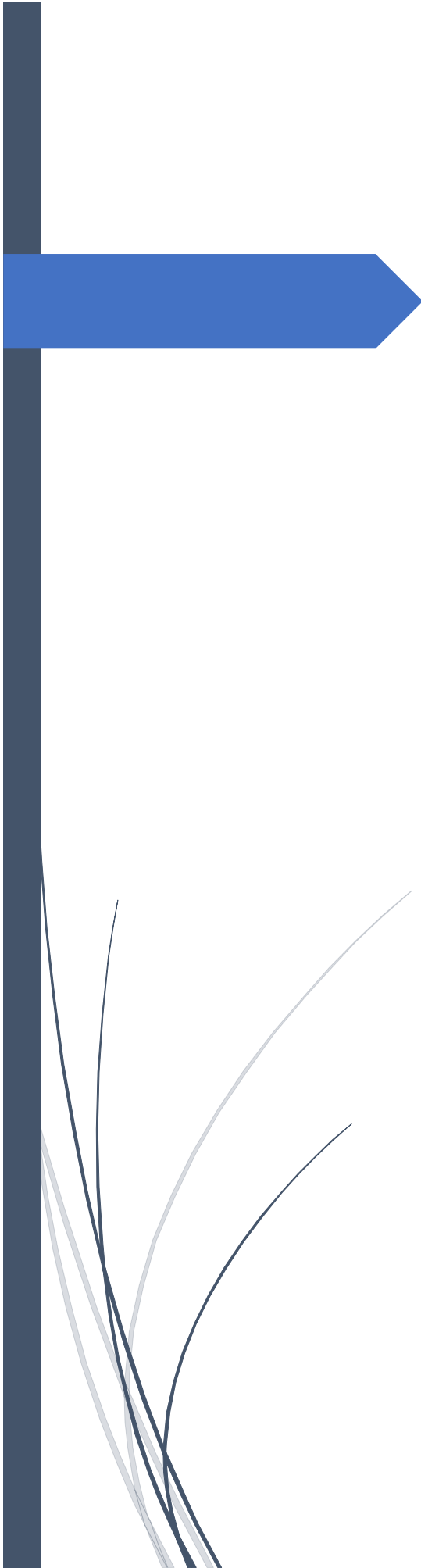




2026 Plan for Implementation of the Foster Parent Law

A plan for ensuring
Webster Cantrell Youth Advocacy actively
works to implement Public Act 89.19
describing the Rights and Responsibilities of
Foster Parents as participating members of
the Child Welfare Team.

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ANNUAL PLAN FOR IMPLEMENTATION OF FOSTER PARENT LAW

The Webster Cantrell Youth Advocacy vision statement is:
“All children and youth are nurtured, loved, and live in safe homes.”

Being a foster parent is a demanding task that affects your lives every day. We aim to help our foster parents understand the rules and philosophy of the Foster Care System. Ensuring that we can all work together through the life of a foster child’s case. Together, we work towards returning foster children to their biological families. If the judge determines that it is not safe to happen, we aim to find these children permanency. To help our foster parents, WCYA provides training, home visits and team meetings.

We recognize that being a Foster Parent is an emotional and difficult task. We support our Foster Parents with respite, celebrations, and their support group. Webster Cantrell Youth Advocacy defends what is in the best interest of the foster child. We know foster parents are caring people with big hearts. Foster parents’ input is crucial, as they are part of the case management team. Webster Cantrell Youth Advocacy upholds all clients’ rights. Those rights are to be treated ethically, truthfully, and with dignity. We appreciate our foster parents’ input on this team effort to protect children in need.

ANNUAL EVALUATION REPORT OF 2025 IMPLEMENTATION PLAN

Foster Parent Involvement in the Development of the Implementation Plan

In 2025, WCYA hosted two meetings in September. Those meetings allowed foster parents the space to voice their concerns and provide feedback on the Plan. Licensing representatives also review specific parts of the Plan during home visits twice a year and when it is time for license renewal. Copies are available at the front office, licensing office, online on the WCYA website, and they will receive a link that provides a copy through our SMS System.

Staff involvement in the Development of the Implementation Plan

Staff have access to a copy of the new Plan at the beginning of each plan year via the WCYA intranet on the H drive. During the year, staff are formally trained in each aspect of the Plan. Suggestions are also taken before the Plan is revised for the upcoming year. Foster Care staff are trained in Foster Parent Law by Licensing workers.

Suggested Improvements

Feedback was received in 2025, to make changes for 2026's Implementation Plan. In 2025, the statewide Foster Care Advisory Council made suggestions for improvements. Those suggestions include naming who gave comments, fixing wording, and making the Plan easier to read. It was recommended that WCYA show how the Agency follows through with the rights and responsibilities listed.

Licensing workers provide foster parents with the opportunity to train or co-train. WCYA regularly asks foster parents what they feel they need training in. All training courses are listed in the agency's newsletter. Foster parents are asked to take Trauma 201. That training and others are provided by the DCFS training department which can be done at any time. WCYA provides snacks for sponsored in-person training, and childcare is available when requested.

WCYA is contracted through DCFS to place specialized children into our foster homes. WCYA can also request to specialize children while in their current placements. Due to these specialized cases, there is an increase in what the foster parent may be trained in. The board payment rates in the appendix do not reflect the specialized board payment. Foster parents with a specialized child are informed about their board payment rate. Suggested improvements by the Statewide Foster Care Advisory Council on timely assessment and payment have been incorporated under Right #4.

During 2025, there were no formal complaints or grievances. WCYA has talked to foster parents who have agreed to accept placement from other agencies or DCFS under respite. Those placements are lasting much longer, which has understandably added to frustrations. Foster Parents are contacted frequently for placement. Recently, DCFS has contacted foster parents directly instead of going through WCYA. This is making it difficult for us to monitor these contacts.

Caseworkers also have weekly supervision, and all aspects of the case are discussed. Supervisors assist caseworkers in telling foster parents about important dates regarding the case. Foster parents can contact a supervisor to ask questions, lodge complaints, and schedule meetings. A copy of the Chain of Command is attached in the Appendix.

Foster Parent Review of the Grievance Procedure

In 2001, a grievance procedure was developed. The WCYA Foster Parent Grievance Procedure guides foster parents during formal grievance procedures. The Grievance Procedure was updated in 2021 to remove the verbal option, leaving just a formal in writing option. WCYA licensing workers talk about how WCYA upholds Foster Parent Law at visits, and trainings. These visits, meetings and trainings give foster parents the opportunity to provide comments about the Grievance Procedure. Licensing workers also go over this procedure when a foster home is being licensed.

