

CWS4026W Title IV-E New Worker

CASE SCENARIO HANDOUTS



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

LTD Local Training
and Development

Henry Walker Case Scenario Information

Information used on Page One of the Application:

- OASIS case # 12345678; Client ID 7654321
- FSS name – Savannah Georgia
- Foster Child – Henry Walker
 - SSN 333-44-5555
 - DOB 01/07/2015
 - Race – Caucasian
- The family's residence and removal address are the same - 232 Martin Luther King Blvd, Anytown, VA 12345
- Mother – Mary Jane Sunshine; SSN 666-77-8888; DOB 03/10/1984
- Father – Unknown
- The removal petition was filed on 11/08/2025 - we do not have one for the training
- An affidavit is attached for you to review as time allows
- Emergency Removal Order (ERO) is the initial removal order and is part of the packet
- Contrary to the Welfare is against the mother – Mary Jane Sunshine
- The children were removed from the home on 11/07/2025 and were placed with Suzy Que the following day due to the late hour. The children spent the night of 11/07/25 at the agency.

Information used on Page Two of the Application:

- People living in the home at the time of removal:
 - Foster Child – Henry Walker; DOB 01/07/15 (age 10 at removal)
 - Mother – Mary Jane Sunshine; DOB 03/10/1995
 - Sibling –Blessing Sunshine; DOB 06/01/2021
 - Mother's Paramour – Roger Smith; DOB 02/16/1990
- Citizenship has been verified for all household members
 - Henry's father is NOT listed on the birth certificate
 - Blessing's father is George "Moon Wolf" Long
- Henry attends Anytown Elementary School and is in the 5th grade.
- A 501 (for DCSE) was completed for the mother and the unknown father.

Information used on Page Three of the Application:

- Mary Jane owns a 2020 Toyota Corolla valued at \$9,700 with a lien of \$1,800.
- Roger owns a 2018 Ford Explorer valued at \$11,500.
- Mary Jane & Roger have a joint checking account with a total of \$1208.64.
- Mary Jane has a savings account with a total of \$263.85.
- Mary Jane has \$350.00 in cash.
- Mary Jane is employed at Lucy Department Store and makes \$635-735/month gross.
- Roger receives SSI in the amount of \$941/month.

Information used on Page Four of the Application:

- The children were placed in the home of Suzy Que – see attached paperwork (Certificate of Approval (COA), Checklist for Re-Approval & the Financial Agreement)
- Application was completed 11/14/25 by the FSS, Savannah Georgia, and the BPS received it on 11/17/25.

Evaluation information:

- The mother is NOT an unqualified alien
- SPIDER inquiries were completed on 12/02/25 with no discrepancies found.
- The agency is a Group 3 Locality – see the Standards of Need charts for income limits.
- BPS completed the evaluation on 12/19/25

AFFIDAVIT

Commonwealth of Virginia

.....Anytown DSS.....
CITY OR COUNTY

[] General District Court
[X] Juvenile and Domestic Relations District Court

Under penalty of perjury, I, the undersigned affiant swear or affirm that:

The children, Henry Walker and Blessing Sunshine were removed from the home on 11/07/2025 at approximately 5:45pm. The incident involved Henry cooking macaroni & cheese and frying ham which caused a small grease fire to which he responded by calling 911. Upon the fire & police department arriving it was discovered that Henry is the babysitter for Blessing with added responsibilities of cooking dinner, doing laundry, washing dishes etc. Upon entry into the home it was determined to be unsafe for the children as there were fresh and old cat feces throughout the home including on the kitchen counter by the fridge. There were also a lot of electrical wires taped to the walls with multiple exposed sections as Roger (mother's paramour) later stated he was in the process of installing speakers throughout the house. There was minimal food in the home. Henry stated that he & Blessing were supposed to go to the food pantry (five blocks away) tomorrow to get some groceries, and they were hoping to get fruit snacks as Roger would never let his mom buy any.

When CPS arrived, he was visibly shaking. Upon talking with Henry, it was discovered that in the past he had been locked in his room (lock on outside of the door to verify this would be an option) sometimes for the entire weekend with no food and only one bathroom break per day. Henry further stated that once he was really sick and had to go to the doctor so he didn't do the laundry for a few days and that Roger hit him with a belt and said it was to teach him responsibility for his chores. Henry doesn't like Roger as he screams and throws stuff at everyone and has seen Roger push his mom down on the floor before.

The statements above are true and accurate to the best of my knowledge and belief.

.....Minnie Mouse.....
NAME OF AFFIANT (PRINT CLEARLY)

Minnie Mouse

SIGNATURE OF AFFIANT

Subscribed and sworn to before me this day.

.....11/08/2025.....
DATE AND TIME

[] CLERK [] MAGISTRATE [] JUDGE

OR

FOR NOTARY PUBLIC'S USE ONLY:	
State of [] City [] County of	
Acknowledged, subscribed and sworn to before me this day of, 20	
..... NOTARY REGISTRATION NUMBER	_____ NOTARY PUBLIC (My commission expires:.....)

EMERGENCY REMOVAL ORDER

Commonwealth of Virginia Va. Code § 16.1-251

Case No.123456789-00.....

