



OREGON DEPARTMENT OF **Human Services**

Child Welfare

Chapter 413

Division 203

Relative Certification

Effective Jan. 1, 2026

413-203-0000

Definitions

- (1) "Adoptive Resource" means an individual or individuals selected by the Department, another public child welfare agency, or a licensed adoption agency as the adoptive family for a child where no administrative review was requested within the timeframe allowed for such a request, or if a review was requested, the selection has been sustained by that review and the review is complete.
- (2) "Adult" means an individual 18 years of age or older who is not a child as defined in these rules.
- (3) "Age-Appropriate or Developmentally Appropriate Activities" means:
 - (a) Activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child based on the development of cognitive, emotional, physical, and behavioral capacities that are typical for an age or age group; and
 - (b) In the case of a specific child, activities or items that are suitable for the child based on the developmental stages attained by the child with respect to the cognitive, emotional, physical, and behavioral capacities of the child.
- (4) "Certification Supervisor" means an employee of the Department, designated as a supervisor, supervising staff responsible for certification, training, and monitoring homes certified by the Department.

- (5) "Certified Respite Care" means respite care provided by a Certified Respite Provider or a certified resource family that has been issued a certificate of approval.
- (6) "Certified Respite Provider" means an individual certified by the Department to provide certified respite care to a child being served in their home through an open child welfare case or a child in the care or custody of the Department.
- (7) "Certifier" means a Department employee who:
 - (a) Conducts assessments of applicants, members of the household, home and surroundings;
 - (b) Determines whether to recommend issuance of a Respite Certificate of Approval, Temporary Certificate of Approval, Certificate of Approval, Relative Temporary Certificate of Approval, Relative Certificate of Approval, Child-Specific Non-Relative Certificate of Approval, or approval as a potential adoptive resource; and
 - (c) Monitors the compliance and ongoing assessment of a resource parent, relative resource parent, or certified respite provider as required by OAR 413-200-0301 to 413-200-0396, OAR 413-205-0000 to 413-205-0085 and OAR 413-203-0000 to 413-203-0145.
- (8) "Child" means a person who:
 - (a) Is a person under 18 years of age; or
 - (b) Is a child in care, as defined in ORS 418.257, which is a person under 21 years of age residing in or receiving care or services from:
 - (A) A child-caring agency or proctor foster home;
 - (B) A foster home certified by the Department; or
 - (C) A developmental disabilities residential facility; unless
 - (D) The care is being provided to the child by the child's parent (ORS 418.257).

- (9) "Child Care" means the supervision of a child in the care or custody of the Department by a licensed, approved, or listed provider required due to the employment or educational program of the certified resource family.
- (10) "Child Care Facility" means each of the following:
- (a) A Registered Family Child Care Home, which is the residence of a provider who has a current Family Child Care Registration at that address and who provides care in the family living quarters.
 - (b) A Certified Family Child Care Home, which is a child care facility located in a building constructed as a single-family dwelling that has certification to care for a maximum of 16 children at any one time.
 - (c) A Certified Child Care Center, which is certified to care for 13 or more children, or a facility that is certified to care for 12 or fewer children and located in a building constructed as other than a single-family dwelling.
 - (d) A Listed Facility, which is a child care provider who has been approved by the Department Self-Sufficiency Program for child care on behalf of clients of the Department.
- (11) "Child Protective Services Assessment" (CPS assessment) means an investigation into a report of abuse pursuant to ORS 419B.020 or ORS 418.257 that includes activities and interventions to identify and analyze safety threats, determine if there is reasonable cause to believe abuse occurred, and assure safety through protective action plans, initial safety plans, or ongoing safety planning.
- (12) "Cohabiting" means the act of adults, unmarried to each other, living together in an intimate relationship.
- (13) "CPS worker" means an employee of Child Welfare who has completed the mandatory Child Welfare training for CPS workers.
- (14) "Criminal Records Check" means obtaining and reviewing criminal records as required by these rules and includes any or all of the following:

- (a) An Oregon criminal records check where criminal offender information is obtained from the Oregon State Police (OSP) using the Law Enforcement Data System (LEDS). The Oregon criminal records check may also include a review of other criminal records information obtained from other sources.
 - (b) A fingerprint based national criminal records check where records are obtained from the Federal Bureau of Investigation (FBI). The national criminal records check may also include a review of other criminal records information.
 - (c) A state-specific criminal records check where records are obtained from law enforcement agencies, courts, or other criminal records information sources located in, or regarding, a state or jurisdiction outside Oregon.
- (15) "Denial" The refusal of the Department to approve an application and issue a Respite Certificate of Approval, Relative Temporary Certificate of Approval, Temporary Certificate of Approval, Relative Certificate of Approval, Certificate of Approval, Child-Specific Non-Relative Certificate of Approval, Relative Certificate of Approval or approve renewal of a Child-Specific Non-Relative Certificate of Approval or Certificate of Approval.
- (16) "Department" means the Oregon Department of Human Services.
- (17) "Designee" means a person whom the designator directly and immediately supervises, or a person with equal or greater management responsibility than the designator.
- (18) "Discipline" means a training process a family uses to help a child develop the self-control and self-direction necessary to assume responsibilities, make daily living decisions, and learn to conform to accepted levels of social behavior.
- (19) "Disqualifying Condition" means any information or circumstance related to a person or to the home that does not meet one or more of the requirements in OAR 413-203-0000 to 413-203-0145.

- (20) "Impending Danger Safety Threat" means a family behavior, condition, or circumstance that meets all five safety threshold criteria. When it is occurring, this type of threat is not immediate, obvious, or occurring at the onset of the CPS intervention. This threat is identified and understood more fully by evaluating and understanding individual and family functioning.
- (21) "Inactive Referral Status" means a period of time, not to exceed 12 months, during which neither the Department nor any other agency may place an additional child with a resource parent, relative resource parent, or utilize a certified respite provider.
- (22) "Informal Respite Care" means respite care provided by an individual known to the certified resource parent or relative resource parent and/or the child in care when that individual is not a Certified Respite Provider or a certified resource parent.
- (23) "Member of the Household" means any adult, or child living in the home. "Member of the household" means any adult or child living in the home excluding a child in the care or custody of the Department.
- (24) "Orientation" means a training provided by the Department to prospective and current resource parents, relative resource parents, potential adoptive resources, and certified respite providers that includes information about the certification and approval processes, an overview of the Oregon child welfare system, and expectations of a resource parent, relative resource parent, potential adoptive resource, and certified respite provider.
- (25) "Personal Care Services Plan" means a written plan to provide personal care services for the child documenting:
- (a) The determination that the individual is a qualified provider;
 - (b) The frequency or intensity of each personal care service to be provided; and
 - (c) The date personal care services begin.

- (26) "Placement Support Plan" means a documented set of actions or resources that is developed to assist a certified resource family to maintain conditions that provide safety and well-being for a child.
- (27) "Present danger safety threat" means an immediate, significant, and clearly observable family behavior, condition, or circumstance occurring in the present tense, already endangering or threatening to endanger a child. The family behavior, condition, or circumstance is happening now, and it is currently in the process of actively placing a child in peril.
- (28) "Psychotropic Medication" means medication, the prescribed intent of which is to affect or alter thought processes, mood, or behavior, including but not limited to antipsychotic, antidepressant, and anxiolytic medication and behavior medications. The classification of a medication depends upon its stated intended effect when prescribed because it may have many different effects.
- (29) "Reasonable and prudent parent standard" means the standard, characterized by careful and sensible parental decisions that maintain the health, safety, and best interests of a child while encouraging the emotional and developmental growth of the child, that a substitute care provider must use when determining whether to allow a child in substitute care to participate in extracurricular, enrichment, cultural, and social activities.
- (30) "Relative" means any of the following:
- (a) An individual with one of the following relationships to the child or young adult through the parent of the child or young adult unless the relationship has been dissolved by adoption of the child, young adult, or parent:
 - (A) Any genetic relative of preceding generations denoted by the prefixes of grand, great, or great-great.
 - (B) An aunt, uncle, nephew, niece, first cousin, and first cousin once removed.

- (C) A spouse of anyone listed in paragraphs (A) to (C) of this subsection, even if a petition for annulment, dissolution, or separation has been filed or the marriage is terminated by divorce or death. To be considered a "relative" under this paragraph, the child or young adult must have had a relationship with the spouse prior to the most recent episode of Department custody.
- (b) An individual with one of the following relationships to the child or young adult:
 - (A) A sibling, also to include an individual with a sibling relationship to the child or young adult through an alleged genetic parent.
 - (B) An individual defined as a relative by the law or custom of the Tribe of the child or young adult if the child or young adult is an Indian child under the Indian Child Welfare Act or in the legal custody of a Tribe.
 - (C) An individual defined as a relative of a refugee child or young adult under OAR 413-070-0300 to 413-070-0380.
 - (D) A stepparent or former stepparent if the child or young adult had a relationship with the former stepparent prior to the most recent episode of Department custody; a stepsibling.
 - (E) A registered domestic partner of the parent of the child or young adult or a former registered domestic partner of the parent of the child or young adult if the child or young adult had a relationship with the former domestic partner prior to the most recent episode of Department custody.
 - (F) The adoptive parent or an individual who has been designated as the adoptive resource of a sibling of the child or young adult.
 - (G) An unrelated parent of a half-sibling of the child or young adult when the half-sibling of the child or young adult is living with the unrelated parent.