IMPLEMENTATION PLAN FOR YEAR 2026

The purpose of the Implementation Plan is to establish foster parents as a vital and necessary part of the foster care team. The Illinois State legislature has enacted the Foster Parent Law. This law states the rights and responsibilities of foster parents. This annual plan is developed by WCYA in compliance with the Foster Parent Law. The Plan is developed by WCYA foster parents and WCYA Staff.

This plan is structured for Foster Parents to use as a resource. The Table of Contents lists each Right and Responsibility so Foster Parents may easily look up specific sections. Each Right and Responsibility attempts to completely explain that topic. There is also an Appendix with other important information that is useful for foster parents.

Statement of Foster Parent Rights

The following statements are the Rights and Responsibilities as written in the law. There is also information regarding the strategies WCYA is using to implement them during 2026.

The rights of each foster parent include, but are not limited to, the following:

1. The right to be treated with dignity, respect, and consideration as a professional member of the child welfare team.

As members of the WCYA child welfare team, foster parents are treated with dignity, respect and consideration. This team is responsible for planning, implementing, monitoring and evaluating foster care services. The team listens to the needs of foster parents. The team also provides respect and confidentiality of information about the foster parent. The team allows for the privacy of the foster parent. The team makes sure that the foster parent understands the information they receive. The team also ensures that there is timely resolution of any complaints. WCYA staff are to be considerate of scheduling issues. This is to include the time that foster parents put into a child's case. This helps to create and foster cooperation and collaboration regarding the foster child's case.

WCYA schedules meetings regularly between foster parents and Agency staff regularly. New Foster Parents are trained in agency policy as well as the role of the Foster Parent on the child welfare team. Training is held with Agency staff about communication and making sure that foster parents are treated with dignity and respect.

Foster parents are given the grievance procedure during licensing. Foster parents are encouraged to use the procedure if they have issues or concerns with their role in the team. Foster parents can also get help from their licensing workers when invoking the grievance procedure. If the foster parent is not comfortable asking for staff help, they may ask for help from a more experienced foster parent. Caseworkers are to fully disclose the status of the child's case promptly and honestly. When this procedure is used, the foster parent is ensured a timely, objective answer to any issues they may have.

2. The right to be given standardized pre-service training and appropriate ongoing training to meet mutually assessed needs and improve the foster parent's skills.

DCFS Office of Training provides standardized pre-placement training on a regularly scheduled basis. All licensed non-relative foster parents must take a thirty-nine-hour training called PRIDE (Parents' Resource for Information, Development and Education.) This training is scheduled at least quarterly throughout Illinois. This training is offered at various times throughout the state to accommodate schedules. Online classes have been available since July 2017. The available online sessions do include the complete PRIDE training. An additional twelve hours are available in the "On Demand" section on

<http://dcfstraining.org>. Licensed foster parents are encouraged to complete supplemental training for training credit.

Relative foster parents need to complete a 6-hour pre-service training through PRIDE to be eligible to apply for a license. This is also available at home through online training. Relative foster parents are encouraged to complete the full thirty-nine-hour training. Training dates and times are sent out in a monthly newsletter. They will also have the option to opt into SMS messaging for updates on training. Each foster parent has access to a new manual during licensing. This manual and the foster parent handbook are guides to many things a foster parent may encounter. Training materials and schedules are available online through the Learning and Development Center (LDC) at <http://www.dcfstraining.org>.

Ongoing training is offered after licensing is completed. Foster parents and staff are encouraged to participate in available training opportunities. Foster parents are given opportunities to attend four core training hours per year to maintain eligibility for re-licensure. WCYA does have specialized foster care cases and training is individualized to meet the needs of the foster parents. A specialized foster home is required to complete an additional 16 hours of training per year.

The LDC webpage lists class descriptions and schedules. Foster parents can call the DCFS Training Office at 1-877-800-3393 to sign up for a class. The LDC also offers online trainings and on demand trainings. When training is completed, the foster parent must fill out a Foster Parent Training Credit Approval Form (TCAF). This form is available online at dcfstraining.org or from your licensing worker. Other approved online training links are listed in the LDC.

We encourage foster parents to use the training provided by DCFS and WCYA. Those trainings can include *Trauma in Children, Human Trafficking, Caregiver Social Media, Life of the Case 1 & 2 along with First Aid/CPR and CPI*. WCYA will continue to discuss reunification activities and foster parent involvement. We look at discipline training to focus on why a child may have negative behaviors and to focus on the child's emotional needs. This includes helping to build their self-esteem. WCYA encourages the youth in foster care, ages 14 to 21 years old, to go to Youth Advisory Board (YAB) meetings. These meetings give information for youth about services that are provided after they turn 18, including college scholarships. Adopted children are also eligible for college scholarships through the Youth in College (YIC) program. WCYA also has scholarship opportunities for the children we serve.

The licensing workers and foster parents assess areas of concern and identify training that address those areas of concern. The licensing worker documents those concerns on CFS 590 (Licensing Compliance and Monitoring Record). This is completed throughout the licensing process for new, and recertifying foster parents. In-person training is planned by WCYA and foster parents to meet needs and improve skills. A calendar is developed to ensure that training is organized and ongoing. Life-books are provided and are expected to be developed by the foster parents. This is something that we will continue to hold trainings on yearly. Should any new needs arise, appropriate trainings will be implemented. Due to an increase in training needs, we ask foster parents what their

training needs are. As we continue to build our specialized program, we will continue to address training needs. We will actively reach out to other agencies for other training resources on various subjects. Those subjects include autism, developmental disabilities and mental health issues. We have a training team that is certified to provide First Aid, CPR, AED and Car Seat Safety.

WCYA obtains a transcript of the foster parent's trainings completed through the LDC. Foster Parents also have access to their own transcripts. WCYA keeps foster parents informed via newsletters, training fliers and meetings. These describe the training opportunities available and encourages everyone to attend. In fall of 2025, WCYA is in the process of offering a SMS Contact & Notification for foster parents. Messages that go through that system will be regarding trainings, meetings and other important information. This is a system that can be opted into or out of.

3. The right to be informed as to how to contact the appropriate child placement agency in order to receive information and assistance, to access supportive services for children in the foster parent's care.

Foster parents are informed before and during licensing about how to contact staff, as well as resources to help them obtain supportive services for children in their care. This is something that your caseworker can help with as well. WCYA has staff available 24 hours per day, seven days per week. This is to help foster parents during emergencies, and for if they need assistance with a resource after hours. The foster care on-call phone number is 217-521-8679. This phone is staffed by caseworker and licensing workers.

One of these resources is the Child Intervention for Placement Preservation (CIPP) program. CIPPs are to help with early intervention and to assist with placement stabilization. This is done by keeping social connections and minimizing placement changes. Caseworkers or foster parents can initiate a CIPP staffing to discuss if additional services are needed. When a foster parent calls, CIPP intake will contact the caseworker before scheduling a meeting. CIPPs only accept foster parent referrals for identifying services and supports to keep their current placement. When requesting a CIPP meeting, the caseworker or foster parent shall contact CIPP Intake by phone at (312) 814-6800. All foster parents receive WCYA Chain of Command, important numbers and other information regularly. This allows for all resource requests and support needs are met in a timely manner.