.....11/08/2025.....
DATE OF HEARING

.....Anytown..... Juvenile and Domestic Relations District Court

.....123 Court Street, Anytown, VA 12345.....
STREET ADDRESS OF COURT

In re:Henry Walker

Present: ☒ ParentMary Jane Sunshine..... ☒ Attorney for parentChristopher Columbus☒ MOTHER ☐ FATHER☐ MOTHER ☐ FATHER☐ Parent ☐ Attorney for parent☐ MOTHER ☐ FATHER☐ MOTHER ☐ FATHER☒ ChildHenry Walker..... ☒ Guardian *ad litem*Queen New York.....☒ DSS RepresentativeSavannah Georgia..... ☐ DSS Attorney☐ Other ☐ CASA☐ Other ☐ Other

TO ANY AUTHORIZED OFFICER:

It appearing that the above-named child is within the purview of the Juvenile and Domestic Relations District Court law, and is alleged to be abused or neglected in a petition supported by:

☒ an affidavit, ☐ the appropriate sworn testimony

and it further appearing to the Court under the circumstances existing at this time that:

- ☒ the child would be subjected to an imminent threat to life or health to the extent that severe or irremediable injury would be likely to result if the child were returned to or left in the custody of his or her parents, guardian, legal custodian or other person standing *in loco parentis* pending a final hearing on the petition,

BASED UPON:

☒ the facts alleged in the affidavit filed in this case, which is incorporated by reference.☐ the following facts:

AND

- ☒ reasonable efforts have been made to prevent removal of the child from his or her home,

OR

☐ reasonable efforts are deemed to have been made to prevent removal of the child from his or her home because there was no reasonable opportunity to provide preventive services,

OR

☐ reasonable efforts to prevent removal of the child from his or her home are not required pursuant to Virginia Code § 16.1-251 A 2, **If this box is marked there must be documentation of what part of code is met. Best practice would be a statement from the agency's attorney.**

BASED UPON:

☒ the facts alleged in the affidavit filed in this case, which is incorporated by reference.☐ the following facts:

- ☐ The child was physically removed from the home prior to the entry of this order, on11/07/2025.....

DATE

AND there are no alternatives less drastic than removal of the child from his or her home as defined by the Code of Virginia, 1950, as amended, which could reasonably protect the child's life or health pending a final hearing on the petition.

Case No.

The Court finds with respect to the Indian Child Welfare Act that the child is not an Indian child as defined in 25 U.S.C. § 1903(4) as no information is known or has been discovered that indicates the child is an Indian child. The Indian Child Welfare Act does not apply. The parties shall inform the Court if they subsequently receive any information that indicates the child is an Indian child.

THE COURT ORDERS THE FOLLOWING:

If agency is not listed case cannot be IV-E funded until a court order is received that states the agency is awarded custody (temporary or legal).

- A. That the child be taken into immediate custody and placed in shelter care.
- B. That temporary legal custody be awarded to:Anytown.DSS.....
The department of social services, if awarded temporary legal custody, may change the placement of the child without further court order or requirement to comply with Virginia Code § 16.1-251, notwithstanding that the child has been placed with a natural parent.
- C. That the child be temporarily placed, under the supervision of the local department of social services pending the preliminary removal hearing, with:
consideration having been given to temporary placement of the child with a person with a legitimate interest.
- D. ☐ That the ☐ parent ☐ parent ☐ parents
☐ guardian
shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

IT IS FURTHER ORDERED that a preliminary removal hearing on the petition be held at this court on

.....11/13/2025..... and that notice of this hearing be given to the parents, guardian, legal custodian
DATE AND TIME
or other person standing *in loco parentis*, the child if he or she is 12 years of age or older, and the guardian *ad litem* for the child.

.....1108/2025.....
DATE

.....Mickey Mouse.....
JUDGE

Case No.

EXECUTED by taking the child into custody on at and placing the juvenile with
DATE TIME
..... on at
PERSON OR AGENCY GRANTED CUSTODY DATE TIME
.....
DATE SERVING OFFICER
.....
BADGE NO., AGENCY AND JURISDICTION for
SHERIFF

RETURNS: Each person was served according to law, as indicated below, unless not found.

<p>NAME.....</p> <p>ADDRESS</p> <p><input type="checkbox"/> PERSONAL SERVICE Tel. No.</p> <p>Being unable to make personal service, a copy was delivered in the following manner:</p> <p><input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.</p> <p><input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)</p> <p><input type="checkbox"/> Not found</p> <p>SERVING OFFICER</p> <p>..... for</p> <p>DATE</p>	<p>NAME</p> <p>ADDRESS</p> <p><input type="checkbox"/> PERSONAL SERVICE Tel. No.</p> <p>Being unable to make personal service, a copy was delivered in the following manner:</p> <p><input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.</p> <p><input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)</p> <p><input type="checkbox"/> Not found</p> <p>SERVING OFFICER</p> <p>..... for</p> <p>DATE</p>	<p>NAME</p> <p>ADDRESS</p> <p><input type="checkbox"/> PERSONAL SERVICE Tel. No.</p> <p>Being unable to make personal service, a copy was delivered in the following manner:</p> <p><input type="checkbox"/> Delivered to family member (not temporary sojourner or guest) age 16 or older at usual place of abode of party named above after giving information of its purport. List name, age of recipient, and relation of recipient to party named above.</p> <p><input type="checkbox"/> Posted on front door or such other door as appears to be the main entrance of usual place of abode, address listed above. (Other authorized recipient not found.)</p> <p><input type="checkbox"/> Not found</p> <p>SERVING OFFICER</p> <p>..... for</p> <p>DATE</p>
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PRELIMINARY REMOVAL ORDER

