 st 3 months and bi-monthly thereafter
E. Termination Phase (either return to birthparents or placement to adoptive parents)	
2. Short-term Foster Care placement	Less than 6 months
3. Long-term Foster Care placement	6 months or more
4. After Care Service (by LGU)	3-6 months



For Emergency cases, matching may be dispensed and FCL and FPA shall be issued immediately

CENTRAL OFFICE



HOME STUDY REPORT (Foster Care)

I. Identifying Data

- Name
- Age
- Date of Birth
- Place of Birth
- Religion
- Civil Status
- Date and Place of Marriage/No. of Years Marriage
- Citizenship
- Educational Attainment
- Occupation/Position
- Monthly Income
- Address
- Email address
- Contact Number

II. Family Composition

III. Foster Family Background

A. Male Applicant

- a) Individual family history of husband
- b) Educational background
- c) Cultural Origin/background
- d) Attitudes and relationship with parents, brothers, sisters and with other relatives and community
- e) Significant childhood experiences
- f) Pattern of discipline of parents
- g) Problem solving and decision making patterns of parents
- h) Coping mechanism e.g. frustration tolerance

B. Female Applicant

- a) Individual family history of wife
- b) Educational background
- c) Cultural Origin/background
- d) Attitudes and relationship with parents, brothers, sisters and with other relatives and community
- e) Significant childhood experiences
- f) Pattern of discipline of parents
- g) Problem solving and decision making patterns of parents
- h) Coping mechanism e.g. frustration tolerance

IV. Motivation for Fostering a Child and Child Preferences

- a) Reasons for wanting to foster a relate/non-related child
- b) How long has fostering a child been considered? How was decision made? Who made the decision?
- c) If couple have children, why did they decide to foster a related/non-related child?
- d) Feelings and attitudes towards unmarried parents and illegitimate children, about inherited traits and parents relinquishing their children.
- e) Child preference of the couple and their plan for foster child/ren

V. Marital and Family Relationship

- a) Marital adjustment
- b) Parent-child relationship and other family members
- c) Communication pattern
- d) How time is spent together as a family
- e) Willingness to accept a foster child as member of the family.

VI. Parenting Experiences with Children

- a) Child rearing practices and benefits of children's needs e.g. discipline, expectations, knowledge and understanding of children
- b) Attitudes towards foster children and fostering in general e.g. feelings about fostering

VII. Employment History/Financial Resources

- a) Financial stability
 - 1. Management of income, properties
 - 2. Budgeting/savings
 - 3. Other sources of income
 - 4. Assets and liabilities
- b) Employment History

VIII. Description of Home and Community

- a) Family living conditions
- b) Kind of neighborhood i.e. conducive to raise a child, wholesome neighborhood environment, with available area for playing, with clean water, not near the gambling establishment or prostitution areas where the child can possibly be exposed to negative influences
- c) Safety measures in the house i.e. house is well ventilated, structure of the house is well built and secured, fire safety measures considered, and the child has no way in getting close or directly go to the streets that would possibly exposed him/her to accidents.

IX. Participation in Religious and Community Activities

X. Health Condition of the Couple and Family Members

- a) Medical health history
- b) Presence of any illness/handicap and treatment therapy

XI. Character References

- a) Impression of the foster family's relationship and family life
- b) Particular strengths and weaknesses as foster parents

XII. Assessment and Recommendation

- a) General assessment of their capabilities to foster a related/non-related child and potentials for parenthood
- b) Recommendations for characteristics of a particular child to foster.

Prepared by:

(name of social worker)

Approved by:

Regional Director/Executive Director
Field Office/Name of Agency

CHILD STUDY REPORT (Foster Care)

I. Identifying Information

- Name
- Sex/Age
- Date of Birth/Found
- Place of Birth/Found
- Source of Referral
- Present Whereabouts
- Date of Admission
- Family Composition

II. Circumstances of Referral – Indicate circumstances surrounding the referral and admission of the Child to the Child Caring Agency e.g. referring parties, reasons for admission, etc.

III. Description of Child Upon Admission - This should cover physical appearance, personality, habits and other significant observations about the child. It should be specific, accurate and factual.

IV. Medical and Development History of the Child – This consists of information on types of immunizations received and dates given, previous illness, treatment and medication and when available, the results of any special medical evaluation.