- (c) An individual identified by the child or young adult or the family of the child or young adult, or an individual who self-identifies, as being related to the child or young adult through the parent of the child or young adult genetically or by adoption or marriage to a degree other than an individual specified as a "relative" in paragraphs (A) to (C) of subsection (a) of this section unless the relationship has been dissolved by adoption of the child, young adult, or parent.
- (d) An individual meeting the requirements of at least one of the following:
 - (A) An individual not related to the child, young adult, or parent genetically or by adoption or marriage:
 - (i) Who is identified as a member of the family by the child or young adult or by the family of the child or young adult; and
 - (ii) Who had an emotionally significant relationship with the child or young adult or the family of the child or young adult prior to the most recent episode of Department custody.
 - (B) An individual who has a genetic relationship to the child or young adult as described in paragraphs (A) to (C) of subsection (a) of this section through the genetic parent of the child or young adult, but the prior legal relationship has been dissolved by adoption of the child, young adult, or genetic parent, and who is identified as a member of the family by the child or young adult or who self-identifies as a member of the family.
- (e) For eligibility for the guardianship assistance program:
 - (A) A stepparent is considered a parent and is not a "relative" for the purpose of eligibility for guardianship assistance unless a petition for annulment, dissolution, or separation has been filed, or the marriage to the parent of the child has been terminated by divorce or death.

- (B) A resource parent may only be considered a "relative" for the purpose of eligibility for guardianship assistance when:
 - (i) There is a compelling reason why adoption is not an achievable permanency plan;
 - (ii) The resource parent is currently caring for a child, in the care or custody of the Department or a participating tribe, who has a permanency plan or concurrent permanent plan of guardianship;
 - (iii) The resource parent has cared for the child for at least 12 of the past 24 months; and
 - (iv) The Department or Tribe has approved the resource parent for consideration as a guardian.

- (31) "Relative Applicant" means any individual who is defined as a "relative" under OAR 413-203-0000 who applies:
 - (a) To become a Relative Resource Parent; or
 - (b) For approval through the Department as a potential relative adoptive resource.

- (32) "Relative Certificate of Approval" means a document the Department issues to a relative resource parent to approve the operation of a home to provide care for a relative child and for whom the Department determines a placement is needed.

- (33) "Relative Home Study" means a document containing an analysis of the ability of the relative applicant to provide safe and appropriate care of a relative child in the care or custody of the Department.

- (34) "Relative Resource Parent" means a person defined as a "relative" under OAR 413-203-0000 who operates a home that has been approved by the Department to provide care for a related child in the care or custody of the Department. A "relative resource parent" is a "relative caregiver" as that term is used in ORS chapter 418.

- (35) "Relative Temporary Certificate of Approval" means a document the Department issues to a certified relative resource parent to approve the operation of a home to provide care for a relative child in the care or custody of the Department for no longer than 60 days unless extended under OAR 413-203-0025.
- (36) "Resource Parent" means a person who operates a home that has been approved by the Department to provide care for an unrelated child placed in the home by the Department.
- (37) "Respite Care" means an arrangement to relieve a family with an open child welfare case or a resource parent, or relative resource parent of their responsibilities by a person temporarily assuming responsibility for the care and supervision of a child.
- (38) "Revocation" means an administrative act by the Department that rescinds an existing Certificate of Approval, Child-Specific Non-Relative Certificate of Approval, Temporary Certificate of Approval, Relative Certificate of Approval, Relative Temporary Certificate of Approval or Respite Certificate of Approval.
- (39) " Screener" means a Department employee with training required to provide screening services.
- (40) "Skills enhancement" means an educational resource that helps a relative resource parent learn and develop skills to assist them in meeting the needs of the relative child in the care or custody of the Department.
- (41) "Surrogate" means an individual who has been appointed to safeguard a child's rights in the special education decision-making process. The individual may be appointed pursuant to applicable Department of Education administrative rules and statutes or by the juvenile court.
- (42) "Tangible goods" means child safety items, clothing, furniture, utilities, transportation or anything that may be provided to a family to maintain child safety and to remove barriers to placement or to maintain a placement.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0001](#)

Responsibilities for Certification and Supervision of Relative Resource Parents

Authority, Responsibility, and Applicability.

- (1) ORS 418.640(1) authorizes the Department to adopt rules to protect the best interests of children in foster homes and to carry out the intent and purpose of ORS 418.625 to 418.645.
- (2) The Department has determined that it is in the best interests of a child who cannot safely remain in the home with a parent or legal guardian to be placed with a person meeting the definition of a relative, whenever such placement meets the child's safety, health and well-being needs.
- (3) The Department has determined that any resource parent issued a Certificate of Approval under 413-200-0260 through 413-200-0396 and who meets the definition of a Relative Resource Parent under 413-203-0000 through 413-203-0145 will have their Certificate of Approval converted to a Relative Certificate of Approval.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0005](#)

Purpose of the Department's Responsibilities for Relative Certification

- (1) The purpose of OAR 413-203-0000 to 413-203-0145 is to describe the activities of the Department related to:
 - (a) Certification of a relative resource parent and assessment of a relative applicant seeking to be a potential adoptive resource.
 - (b) Monitoring compliance of a relative resource parent with the certification standards in OAR 413-203-0000 to 413-203-0145 and

- (c) Disclosure of information about a relative applicant or relative resource parent.
- (2) When applying the requirements of these rules, the Department prioritizes assessment of relative applicants, and aids in meeting identified needs and overcoming barriers to certification of relative applicants to the extent reasonably possible.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

413-203-0010

Responsibilities for Assessment and Certification of a Relative Resource Parent

- (1) The Department must conduct an assessment to determine if a relative applicant and the home of the relative applicant meets the standards outlined in 413-203-0000 to 413-203-0145.
 - (a) For issuance of a Relative Temporary Certificate of Approval, the Department must conduct the activities described in OAR 413-203-0020.
 - (b) For issuance of a Relative Certificate of Approval to a relative resource parent that has been issued a Relative Temporary Certificate of Approval, the Department must conduct the activities described in OAR 413-203-0025.
 - (c) For issuance of a Relative Certificate of Approval or approval of a potential adoptive resource, the Department must conduct the activities described in OAR 413-203-0020 and 413-203-0025.
 - (d) The Department may share information in the home study when permitted or required by law, consistent with ORS 418.642, ORS 109.289 OAR 413-010-0035, 413-120-0016, 413-120-0220, and 413-120-0246. The Department is required to share information about a child

in the care or custody of the department with the parties to the child's juvenile court proceeding.

- (2) A relative applicant may not be denied providing care for a relative child in the care or custody of the Department under these rules:
 - (a) For the sole reason that the individual received child welfare services as a child;
 - (b) For the sole reason that the individual is a person with a disability; or
 - (c) On the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender expression or disability.
- (3) The Department is not required to assess a relative applicant and may deny the application if:
 - (a) The relative applicant has had a previous application for certification denied or a prior certificate revoked during the five years prior to the date on the application;
 - (b) The relative applicant is seeking to care for a specific child who is not in the care or custody of the Department;
 - (c) The relative applicant is seeking to care for a specific child, who is currently placed with a relative, and based on the best interests of the child, the Department is not seeking to move the child.
 - (d) Notwithstanding (c) of this rule, the Department must assess applicants to be in compliance with the requirements of the Indian Child Welfare Act or the Oregon Indian Child Welfare Act or an order of placement preference that is required by law.
 - (e) The relative applicant is seeking to care for a relative child residing in a state other than Oregon for whom the Department has not received a request for a home study under the Interstate Compact for the Placement of Children (ICPC).
- (4) The Department may terminate the assessment process at any time and proceed to issue a proposed and final order denying certification for one or

more of the reasons in OAR 413-203-0040 or, if the application is for approval to be a potential adoptive resource, deny the application for the reasons in OAR 413-120-0225.

- (5) Any certificate issued by the Department under OAR 413-203-0000 to 413-203-0145 must include all the following information:
- (a) The certificate type: Relative Temporary Certificate, or Relative Certificate of Approval.
 - (b) The name of each certified relative resource parent.
 - (c) The address to which the certificate applies.
 - (d) The age range (birth to 20) of any child the Department may place in the certified relative resource parent's home.
 - (e) The placement capacity of the certified resource parent.
 - (f) The provider number that the Department has given the home.
 - (g) The effective date of the certificate.
 - (h) The signature of the approving manager.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 418.005

[413-203-0015](#)

Confidentiality of Information about a Relative Applicant or Relative Resource Parent

- (1) This rule describes how the Department may exercise its authority to disclose information about a relative applicant or a relative resource parent.
- (2) The name, address, and other identifying information about a relative resource parent are confidential under ORS 418.642 and not open to public inspection. Except as provided in these rules, the Department may not disclose identifying information.

- (3) Unless prohibited by federal or state law, the Department may disclose the name, address, or other identifying information about a relative resource parent when:
- (a) A relative resource parent requests information about the relative resource parent;
 - (b) A relative resource parent authorizes disclosure about the relative resource parent;
 - (c) A court order requires disclosure;
 - (d) The Department determines disclosure is necessary or advisable to protect the best interest of a child in the care or custody of the department; or
 - (e) The Department determines disclosure is necessary for the administration of child welfare laws, which may include, but is not limited to, the following circumstances:
 - (A) Disclosure to employees of the Secretary of State's Office, the Department of Health and Human Services, and the Department which requires information to complete audits, program reviews or other investigations of child welfare programs administered by the Department;
 - (B) Disclosure to law enforcement officers and district attorney's offices that require information for child abuse assessments, criminal investigations, or other civil or criminal proceedings connected with administering the Department's child welfare programs;
 - (C) Disclosure to the Office of Administrative Hearings or an Administrative Law Judge as part of an administrative action initiated by the Department;
 - (D) Disclosure to the juvenile court or a party to a juvenile court case concerning a child or to enable the court or the party to protect the best interests of the child;

- (E) Disclosure to comply with the requirements of mandatory abuse reporting laws including, but not limited to: ORS 124.060 (elder abuse), 419B.010 (child abuse), 430.765 (adults with mental illness or developmental disabilities), and 441.640 (residents in long-term care facilities);
 - (F) Disclosure for the purposes of providing support, training, education or other information about the role of a relative resource parent.
- (4) Unless prohibited by federal or state law, the Department may disclose information about an applicant or relative resource parent when:
- (a) Disclosure is required or authorized by federal or state laws, including the Oregon Public Records Law;
 - (b) An applicant has requested information about the applicant;
 - (c) An applicant authorizes disclosure of information about the applicant;
 - (d) A court order requires disclosure;
 - (e) Disclosure is necessary or advisable to protect the best interests of a child; or
 - (f) Disclosure is necessary for the administration of child welfare laws, as outlined in subsection (3)(e) of this rule.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0020](#)

Assessment for Issuance of a Relative Temporary Certificate of Approval

- (1) To assess a relative applicant for a for a Relative Temporary Certificate of Approval, a certifier must:
 - (a) Work with the relative as the relative completes the application and other Department required forms.