Commonwealth of Virginia Va. Code § 16.1-252

Case No. 123456789-00

CASE HO- 4

Page 1 of 3

11/13/2025

DATE OF HEARING

Anytown

Juvenile and Domestic Relations District Court

In re: Henry Walker

Present: [x] Parent Mary Jane Sunshine

[x] MOTHER [] FATHER

[x] Attorney for parent Christopher Columbus

[x] MOTHER [] FATHER

[] Parent

[] MOTHER [] FATHER

[] Attorney for parent

[] MOTHER [] FATHER

[x] Child Henry Walker

[x] Guardian ad litem Queen New York

[x] DSS Representative Savannah Georgia

[] DSS Attorney

[] Other

[] CASA

[] Other

[] Other

The above-named child is the subject of a petition filed in this court which alleges that the child is abused or neglected. A hearing pursuant to Virginia Code § 16.1-252 has been held on the petition.

The Court finds with respect to the Indian Child Welfare Act that the child is not an Indian child as defined in 25 U.S.C. § 1903(4) as no information is known or has been discovered that indicates the child is an Indian child. The Indian Child Welfare Act does not apply. The parties shall inform the Court if they subsequently receive any information that indicates the child is an Indian child.

THE COURT FINDS THAT THE CHILD IS WITHIN THE JURISDICTION OF THIS COURT AND, BASED UPON A PREPONDERANCE OF THE EVIDENCE, FINDS AS FOLLOWS: Proper notice of this removal hearing has been given at least 24 hours in advance of this hearing to the guardian *ad litem* for the child, to the parents, guardian, legal custodian or other person standing *in loco parentis* to the child, and to the child, if he or she is 12 years of age or older. If applicable, diligent efforts have been made to locate an absent party, who cannot be found. All parties to the hearing who have made an appearance in this matter have been informed of their right to counsel in accordance with the applicable provisions of the Code of Virginia. The child and his or her parents, guardian, legal custodian or other person standing *in loco parentis* to the child have had the opportunity to confront and cross-examine all adverse witnesses and evidence and to present evidence on their own behalf.

THE COURT FURTHER FINDS, under the circumstances existing at this time, that:

1. [x] the child would be subject to an imminent threat to life or health to the extent that severe or irreparable injury would be likely to result if the child were returned to or left in the custody of his or her parents, guardian, legal custodian or other person standing *in loco parentis* pending a final hearing on the petition,
BASED UPON:

[x] the facts contained in the affidavit filed in this case, which is incorporated by reference.

[] the following facts:

AND

2. [x] reasonable efforts have been made to prevent removal of the child from his or her home,

OR

[x] reasonable efforts are deemed to have been made to prevent removal of the child from his or her home because there was no reasonable opportunity to provide preventive services,

OR

[] reasonable efforts to prevent removal of the child from his or her home are not required pursuant to Virginia Code § 16.1-252 E 2.

BASED UPON:

[x] the facts contained in the affidavit filed in this case, which is incorporated by reference.

[] the following facts:

3. [x] The child was physically removed from the home prior to the entry of this order, on 11/07/2025

DATE

AND there are no alternatives, as defined by the Code of Virginia, less drastic than removal of the child from his or her home which could reasonably protect the child's life or health pending a final hearing on the petition.

Case No. 123456789-00

THE COURT ORDERS THE FOLLOWING:

A. That temporary legal custody be awarded to:

Anytown DSS

pending the entry of a dispositional order pursuant to Virginia Code § 16.1-278.2, with consideration having been given to the requirements of Virginia Code § 16.1-252 F 1 and placement in the temporary care and custody of a person with a legitimate interest. Placement of the child in the temporary care and custody of a person with a legitimate interest, shall be supervised by the local department of social services. The local department of social services, if awarded temporary legal custody, may change the placement of the child without further court order or requirement to comply with Virginia Code § 16.1-251, notwithstanding that the child has been placed with a natural parent.

B. ☒ That Anytown DSS shall initiate and complete the investigation required in accordance with the provisions of Virginia Code § 16.1-278.2 A1.

AGENCY OR PERSON

C. ☒ That reasonable visitation be allowed between the child and his or her parents, guardian, legal custodian or other person standing *in loco parentis*, namely: Mary Jane Sunshine at DSS discretion.

☐ That no visitation be allowed between the child and his or her parents, guardian, legal custodian or other person standing *in loco parentis*, as such visitation would endanger the child's life or health.

D. ☐ That _____ shall provide the following social services to the child and the temporary custodian: _____

AGENCY

E. That, if the Court orders the child to be placed in foster care, the local department of social service shall pursue child support in accordance with Virginia Code § 16.1-290.

F. ☐ That ☐ parent _____ ☐ parent _____ ☐ parents ☐ guardian _____ shall provide the names and contact information for all persons with a legitimate interest to the local department of social services.

G. ☐ Other: _____

ADJUDICATION OF PETITION ALLEGING ABUSE OR NEGLECT:

☐ The Court finds, by a preponderance of the evidence, that the child is abused or neglected.