4. The right to receive timely financial reimbursement commensurate with the care needs of the child as specified in the service plan.

WCYA staff ensures the reimbursement of funds to all foster parents associated with WCYA. When a foster child is placed in a foster home, the worker completes an internal form, which causes a CFS 906-1 to be initiated. This form is submitted to the DCFS payment office. A copy of the 906-1 is to be given or mailed to the foster parent for their records. This form also indicates if a child is at a regular rate or a specialized rate.

Foster parents are paid at a higher rate if the needs of the child(ren) in their home are at a higher level of care. This comes through being assessed through the Clinical Intervention to Placement Preservation (CIPP) process and includes input from all team members. If a foster child is placed into a higher level of care, the foster parent will be notified that their pay will change. Their pay may be backdated to the date that the determination from the CIPP was made.

WCYA issues monthly board payment reimbursement on the 10th of each month, for the previous month. If the 10th falls on a weekend or holiday, the board payment reimbursement is issued on the weekday prior. If there is a dispute or oversight regarding the board reimbursement, WCYA will resolve the problem within five working days. If there are discrepancies with their payment, foster parents are to immediately contact their caseworker, licensing worker or supervisor to clear up the issue.

When funds are distributed, foster parents can either pick up their check at the agency between 3 and 5 pm. If it is not picked up it will be mailed to their home. Three different people check the board payments to ensure their accuracy. During licensing, the licensing worker will explain when funds are distributed. They will also explain what expenses can be reimbursed.

The Board Rate table is available in the Appendix. For foster parents who are not the sole responsibility of WCYA, staff will assist to ensure they receive reimbursement from DCFS. If the foster parent is having payment problems or concerns, WCYA staff will work with the foster parent to resolve any issues. The DCFS payment hotline phone number is 1-800-525-0499. This office is open 8:30 am-11 am, Monday through Friday.

WCYA also has the ability to provide a subsidy to help foster parents purchase any special needs that are outside of their contract. The foster parent is to submit an estimate for items to the caseworker. The case worker will then submit that request to their director. The director submits the request to the Chief Clinical Officer. The CCO will then determine how to provide funds for the request. Respite funds are available to assist our foster parents. WCYA pays our foster parents for respite care. Checks are mailed to the respite provider within one month.

5. The right to be provided with a clear, written understanding of a placement agency's plan concerning the placement of a child in the foster parent's home. Inherent in this right is the foster parent's responsibility to support activities that will promote the child's right to relationships with his or her own family and cultural heritage.

Foster parents are included as full participating members of the child welfare team. Foster parents help determine the child's needs, the development of the child's goals, service plan, and evaluation of the child's progress towards those goals. The child's part of the service plan addresses the child's functioning and developmental needs. The service plan also addresses the child having a relationship with their biological family, and their cultural heritage. The foster parent has the opportunity to give input about visitation and communication plan for children in their care.

Foster parents receive a summary of the child's goals, and the children's part of the service plan. This plan is provided to the foster parents within 45 days of initial placement in their foster home. The service plan is also provided within 5 days of placement disruptions to the new foster home.

Foster parents will be notified of unplanned changes immediately by phone or in person. This includes if a foster child will be moved. If a child is moved, they will receive a written "Notice of Decision." Foster parents are notified of Administrative Case Reviews (ACR's) by DCFS, in writing and by WCYA staff. WCYA strives to make sure foster parents receive the support they need and encourage attendance to all ACRs.

6. The right to be provided a fair, timely, and impartial investigation of complaints concerning the foster parent's licensure, to be provided the opportunity to have a person of the foster parent's choosing present during the investigation, and to be provided due process during the investigation; the right to be provided the opportunity to request and receive mediation or an administrative review of decisions that affect licensing parameters, or both mediation and an administrative review; and the right to have decisions concerning a licensing corrective action plan specifically explained and tied to the licensing standards violated.

WCYA's licensing workers are trained in foster parent and child rights. They are also trained on how to conduct an investigation for a licensing complaint. These are included in ongoing and core training. The statement of Foster Parent rights is provided to those that are the subject of a licensing complaint. This is given to them at the time of the investigation of the complaint. WCYA Licensing workers have the responsibility for explaining this statement of rights to a Foster Parent. The foster parent has the right to have an advocate present during any investigation.

The Licensing worker provides the Foster Parent with a written copy of the violations. This copy will include the specific standard alleged to have been violated. The written copy also includes the section number of the standard identified so the standard can be interpreted. If needed, WCYA's Licensing worker will ensure that this right is guaranteed, in full, to the Foster Parent.

The investigation and resolution of licensing complaints are conducted according to the time frames as required by 89 Ill. Adm. Code 383. First, the complaint is subjected to an informal review within 10 days. If a corrective plan is not acceptable, the licensee is sent a certified letter within 30 days. If the complaint remains unacceptable, a second certified letter is sent to the Foster Parent within another 30 days (60 days). If corrections have not taken place after 60 days, WCYA will proceed with formal enforcement actions. Those may result in license revocation. The DCFS central office is notified of this action. Foster Parents are informed in writing of their right to appeal. Foster Parents who wish to appeal any remediation actions, are encouraged to.

A licensing investigation is to be resolved within 30 days but, if needed, an extension can be granted. If the Foster Parent has a problem or concern with any part of the investigative process, they have the right to air the grievance via the WCYA grievance

procedure. This procedure was written to provide objective communication for the Foster Parent and an opportunity for their concerns to be resolved.

If the investigation is concerning abuse or neglect allegations, DCFS will send a Child Protection Investigator to the foster home. For this type of investigation, Licensing will conduct a concurrent investigation. DCFS will take the lead, and Licensing will be subject to their time frames. This investigation is to be resolved in 30 days but can be granted an extension in order to gather information. The Advocacy Office is available to assist foster parents. The Advocacy Office phone number is 1(800)232-3798.

7. The right, at any time during which a child is placed with the foster parent, to receive additional or necessary information that is relevant to the care of the child.

All caseworkers have training regarding what information is to be shared regarding the care of their foster child. Caseworkers are held accountable for sharing information. This also includes on-going monitoring of the case record documentation.

Information that becomes available regarding the child will be shared to the foster parent, or to the caseworker in a timely manner. This includes all health, safety, behavioral and emotional well-being information. WCYA provides record folders to foster parents to keep all necessary information about the foster child in their home.

Information is also shared with other team members, ACR's, court hearings, in person or by phone. Foster parents and staff receive training regarding confidentiality. If an issue of what is needed to be shared, it will be addressed in a supervision, or a team meeting.