- (b) Have face-to-face contact with each relative applicant and each other member of the household.
- (c) Obtain approval of the supervisor to delay face-to-face contact with a relative applicant or other member of the household and document the approval on a form approved by the Department; and determine a date and time for the face-to-face contact within seven calendar days of the date the relative applicant or other member of the household becomes available.
- (d) Explain the process and requirements for certification of a relative resource parent.
- (e) Discuss with the relative applicant the role and responsibilities of the Department.
- (f) Ensure the relative applicant possesses a valid driver license and auto insurance if the relative applicant will operate a motor vehicle with any child in the care or custody of the Department inside the vehicle.
- (g) Discuss with the relative applicant what supports may be needed to meet the safety, health and well-being needs of the child.
- (h) When appropriate, obtain approval from the child welfare program manager or designee on a form approved by the Department for any of the following circumstances:
 - (A) The home will exceed the maximum placement capacity as described in OAR 413-203-0030.
 - (B) An applicant or other member of the household provides child care in the home or is a foster care provider licensed by another child-caring agency.
 - (C) A relative applicant or other member of the household provides foster care or day care to adults in the home.
 - (D) A relative applicant is married, in a domestic partnership, or cohabitating but the spouse or partner is not an applicant, unless the individual is in the military stationed out of state.

- (i) There are circumstances in which an individual will have limited responsibility for household management or care of a child in the care or custody of the Department placed in the home.
 - (ii) There are circumstances in which the family dynamic is such that it is in the best interest of the child in the care or custody of the Department to allow one individual to be certified.
- (i) Complete a home visit:
 - (A) Observe and assess the safety of the physical environment;
 - (B) Walk through each room in the primary residence and each surrounding building and structure on the property, unless the building or residence is a self-contained, separate-entry residence rented to or owned by another individual;
 - (C) Complete a safety assessment of the home and surroundings using a form approved by the Department;
 - (D) Provide the home with age-appropriate documents outlining the Oregon Foster Children's Bill of Rights under ORS 418.201 and OAR 413-010-0180, Oregon Foster Children's Sibling Bill of Rights under ORS 418.608 and OAR 413-070-0860, and inform the relative applicant of the requirement to have the Oregon Foster Children's Bill of Rights posted in their home, and the requirement that Oregon Foster Children's Sibling Bill of Rights be available to a child in the care or custody of the department placed in the home; and
 - (E) Provide of copy of the Oregon Foster Parent Bill of Rights under ORS 418.648.
- (j) Gather and analyze information, through interview and observation, as it relates to each relative applicant's ability and willingness to meet the certification requirements, and assess the conditions that appear

to exist in the home that affect safety, health, and well-being for a child in the care or custody of the Department.

- (k) Ensure completion of a criminal records check through LEDS on each relative applicant and each other adult member of the household, and initiate a fingerprint based criminal offender records check of national crime information as outlined in OAR 413-120-0440 to 413-120-0475. The Department may complete a criminal records check for any child living in the home not in the care or custody of the Department, when there is reason to believe they may pose a risk to a child in the care or custody of the Department.
 - (A) Assess the fitness of each relative applicant and each other adult member of the household pursuant to OAR 413-120-0440 to 413-120-0475.
 - (B) If appropriate, obtain approval pursuant to 413-120-0440 to 413-120-0475 to continue with the certification assessment of the relative applicant despite the criminal offender history of each relative applicant and each other adult member of the household; or
 - (C) If a relative applicant or other adult member of the household has a disqualifying conviction under OAR 413-120-0440 to 413-120-0475 or the authorized designee makes a negative fitness determination with respect to the individual, the Department must proceed to issue a proposed and final order denying certification, unless the application is withdrawn by the relative applicant.
 - (D) Document the information considered and the decision on a form approved by the Department.
- (l) Ensure completion of a child abuse history background check in the state of Oregon for each relative applicant and each other adult member of the household.

- (A) If a relative applicant or other adult member of the household has lived outside the state of Oregon and within the United States in the previous five years, initiate a child abuse history background check from each state where the individual resided in the five years preceding the date on the application for certification from the Department;
- (B) Assess any safety concerns regarding each relative applicant and each other adult member of the household raised by information learned from the child abuse history background check in Oregon and if applicable, another state.
- (C) When a relative applicant or other member of the household has been identified as the perpetrator or alleged perpetrator, or respondent of abuse in a child protective services assessment in a founded disposition, substantiated disposition, unable to determine disposition, or inconclusive disposition for abuse to a child, or a similar disposition from another Department division, agency, or state, consult with the certification supervisor about whether to seek approval from the Child Welfare Program Manager to continue with the certification assessment:
 - (i) If the decision is to seek approval, the Child Welfare Program Manager must consider the information and the safety concerns and may approve or deny continuing the assessment;
 - (ii) If the decision in subparagraph (C) of this paragraph is to deny continuing with the assessment, the Department may terminate the assessment process and, unless the application is withdrawn, proceed to deny the application under OAR 413-203-0040;
 - (iii) The information considered, including the safety concerns assessed, and the decision must be documented on a form approved by the Department.

- (2) The certifier must document the assessment of the requirements described in this rule on a form approved by the Department and submit the assessment to the certification supervisor for:
 - (a) Approval of a Relative Temporary Certificate of Approval,
 - (b) A determination that further assessment is required, or
 - (c) A determination that the relative applicant does not meet the standards set forth in OAR 413-203-0000 to 413-203-0145 and further certification actions are required.
- (3) If (2)(b) or (2)(c) applies, and the child is requiring placement, Foster Care Program Manager or designee approval is required to not issue a Relative Temporary Certificate of Approval.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0025](#)

Assessment to Complete a Relative Certificate of Approval

- (1) To Issue a Relative Certificate of Approval to an individual who has not been issued a Relative Temporary Certificate of Approval:
 - (a) Complete requirements in 413-203-0020; and
 - (b) Complete requirements in 413-203-0025.
- (2) To complete the assessment of a relative applicant that has been issued a Relative Temporary Certificate of Approval and issue a Relative Certificate of Approval, the certifier must complete the following activities as soon as possible, but no later than 60 days from the date the Relative Temporary Certificate of Approval is issued, unless the certificate has been extended under section (3) of this rule.
 - (a) Ensure completion of a fingerprint based criminal records check of national crime information databases on each relative applicant and each other adult member of the household, and, at the Department's

discretion, any individual under 18 living in the home when there is reason to believe they may pose a risk to a child in the care or custody of the Department placed in the home.

- (A) Complete a weighing test and fitness determination of any new criminal history information obtained pursuant to OAR 413-120-0457
 - (B) If appropriate, obtain approval to continue with the certification assessment when an applicant or other adult member of the household has a criminal conviction.
 - (C) If a relative applicant or other adult member of the household has a disqualifying conviction under OAR 413-120-0440 to 413-120-0475 or the authorized designee makes a negative fitness determination with respect to the individual, the Department must proceed to issue a proposed and final order denying certification, unless the application is withdrawn by the relative applicant.
 - (D) Document the information considered, and the decision, on a form approved by the Department.
- (b) Ensure completion of child abuse history background checks for each relative applicant and each other adult member of the household, as follows:
- (A) If a relative applicant or other adult member of the household has lived outside the state of Oregon obtain a child abuse history background check from each state where the individual resided in the five years preceding the date on the application for certification from the Department.
 - (B) Assess any safety concerns raised by information learned from the child abuse history background check in Oregon and if applicable, another state.

- (C) When a relative applicant or other member of the household has been identified as the perpetrator or alleged perpetrator, or respondent of abuse to a child in a child protective services assessment founded disposition, substantiated disposition, unable to determine disposition, or inconclusive disposition or a similar disposition from another Department division, agency, or state, consult with the certification supervisor about whether to seek approval from the Child Welfare Program Manager to continue with the certification assessment:
 - (i) If the decision is to seek approval, the Child Welfare Program Manager must consider the information and the safety concerns and may approve or deny continuing the assessment;
 - (ii) If the decision is to deny continuing with the assessment, the Department may terminate the assessment process and, unless the application is withdrawn, proceed to deny the application.
 - (iii) Document the information considered, including the safety concerns assessed, and the decision, on a form approved by the Department.
- (c) Verify completion of Relative Orientation, including Mandatory Reporter Training required within 30 days of issuance of a Relative Temporary Certificate of Approval;
- (d) Verify completion of Safe Sleep Training, if a child 12 months or younger is placed in the home required within 30 days of issuance of a Relative Temporary Certificate of Approval;
- (e) Gather information from a minimum of two personal references for the applicant; and
- (f) Complete a Relative Home Study on a form approved by the Department.