☐ An objection having been made by _____ pursuant to Virginia Code § 16.1-252 G to the Court's entering a finding with respect to the allegation of abuse or neglect, an adjudicatory hearing is set for 12/15/2025 at 10:00 am. This ORDER shall remain in full force and effect pending the adjudicatory hearing.

A dispositional hearing shall be held pursuant to Virginia Code § 16.1-278.2 on _____ at _____.

☐ The local department of social services shall file a foster care plan pursuant to Virginia Code § 16.1-281 by _____

DATE

11/13/2025

DATE

Mickey Mouse

JUDGE

Case No.

EXECUTED by taking the child into custody on at and placing the child with
DATE TIME

..... on at
PERSON OR AGENCY GRANTED CUSTODY DATE TIME

.....
DATE SERVING OFFICER
.....
BADGE NO., AGENCY AND JURISDICTION for SHERIFF

RETURNS: Each person was served according to law, as indicated below, unless not found.

NAME	
.....	
ADDRESS	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> NOT FOUND	
<div style="text-align: right;">_____</div> <div style="text-align: right;">SERVING OFFICER</div> <div>for _____</div>	

NAME	
.....	
ADDRESS	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> NOT FOUND	
<div style="text-align: right;">_____</div> <div style="text-align: right;">SERVING OFFICER</div> <div>for _____</div>	

NAME	
.....	
ADDRESS	
.....	
<input type="checkbox"/> PERSONAL SERVICE	Tel. No.
<input type="checkbox"/> NOT FOUND	
<div style="text-align: right;">_____</div> <div style="text-align: right;">SERVING OFFICER</div> <div>for _____</div>	

**ADJUDICATORY ORDER FOR
ABUSE OR NEGLECT CASES**

Commonwealth of Virginia
Va. Code §§ 16.1-228, 16.1-241 (A)(2a), 16.1-252, 16.1-253

Court Case No. 123456789-00

Agency Case No. _____

12/15/2025
DATE OF HEARING

Anytown

☐ Circuit Court
☒ Juvenile and Domestic Relations District Court

In re: Henry Walker
NAME OF CHILD

NAME OF PARENT ☐ PUTATIVE FATHER

Present: <input checked="" type="checkbox"/> Parent <u>Mary Jane Sunshine</u> <input checked="" type="checkbox"/> MOTHER <input type="checkbox"/> FATHER	<input type="checkbox"/> Attorney for Parent <u>Christopher Columbus</u> <input checked="" type="checkbox"/> MOTHER <input type="checkbox"/> FATHER
<input type="checkbox"/> Parent _____ <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER	<input type="checkbox"/> Attorney for Parent _____ <input type="checkbox"/> MOTHER <input type="checkbox"/> FATHER
<input checked="" type="checkbox"/> Child <u>Henry Walker</u>	<input checked="" type="checkbox"/> Guardian <i>ad litem</i> <u>Queen New York</u>
<input checked="" type="checkbox"/> Agency Representative <u>Savannah Georgia</u>	<input type="checkbox"/> Agency Attorney _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> CASA _____

A petition alleging that the child has been abused or neglected pursuant to Virginia Code § 16.1-241 (A)(1), or at risk of abuse or neglect pursuant to Virginia Code § 16.1-241 (A)(2a), has been filed.

The Court finds with respect to the Indian Child Welfare Act that the child is not an Indian child as defined in 25 U.S.C. § 1903(4) as no information is known or has been discovered that indicates the child is an Indian child. The Indian Child Welfare Act does not apply. The parties shall inform the Court if they subsequently receive any information that indicates the child is an Indian child.

THE COURT FINDS THAT THE CHILD IS WITHIN THE JURISDICTION OF THIS COURT AND, BASED ON A PREPONDERANCE OF THE EVIDENCE, THE COURT FURTHER FINDS AS FOLLOWS:

1. Proper notice of the adjudicatory hearing was provided by the court to the:
- | | |
|--|---|
| <input checked="" type="checkbox"/> child, if 12 or older | <input type="checkbox"/> guardian <i>ad litem</i> for child |
| <input checked="" type="checkbox"/> parent <u>Mary Jane Sunshine</u> | <input checked="" type="checkbox"/> attorney for parent <u>Christopher Columbus</u> |
| <input type="checkbox"/> parent _____ | <input type="checkbox"/> attorney for parent _____ |
| <input type="checkbox"/> guardian or legal custodian | <input type="checkbox"/> attorney for guardian or legal custodian |
| <input type="checkbox"/> person standing <i>in loco parentis</i> | <input type="checkbox"/> attorney for person standing <i>in loco parentis</i> |
| <input type="checkbox"/> other _____ | <input type="checkbox"/> other _____ |

Court Case No.

2. A hearing has been held for adjudication of the petition and:

- a. ☐ The child is not abused or neglected as defined in Virginia Code § 16.1-228, or is not at risk of abuse or neglect as provided in Virginia Code § 16.1-241 (A)(2a), and the petition is dismissed.