8. At the time the caseworker places a child with a foster parent or prospective adoptive parent, or prior to placement of the child, whenever possible, the worker shall provide available information necessary for the proper care of the child in writing to the foster parent or prospective adoptive parent.

WCYA Staff are trained in using the Admission/Placement Checklist (CFS 600-4). This form includes a 10-day deadline for obtaining Foster Parent signatures. There will be a written record on file. The licensing department will keep this in the foster parents' file. The signature page will also be sent to the Guardian ad Litem.

The information to be provided to the caregiver will include:

- A. The medical history of the child. This includes known medical problems, diseases, and the immunization status of the child. Insurance and medical card information are also given.
- B. The educational history of the child. This includes any special educational needs and details of the child's individualized educational plan (IEP). Individual Family

Service Plans (IFSP) when the child is receiving special education services or 504 Educational Special Needs Plan, if applicable.

- C. The child's portion of the service plan. This will include visitation arrangements. This also includes how they came into care, their legal status, and the permanency goal. The history of the child's previous placements, and reasons for changes. This will not include any information about any previous foster parent or relative caregiver.

Other information included is any prior criminal history; information about behavior problems, perpetration of sexual abuse, destructive behavior, any substance abuse habits, and likes and dislikes.

In the case of an emergency placement, the worker will tell the foster parent information as it becomes available and will also provide this information in writing. If there is time, the caseworker may provide a foster parent with a written summary ahead of placement.

Within 10 business days after placement, the worker will obtain from the foster parent a signed verification of receipt of this information. This signed verification will also be forwarded to the child's GAL.

Supervisors review and approve information that is given to the foster parent. Caseworkers that do not provide this information to foster parents will have consequences. Those consequences can include retraining, as well as potential disciplinary action.

9. The right to be notified of scheduled meetings and staffings concerning the foster child in order to actively participate in the case planning and decision-making process regarding the child, including individual service planning meetings, administrative case reviews, interdisciplinary staffing's, and individual educational planning meetings. The right to be informed of decisions made by the courts or the child welfare agency concerning the child; the right to provide input concerning the plan of services for the child and to have that input given full consideration in the same manner as information presented by any other professional on the team; and the right to communicate with other professionals who work with the foster child within the context of the team, including therapists, physicians, and teachers.

WCYA caseworkers are held accountable for informing Foster Parents regarding scheduled meetings. This is done in writing and followed up with an in-person reminder or phone call. Foster Parents are to try to come to meetings to receive important information regarding their foster child. If the Foster Parent is unable to attend the meetings, the caseworker will tell the Foster Parent about any decisions made.

The caseworker and supervisor are responsible for the flow of information between the Foster Parent and the WCYA team. The case worker is responsible for telling foster parents about decisions made regarding the children in their care. Caseworkers are responsible for giving the Foster Parents a chance to provide input about goals and that input is given consideration in the creation of the case plan. Casework staff are also responsible for encouraging regular communication with all team members. This is to

help the concerns of the Foster Parents about their foster children is first in creating the best plan of care for those children.

WCYA staff and supervisors complete a Case Review Monthly Roster monthly. DCFS uses that information to send out Administrative Case Reviews (ACR) notices to foster parents. Foster Parents are notified of and are expected to attend the ACR for the child. In the event that the Foster Parent is unable to attend an ACR, all important information that was shared will be given to the Foster Parent in a timely fashion. Also, visitation plans are given to foster parents in writing by the case manager. Any changes in the visitation plan are initially communicated by telephone. Those changes are then followed up with a written copy of the plan as soon as it is available.

10. The right to be given, in a timely and consistent manner, any information a case worker has regarding the child and the child's family which is pertinent to the care and needs of the child, and to the making of a permanency plan for the child. Disclosure of information concerning the child's family shall be limited to the information that is essential for understanding the needs of and providing care to the child in order to protect the rights of the child's family. When a positive relationship exists between the foster parent and the child's family, the child's family may consent to disclosure of additional information.

Foster Parents receive all information important to the care and needs of the foster child. Types of information shared include exposure to parental substance abuse, emotional, sexual, and/or physical abuse. During all exchanges of information, the requirements regarding client (parental) confidentiality are respected.

When a child is placed, the foster parent is provided with a temporary medical card and a Foster Child Record Folder from the Agency. Healthworks supplies the foster parent with all medical history known about the child. This paperwork is called the E-Health Passport or Health Passport. The health passport helps to track immunizations, previous doctor appointments, and previous hospitalizations. The child's name, birth date, social security number and medical RIN are included. Healthworks will generate an E-Health Passport for all new foster child cases. Healthworks only tracks from ages 0-6. The Healthworks phone number for Macon, Clark, Coles, Cumberland, Douglas, Edgar, Shelby, and Moultrie Counties is (217)423-6988.

***Please note that the DCFS CPS worker is making the initial placement of the child(ren) at the beginning of the case. It is the caseworker's responsibility to make sure that this information was given to the foster parents. If there is a placement disruption, it is the caseworker's responsibility to get the relevant information to the new foster parents.*

The caseworker or supervisor is accountable for giving information to the Foster Parent in a timely manner. This can be in writing, by telephone, or by face-to-face meetings. New information is communicated to the Foster Parents by the caseworker as it is learned. This includes decisions made in Administrative Case Reviews (ACRs). Caseworkers review their cases with their supervisor to make sure all information has been shared with the

foster parent. Foster parents are encouraged to contact a supervisor if they have any questions or concerns regarding their child's case.

11. The right to be given reasonable written notice of any change in a child's case plan, plans to terminate the placement of the child with the foster parent, and the reasons for the change or termination in placement. The notice shall be waived only in cases of a court order or when the child is determined to be at imminent risk of harm.

Caseworkers try to give Foster Parents a fourteen-day written notice to a placement change. The fourteen-day notice does not apply in situations where movement of the child is based on a court order or when the child is at imminent risk of harm. This written notice includes the reason for the placement change, along with appeal information for the foster parent. If the foster parent chooses to appeal, or requests an emergency review, the caseworker is who has to assist the foster parent.

If WCYA case workers determine the foster child is in immediate danger, the fourteen-day stipulation will be waived. Upon the stipulation being waived, the child will be removed immediately. The foster parents will be given verbal notice and written notice for all reasons when the placement is being ended. Foster children can also be removed if there is an investigation happening in the home. This is not an ending of placement. Once the investigation is complete, if ending the placement is needed, it will be addressed.

12. The right to be notified in a timely manner of all court hearings, including notice of the date and time of the court hearing, the name of the judge or hearing officer hearing the case, the location of the hearing, and the court docket number of the case; and the right to intervene in court proceedings or to seek mandamus under the Juvenile Court Act of 1987.