- (3) If the above requirements are not completed within 60 days:
 - (a) The Child Welfare Program Manager or designee may approve a 30-day extension of the Relative Temporary Certificate of Approval.
 - (b) The Foster Care Program Manager or designee may approve an extension longer than 30 days of the Relative Temporary Certificate of Approval.
- (4) If the certifier has completed all of the activities in section (1) and (2) of this rule and the Relative Home Study has been approved, the Department may issue a Relative Certificate of Approval.
- (5) The Department must assess a relative applicant and determine whether to approve the relative application or deny the relative application within 60 days of Department receipt of a completed relative application unless:
 - (a) The application is withdrawn by the applicant;
 - (b) The Child Welfare Program Manager or designee extends the assessment period, no greater than an additional 60 days or;
 - (c) The Foster Care Program Manager or designee extends the assessment period for longer than 120 days or;
 - (d) The Department has issued a Relative Temporary Certificate of Approval.
- (6) To approve a relative applicant as a potential adoptive resource, the certifier must:
 - (a) Complete the activities required by OAR 413-203-0020(1);
 - (b) Complete the activities required by OAR 413-203-0025(2);
 - (c) Determine the standards of OAR 413-120-0246 have been met; and
 - (d) Approve an adoption home study.
- (7) When evaluating a relative applicant as a potential adoptive resource:
 - (a) OAR 413-203-0020(1)(c) does not apply; and

- (b) The 60-day timelines in OAR 413-203-0025(2), (3) and (5) do not apply.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

413-203-0030

Requirements Regarding the Maximum Number of Children in the Home

- (1) Unless a management approval by the Program Manager or designee is obtained, the Department may not issue a Relative Temporary Certificate of Approval, or Relative Certificate of Approval, if the home would exceed the following maximum capacity:
 - (a) A total of four children to one relative resource parent;
 - (b) A total of seven children, to two relative resource parents;
 - (c) A total of two children under the age of three; or
 - (d) A total of six children in the care or custody of the Department.
- (2) When counting the children under 1(a)-(c) of this rule, each child living in the home is included.
- (3) Considerations for a management approval include, but are not limited to:
 - (a) To allow a parenting child in the care or custody of the Department to remain with their child;
 - (b) To allow siblings to remain together;
 - (c) To allow a child to be placed with a relative.
- (4) The certifier must assess:
 - (a) The skills, abilities, and willingness of the relative resource parent related to the quantity of services required for each child to be placed in the home;
 - (b) The skills and abilities of the relative to meet the safety, health, and well-being needs of each child to be placed in the home;

- (c) The amount of support the relative resource parent requires to meet the supervision needs of each child in the care or custody of the Department to be placed in the home;
- (d) The maximum safe physical capacity of the home, including sleeping arrangements; and
- (e) The plan for each individual to escape from the home in case of fire or other emergency.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0035](#)

Responsibilities for On-Going Certification of a Relative Resource Parent

- (1) A certifier must conduct a minimum of one home visit to any relative resource parent every 90 days, which must include:
 - (a) Face to face contact with at least one certified relative resource parent; and
 - (b) Verbal contact with each relative resource parent.
 - (c) Document the contacts with the relative resource parent and the information obtained in the provider record of the Department's electronic information system.
- (2) A certifier must collaborate with a relative resource parent in determining the skills enhancement that would benefit the relative resource parent and the relative child placed in their home.
- (3) A certifier must collaborate with a relative resource parent in determining what tangible goods may be required to meet the safety and well-being needs of the relative child placed in their home, and what resources exist to provide those tangible goods.
- (4) A certifier must assess each relative resource parent's compliance with OAR 413-203-0000 to 413-203-0145 and their ability to continue to meet the

safety, health, and well-being needs for the child in the care or custody of the Department at each home visit and complete the following activities when applicable:

- (a) Whenever it becomes known that the relative resource parent plans to become an in-home child care, an adult foster care, or an in-home adult day care provider, seek approval from the Child Welfare Program Manager or designee on a form approved by the Department;
 - (b) Whenever it becomes known that another agency plans to place a child with a relative resource parent, prior to placement of the child, approval from the child welfare program manager or designee is required to be documented on a form approved by the Department.
- (5) If an adult member of the household has not previously had a criminal records and child welfare background check, the certifier must conduct these checks outlined in OAR 413-203-0020 and OAR 413-203-0025.
- (6) Whenever it becomes known that a Relative Resource Parent or other adult member of the household, has been arrested or convicted of a crime not previously assessed and approved:
- (a) Assure completion of a criminal records check under OAR 413-120-0040 to 413-120-0475.
 - (b) Document the information considered and the results of any fitness determination or safety assessment on a form approved by the Department.
- (7) During, and at the conclusion of a child protective services assessment regarding an allegation of child abuse in a Relative Resource Parent home follow the requirements of OAR 413-015-0601 to 413-015-0608.
- (8) When the assigned certifier or certification supervisor is notified that information received by a screener involving a home certified by the Department is referred for a CPS assessment, within one business day after

the CPS worker has made initial contact with the relative resource parent, the certifier must:

- (a) Contact and notify the relative resource parent and provide them with the following information:
 - (A) The certifier is available to answer questions related to certification but must not discuss the specifics of the CPS assessment;
 - (B) The certified relative resource parent is immediately placed on inactive referral status pending the completion of the CPS assessment; and
 - (C) The certified relative resource parent has the option of having a resource parent or relative resource parent available for support during the assessment.
 - (b) Document the initiation of a CPS assessment and the placement of the certified relative resource parent on inactive referral status in provider notes in the Department's electronic information system.
 - (c) Notify Department staff responsible for placement that the certified relative resource parent's home is on inactive referral status.
 - (d) At the conclusion of the CPS assessment, the certifier and certification supervisor must:
 - (A) Staff the case and review all the information in the CPS assessment;
 - (B) Determine what certification actions should be taken under OAR 413-203-0040; and
 - (C) Ensure documentation of the results of the staffing in provider notes in the Department's electronic information system.
- (9) Placement Support Plan
- (a) When a certifier determines that a relative resource parent needs additional support to maintain conditions that provide safety, health,

and well-being in the home, the certifier may develop a placement support plan. A placement support plan is appropriate when one or both of the following circumstances apply:

- (A) The relative resource parent needs additional training, instruction, or skills to improve their ability to meet the needs of a child placed in the home by the Department.
 - (B) The relative resource parent is not in compliance with one or more of the Department's certification standards, and the non-compliance does not result in either a present danger safety threat or an impending danger safety threat to a child.
- (b) When a placement support plan is appropriate to support a relative resource parent, the certifier must gather information regarding current circumstances from:
- (A) The relative resource parent;
 - (B) The child placed in the relative resource parent's home, when appropriate;
 - (C) The caseworkers of any child currently placed in the home; and
 - (D) Other collateral contacts that may have information regarding the characteristics of the care provided in the relative resource parent's home.
- (c) The certifier must schedule a meeting with the relative resource parent to discuss the current circumstances which result in a placement support plan and the appropriate supports and services to assist the relative resource parent.
- (d) A placement support plan must be documented and specify all of the following:
- (A) The actions or services in which the relative resource parent must participate.

- (B) The actions or services the Department will provide to support the relative resource parent in maintaining conditions that provide safety, health, and well-being for any child in the care or custody of the Department.
 - (C) Agreement that the relative resource parent is willing and able to participate in the actions or services.
 - (D) Agreement to review the placement support plan on a specified date, which is within at least 90 days.
 - (E) The anticipated end date of the placement support plan.
- (e) A certification supervisor must approve the placement support plan.
 - (f) When the placement support plan has been approved, the certifier must:
 - (A) Provide a copy to the relative resource parent;
 - (B) Document the placement support plan in the Department's electronic information system; and
 - (C) Provide written notification to the caseworkers of each child placed in the home by the Department.
 - (g) The certifier must review the placement support plan on or before the date specified in subsection (D) of this rule and determine, in consultation with the certification supervisor, whether the placement support plan should be updated or ended.
- (10) If the placement support plan is updated or ended, the certifier must document the decision in the provider record and must notify the caseworkers of each child placed in the home by the Department.
 - (11) If the relative resource parent fails to follow through with a placement support plan, the Department may deny an application or revoke a Relative Temporary Certificate of Approval or Relative Certificate of Approval.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0040](#)

Responsibilities Regarding Withdrawal of an Application, Denial or Termination of a Certificate of Approval

- (1) When a relative applicant requests to withdraw their application for certification or adoption under 413-203-0040 the certifier must document the communication regarding the relative applicant's request in the Department's information system.
- (2) An application may be considered to be withdrawn if, during the assessment process, the relative applicant fails to respond to a written request for contact from the Department within 30 days of the request.
- (3) An application may be considered to be withdrawn if ICPC placement approval has expired or when the sending state notifies the Department the child will not be placed.
- (4) When a relative resource parent requests the Department terminate their certification, the certifier must:
 - (a) Terminate the certificate on a date to be determined by the Department and the certified relative resource parent, notify the certified relative resource parent of the date the certificate was terminated and document the reasons for termination of the certificate in the Department's information system.
 - (b) If the Department intends to revoke the Relative Temporary Certificate of Approval or Relative Certificate of Approval, determine with a Child Welfare Program Manager or designee whether to accept the request to terminate the certificate or continue with the revocation process, inform the relative resource parent of the Department's decision, and document the Department's decision regarding the relative resource parent's request.