OR

- ☒ The child is abused or neglected as defined in Virginia Code § 16.1-228; specifically, the child is one:

- ☒ Whose parents or other person responsible for his care creates or inflicts, threatens to create or inflict, or allows to be created or inflicted upon such child a physical or mental injury by other than accidental means, or creates a substantial risk of death, disfigurement or impairment of bodily or mental functions.
- ☐ Whose parents or other person responsible for his care neglects or refuses to provide care necessary for his health; however, no child who in good faith is under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination shall for that reason alone be considered to be an abused or neglected child.
- ☐ Whose parents or other person responsible for his care abandons such child.
- ☐ Whose parents or other person responsible for his care, or an intimate partner of such parent or person, commits or allows to be committed any act of sexual exploitation or any sexual act upon a child in violation of the law.
- ☐ Who is without parental care or guardianship caused by the unreasonable absence or the mental or physical incapacity of the child's parent, guardian, legal custodian or other person standing *in loco parentis*.
- ☐ Whose parents or other person responsible for his care creates a substantial risk of physical or mental injury by knowingly leaving the child alone in the same dwelling, including an apartment as defined in Virginia Code § 55-79.2, with a person to whom the child is not related by blood or marriage and who the parent or other person responsible for his care knows has been convicted of an offense against a minor for which registration is required as a violent sexual offender pursuant to Virginia Code § 9.1-902.
- ☐ who has been identified as a victim of sex trafficking or severe forms of trafficking as defined in the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102 et seq., and in the Justice for Victims of Trafficking Act of 2015, 42 U.S.C. § 5101 et seq.

OR

- ☐ The child is at risk of being abused or neglected by a parent or custodian who has been adjudicated as having abused or neglected another child in the care of the parent or custodian.

b. **The court's determinations supporting entry of this order are based upon:**

- ☐ the facts contained in the ☐ affidavit ☐ petition filed in this case, which is (are) incorporated by reference.

- ☐ the following facts:

THE COURT ORDERS THE FOLLOWING:

3. ☒ As the child has been found to be abused or neglected as provided in Virginia Code § 16.1-241 (A)(2a), a dispositional hearing pursuant to Virginia Code § 16.1-241 shall be held on 01/20/2026 DATE 10:00 am TIME

4. ☐ As the child has been placed in foster care, at the time of the hearing, the court shall review the foster care plan filed in accordance with Virginia Code § 16.1-281 shall be reviewed by the court, and the court shall file the foster care plan by

5. ☐ Other:

12/15/2025

DATE

Mickey Mouse

JUDGE

"Severe forms of trafficking in persons" and "sex trafficking" as defined in the Trafficking Victims Protection Act of 2000, 22 U.S.C. § 7102 et seq., and in the Justice for Victims of Trafficking Act of 2015, 42 U.S.C. § 5101 et seq.:

"Severe forms of trafficking in persons" means –

- (a) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- (b) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

"Sex trafficking" means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.



DEPARTMENT OF SOCIAL SERVICES

CERTIFICATE OF APPROVAL

The Anytown Department of Social Services has fully approved

Provider Name: Suzy Que

Residing at (911 Address): 456 Love Street, Anytown, VA 12345

as a Dually Approved or Respite (Foster/Adoptive or Respite) Provider

This certificate is issued in accordance with the established guidance and regulations of the Virginia Board of Social Services and with the limitations specified by the local human/social service agency as follows:

Maximum # of Children	Gender	Age	Other Specifications
3	M /F	0-17	No children with known cruelty to animals; No children with known fire starter history;

This certificate is will be in effect from 03/23/25 through 02/27/28 unless revoked for non-compliance with guidance and regulations or failure to comply with the specifications stated above. For re-approval timing, the earliest background check date for this approval EXPIRES on 02/27/28. Reapproval steps should begin 90 days prior to the expiration date. It is issued upon inspection and

approval of: J. New Kent 03/23/25 Supervisor Charlotte Warren 03/23/25

Agency Representative/Title

Date

Foster Care Supervisor

Date

Checklist for Re-Approval

Date of Previous Approval/Re-approval: 04/30/22 – 04/30/25

Projected Date of this Re-Approval (in 36 months): 03/05/28

Agency: Anytown

Resource Parent A: Suzy Que

Resource Parent B: _____

Other adult caregivers in the home: Patrick Que (adult son, disabled)

Adoption reminder: Approval must be maintained until finalization and federal criminal checks completed within 18 months of finalization

Background Checks:

Requirements for ALL resource home re-approvals: (previous background checks expire after 36 months)

Names of All Adult Household Members	Original Federal Fingerprint Criminal Record Check		Virginia State Police Name check OR Federal Fingerprint Criminal Record check* (*Required if COA has lapsed)		VA Central Registry		DMV Check For Caregivers & Household members	
	Requested date	Results date	Requested date	Results date	Requested date	Results date	Requested date	Results date
Suzy Que	04/02/22	04/20/22	02/18/25	02/27/25	02/17/25	02/26/25	3/26/22	03/31/22
Patrick Que	04/10/22	04/30/22	03/07/25	03/23/25	03/07/25	03/12/25	n/a	n/a

TB Information:

Names of All Household Members	TB Screen Date	TB Test Date	Results
Suzy Que		03/20/2025	Negative
Patrick Que		03/20/2025	Negative

Physical Exam Information:

Names (For new Adult Caregivers Only)	Physical Exam Date	Results

Yes (Date Verified)	No (Notes or action taken)	Requirement <i>Check "Yes" or "No" or mark "N/A" for each item</i>
Documentation		
The dates would need to be completed but left blank for training purposes only.	Effective 07/01/25 all pages need to be uploaded including signature page. OBI letter(s) need to be uploaded for foster parent(s).	Re-approval interview conducted (at least one required)
		Resource Parent A has signed the Confidentiality Agreement
		Resource Parent B has signed the Confidentiality Agreement
		Resource Parent A has signed the Discipline Agreement
		Resource Parent B has signed the Discipline Agreement
		Quarterly visits (or equivalents) have been documented in the Resource Parent file (required after 9/2/09)
		MFA has been updated with the Addendum Template and all re-approval requirements have been completed and any information that has changed and/or consideration of new information since the previous approval documented.
		There is a new Resource parent in the home (Go to "New Provider" Section in this Table).
		Annual Non-safety Waiver reviews have been completed and are documented in the Resource Parent file.
		If a waiver was approved with required actions, all requirements have been met to bring home into compliance.
Child-Specific Information		
		The resource parent shall ensure the child receives meals and snacks appropriate to his daily nutritional needs. The child shall receive a special diet if prescribed by a licensed health care provider or designee or in accordance with religious or ethnic requirements or other special needs.
		The resource parent shall ensure that they can be responsive to the special mental health or medical needs of the child.
		The resource parent shall provide clean and seasonal clothing appropriate for the age and size of the child.
		The resource parent shall establish rules that encourage desired behavior and discourage undesired behavior. The resource parent shall not use corporal

Checklist for Re-Approval

Yes (Date Verified)	No (Notes or action taken)	Requirement Check "Yes" or "No" or mark "N/A" for each item
		punishment or give permission to others to do so and shall sign an agreement to this effect.
		<i>The Physical Home Environment Checklist was completed and the home meets standards of approval.</i>
New (Applicant) Resource Parent in the Home <input type="checkbox"/> At the time of this report, there is no new resource parent.		
		Applicant is at least 18 years of age
		Applicant has reviewed and signed the Confidentiality Agreement
		Applicant has reviewed and signed the Discipline Agreement (formerly Corporal Punishment Agreement)
		Applicant has reviewed and signed the Code of Ethics
		Three Face-to-face interviews have been completed with new provider (Dates: _____, _____, _____)
		Applicant has completed the Pre-Service Training.
		Marriage Certificate verified (visually verify if applicable)
		Divorce decree verified (visually verify if applicable)
		Has the applicant previously applied to or was approved, denied, and or closed by any other local department of licensed child-placing agency?
		If answer to previous question is yes, has the applicant signed a request to release information?
In-Service Training: The in-service that was provided was relevant to the needs of the children and family and the hours and topics have been documented in the Resource Parent file.		
		Resource Parent A's In-Service training requirement has been satisfied (documentation should be maintained in the Resource Parent file).
		Resource Parent B's In-Service training requirement has been satisfied (documentation should be maintained in the Resource Parent file).
		Future training topics (either requested by resource parent or suggested by worker) are documented below.

Recommended or Requested In-Service Training and Support

General Topic	Specific Skills/Knowledge (if applicable)

LDSS Staff: J. New Kent **Date:** 03/23/25

For Training Purposes

Logo

Commonwealth of Virginia

Department of Social Services

CONFIDENTIAL

Case:

To: (Name) DSS

From: Office of Background Investigations- Criminal Background Unit

Date: April 20, 2022



As you can see this date matches the date listed on the Checklist for Re-approval.

RE: APPLICANT SCREENING REQUEST

Name: Suzy Que

SSN: XXX-XX-XXXX

The applicant named above is:

ELIGIBLE as Foster Care to 63.2-901.1 of the *Code of Virginia*.

The results are only valid for the designated purpose and role at the agency referenced above. The information is NOT transferrable to another agency or for another purpose.

For additional information, please contact the Office of Background Investigations Criminal Unit at backgrounds@dss.virginia.gov



Financial Agreement for LDSS Approved Resource Parents

Purpose: This agreement delineates the financial arrangement between the Local Department of Social Services (LDSS) and the resource parents who agree to the placement and care of a child in foster care.

- 1) The Anytown LDSS agrees to reimburse Suzy Que (resource parent name[s]) for the care of Henry Walker (01/07/2015) (name and birth date of child in foster care).
- 2) Reimbursement for basic maintenance will occur at the rate of \$677 per month per the state-approved maintenance rate structure.
- 3) If applicable, LDSS approved an enhanced maintenance payment of \$ 1,120 per month for increased supervision and support required from the resource parents to meet the child's specialized needs, based on the results of the Virginia Enhanced Maintenance Assessment Tool (VEMAT) for the child. This payment is in addition to the basic foster care maintenance expenses listed in Item #2 above.

Monthly Maintenance	Basic	Enhanced		Grand Total
Room and Board	\$453	\$ 1,120		
Clothing	\$94			
Allowance	\$12			
Personal Care, Recreation	\$118			
Other:				
Total	\$ 677.00	\$ 1,120.0		\$ 1,797.0

- 4) The total monthly payment is \$ 1,797.0
- 5) Payment will be sent to the approved resource parents by the LDSS during the following time period last day of the month (e.g., last day of the month, second week of the month etc.). There may be a delay 45 (e.g., 30 day, 45 day) for receipt of the first payment due to the time required to setup the case in the payment system.
- 6) Suzy Que agrees to submit any necessary vouchers or receipts for reimbursement in a timely fashion, but not later than 30 days after incurring the expense. These expenses must be pre-authorized by the LDSS.

