



Foster Parent Advisory Council (FPAC) Handbook



Evaluate

Advocate

Educate

Represent

ChildServ was originally established as the Methodist Deaconess Orphanage in 1894, when two Methodist deaconesses took in seven homeless children from Chicago.

Since our founding in 1894, ChildServ has played a key role in Chicagoland's child welfare services. Today, ChildServ annually provides care and nurturing to nearly 3,800 children and their families across Cook, Lake and DuPage counties.

ChildServ has 207 licensed foster parents and 84 unlicensed foster parents servicing 346 children. Childserv would not be able to achieve our mission of "Helping Children and Families Build Better Lives" without our foster parents.

The Foster Parent Advisory Council was developed in October 2006 to provide a voice for our dedicated foster parents. We recognize that our foster parents possess many skills such as, in the areas of child development, and behavior management. Due to these unique skills, foster parents are encouraged to be trainers and co-trainers and to serve on the Foster Parent Advisory Council. As a FPAC member, he/she will be asked to:

- ✚ Evaluate (policy & procedures, survey results and foster care outcomes);
- ✚ Advocate (Foster Parent Law Plan, support groups);
- ✚ Educate (train and co-train other foster parents);
- ✚ and Represent (promote FPAC, recruit, attend meetings)

Evaluate:

(to appraise; to judge the worth or quality; to assess; to gauge)

FPAC members will provide input into current policy and procedure; analyze foster care outcomes and survey results; and recommend solutions to any issues in foster care.

FPAC review feedback provided by foster parents regarding the Foster Parent Law Plan and will assist in revising the plan to reflect feedback.

FPAC will review the Foster Care logic model and program outcomes. The council will review program strengths and areas of improvements. The council will provide feedback on how to improve areas of weakness as they relate to foster parents and the children they serve.

Advocate:

(to speak, plead, or argue in favor of)

The Foster Parent Law [20 ILCS 520] establishes public policy regarding the rights and responsibilities of foster parents as an essential part of the child welfare team. The Department and purchase of service agencies are responsible for developing annual plans for implementation of the law to insure that foster parents are provided with the information and support to fulfill their responsibility to fully participate as a member of the child welfare team. The Council will ensure that the 14 foster parent rights and support by the agency and will assist foster parents to achieve their 17 responsibilities. The FPAC will assist in development of the annual plan through providing eliciting foster parent feedback through focus groups and meetings and will train foster parents on the revised plan.

ChildServ's FPAC is the connection between those writing policy and procedure and the foster parents whom are asked to implement them. The FPAC works regularly with ChildServ's management team to provide program input on how to roll-out, train and implement policy and procedures.

Some policy and procedures that FPAC members will discuss include, Appeal/ Grievance, Medication, Confidentiality, and Access to Records.

Educate

(to provide with knowledge or training in a particular area or for a particular purpose)

FPAC will develop recommendations for future trainings based upon foster parent feedback. FPAC will assist in developing training curriculum and will conduct trainings (per council chair requirement).

Represent

(to serve as the official and authorized delegate or agent for. To act as a spokesperson for.)

FPAC member will:

- ✚ assist in developing the Annual Foster Parent Recognition Lunch/Dinner;
- ✚ assist in conducting focus groups;
- ✚ speak at meetings (i.e. Board of Directors, Annual Meeting)

FPAC application process

- ✚ Complete FPAC application and forward to:
Carly Smith, Director of Placement Services – West
4909 W. Division #204
Chicago, IL 60651
email at csmith@childserv.org
- ✚ Participate in a short interview

Application review process

- ✚ Applicants will be interviewed based upon their interest in the council, availability to serve and special skills and talents.
- ✚ Active council members, including ChildServ staff will interview prospective members
- ✚ Active council members and ChildServ placement staff will vote on members seeking membership.
- ✚ Applicants will be notified by phone call and/or mail regarding the decision of membership.
- ✚ If an applicant is not accepted for membership, he/she may apply again after 12 months.