- (5) The Department may terminate a Relative Temporary Certificate of Approval 60 calendar days after issuance if the relative child is not placed in the home.
- (6) The Department must terminate a Relative Temporary Certificate of Approval or Relative Certificate of Approval 60 calendar days after the child placed in the home by the Department moves from the home, unless:
 - (a) The relative resource parent is providing certified respite care to support the child and the child's family during reunification; or
 - (b) The Department has made the determination to seek revocation of the Relative Temporary Certificate of Approval or Relative Certificate of Approval.
- (7) The Department may deny an application when:
 - (a) The relative applicant fails to provide requested information within 30 days of a written request from the Department; or
 - (b) When an adult member of the household has been identified as the perpetrator, alleged perpetrator, or respondent of abuse in a child protective services assessment founded disposition, unable to determine disposition, substantiated, inconclusive or a similar disposition from another agency or state.
- (8) The Department may deny an application or revoke a Relative Temporary Certificate of Approval or Relative Certificate of Approval when:
 - (a) The relative applicant or relative resource parent does not meet or no longer meets one or more of the certification standards in these rules;
 - (b) The Department has determined that the relative applicant or the relative resource parent does not meet or cannot continue to provide for the safety, health or well-being needs of a child in the care or custody of the Department;
 - (c) The Department discovers a relative applicant or relative resource parent has falsified information by act of commission or omission;

- (d) A relative applicant or relative resource parent fails to provide information to the Department or fails to inform the Department of any disqualifying condition, including a disqualifying condition that arises after the certification has been issued;
- (e) A relative applicant or certified relative resource parent is found to have interfered or hindered an investigation of abuse of a child, including but not limited to the intimidation of witnesses, falsification of records or denial or limitation of interviews with the child who is the subject of the investigation or with witnesses;
- (f) A relative resource parent interferes with the good faith disclosure of information by an employee or volunteer concerning the abuse or mistreatment of a child in the care or custody of the Department placed in the home of the relative resource parent, violations of certification requirements, criminal activity in the relative resource parent's home, violations of state or federal laws or any practice that threatens the health and safety of a child in the care or custody of the Department placed in the home of the relative resource parent to:
 - (A) Oregon Department of Human Services;
 - (B) A law enforcement agency;
 - (C) A family member, guardian or other person who is acting on behalf of the child in the care or custody of the Department.
- (g) An adult member of the household, or a person who frequents the home, is found to have a disqualifying conviction under OAR 413-120-0450 or an authorized designee makes a negative fitness determination;
- (h) The relative resource parent fails to follow through with a placement support plan.
- (i) The Department determines a child has been removed because the relative resource parent cannot provide for the safety, health, or well-

being needs of the child and violated one or more rules under OAR 413-203-0000 to 413-203-0145.

- (9) The Department must take action to revoke a certification when, at the conclusion of a child protective services assessment, the Department determines there is an impending danger safety threat in the relative resource parent's home, unless:
 - (a) The certified relative resource parent provides a request to voluntarily terminate the certificate; and
 - (b) The Department agrees to accept the voluntary termination of the certificate.
- (10) If the Department decides to deny an application for a certificate, or decides to revoke a certificate, the Department must provide a relative applicant or certified relative resource parent a written notice of intent to deny the application or revoke the certificate, which must state the reasons for the action and comply with OAR 413-010-0510.
- (11) When the Department has issued a written notice to revoke a certificate before the stated expiration date on the certificate, the certificate must not expire until there is a final order on the notice to revoke the certificate.
- (12) The Department must remove from the home any child in the care or custody of the Department upon making the decision to revoke the relative resource parent's certification and place the relative resource parent on Inactive Referral Status.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0045](#)

Informal Respite Care, Certified Respite Care and Child Care

- (1) The certifier must undertake all of the following activities:

- (a) Discuss with the relative resource parent the plan for providing care to a child in the care or custody of the Department placed in the home when the relative resource parent may be unavailable to provide care.
- (b) For any prospective informal respite care provider or child care provider, ensure completion of a criminal records check as outlined in OAR 413-120-0440 to 413-120-0475 unless the provider is a child care facility.
- (c) Document the information considered and the results of any fitness determination on a form approved by the Department.
- (d) For any prospective informal respite care provider or child care provider, conduct child abuse history background checks unless the provider is a child care facility.
- (e) Initiate out of state child abuse history background checks if the prospective informal respite care or child care provider has lived outside the state of Oregon in the previous five years.
- (f) When a prospective informal respite provider or child care provider has been identified as the perpetrator or alleged perpetrator, or respondent of abuse in a child protective services assessment in a founded disposition, substantiated disposition, unable to determine disposition, or inconclusive disposition for abuse to a child, or a similar disposition from another Department division, agency, or state, consult with the certification supervisor about whether to seek approval from the Child Welfare Program Manager to continue with the certification assessment.
 - (A) If the decision is to seek approval, the Child Welfare Program Manager must consider the information and safety concerns and may approve or deny continuing the determination of the informal respite care or child care provider;
 - (B) The decision, and the information assessed, must be documented on a form approved by the Department.

- (g) When informal respite care or child care will be provided in the home of the informal respite care or child care provider, assure the activities described in subsections (b) through (f) of this section are complete for all adults living in the home of the informal respite care or child care provider.
 - (h) An informal respite care provider or child care provider may be conditionally approved by a Child Welfare Program Manager or designee prior to the results from the fingerprint-based criminal offender records check of national crime information databases. The approval must be documented on form approved by the Department.
 - (i) Analyze information gathered under subsections (a) to (f) of this section prior to determining the individual is safe and appropriate to provide informal respite care or child care and approving the individual to provide informal respite care or child care.
 - (j) Document the analysis required under subsection (g) of this section in the Department's electronic information system.
 - (k) Notify the relative resource parent of the determination of whether the individual is authorized to provide informal respite care or child care.
 - (l) Verify that any relative resource parent identified to provide certified respite care or child care for another resource parent has a current certification.
 - (m) The Department may disapprove a prospective informal respite care provider or child care provider even if the provider has a positive fitness determination.
- (2) If the informal respite care provider or child care provider has a disqualifying conviction under OAR 413-120-0450 or the authorized designee makes a negative fitness determination with respect to the informal respite care or child care provider, the provider may not provide care.

- (3) A relative resource parent must receive Department approval to provide certified respite care for another child in the care or custody of the Department.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0050](#)

Responsibilities Regarding a When a Relative Family Moves

- (1) When a relative resource parent moves to another residence within Oregon, the Department terminates the certificate and may issue a new certificate after completing the following activities within 10 business days:
 - (a) Conduct a home visit;
 - (b) Walk through each room in the residence and buildings on the property to assess the safety of the physical environment;
 - (c) Complete a safety assessment of the home and surroundings using a form approved by the Department; and
 - (d) Assess any concerns regarding the relative resource parent's ability to provide for the safety, health, and well-being needs of the child in the care or custody of the Department placed by the Department.
Determine whether the home and the relative resource parent meet the standards under OAR 413-203-0000 to 413-203-0145 and document those assessment activities in the Department's electronic information system.
- (2) Ensure the home has posted age-appropriate documents outlining the Oregon Foster Children's Bill of Rights under ORS 418.201 and OAR 413-010-0180, and that the Oregon Foster Children's Sibling Bill of Rights under ORS 418.608 and OAR 413-070-0860(3) is available in the home.
- (3) When a relative resource parent intends to move outside the State of Oregon and the child placed in the home by the Department has been

approved to remain with the relative resource parent, OAR 413-040-0200 to 413-040-0330 applies.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

413-203-0055

Purpose of Relative Certification Standards

The purpose of OAR 413-203-0055 to 413-203-0145 is to describe the criteria for approval of a relative applicant as a relative resource parent, or potential adoptive resource and for continued certification of a relative resource parent. These rules apply to any individual who:

- (1) Has applied to become a relative resource parent, or a potential adoptive resource; or
- (2) Holds a current Relative Temporary Certificate of Approval or Relative Certificate of Approval.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

413-203-0060

Authorization

- (1) Title IV-E, section 471(a)(10) of the Social Security Act, requires the State of Oregon to establish a state authority responsible for establishing and maintaining standards for foster family homes and child caring institutions.
- (2) ORS 418.635 gives the Department the authority and responsibility to approve homes for a child in the care or custody of the Department. ORS 418.640(1) authorizes the Department to develop rules to approve these homes.
- (3) In these rules, a Relative Resource Parent is a foster parent as that term is used in ORS 418.016, 418.200, 418.606, 418.640, and 418.648.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0065](#)

Eligibility for Relative Resource Parents

Requirements to be approved as a Relative Resource Parent or a potential adoptive resource:

- (1) The relative applicant be a minimum age of 18 years of age.
- (2) Submission of a completed application on a form, and in the manner prescribed by the Department.
- (3) When an individual is lawfully married, in a domestic partnership (as defined in ORS 106.310), or is cohabitating, each individual is required to apply, unless:
 - (a) An individual is in the military and stationed out of the state; or
 - (b) There are circumstances in which an individual will have limited responsibility for household management or care of a child in the care or custody Department.
 - (c) There are circumstances in which the family dynamic is such that it is in the best interest of the child in the care or custody of the Department to allow an individual to be certified.
 - (d) For (b) and (c) a Child Welfare Program Manager or designee approval is required.
 - (e) When a relative applicant is applying to be a potential adoptive resource and the circumstances in (3)(b) and (c) apply, the Child Welfare Permanency Program Manager or designee must approve allowing only one individual to apply.
- (4) The relative applicant must participate in the applicant assessment processes prescribed by the Department, and provide additional information requested by the Department to support the assessment; and

- (5) The relative applicant must be determined by the Department to meet the qualifications and standards required by OAR 413-203-0000 to 413-203-0145, and for approval as a potential adoptive resource, OAR 413-120-0246.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0070](#)

Requirements to Become and Remain a Certified Relative Resource Parent

- (1) A relative applicant must comply with all of the following requirements:
- (a) Complete a Department application.
 - (b) Complete all paperwork and written requests for information required by the Department in a timely manner and no later than 30 days after the initial request.
 - (c) Allow Department staff to conduct an in-home safety assessment by providing access to each room in the primary residence of the relative applicant and each surrounding building and structure on the property of the relative applicant unless the building or residence is a self-contained, separate-entry residence rented to or owned by another individual.
 - (d) Allow Department staff to have face-to-face contact with all members of the relative applicant's household.
 - (e) Provide personal, family, and social history information to the Department.
 - (f) Provide information about any current or previous licenses, certifications, or applications for relative care, foster care, child care, adoption, guardianship, or any other types of services for vulnerable individuals including adult caregiving. Information must include the organization's name and any denials, suspensions, revocations, or terminations.