	11/7/25		11/7/25
Resource Parent Signature	Date	Resource Parent Signature	Date
	11/7/25		11/7/25
LDSS Staff	Date	LDSS Staff	Date

COMMONWEALTH OF VIRGINIA DEPARTMENT OF SOCIAL SERVICES TITLE IV-E FOSTER CARE NOTICE OF ACTION- (This notice does not address Medicaid eligibility. Any actions pertaining to Medicaid will be sent separately).	ELIGIBILITY CASE NUMBER	SERVICE CASE NUMBER
	LOCAL AGENCY: Anytown	FIPS: 777
TO: FSS NAME (Family Services Specialist)	RE: Henry Walker (Foster Care Child)	
CC: <input type="checkbox"/> Finance Finance Person’s name <input type="checkbox"/> Other Anyone else your agency would like to inform <input type="checkbox"/> CSA Coordinator CSA Coordinator’s name <input type="checkbox"/> Other _____		
THE STATEMENT FOLLOWING THE CHECKED BOX(ES) APPLIES TO THE CHILD INDICATED		

Section I. Initial determination of case (to be completed only during INITIAL determination)

<input checked="" type="checkbox"/> The case is title IV-E eligible for this episode of foster care. <input checked="" type="checkbox"/> Child is eligible for Maintenance payment *See SECTION II PAYMENT INFORMATION below* <input checked="" type="checkbox"/> Child is not eligible for Maintenance payment *See COMMENTS section below* <input type="checkbox"/> Child is eligible as a result of a reconstructed application	<input type="checkbox"/> The case is ineligible for title IV-E funding for this episode of foster care. Select all reason(s) for ineligibility: <input type="checkbox"/> Initial court order does not meet language requirements <input type="checkbox"/> Does not meet IV-E citizenship/alien requirements <input type="checkbox"/> Does not meet age requirements <input type="checkbox"/> Does not meet removal requirements <input type="checkbox"/> Does not meet deprivation requirements <input type="checkbox"/> Excess resources in removal home <input type="checkbox"/> Excess income in removal home <input type="checkbox"/> 120th day evaluation of denied application/missing AFDC information
<input type="checkbox"/> The case is temporarily denied due to incomplete or missing information. The case will have a final resolution within 120 days of the child entering care.	
Items needed for final resolution: If a case is temporarily denied you will indicate here what is needed to determine the case. It is important to list the 120th day to ensure the FSS knows the deadline for providing the needed documents.	

Section II. Initial determination of case payment information (to be completed only during INITIAL determination)

<input type="checkbox"/> Date Title IV-E ELIGIBLE maintenance payment(s) effective (mm/dd/yy): 11/07/2025	At a minimum, you will need to list the effective date and the Basic Maintenance amount. It is an agency decision if the BPS will calculate the prorated payment amount.
<input checked="" type="checkbox"/> Monthly Basic Maintenance Amount: \$677 Prorated Basic Maintenance Amount for Partial/Initial Month: \$541.00 (24 days @ \$ 22.57)	
<input type="checkbox"/> Monthly VEMAT Amount: \$ Prorated VEMAT Amount for Partial/Initial Month: \$ (days @ \$)	
<input type="checkbox"/> Children’s Residential Facility Amount(s) Room and Board \$ Daily Supervision \$	

Section III. Changes in payment amount and/or source of payment AFTER initial determination

<input type="checkbox"/> Title IV-E monthly maintenance payment changed effective: ____ (mm/dd/yy) from \$ ____ to \$ ____	Reason: This section is used to report a payment amount change or when the source of payment changes.
<input type="checkbox"/> Title IV-E VEMAT/Daily Supervision payment changed effective: ____ (mm/dd/yy) from \$ ____ to \$ ____	Reason: This section is used to report a VEMAT payment amount change or when the source of payment changes.

Section IV. Closure/Termination

<input type="checkbox"/> Eligibility for Title IV-E is TERMINATED Effective: ____ (mm/dd/yy) Select the reason for termination: <input type="checkbox"/> No longer meets the age requirement <input type="checkbox"/> Entered LDSS custody as the result of a VPA, the LDSS did not obtain judicial determination regarding child’s best interest by the 180th day <input type="checkbox"/> LDSS custody has been terminated <input type="checkbox"/> Trial Home Visit (THV) for more than six (6) consecutive months without adequate information in a court order justifying a longer period of time <input type="checkbox"/> Runaway or absent without leave (AWOL) status for more than six (6) consecutive months <input type="checkbox"/> Committed to DJJ <input type="checkbox"/> Adoption finalized <input type="checkbox"/> Fostering Futures youth does not meet at least one of the criteria to continue eligibility for the Fostering Futures program <input type="checkbox"/> Fostering Futures youth voluntarily terminated participation in the Fostering Futures program <input type="checkbox"/> Fostering Futures the LDSS did not obtain judicial determination regarding the child’s best interest by the 180th day following the final required signature on the VCSSA agreement
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COMMENTS:
We commonly see cases denied due to missing placement documentation which is incorrect. Placement documentation is needed before title IV-E funds can be utilized; however, it is NOT an eligibility criterion. Therefore, you should select the second option and list a comment indicating that placement documentation is needed prior to utilizing title IV-E funds.

BENEFIT PROGRAMS SPECIALIST Name/Signature BPS typed name or signature	TELEPHONE NUMBER 555-555-5555	DATE 12/19/2025
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Print Instructions: File, save as, choose PDF option, save to desktop. Open PDF and print.

