

Q&A Regarding Placement Capacity Increases

How do I Determine if the Home is RFA Approved?

- Have your Technical Assistant look in CWS/CMS Resource Management to see who the RFA/RFS CSW is for the Resource Family Home and verify with that assigned worker the status of the home.
- Call the **DCFS Caregiver WarmLine** at (877) 323-7165 or by email at warmline@dcfs.lacounty.gov between the hours of 1pm to 11pm and provide the RFA number or Caregiver's Name/Address to verify if this home is RFA approved.

How Do I Find the Resource Family Support Worker for a Family?

- Approved RFA homes with children in the home are monitored and updated by RFS CSWs. Please refer to [FYI 18-19 Supporting Resource Families](#) for instructions on looking up the RFS CSW.
- The RFA family may contact the **DCFS Caregiver WarmLine** at (877) 323-7165 to ask for general afterhours assistance or for help in obtaining contact information for their Resource Family Support CSW

My Technical Assistant (TA) is Unable to Create/Print a Placement Packet to Add Another Child into this RFA Approved Home.

- Office TAs **will not be able** to create a Placement Packet if the capacity of an RFA home is exceeded. There are no exceptions to this.
- The placing CSW may make a request to the RFS Inbox (RFSPD@dcfs.lacounty.gov) for a temporary capacity increase to make an emergency placement using the [Emergency Request to Change RFA Capacity or Reactivate an Inactive RFA Home](#) form.
- The placing CSWs are encouraged to request an RFA capacity increase in advance, whenever possible, so that a Resource Family Support CSW may initiate this request within five days and work to complete an emergency capacity increase assessment. Once there has been a temporary capacity increase for emergency placement or the RFA home has been updated and is approved for a capacity increase, then a placement packet may be processed. TAs should not be creating new homes, which will cause duplicate homes in the system.

What do I need to do to request an update on an RFA home that is Out of County?

- Follow the same process above to request a capacity increase for an approved Out of County RFA home. If Los Angeles County is the supervising agency, the RFS Division will update the home. If another County has authority over the home, then

the RFS Out of County (OOC) liaison will forward the request to the supervising county.

Additional Policies and FYIs Related to RFA Placements

- [FYI 19-28: BACKGROUND CHECKS AND INITIAL HOME INSPECTION PRIOR TO EMERGENCY PLACEMENT WITH RELATIVES/NREFMs](#) (Issue Date 8/30/19) provides procedures for ER/CS- CSWs about the need to conduct and document background checks, and the initial home inspections prior to emergency placements of children when placing a child in the home of a relative or NREFM.
- [Policy #0100-520.05: PLACEMENT PRIOR TO RESOURCE FAMILY APPROVAL](#) reviews the process for an emergency placement or a placement based on a compelling reason with relatives and nonrelative family members.
- **California State CDSS RFA Written Directives, Version 8.0 (Section 9-02): Update of Resource Family Approval**

(b) (a) At least once every 24 months a County shall update the approval of a Resource Family A County shall complete an update for a Resource Family, as specified in Subsection (e), when any of the following occur:

 - (1) A significant change has occurred in the Resource Family Circumstances, as determined by a County.
 - (A) An update due to a significant change shall begin within 30 calendar days of a County's knowledge of the change.
 - (2) Relocation to a new home.
 - (A) A County shall begin an update to the Resource Family's approval within 30 calendar days of being notified that the Resource Family has moved.
 - (3) A Resource Family who is approved for a specific child or non-minor dependent requests to care for additional children or non-minor dependent.
 - (A) A County shall begin an update specified in paragraph (5) within five business days of the placement of another child or non-minor dependent.
 - (4) A Resource Family request to end inactive status pursuant to Section 10-02(e) or (f).
 - (A) A County shall complete an update to end inactive status within 30 calendar days of the placement, unless good cause exists, pursuant to Section 10-02(d). (i) If good cause exists, a County shall document the reasons for the delay beyond the 30 calendar days and generate a timeframe for completion of the update.
 - (B) If the request to end inactive status is pursuant to Section 10-02(f), a County shall initiate a home health and safety assessment pursuant to Section 6-02(a)(2) within 5 calendar days of the placement and complete an update within 30 calendar days of the placement, unless good cause exists. (i) If good cause exists, a County shall document the reasons for the delay beyond the 30 calendar days and generate a timeframe for

completion of the update.

- (5) It has been 24 months since the Resource Family was approved and no updates as specified in paragraphs (1-4), or Sections 9-03 and 9-04 have been completed since their date of approval; or it has been 24 months since any type of update (regardless of their approval date), as described in paragraphs (1-4), or Section 9-03 and 9-04 has been completed.

(A) A 24-month update shall be completed no sooner than 60 calendar days prior to the 24-month due date and no later than 30 calendar days after the 24-month due date.

RESOURCES: DCFS Caregiver WarmLine phone number: **877-DCFS-165** or (877) 323-7165 (or by email: warmline@dcfs.lacounty.gov)

FORM: [Emergency Request to Change RFA Capacity or Reactivate an Inactive RFA Home](#)