- (g) Allow the Department, at its discretion, to gather information regarding juvenile court involvement or law enforcement contacts of any child who lives in the household when the Department determines there is reason to believe that the child may pose a risk to a child in the care or custody of the Department and, if requested, authorize disclosure of the records regarding such information to the Department.
- (2) Each relative applicant and each other adult member of the household must have face-to-face contact with a Department certifier and must provide:
- (a) Information regarding criminal involvement, including arrests and convictions regarding any relative applicant or other member of the household;
 - (b) Consent to a criminal records check as described in OAR 413-120-0400 to 413-120-0475
 - (c) Information regarding any previous allegations of child abuse; and
 - (d) Upon request, authorization for the Department to contact and obtain information from an individual or organization by signing a Department Authorization for Use and Disclosure of Information so the Department may complete a thorough background check of the relative applicant or adult member of the household. If applicable, authorization for the Department to disclosure any information obtained as necessary during the certification process, including disclosure to the Office of Administrative Hearings or the juvenile court.
- (3) A relative applicant and a relative resource parent must:
- (a) Have supportive relationships with adults and children living in the home.
 - (b) Exercise sound judgment and demonstrate responsible, stable, emotionally mature behavior;

- (c) Maintain conditions in the home that provide for the safety, health, and well-being for the child in the care or custody of the Department placed in their home and be able to meet the safety, health, attachment, and well-being needs for that child;
- (d) Have a lifestyle and personal habits free of criminal activity, and abuse or misuse of alcohol or drugs;
- (e) Allow the department to conduct a home environment check;
- (f) Understand and agree to department discipline requirements;
- (g) Possess the ability to apply the reasonable and prudent parent standard when determining whether to allow a child in the care or custody of the department to participate in extracurricular, enrichment, cultural, and social activities;
- (h) Ensure the child in the care or custody of the department placed with the relative resource parent is taught age-appropriate health and hygiene practices and is given the opportunity to practice good hygiene;
- (i) Have the physical and mental capacity to care for a child in the care or custody of the department. Upon request, be willing to authorize information to be shared with and by medical and mental health providers;
- (j) Respect, accept and support the race, ethnicity, cultural identities, national origin, immigration status, sexual orientation, gender identity, gender expression, disabilities, spiritual beliefs, and socioeconomic status, of a child in the care or custody of the department and provide opportunities to enhance the positive self-concept and understanding of the heritage of the child in the care or custody of the department; and
- (k) Use reasonable efforts to prevent anyone from influencing any child regarding allegations in a judicial or administrative proceeding in

which the family or legal guardian of the child or another individual may be involved.

- (4) A relative applicant may voluntarily withdraw the application by:
 - (a) Completing a form provided by the Department;
 - (b) Submitting a written request to the Department in a format of the relative applicant's choice; or
 - (c) Making a verbal request to the Department.
- (5) An application may be considered to be withdrawn if, during the assessment process, the relative applicant fails to respond to a written request for contact from the Department within 30 days of the request.
- (6) An application is considered withdrawn if a relative applicant moves to a new address prior to issuance of a Relative Temporary Certification of Approval, or if applying to be a potential adoptive resource, prior to issuance of an adoption home study.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0080](#)

Standards Regarding the Home Environment

- (1) The home must be the primary residence of the relative applicant or relative resource parent and the residence where the child placed in the home must reside.
- (2) The home must have adequate space, including space for safe and appropriate sleeping arrangements, for each member of the household.
 - (a) Department staff must consider the age, gender, gender expression, and gender identity, culture, special needs, behavior, and history of abuse of the child in the care or custody of the Department, when determining appropriate sleeping arrangements.

- (b) Each child in the care or custody of the child must have access to their own bed and may not share a bed with an unrelated person.
 - (c) Sharing the same sleep surface with a child in the care or custody of the Department under the age of 12 months is prohibited.
 - (d) A child in the care or custody of the Department under the age of 12 months must be placed on their back for sleep and must only sleep on a firm, flat, and level surface. The use of inclined sleepers and infant loungers for sleep is prohibited and may only be used when the child is closely supervised.
 - (e) Use of crib bumpers, weighted sleep products, pillows or other soft materials in the sleeping area of a child in the care or custody of the Department under the age of 12 months is prohibited.
- (3) To respect the privacy of a child in the care or custody of the department the home may not use electronic monitoring. Electronic monitoring means the use of video monitoring or listening devices to monitor or record the behavior of a child in the care or custody of the department. Electronic monitoring does not include:
- (a) Door monitors;
 - (b) Window alarms;
 - (c) Motion detectors;
 - (d) Security systems being used for general home security;
 - (e) Audio or video baby monitors used to monitor a child in the care or custody of the department five years of age and under; or
 - (f) Monitors recommended by medical or mental health providers for medical purposes or for understanding emotional or behavioral health. Monitors must be approved by the Department.
- (4) The relative resource parent must post and comply with the Foster Children's Bill of Rights as required by OAR 413-010-0170 to 413-010-0185 and have available in the home the Oregon Foster Children's Sibling Bill of

Rights. The Oregon Foster Parent Bill of Rights under ORS 418.648, must be provided to the relative resource parent by the Department.

- (5) The relative applicant or certified relative resource parent must have access to a working telephone to make and receive phone calls. The child in the care or custody of the department placed by the Department must have access to a phone and have the ability to call their CASA, attorney, Foster Care Ombudsman, or caseworker at any time.
- (6) The relative applicant or relative resource parent must consider the age, special needs, and capabilities of the child in the care or custody of the department, and have necessary safeguards to assure that:
 - (a) Swimming pools, wading pools, ponds, hot tubs and play equipment are maintained to assure safety, kept in working condition, equipped with sufficient safety barriers or devices to prevent injury, and used by a child in the care or custody of the department placed in the home with appropriate supervision for the age and development of the child in the care or custody of the Department;
 - (b) Outdoor tools and equipment, machinery, chemicals, flammables, and combustibles are stored in a safe manner;
 - (c) Animals are properly cared for;
 - (d) Access of a child in the care or custody of the Department placed in the home to potentially dangerous animals is restricted;
 - (e) Potentially dangerous hunting and sporting equipment are stored in a safe and secure manner inaccessible to a child in the care or custody of the Department placed in the home.
- (7) Firearms must be secured, stored, transferred, and maintained in accordance with state law, including but not limited to ORS 166.392 to 166.403.
 - (a) ORS 166.395 generally requires a firearm in a home with a child to be secured with a trigger or cable lock, or in a locked container or in a gun room whenever the firearm is not carried by or under the control

of the owner or possessor of the firearm or an authorized person, unless the owner of the firearm is a police officer, storage of the firearm is covered by a policy of the law enforcement agency employing the police officer, and the firearm is stored in compliance with the policy.

- (b) ORS 166.403 requires a person who delivers or transfers a firearm to a child to directly supervise the child's use of the firearm, unless a firearm other than a hand gun is transferred to the child;
 - (A) In accordance with ORS 166.470 and, as a result of the transfer, the child is the owner of the firearm; or
 - (B) The firearm is temporarily transferred to a child by the child's parent or guardian or by another person with the consent of the child's parent or guardian for the purpose of hunting or target shooting.
 - (c) The relative resource parent must receive authorization from the caseworker of the child in the care or custody of the Department or the caseworker's supervisor prior to the beginning of hunting or target practice by the child in the care or custody of the Department placed in the home.
- (8) The home must have the necessary equipment for the safe preparation, storage, serving, and clean-up of food.
 - (9) The home must have a safe, properly maintained, and operational heating system. Space heaters must be plugged directly into a wall outlet and must be equipped with tip-over protection.
 - (10) The home and furnishings must be clean and in good repair, and the grounds must be maintained.
 - (11) There must be no unsafe accumulation of garbage or debris.
 - (12) The home must have safe and adequate drinking water, and an adequate source of safe water to be used for personal hygiene.
 - (13) The home must have an operating bathroom.

- (14) The relative resource parent must provide age, cultural and health appropriate hygiene products to the child in the care or custody of the Department placed in the home by the Department.
- (15) There must be provision for the safe storage and administration of all medications in the household, taking into consideration the age, developmental level, and needs of the child in the care or custody of the Department placed in the home.
- (16) There must be easily accessible first aid supplies in the home, and a reasonable understanding of how to use such supplies.
- (17) A child in the care or custody of the Department placed in the home may not be exposed to any type of second-hand smoke or vapor in the certified relative resource parent's home or vehicle;
- (18) An applicant or other member of the household may not provide a child in the care or custody of the Department placed in the home any form of the following: vaping devices, alcohol, tobacco, nicotine, marijuana, or any illegal substance.
- (19) All products referenced in paragraph (18) of this subsection must be stored in a safe and secure manner inaccessible to a child placed in the home.
- (20) The home must have all of the following:
 - (a) A working smoke alarm in each bedroom where a child in the care or custody of the Department sleeps.
 - (b) At least one working smoke alarm on each floor of the home.
 - (c) A working carbon monoxide detector within 15 feet of each bedroom where a child in the care or custody of the Department sleeps.
 - (d) At least one working carbon monoxide detector on each floor.
 - (e) At least one operable fire extinguisher rated 2-A:10-B-C or higher.
 - (f) At least one means of emergency exit and at least one additional means of rescue from the home.