The caseworker will give the foster parent notification when a court date is set. This is either verbally or through written notification. Caseworkers, licensing workers, supervisors, and ACR reviewers check if that information has been discussed. Foster parents have the right to be in court hearings for their foster child. Juvenile court hearings are closed hearings. You will have to be a part of the case to be in the room. The case worker keeps a record of court dates including hearing dates, times, names of the judge, location, and docket number.

When a permanency hearing is scheduled, the caseworker should inform the foster parent at least three weeks in advance. This is so the foster parent can give information for the case worker to add to their court report. WCYA encourages and supports foster parents in seeking additional training about court procedures. Foster parents can also contact a supervisor if they are not being informed about court dates. The supervisor will address those concerns with the case worker.

13. The right to be considered as a placement option when a foster child who was formerly placed with the foster parent is to be re-entered into foster care, if that placement is consistent with the best interest of the child and other children in the foster parent's home.

Illinois law gives foster parents priority as a placement option if a child was previously placed with them. This is given unless it is not in the best interest of the child or other children in the home. The foster home must also have an available opening within their capacity. DCFS maintains those records and has access to past placement history. WCYA has also established an on-going placement roster to help ensure the original foster parent is considered.

The caseworker for the child facing re-entry into foster care will determine if there are risks to placing the child into a previous foster home. The history of previous placements and status of the foster child, and status of children in the home are all considered regarding the best interests of the child and family. If there is low or no-level or risk to the child(ren) or family, staff will assist the foster family in pursuing their right to be a placement option.

14. The right to have timely access to the child placement agency's existing appeals process and the right to be free from acts of harassment and retaliation by any other party when exercising the right to appeal.

WCYA developed a grievance procedure with foster parents and staff in 2001. In 2021, this procedure was changed so that the policy requires written notification of a formal complaint. This procedure outlines the specific procedures to follow in the grievance process. Verbal concerns and issues can be presented to the Supervisor(s) and Director(s), however if the foster parent wants to pursue a formal grievance it should be completed in writing. Every year, licensing workers speak with foster parents about WCYA upholding Foster Parent Law in trainings. Opportunities to give feedback about the grievance procedure in the foster parent newsletter. No foster parent has stated that they want the procedure changed at this time. The grievance procedure is discussed during the licensing process. This is to help make sure foster parents understand the procedure. This was also addressed at a 2025 foster parent appreciation event, so there was an opportunity to sit down with someone and have an opportunity to provide feedback. There were no recommendations given by the foster parent committee

Grievance discussions that are part of an investigation are not included in this section. WCYA does provide for Foster Parents to use this internal appeals process. Foster Parents have access to a complete and objective process. This allows for timely resolution of concerns and problems, without fear of retaliation or harassment.

Foster Parents receive information about the WCYA Grievance procedure in their licensing home visits. Foster parents are also informed about using the procedure when they feel there has been a violation of the foster parent law. Additional options for Foster Parents experiencing difficulty include the Advocacy Office at 1(800)232-3798 and the Foster Parent Hotline at 1(800)722-9124.

Foster parents who have internet access can review the Foster Parent Manual (DCFS Foster Family Handbook) and the WCYA Client Information Manual. These manuals give information regarding the appeals resources that are available to them. Caseworkers are able to assist Foster Parents in accessing the external DCFS appeals system, when needed or advisable.

Any concerns are addressed with confidentiality as one of the most important parts. There is also a system in place for receiving and responding to issues appropriately. We also ensure that there is follow through with a fair resolution. This procedure is included in the Appendix.

15. The right to be informed of the Foster Parent Hotline established under Section 35.6 of the Children and Family Services Act and all of the rights accorded to foster parents concerning reports of misconduct by Department employees, service providers, or contractors, confidential handling of those reports, and investigation by the Inspector General appointed under Section 35.5 of the Children and Family Services Act.

Foster Parents receive information about the Foster Parent Hotline. This includes how to report misconduct. The hotline telephone number is published monthly in the Foster Parent Newsletter. The foster parent hotline number is 1(800)722-9124.

WCYA offers training about the Foster Parent hotline, and Office of Inspector General (OIG) investigations. WCYA staff can provide support and information to foster parents if there are reports of misconduct. Foster parents receive ongoing information about the implementation of these rights. The information is received is through sponsored trainings, Central Illinois Foster Parent Support Group, foster parent newsletter, and membership in the Illinois Foster and Adoptive Parent Association.

Statement of Foster Parent Responsibilities

The Foster Parent Law also includes Foster Parent responsibilities. These responsibilities are stated below, and how WCYA implements them.

The responsibilities of each foster parent include the following:

1. The responsibility to openly communicate and share information about the child with other members of the child welfare team.

Foster parents are informed of this responsibility in pre-service and ongoing training opportunities. Foster parents are helped as they participate as full members of the child welfare team. Caseworkers help with communication information to and from foster parents. Caseworkers need to receive information regarding unusual behaviors, statements or any physical problems. These issues are assessed for service needs. For example, a foster child may need increased mental or physical health services. These issues are also talked about to give support to foster parents.

Training is provided on topics through the PRIDE trainings. Some topics included are court proceedings, foster parent rights, and appeal rights. These trainings allow for discussions about the importance of communication. These also include types of communication that is appropriate to give information about the foster child. These discussions focus on deciding what information is urgent and what can wait.

2. The responsibility to respect the confidentiality of information concerning foster children and their families and act appropriately within applicable confidentiality laws and regulations.

Foster parents are responsible for complying with mandates set by the Illinois Department of Mental Health and Developmental Disabilities Confidentiality Act. A copy of this is given to foster parents before their involvement with foster children and is included in the Client Information Manual. Caseworkers can inform foster parents of the risks of violating confidentiality. Foster parents are encouraged to attend other trainings on confidentiality and related issues. Other information is included in the newsletter. Talks about social media, cell phones (or other electronics) happen during the licensing process and during monitoring visits. Foster parents must protect the foster child while maintaining confidentiality. WCYA recommends not sharing a lot of details on social media, for the security of the foster home. The Social Media/Mobile Safety Agreement should be used as needed with each foster child who is age 13 and older.

3. The responsibility to advocate for children in the foster parent's care.

WCYA provides advocacy for all clients. This includes foster parents, foster children, and their families. Foster parents have training options to learn more about advocacy for foster children. The Educational Advocacy Training is required by DCFS for all foster parents. Foster parents are helped and supported in their advocacy on behalf of their foster children. Trainings and brochures about service appeal issues explain working with the courts, and the appeal process. The DCFS Service Appeal Brochure is given or mailed to every foster parent. Caseworkers encourage foster parents to attend meetings and ACR's in order to advocate for their foster child. Case workers support foster parents by participating in Child and Family Team Meetings, and court hearings.

