

MEMORANDUM**To:** All Staff**From:** Joette Katz, Commissioner**Date:** Wednesday, September 28, 2016**Subject:** Commissioner Waiver for Kin and Fictive Kin Foster Families

As I have reiterated, for all new kin and fictive kin homes when the preliminary background checks reveal any criminal record regardless of the type of crime or the date of the incident, a waiver request must be submitted to the Commissioner prior to placement of a child into the home. If an emergency after hours placement is authorized by the Regional Administrator, the formal waiver request must be submitted to the Commissioner on the next business day. In addition to past criminal histories, in the following instances, waiver requests must also be submitted to the Commissioner for approval prior to the placement of a child in the home:

- Anyone with *pending* criminal charges of any kind;
- Substantiations, (documentation to include complete history of substantiated *and* unsubstantiated investigations);
- *Pending* abuse/neglect allegations; and
- Any removal of a child from the home due to abuse or neglect *regardless* of whether there is a substantiation or conviction.

Please remember that criminal and CPS histories must also be waived for all household members over the age of 16. On a related note, if there are two foster parents, both must be licensed. An unlicensed co-parent cannot adopt if he or she has not previously been licensed.

The mechanism to submit a waiver request to the Commissioner is the DCF-009 *Foster Care Licensing Placement Waivers Request Form*. Essential to each waiver request is the assessment by Regional staff of the specific home and family members in the context of risk factors to the child (ren) and a well-articulated rationale as to why it is in the best interest of the child (ren) to be placed in this particular home. Also note the nature of the existing relationship of the child (Ren) to the family and, if appropriate, the child's stated wishes in regards to the placement.

Waiver requests for the Commissioner must now be submitted electronically by the Regional Administrator, or his/her designee, to the following email address: DCF.COMMISSIONER.WAIVER@ct.gov This mailbox will be monitored by members of the Office of Children and Youth in Placement. All submissions will be reviewed for content and either returned to the Region for additional information or forwarded to the Commissioner for her review. All submissions will be reviewed immediately, but in no event later than 3 business days of submission to the mailbox.