- (g) An adequate safeguard around operating fireplaces, wood stoves, or other heating systems that may cause burns to a child in the care or custody of the Department who is developmentally unable to reasonably follow safety rules regarding such devices.
 - (h) A written, comprehensive home evacuation plan, shared with each child in the care or custody of the Department within 24 hours of placement, and practiced at least every six months. The written, comprehensive home evacuation plan must include a provision for the safe exit of a child in the care or custody of the Department who is not capable of understanding or participating in the evacuation plan.
 - (i) Operable, quick-release mechanisms on barred windows. If a home does not have operable quick-release mechanisms on all barred windows, the home evacuation plan required in paragraph (h) of this subsection must be approved by the Department.
 - (j) Interior doors that lock must be operable from both sides of the door.
- (21) Each bedroom used by a child in the care or custody of the Department must have:
- (a) At least one unrestricted exit;
 - (b) At least one secondary means of exit or rescue;
 - (c) Smoke alarms required under paragraph (a) of this section; and
 - (d) Unrestricted, direct access at all times to hallways, corridors, living rooms, or other such common areas.
- (22) A relative applicant or relative resource parent must have available, and be willing to use, a safe and reliable method of transportation and must provide proof of a valid driver license and current insurance for anyone in the home who be driving a child in the care or custody of the Department.
- (23) A relative resource parent must ensure that only a licensed and insured driver transport a child placed in the home by the Department in motorized vehicles and that the child uses a seat belt or age and size appropriate safety seat when transported in motorized vehicles. An instrument

of *restraint* other than a seat belt or age and size appropriate safety seat may not be used during the transportation of a *child* in the care or custody of the *Department*.

- (24) Written authorization from the Department must be received by the relative resource family 90 days prior to transporting, or authorizing transport of a child in the care or custody of the Department out of the State of Oregon or outside the United States.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0085](#)

Care of a Child Placed in the home of a Certified Relative Resource Parent

A relative resource parent must:

- (1) Incorporate care-giving practices that are positive and utilize non-punitive discipline and ways of helping a child in the care or custody of the Department placed with the certified relative resource parent build positive personal relationships, self-control, and self-esteem;
- (2) Ensure the child in the care or custody of the Department placed in the home is taught age-appropriate health and hygiene practices and is given the opportunity to practice good hygiene;
- (3) Ensure the child in the care or custody of the Department placed with the relative resource parent has regular, ongoing opportunities to engage in age-appropriate or developmentally appropriate activities, including extracurricular, enrichment, cultural, and social activities;
- (4) Respect and support the Department's efforts to develop and maintain the relationships of the child in the care or custody of the Department placed with the relative resource parent with their parents, their siblings, their relatives, and any other significant individual in the life of the child in the care or custody of the Department;

- (5) Work in partnership with the Department to identify the strengths and meet the needs of each child in the care or custody of the Department placed with the relative resource parent;
- (6) Follow Department direction and comply with prescribed services and activities in the case plan, including, but not limited to supervision plans, personal care services plans, family time plans, transition plans, and restrictions for each child in the care or custody of the Department placed with the resource parent;
- (7) Provide adequate clothing that is age-appropriate and meets the cultural and gender identity and gender expression of the child in the care or custody of the Department;
- (8) Follow through with any placement support plan; and
- (9) Use reasonable efforts to prevent anyone from influencing any child regarding allegations in a judicial or administrative proceeding in which the family or legal guardian of the child or another individual may be involved.
- (10) Assure when a child in the care or custody of the Department leaves the relative resource parent, the belongings, both those brought with the child and those obtained while living in the home, remain with the child.
- (11) When a child in the care or custody of the Department placed in the home is missing, immediately report to:
 - (a) Law enforcement;
 - (b) The National Center for Missing and Exploited Children; and
 - (c) The Department.
- (12) Not subject any child to abuse, as described in ORS 419B.005 and 418.257.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0090](#)

Requirements Regarding the Education of a Child

- (1) The relative resource parent must comply with the following requirements related to the education of the child in the care or custody of the Department placed in the home unless the child is the educational decision maker:
 - (a) Enroll the child in their school or educational placement when directed by the Department. The Department must authorize enrollment of the child for any school placement not authorized by the child's Individualized Education Plan (IEP) team.
 - (b) Support the child in their school or educational placement and respond to inquiries from the school or educational placement.
 - (c) Assure the child regularly attends the school or educational placement, monitor the educational progress of the child, and share the following information with the caseworker in a timely manner:
 - (A) The report cards of the child;
 - (B) Any reports received from the teacher, school, or educational placement;
 - (C) Any evaluations received as a result of educational testing or assessment; including the Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP);
 - (D) If the school has identified suicidal ideation or self-harming behaviors;
 - (E) Any excused and unexcused absences;
 - (F) Disciplinary reports and notices of restraint or seclusion regarding the child; and
 - (G) Ongoing progress toward high school graduation of the child, including number of credits earned and diploma type the child is expected to receive;

- (d) Monitor and share with the caseworker in a timely manner the educational successes, learning style, and potential learning difficulties of the child.
 - (e) Work with the caseworker of the child when referring the child for assessment of a possible disability.
 - (f) Inform the caseworker of and invite the caseworker to Individualized Education Plan (IEP) meetings, school conferences, and other school-related meetings.
- (2) The relative resource parent may consent for the child in the care or custody of the Department to attend school related activities such as, but not limited to, school enrollment, field trips within the state of Oregon, routine social events, sporting events, photographs, and cultural events.
 - (3) When the relative resource parent has been identified as the parent by the school district, the relative resource parent may consent to evaluation for an Individualized Education Plan (IEP), Family Service Plan (IFSP) or 504 plan and special education decisions.
 - (4) When the child in the care or custody of the Department placed in the home has been assigned a surrogate parent to make special education decisions, the certified relative resource parent must work in collaboration with the surrogate for an IEP, IFSP, 504 plan special education decisions, and abbreviated school day decisions.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0095](#)

Requirements Regarding Extracurricular, Enrichment, Cultural, and Social Activities

- (1) In regard to the child in the care or custody of the Department placed in the home, the relative resource parent must:

- (a) Support the child in their interests to participate in age-appropriate or developmentally appropriate activities, including extracurricular, enrichment, cultural, and social activities.
 - (b) Ensure the child has ongoing opportunities to participate in at least one age-appropriate or developmentally appropriate activity.
 - (c) Apply the reasonable and prudent parent standard, as well consulting with the child's caseworker when determining whether to allow the child in the care or custody of the Department placed in the home to participate in extracurricular, enrichment, cultural, and social activities.
 - (d) Periodically update the Department regarding participation by the child in extracurricular, enrichment, cultural, and social activities, including any barriers that may keep the child from participation in such activities.
- (2) When applying the reasonable and prudent parent standard, the relative resource parent must consider the age, maturity, and developmental level and best interest of a child in the care or custody of the Department placed in the home; and the potential harm, if any, of the activity.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0100](#)

Requirements Regarding the Discipline of a Child

- (1) The relative resource parent must demonstrate a willingness to understand the behaviors of a child in the care or custody of the Department and have the ability to develop and use appropriate discipline strategies to address challenging behaviors.
- (2) The relative resource parent must not do any of the following to a child in the care or custody of the Department:
 - (a) Use or threaten physical force.

- (b) Use threats or intimidation.
- (c) Withhold food or other items essential to protection, safety, or well-being.
- (d) Discipline all children in the household for the misbehavior of one child.
- (e) Use intentional infliction of physical force causing pain.
- (f) Use derogatory remarks about the child or the family characteristics, physical traits, culture, ethnicity, language, immigration status, sexual orientation, gender identity and expression, or traditions of the child.
- (g) Deny, or threaten to deny, visits, telephone contact, or other types of contact with an individual authorized in a visit and contact plan, including contacts and visits with siblings.
- (h) Assign extremely strenuous exercise or work.
- (i) Use or threaten the use of a restraint or restraining devices. Restraining devices do not include a vehicle safety restraint such as a seat belt or age and size-appropriate safety seat, when used in accordance with the manufacturer's instructions.
- (j) Impose a sanction, penalty, consequence, or reprimand for bed-wetting, toileting accidents, or during toilet training.
- (k) Direct or permit a child to punish or discipline another child.
- (l) Threaten removal from the relative resource parent home.
- (m) Force or require a shower or bath as a consequence, or reprimand.
- (n) Impose extreme isolation that restricts the ability to talk with or associate with others.
- (o) Lock in a room or outside of the home.
- (p) Reprimand or discipline in any manner due to the child discussing their child welfare experience, including the child's experience in the home of the relative resource parent.