WCYA works with Court Appointed Special Advocate (CASA). CASA is active in Macon and Dewitt Counties, along with other counties across the state. The CASA program is based on a national court advocacy model, that model provides trained volunteers for youth in the court system. These advocates work with youth and families to understand the judicial system. Advocates also support the youth, and work with them to make sure their case is handled professionally and looks out for the best interests of the youth.

4. The responsibility to treat children in the foster parent's care and the children's families with dignity, respect, and consideration.

WCYA is aligned with the Code of Ethics for Personnel. All staff, including foster parents, are to treat clients and families with dignity, respect and consideration. Foster parents are required to sign the Code of Ethics. Failure to do so can result in ending the foster parents' relationship with WCYA. Foster parents are informed about what kind of punishments are and are not allowed. DCFS has a policy about corporal punishment, verbal abuse, threats, and derogatory remarks. Foster parents are asked to sign an acknowledgement of this policy.

Foster parents receive this information in the initial licensing process, and through ongoing trainings. PRIDE training teaches Foster Parents the roles and responsibilities of each team member. This training is offered to all foster parents. Foster parents are encouraged to work with the biological family to best meet the child's needs. Foster parents are encouraged to write journals and keep Life Books that can be shared with the biological family.

Caseworkers are always monitoring the attitude and treatment of foster children in their foster homes. This is to make sure that foster parents are upholding this responsibility. This occurs during home visits, phone calls, and participation in meetings. Caseworkers are trained to speak to the child(ren) separately to determine their safety and well-being. This allows the child to express any concerns, fears, or questions in a one-on-one setting. The caseworker can address issues directly with the foster parent or speak to the licensing worker and supervisor. A licensing worker will also evaluate the foster family's ability to support the permanency goals during home visits. Permanency goals are

frequently discussed by the foster family and the caseworker. The licensing worker is filled in on these conversations as well.

5. The responsibility to recognize the foster parent's own individual and familial strengths and limitations when deciding whether to accept a child into care; and the responsibility to recognize the foster parent's own support needs and utilize appropriate supports in providing care for foster children.

WCYA staff works to make sure foster parents have a realistic view of their and their family's strengths and weaknesses when dealing with their foster children. This practice begins with the licensing process and pre-service trainings. This continues through in-person training, as well as ongoing meetings that check-in with the foster parent. Efforts are made to place foster children in homes that are compatible with the child's needs and strengths. The licensing worker also has twice yearly meetings in the foster home to talk about any needs or concerns. During those meetings, the licensing worker and foster parent continue the assessment of strengths and weaknesses. The licensing worker helps identify trainings that may help the foster parent. WCYA recommends foster homes establish supports to help them use their strengths and get help if there are struggles.

While becoming licensed, the licensing worker talks with the foster family to develop a list of questions they want answered before accepting a child into their home. Foster families are encouraged to deny a placement if they are not comfortable with the information they are given. Foster families work with the licensing workers to identify their home's capacity. They also discuss whether they have preferred age ranges that fit best into their routines. Foster parents are asked about placement preferences such as age, race, and gender. Foster parents complete an assessment during the licensing process to address behaviors they are comfortable caring for. This assessment also addresses if there are some behaviors they would need help with or some behaviors that they would not consider. This gives WCYA staff the ability to identify if it would be a good fit and if the children would adjust well. If a child is being moved from a different foster home, or into an adoptive placement, pre-placement visits are encouraged if there is time to do so. These pre-placement visits allow everyone to identify concerns regarding long-term placement. Foster parents are encouraged to talk about their concerns and ask questions about the child while deciding if the placement is right for them. Foster parents are expected to talk about their strengths and weaknesses, to seek out training, and to find support systems and resources to help with foster children. Caseworkers meet with the foster parent at least monthly in the home, to discuss any areas of concern. In some cases, caseworkers will be visiting more frequently depending on the children in the home.

Important resources for support are foster parent meetings, trainings, and on-going work of the child welfare team. Additional support can come from attending activities and participating in various foster parent associations and local support groups. All of these supports are targeted at helping foster parents and help with their ability to help the foster child in their home. Foster parents are encouraged to contact their caseworker or their supervisor with any issues. There is also an after-hours line for emergencies.

6. The responsibility to be aware of the benefits of relying on and affiliating with other foster parents and foster parent associations in improving the quality of care and service to children and families.

WCYA gives foster parents several ways to become affiliated with or participate in foster parent associations. Some of these include meetings, newsletters and training opportunities. WCYA provides information on support groups for foster parents to promote helping out one another. WCYA also encourages foster parents to join the monthly "Caregiver Connection." WCYA promotes the Illinois Foster Parent Support Group. This group maintains a Facebook page called the Illinois Foster Parent Support Group (IFPSG). They are run independently. WCYA does not monitor the meetings or discussions. This support group is open to all foster parents in our service area.

Licensing workers give information and benefits of the support groups during the licensing process and during their monitoring visits. Foster parents are given opportunities to participate in various associations and councils through trainings and in the newsletter. The Illinois Families- Now and Forever newsletter provide dates of council meetings scheduled by region throughout the year. WCYA encourages foster parents to use trainings to connect with other foster parents. All foster parents have strengths and skills in different areas. Foster parents can gain more knowledge regarding cultural and racial diversity and sensitivity through trainings. One of the frequently addressed cultural diversity issues is hair care.

7. The responsibility to assess the foster parent's ongoing individual training needs and take action to meet those needs.

WCYA provides information to foster parents through meetings, team activities, newsletters or training opportunities. Foster parents are encouraged to attend training opportunities. Foster parents are informed of community and state sponsored trainings. Information about the DCFS Learning and Development Center (LDC) is given to foster parents during licensing. LDC information is also placed in the monthly newsletter. Foster parents are encouraged to use the LDC "On-Demand" trainings for renewal hours and skill development.

In 2023, WCYA received a suggestion on training foster parents about DCFS Guidelines about medical, dental, vision and hearing appointments. This consisted of a folder that has information that Caseworkers went over with each foster home. The documentation includes a laminated sheet with specifics about appointment time frames. Information on medication documentation is also given. Foster parents were told to keep visit records from any medical, dental, vision, hearing or immunization records in this folder. This also includes ER and Prompt care visits. WCYA is trying to ensure that Caseworkers are being given important medical information in a timely manner. This also allows for if a child is moved, or an emergency involving the child, continuity of care can be kept. Foster homes

that had foster children in their home signed a form acknowledging that they had this training.

The licensing workers and foster parents continue to assess strengths and weaknesses. This is to keep improving their skills to meet the needs of foster children. These strengths and weaknesses are documented in the Family Foster Home Licensing Monitor Record (CFS 597-FFH) and in case notes. Licensing workers and WCYA staff try to make sure foster parents are aware of trainings through newsletters, handouts, and verbally at monitoring visits. The licensing worker is able to assist with registration and help foster parents finish trainings if needed. Foster parents are also active in other support groups and inform licensing workers about their meetings. This is to help spread the word so there is additional support.