Instruction sheet for Title IV-E Foster Care Notice of Action

CASE HO-10
Page 2 of 2

To: Enter the Family Services Specialist name

RE: Enter the foster care child’s name

Finance: Enter the agency’s finance contact

CSA coordinator: Enter the CSA coordinator’s name

Other: Enter the name of any other agency personnel that needs to be informed of actions taken with this case.

Section I. Initial determination of case (to be completed only during initial determination): Once this section (with three options) is completed at initial determination, this section of the NOA would no longer be completed for the remainder of the episode.

Option 1: Eligible

Case is title IV-E eligible for this episode of foster care: Check this box if the case was determined as title IV-E eligible.

Child is eligible for Maintenance payment: Check this box if the child is eligible for title IV-E funding currently and complete section II payment information.

Child is not eligible for Maintenance payment: Check this box if the child is not eligible for title IV-E funding currently (usually due to placement requirements not being met) and complete the comments section below.

Child is eligible as a result of a reconstructed application: Check this box if the case is eligible for title IV-E funding as a result of a reconstruction.

Option 2: Ineligible

Case is ineligible for title IV-E funding for this episode of foster care: Check this box if the case is ineligible for title IV-E funding for the episode of foster care.

In addition, check all reasons for ineligibility (see below).

Initial court order does not meet language requirements

Does not meet IV-E citizenship/alien requirements

Does not meet age requirements

Does not meet removal requirements

Does not meet deprivation requirements

Excess resources in removal home

Excess income in removal home

120th day evaluation of denied application/missing AFDC information.

Option 3: Temporarily Denied

Case is temporarily denied for title IV-E funding: Check this box if you are missing AFDC information/clarification. Do not deny for missing a social security application/number, placement documentation or DCSE forms. Once the AFDC information is provided, evaluate the information and determine the case. If the information is not provided by the 120th day, determine the case ineligible.

Remedy: List the missing documentation needed to make a determination only list AFDC required criteria.

Section II. Initial determination of case payment information (to be completed only during initial determination).

Date Title IV-E ELIGIBLE maintenance payment(s) effective: (mm/dd/yyyy): Check this box if case is title IV-E eligible for this episode of foster care, child is eligible for maintenance payment. This is the date the child is eligible for maintenance payment.

Monthly Basic Maintenance Amount: \$: Enter the child’s basic monthly amount based on age.

Prorated Basic Maintenance Amount for Partial/Initial Month: \$ (xx days @ \$xx): This section is not required, but highly encouraged to be completed by the agency. Enter the amount of partial/initial basic payment.

Monthly VEMAT Amount: \$: Enter the child’s monthly VEMAT based on either Emergency VEMAT or VEMAT score at initial determination of case.

Prorated VEMAT Amount for Partial Month: \$ (xx days @ \$xx): This section is not required, but highly encouraged to be completed by the agency. Enter the amount of partial/initial Emergency or VEMAT payment.

Children Residential Facility Amount(s) Room and board \$ Daily Supervision \$: Enter the daily room and board and daily supervision amount if title IV-E funding is being utilized.

Section III Changes in payment after initial determination: This section is to be completed for changes in payment AFTER initial determination

Title IV-E monthly maintenance payment or room and board changed effective: (mm/dd/yyyy) from \$ to \$: Check this box if title IV-E monthly payment is changing, enter the date of the effective date of change and the current payment amount (monthly unless placement is residential placement, if residential placement enter the daily rate) and enter the new amount.

Reason: Enter the reason the maintenance payment is changing to include but not limited to: unallowable placement, placement change, AWOL, placement paid by other funding, and adoption agreement signed.

Title IV-E VEMAT/Daily Supervision payment changed effective: (mm/dd/yyyy) from \$ to \$: Check this box if title IV-E VEMAT or Daily Supervision payment is changing, enter the date of the effective date of change and the current payment amount (monthly unless placement is residential placement, if residential placement enter the daily rate) and enter the new amount.

Reason: Enter the reason the maintenance payment is changing to include but not limited to: unallowable placement, placement change, AWOL, placement paid by other funding, and adoption agreement signed.

Section IV. Closure/Termination

Eligibility for Title IV-E is TERMINATED Effective: (mm/dd/yyyy): Enter the effective date the case is closing, title IV-E funding will cease.

Select the reason: Select the reason the title IV-E is terminating/closing.

No longer meets the age requirement

Entered LDSS custody as the result of a VPA and the LDSS has not obtained judicial determination before the 180th day of custody to the effect that continued voluntary placement is in the child’s best interest

LDSS custody has been terminated

Trial Home Visit (THV) for more than six (6) consecutive months without adequate information in a court order justifying a longer period of time

Runaway or absent without leave (AWOL) status for more than six (6) consecutive months

Committed to DJJ

Adoption finalized

Comments:

Enter comments if section I, option 2, case is not eligible for title IV-E funding currently is selected (usually due to placement requirements not being met). Agency may use this section for other case comments.

BENEFIT PROGRAMS SPECIALIST: Enter the Benefits Programs Specialist’s name/signature.

TELEPHONE NUMBER: Enter the Benefits Programs Specialist’s phone number.

DATE: Enter the date the Notice of Action (NOA) is completed.

032-04-0079-03-eng (07/25)