- (3) A relative resource parent may not subject any child to abuse, as described in ORS 419B.005, 418.257 and OAR 413- 015-0115.
- (4) A relative resource parent may use devices such as a high chair, play pen, and crib within the manufacturer guidelines in accordance with the age and developmental level of the child in the care or custody of the Department.
- (5) The relative resource parent may use a time-out only for the purpose of giving the child in the care or custody of the Department placed in the home a short break from the situation. The relative parent must take into consideration the age and developmental level of the child in determining the length of a time-out and the child must be in a setting from which the child is not prevented from leaving by any means.
- (6) The relative resource parent must notify and request assistance of the Department when the challenging behavior of a child in the care or custody of the Department placed in the home may be beyond the ability of the relative resource parent to discipline in a positive manner.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0105](#)

Requirements Regarding the Medical, Dental, and Mental Health Care of a Child

- (1) In addressing the health care for a child in the care or custody of the Department placed in the home, the relative resource parent must:
 - (a) Work collaboratively with the Department in managing the health care needs of the child which may include involving a parent of the child in medical, dental, and mental health appointments;
 - (b) Regularly exchange medical, dental, and mental health information of the child with the Department;
 - (c) Work collaboratively with providers in managing the medical, dental, and mental health needs of the child; and

- (d) Maintain health care documentation for each child, including:
 - (A) Medical, dental, and mental health appointments;
 - (B) Medical, dental, and mental health information;
 - (C) Medical, dental, and mental health appointment follow-up reports;
and
 - (D) Immunization records.
- (2) A relative resource parent must comply with the Department's direction on obtaining medical, dental, and mental health care for a child in the care or custody of the Department placed in the home.
- (3) A relative resource parent may consent to routine examinations and laboratory tests.
- (4) A relative resource parent must follow the Department's direction regarding vaccination and immunization of a child in the care or custody of the Department placed in the home, in accordance with the case plan.
- (5) Except as provided in section (6) of this rule, the relative resource parent must contact the caseworker of a child to obtain appropriate prior consent from the Department before a child in the care or custody of the Department placed in the home receives any medical care or undergoes a procedure, other than routine medical care.
- (6) In an emergency, a relative resource parent must notify the Department as soon as possible after accessing emergency care.
- (7) A relative resource parent must comply with the following medication management requirements below:
 - (a) Medications must be provided to a child in the care or custody of the Department in the home, only for the medication's labeled purpose, and within the labeled dosage.
 - (b) Prescription medications must be administered to a child in the care or custody of the Department placed in the home, only in accordance

with the written prescription or authorization from a medical provider.

- (c) The dosage, date, and time of all medication administered must be documented on the medication form provided by the Department. When medication is given, at school or child care or similar setting, the medication form from that setting must be attached to the Department form.
 - (d) The medication form, with any attachments, must be submitted monthly to the caseworker.
 - (e) Inform the caseworker or the supervisor of the caseworker within one business day when a child in the care or custody of the Department placed in the home is prescribed a psychotropic medication or the dosage of any existing prescription for psychotropic medication is changed, as required by OAR 413-070-0470.
 - (f) Begin administration of any psychotropic medication only after authorization has been obtained from the Department pursuant to OAR 413-070-0470
 - (g) Maintain the documentation received from the caseworker when a child in the care or custody of the Department is prescribed a psychotropic medication or when the dosage of any existing prescription for a psychotropic medication is changed.
- (8) The relative resource parent must provide for the safe storage and administration of all medications in the household, taking into consideration the age, development level, and needs of the child in the care or custody of the Department placed in the home.
 - (9) When a child in the care or custody of the Department placed in the home is learning their own medication management, a specific plan may be created for that child to have access to their own medication.
 - (10) The relative resource parent must comply with the personal care services plan for any child in the care or custody of the Department placed in the

home and eligible for personal care services pursuant to OAR 413-090-0100 to 413-090-0210.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

413-203-0110

Responsibilities and Notification Requirements for Selection and Use of Respite Care Providers, and Child Care

- (1) Informal Respite Providers: When identifying prospective informal respite care providers for a child in the care or custody of the Department placed in the home, the relative resource parent must:
 - (a) Select prospective informal respite care providers who:
 - (A) Are at least 18 years of age;
 - (B) Are capable of assuming supervision responsibilities, including meeting the child's safety, health, and well-being needs; and
 - (C) Understand the requirement to comply with OAR 413-203-0105 regarding discipline.
 - (b) Provide to the certifier the names, addresses, and telephone numbers of the prospective informal respite care providers and receive Department approval prior to using the informal respite care provider.
 - (c) Ensure that informal respite care is no longer than 14 consecutive days, unless prior authorization for a greater period of time has been granted by the Department.
- (2) Child Care:
 - (a) A relative resource parent may use a child care facility for a child in the care or custody of the Department placed in the home and must notify the Department in advance of using the child care facility.

- (b) If a prospective child care provider is not a child care facility, the relative resource parent must select individuals who:
 - (A) Are at least 18 years of age;
 - (B) Are capable of assuming supervision responsibilities, including meeting the child's safety, health and well-being needs;
 - (C) Understand the requirement to comply with OAR 413-203-0105; and
 - (D) Are not required to be licensed or approved under the Department of Early Learning and Care.
 - (c) A relative resource parent must provide to the certifier the names, addresses, and telephone numbers of the prospective child care providers and receive Department approval prior to using the child care provider.
- (3) General Provisions for Respite Care and Child Care:
- (a) The relative resource parent must have an available method through which the relative resource parent may be contacted in an emergency.
 - (b) A relative resource parent must receive Department approval to provide certified respite care for another child in the care or custody of the Department.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0115](#)

Education and Training for Applicants and Certified Relative Resource Parents

- (1) A relative applicant or relative resource parent must complete the following no later than 30 days after a relative temporary certificate of approval, or prior to a relative certificate of approval:
 - (a) Relative Orientation, including Mandatory Reporter Training; and

- (b) Safe Sleep Training if a child in the care or custody of the Department 12 months or younger is placed in the home.
- (2) A relative resource parent must collaborate with the *Department* on identifying skill enhancement needs and be willing to participate in trainings or other opportunities to enhance the safety and well-being of the child in the care or custody of the Department placed in their home.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0120](#)

Confidentiality

- (1) The relative resource parent must exercise good judgment in sharing personal information about a child in the care or custody of the Department placed in the home and the family of the child. The relative resource parent must store documents in a way that protects the privacy of the child in the care or custody of the Department and their family.
- (2) The relative resource parent may not disclose confidential information regarding a child in the care or custody of the Department placed in the home or the family of the child, except when necessary to promote or to protect the health and welfare of the child in the care or custody of the Department placed in the home or the community.
- (3) Social Media/Image: When utilizing social media, a relative resource parent may not identify any child in the care or custody of the Department placed in the home, and that child's photo may not be tagged.
- (4) A relative resource parent must follow the Department's direction in disclosure of photos or images to be used outside of subsection (3) of this rule.

Statutory/Other Authority: ORS 409.050 & ORS 418.005

Statutes/Other Implemented: ORS 409.050

[413-203-0125](#)

Other Required Notifications

- (1) A relative resource parent must immediately notify the certifier or certification supervisor of the following information and events:
 - (a) Any anticipated change in address.
 - (b) Any anticipated extended absence of a relative resource parent, including but not limited to separation, divorce, or travel for work.
 - (c) Any physical or structural change in the home or surrounding property.
 - (d) Any known allegation of child abuse perpetrated by the relative resource parent or any other member of the household, or any individual who frequents the home of the relative resource parent.
 - (e) Any time another agency plans to place a child in the home of the certified relative resource parent.
 - (f) Any other circumstance that reasonably could affect the safety, health, or well-being of a child in the care or custody of the Department in the home.

- (2) A relative resource parent must notify the certifier or certification supervisor of the following information and events prior to or within one business day of the relative resource parent learning of the information or event:
 - (a) An individual joins or leaves the household.
 - (b) The suspension of a driver license of the relative resource parent or other member of the household if that member is responsible for transporting a child in the care or custody of the Department.
 - (c) Any change in the physical health, mental health, or medication of a member of the household that reasonably could affect the safety, health, and well-being of a child the care or custody of the Department placed in the home.

- (d) Any time the relative resource parent or other member of the household intends to provide in-home child care, adult foster care, or in-home adult day care.
 - (e) Any arrest or court conviction for a relative resource parent or other member of the household.
- (3) A relative resource parent must notify the caseworker or caseworker's supervisor of any suicidal ideation, significant behavioral changes, injury, or illness to a child in the care or custody of the Department placed in the home as soon as the relative resource parent learns of the information.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0130](#)

Requirements Regarding Mandatory Reporting

- (1) Any relative resource parent must report information to the Department upon reasonable cause to believe that any child with whom the individual comes in contact has suffered abuse or that any adult with whom the individual comes in contact has abused a child under ORS 419B.005 and 418.257.
- (2) Any relative resource parent with a caregiving employee, including a respite care provider or a child care provider who is not a child care facility, or volunteer, must provide the caregiving employee or volunteer annual training and written materials on the requirements of mandatory reporting.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0135](#)

Requirements Regarding Visits in the Certified Resource Parent's Home

For purposes of assessing the conditions in the home that affect safety, health, and well-being of the child in the care or custody of the Department placed in the home, a relative resource parent must:

- (1) Allow on-going in-home visits, both scheduled and unscheduled, by Department staff;
- (2) Allow Department staff unsupervised contact with the child in the care or custody of the Department placed in the home; and
- (3) Allow Department staff access to each room in the primary residence and each surrounding building and structure on the property, unless the building or residence is a self-contained, separate-entry residence.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050

[413-203-0145](#)

Requirements Regarding Contested Case Hearings

- (1) When the Department denies an application for certification or revokes certification, the relative applicant or relative resource parent has a right to request a contested case hearing under this rule. A relative applicant who is denied approval as a potential adoptive applicant for one or more of the reasons in OAR 413-120-0225(2) does not have a right to request a contested case hearing and, instead OAR 413-120-0225 applies.
- (2) A relative applicant, may request a contested case hearing when the Department has mailed a proposed and final order denying the application.
- (3) A relative resource parent may request a contested case hearing when the Department has mailed a proposed and final order revoking certification.
- (4) A relative resource parent, or a relative applicant, may request a contested case hearing, as provided in OAR 413-020-0500, 413-010-0505 and OAR 413-120-0460.
- (5) If the Department does not receive a request for a contested case hearing within 30 days of the date the Department mailed the proposed and final

order of denial or revocation, the relative resource parent or relative applicant has waived the right to a hearing, except as provided in OAR 413-010-0505.

- (6) Department actions when a contested case hearing is timely requested, but such request is subsequently withdrawn are outlined in OAR 413-010-0530.

Statutory/Other Authority: ORS 418.005 & ORS 409.050

Statutes/Other Implemented: ORS 409.050