Newsletters have contact information for the Illinois Foster Parent Association and other groups in each issue. At monitoring visits, if training needs to be completed for renewal that is talked about. It is also discussed if additional training is needed for any present needs- including managing difficult behaviors. Caseworkers also discuss the needs of their foster parents and training issues. Licensing workers are also encouraging one-to-one training by asking experienced foster parents to discuss their stories with new foster parents.

8. The responsibility to develop and assist in implementing strategies to prevent placement disruptions, recognizing the traumatic impact of placement disruptions on a foster child and all members of the foster family; and the responsibility to provide emotional support for the foster children and members of the foster family if preventive strategies fail and placement disruptions occur.

The Integrated Assessment (IA) is initiated when a new foster child comes into care. This is received by a DCFS Intake Coordinator and assigned to a Clinical Screener who works directly with the Caseworker. In this initial assessment process, the Clinical Screener and Caseworker conduct interviews with the child, Foster Parents, and birth parents. A DCFS Master's level clinician completes the Integrated Assessments. This method will help identify a child at risk and outline services recommended for the child based on the assessment of their needs. During the IA, the child is screened for physical, emotional, and developmental needs.

Foster parents work with that team to come up with ways to prevent placement disruptions for the child(ren) in their care. A Child and Family Team meeting will be held with all parties- foster parents, caseworkers, supports, etc., to come up with a Placement Stabilization Plan. With this plan in place, foster parents, and the caseworker will be able to ask for Intensive Placement Stabilization (IPS) services. A referral is needed for this added support. IPS is used when a crisis is causing possible placement disruption, and the foster child is not a danger to themselves or others. SASS or Screening, Assessment and Support Services are utilized for psychiatric issues. SASS can be initiated by contacting the CARES Hotline. This is for situations where the foster child is showing unusual behaviors,

is self-harming or harming others. The CARES Hotline number is 1-800-345-9049. They can also be texted at 839863. Increased levels of intervention and monitoring are indicators that there is a greater risk of placement disruptions. WCYA requires caseworkers to be in the home twice per month in order to identify signs of disruption. Caseworkers can also be a good tool to de-escalating potential crisis situations. Caseworkers recommend IPS services when there is an increased risk of placement disruption. IPS provides counseling for foster children. IPS also offers trainings to work with the behaviors that have been identified for the foster parents. IPS also provides support for items that will help maintain placement stabilization.

Foster parents are in a good position to develop different strategies because of their witnessing difficult behaviors. WCYA staff also assist with various training opportunities and help with finding a solution to problems that may arise. Licensing workers also add important information to the monthly newsletter, emails, and group text messages.

Foster parents are also helped in becoming more knowledgeable about services and resources available to them. WCYA is also providing education on the benefits of respite care for children. WCYA stresses the importance of participating in support groups, so that they can have access to a system of exchanging childcare options. This can allow foster parents to have a much-deserved break.

Foster parents are urged to communicate their needs about trainings. There are also counselors available to help foster parents in using behavioral management strategies. Counselors can also educate foster parents about the effects of all types of abuse, and/or mental health diagnoses. Talking to the counselors allows for the foster child to be better served and decreases the chance of placement disruption. Counselors will contact foster parents about areas of concern. They may also be invited to attend sessions with the foster child.

Prior to a foster parent adopting a foster child, they are required to attend a Fostering to Adoption training provided through PRIDE. This training gives resources for adopted children and their families. Placement disruption issues are still addressed after adoption occurs. There is a Post Adoption Unit to call for assistance. The Post Adoption Unit has knowledge and resources to help with a wide variety of issues. This includes subsidy payments, medically fragile respite care, transitional services, crisis intervention, support groups, and other training opportunities. The Post Adoption Unit also has information on summer camps for children with mental health diagnoses. This is a unit that has been very helpful to previous foster parents. Adoptive and subsidized guardianship parents can call the DCFS Adoption/Guardianship Support line at 866-538-8892. The Central Region Unit can be reached at 217-278-5316.

If these preventative strategies fail, the foster parent is required to give case workers a 14-day written notice to have the child moved. During this time, the case worker will discuss where and how the preventative strategies failed. This is to make sure that there are more successful measures in place before the placement change. Foster parents are encouraged to ask other professionals in the child's team (psychiatrists, counselors, teachers, etc.) to understand behaviors. WCYA staff can also discuss trainings that are available so foster parents can improve their strengths and weaknesses.

If a disruption occurs, WCYA understands it is not due to any inadequacies with the foster parent. WCYA fully supports our foster parents in their decision to have a child moved out of their home. At the same time, the child being moved will be evaluated and possibly have an increase in services to address specific needs.

9. The responsibility to know the impact foster parenting has on individuals and family relationships; and the responsibility to endeavor to minimize, as much as possible, any stress that results from foster parenting.

WCYA wants foster parents to learn and understand the impact foster care may have on individuals and the family. This topic is part of the mutual assessment process included in the PRIDE pre-service training. When foster parents can look at and anticipate the events that can result in a lot of stress for the family. This allows them to let their Casework team know of any needs and can minimize any potential disruptions. This is a frequent topic between staff and foster parents as well as in newsletter articles.

The topic of Trauma Training for the foster parent are addressed throughout the life of their license. This is also something that comes up during regular meetings. WCYA staff wants foster parents to ask questions and state any concerns they have about stressors as a result of having foster children in their family.

WCYA foster care staff encourages "voluntary hold" methods when foster parents are saying that they are temporarily unable to take any additional placements. The use of these voluntary methods often help foster family's re-group and manage the strain and stress they may be facing. How to use a "voluntary hold" is taught during the licensing process and continues in training sessions. This is offered by caseworker staff if a foster parent is saying they have increased levels of stress.

Foster parents are encouraged to use community support and resources to help with stress management. Several strategies of stress management are encouraged to stop or reduce placement disruption. Communication with counselors and caseworkers are highly encouraged. Caseworkers can also initiate support services such as IPS to provide support for the foster child and family. WCYA staff want foster parents to use the trainings and support services during home visits. WCYA offers respite care on a regular basis to give foster parents a break. A foster parent in need of respite is encouraged to give notice when in need of respite. WCYA understands there are situations where this is not possible. Traditional foster parents are encouraged to help by taking in those children for a short time to help out another foster family.

10. The responsibility to know the rewards and benefits to children, parents, families, and society that come from foster parenting and to promote the foster parenting experience in a positive way.

WCYA believes that effective foster care is critical in the development of children that are separated from their families. WCYA strives to reflect the concept that the foster care

system benefits not just the children and their families, but the community and society as a whole. Because of this, foster parents also receive training on the public relations aspect of being a foster parent.

