Data Entry Instructions for Creating the Placement Packet Request (PPR) in the Foster Care Search System

1. Create the PPR for Emergency Placement in FCSS.

   a. Select Home Type → Resource Family Home (RFH) (Includes Relative and NREFM)

   b. Enter all of the needed information for the PPR.

FCSS Placement Packet Request (PPR) Creation Area

Placement Home

Home Type:* | Resource Family Home (RFH) (Includes Relative and NREFM) | **A**

Home Search: | | **Select Home**

Caregiver/Relative Name & Address
Agency Name:
Home Name: | **B**

Primary Substitute Care Provider
Last Name:* | First Name:*
DOB | Relationship: * -- Please Select --

Secondary Substitute Care Provider
Last Name: | First Name:
DOB | Relationship: -- Please Select --

Address
Street No:* | Street Name:* | City:*
State:* | Zip:* | Phone:*
License No: | Vendor ID:
Placement Date:*