If you have additional questions regarding the FPAC that were not included in this handbook, please contact:

Carly Smith, Director of Placement Services – West
773. 239-8923 or email at csmith@childserv.org



Foster Parent Advisory Council

Council Member Title	Role & Responsibility	Required Time Commitment	Financial Reimbursement
Chair	<ul style="list-style-type: none"> ✚ Co-Lead all meetings. ✚ Assist in preparing meeting agenda ✚ Conduct at least two training annually ✚ Understanding of Foster Parent Law Plan and agency Policy & Procedures that relate to the council ✚ Assist in development of annual Foster Parent Law Plan (FPLP) ✚ Conduct focus groups for FPLP feedback 	<ul style="list-style-type: none"> ✚ Every other Month ✚ Quarterly (all council member meeting) 	<ul style="list-style-type: none"> ✚ \$25 per meeting
Co-Chair	<ul style="list-style-type: none"> ✚ Attend all meetings ✚ Assist Chair in development of meeting agenda ✚ Conduct at least two training annually ✚ Understanding of Foster Parent Law Plan and agency Policy & Procedures that relate to the council ✚ Assist in development of annual Foster Parent Law Plan (FPLP) ✚ Conduct focus groups for FPLP feedback 	<ul style="list-style-type: none"> ✚ Every other Month ✚ Quarterly (all council member meeting) 	<ul style="list-style-type: none"> ✚ \$25 per meeting
Secretary	<ul style="list-style-type: none"> ✚ Attend all meetings ✚ Take attendance and minutes at each meeting ✚ Forward minutes to chair and co-chair within one week of meeting ✚ Co-train at least one training annually 	<ul style="list-style-type: none"> ✚ Every other Month ✚ Quarterly (all council member meeting) 	<ul style="list-style-type: none"> ✚ \$20 per meeting
Additional Members <ul style="list-style-type: none"> ✚ P90 ✚ Teen Mom ✚ Burgos ✚ HMR/ Traditional 	<ul style="list-style-type: none"> ✚ Attend all meetings ✚ Co-train at least one training annually ✚ Support Chair-Co-chair in training and focus groups. ✚ Understanding of unique needs of the specialty programs 	<ul style="list-style-type: none"> ✚ Quarterly 	<ul style="list-style-type: none"> ✚ \$15 per meeting

***All council members are required to fulfill their positions for one year**

***Trainers/Co-Trainers will receive an additional \$10 per training**



Foster Parent Advisory Council
Application

Date of Application: _____

General Information

Name:	_____
Address:	_____
City, state, zip:	_____
Home number:	_____
Work number:	_____
Email address:	_____

Special skills or work experience that qualifies you for membership:

Previous committee experience (not required):
Special training, interests, or skills:
What committee position are you interested in? (Please check box(s) below)
<input type="checkbox"/> Chair
<input type="checkbox"/> Co-chair
<input type="checkbox"/> Secretary
<input type="checkbox"/> Specialty Program committee member

Why are you interested in serving on the ChildServ Foster Parent Advisory Council?

Emergency contact: (include name, relationship to you, and day and evening phone number):
--

How often are you available?

Monthly

Every other month

Quarterly

Restrictions that might/will affect ability for volunteer work (health, family, school, etc.)

References: Please give the names of 3 references, not relatives, that you have known for a minimum of one year (please provide daytime phone numbers)

Name & Phone: _____

Name & Phone: _____

Name & Phone: _____

Please mail this application to:
Carly Smith
4909 W. Division #204
Chicago, IL 60651
or email to csmith@childserv.org
or fax to 773-239-8923

Agency use Only

Date Application received: _____

Date Interviewed: _____ By Whom: _____

Interview Notes: _____

Reference Notes:

Committee membership Yes No Deferred

Membership title : _____

Membership start date: _____

Membership end date: _____