V. Current Functioning of the Child – This should cover the child's physical, psychological, social developmental functioning/activities of the child e.g. school, center, foster home.

VI. Description of the Child's Present Environment – This includes environment of the child. Significant adults/ children interacting with him/her, and disposition of the child towards his foster care. Description of foster family/ center where the child came from and his/her functioning/ relationship with foster family/center personnel from the time of admission to child's discharge for placement. Stage of development which child went through (by month). Describe mental development, motor development.

VII. Background Information on Child's Birthparent/s/Family

This tackles pertinent background information on birth family such as:

a) Physical Description

- Physical appearance of birthmother/ father, body built, height, complexion, hair, eyes, nose, disability/ deformity
- Health History (physical and mental)
 - Hereditary/ non-hereditary illness/es
 - Medication given
 - Pre-natal history

- b) Education/ Occupation/ Income and Earnings
- c) Psychological background
 - Character/ trait
 - Hobbies, interest, talents
 - Quality of intra-familial relationship
 - Family dynamics (birthparent's relationship with their children and siblings relationship) relatives
 - Childhood experiences of birthparents (positive/ negative that may have an impact on quality of parenting)
 - Assessment of mental ability – level of intelligence/ personality
 - Negative history of substance/ alcohol abuse, sexual abuse, domestic violence, imprisoned parent/s criminal record
 - Quality of child rearing
- d) Surrounding circumstances leading to the child's placement under foster care

VIII. **Evaluation** – Summary statement on why the child's placement under foster care.

IX. **Recommendation** – Summary statement to indicate the type of foster family/best foster family that would be suitable to the child.

Prepared by:

(name of social worker)

Approved by:

Head of the Agency

**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
REGION ___ FIELD OFFICE
REGIONAL FOSTER CARE COMMITTEE**

RESOLUTION NO. _____

WHEREAS, Section 11 of Republic Act No. 10165 (the Foster Care Act) requires that a foster child should first be matched with foster parents before placement; and Department of Social Welfare and Development (DSWD) Memorandum Circular No. 23, series of 2014, created the Regional Foster Care Committee to conduct such matching;

WHEREAS, the Regional Foster Care Committee of the DSWD Region ___ Field Office conducted foster care matching conference on _____ which were considered, among others, the particular needs and situations of foster children, and the particular capabilities and situations of foster parents.

WHEREOF, the Regional Foster Care Committee hereby resolves with the following recommendations of children presented in the Foster Care Matching Conference:

Name of Child	Age	Origin of the Child	Result of the Matching	Reason/s for Matching the Child to Foster Parents

WHOEVER, the following Foster Care Committee deliberated the cases of children and foster parents in the foster care matching conference:

Member

Member

Member

Member

Member

Member

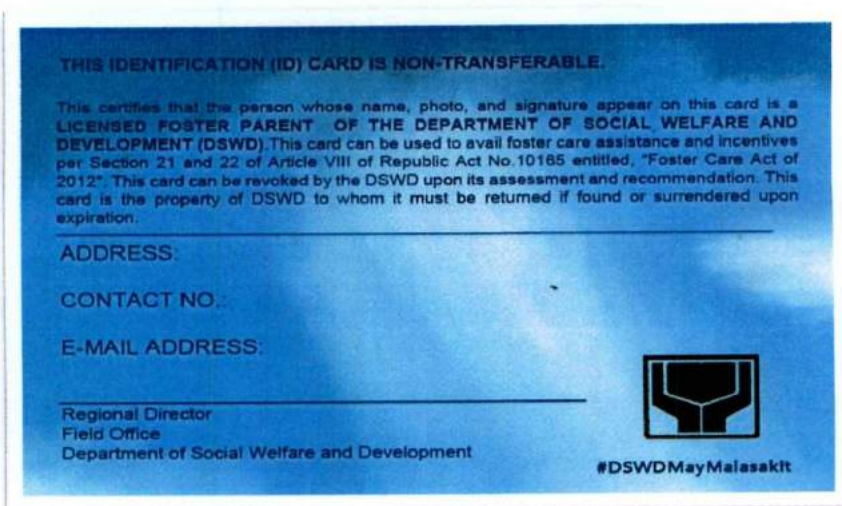
Issued on ___ of ___, 2017 *located at* _____.

Approved by:

Regional Director



Front View



Back View

Size: 2.125" X 3.375" (same with DSWD Official ID with 1x1 photo)