This positive perspective is addressed in pre-service and on-going training opportunities. WCYA's Director of Marketing Development works with the foster care program to help with media exposure. This is to raise public awareness of the importance of fostering and helps with recruitment of new foster families. The parts of this media strategy are social media posts, radio spots, television interviews, letters to churches, and speaking to community groups. The local print media is also encouraged to run articles that are positive on the various parts of the foster parenting experience. The Director of Marketing has spoken to local businesses about supporting the foster care program. A change in visual media is being used to address the growing need for foster parents for older children and teens. There have been more efforts to increase in person and outreach events in an attempt to recruit foster families. Licensing workers continue to help in the recruitment of new foster families. In the past there have been new stories, co-trainings, and offer to have them attend recruitment events. Foster Parents and WCYA staff are invited to help with recruitment and retention efforts.

11. The responsibility to know the roles, rights, and responsibilities of foster parents, other professionals, in the child welfare system, the foster child, and the foster child's own family.

Helping foster parents know and understand their role, rights and responsibilities begin with the first contact with a licensing worker. WCYA staff help make sure foster parents know their role, rights and responsibilities through training, and ongoing contact with them. WCYA encourages staff to attend foster parent trainings, so they are up to date with that information. Foster parents are encouraged to participate in co-training with staff. Foster parents are notified of these opportunities through newsletters, manuals from the agency and DCFS. Foster parents are encouraged to attend the PRIDE training "Working as a Professional Team Member." This training discusses the roles and responsibilities of each team member.

Foster parents help with development and revision of the WCYA Annual Implementation Plan. This is in accordance with the Foster Parent Law (Public Act 89.19). WCYA staff help foster parents understand the mandates in the law. All foster parents are given a copy of the Foster Parent Law for their reference. A copy of the implementation plan is available to foster parents, licensed and unlicensed, that are working with WCYA. This is posted on the WCYA website at the start of every year. Foster parents provide input for each annual plan. For 2026, the Foster Parent Law was reviewed with foster parents at meetings in September 2025. Their rights and responsibilities are reviewed with foster parents during monitoring visits, in person meetings, and at our Halloween Party held in October. Foster parents are given opportunities to make comments, voice concerns, make complaints or provide ideas for improvement.

Foster parents have a voice within the WCYA management structure. Their concerns and problems are relayed to WCYA Administrative staff on a regular basis. Foster parents can

also request a meeting to have direct conversations with the team. Please contact your case worker, supervisor, Program Director, or Chief Clinical Officer to be included in an administrative meeting.

12. The responsibility to know and, as necessary, fulfill the foster parent's responsibility to serve as a mandated reporter of suspected child abuse or neglect under the Abused and Neglected Child Reporting Act; and the responsibility to know the child welfare agency's policy regarding allegations that foster parents have committed child abuse or neglect and applicable administrative rules and procedures governing investigations of those allegations.

Foster parents must sign the Mandated Report form at initial licensure and when they renew their license. Licensing workers discuss this with each foster parent to make sure they understand that they are obligated to report child abuse and neglect. They can report abuse or neglect to the Child Abuse Hotline 1-800-252-2873 or 1-800-25-Abuse. Foster parents are to tell the caseworker for the child involved and call the hotline. PRIDE pre-service training gives more information on being a Mandated Reporter. An in-depth training on being a Mandated Reporter is offered online at dcfstraining.org. Foster parents receive training credit for this training.

While foster parents have the responsibility to report abuse and neglect, they can also be accused of child abuse and neglect. During an investigation, they are given a CANTS 8 that contains a lot of information about what to do, and what is expected during an investigation. If a foster home is under investigation, the foster child(ren) could be removed from the home, or temporarily moved from the home. There will be then be a home visit with an investigator and their licensing representative (if the home is licensed), to get their account of what happened. Licensing will often give an action plan that relates to the standards that were broken. That action plan typically has an amount of time that is allowed for the foster parents to correct the problem.

13. The responsibility to know and receive training regarding the purpose of administrative case reviews, client service plans, and court processes, as well as any filing or time requirements associated with those proceedings; and the responsibility to actively participate in the foster parent's designated role in these proceedings.

WCYA has the responsibility of providing pre-service training about ACR's, service plans, court processes, and filing timelines. While foster parents are responsible for knowing this information, WCYA understands that these are complex service issues. To date, a majority of foster parents attend Child and family team meetings to prepare for their foster child's ACR.

WCYA workers did not report an increase or decrease in attendance at court hearings or ACR's. Previously there has been an emphasis on foster parents understanding they have a right to fully participate in court hearings and ACR's.

14. The responsibility to know the child welfare agency's appeal procedure for foster parents and the rights of foster parents under the procedure.

WCYA staff has the responsibility for training foster parents about the WCYA grievance procedure. WCYA also has the responsibility to train foster parents on the appeal procedure set forth in Title 89: Social Services, Chapter III, Department of Children and Family Services, Subchapter a: Service Delivery, Part 337: Service Appeal Process. WCYA staff assist foster parents if they need to access either procedure. Staff also assist if they need to understand their rights under each. A brochure on the appeals process is given to foster parents. A training session on the Appeals Process of the Court System is offered. The rights of foster parents are stated in the Implementation Plan and in the foster parent handbook.

This process is used by foster parents to get resolution for alleged violations of the Foster Parent Law that are not covered by an existing process. It cannot be used to address issues covered by service appeal process, appealing indicated cases of child abuse/neglect, appealing licensing investigations or revocations, etc. The Grievance procedure and appeals process is reviewed at home visits and in training. Foster parents can always ask for clarification and make suggestions for improvement.

15. The responsibility to know and understand the importance of maintaining accurate and relevant records regarding the child's history and progress; and the responsibility to be aware of and follow the procedures and regulations of the child welfare agency with which the foster parent is licensed or affiliated.

WCYA provides pre-service training and ongoing training about keeping their foster child's records. This is part of the licensing standards. Instructions about recordkeeping are in the childcare folder that is supposed to be given at the beginning of a case. An explanation of the clothing and personal allowance is to be maintained as well.

Foster parents receive a written copy of the regulations and expectations for keeping records. The case record folder keeps the records safe and allows for easy storage and transportation. Caseworkers monitor the records to make sure they are up to date and document the progress of the child.

Knowledge of the procedures and regulations is reinforced by continuing to participate with the child welfare team. Foster parents are expected to keep a copy of the Healthworks Passport in the folders and ensure they are up to date.

16. The responsibility to share information, through the child welfare team, with the subsequent caregiver (whether the child's parent or another substitute caregiver) regarding the child's adjustment in the foster parent's home.

Foster parents are trained to fully disclose important information about how the child is adjusting to living in their home. They also receive training about how this disclosure of information is normal and usual. We strive to assess the child and make service plans that are beneficial for the child. Caseworkers expect the exchange of information about a child. Caseworkers also reiterate to foster parents about their assessments and sharing information between one another.

17. The responsibility to provide care and services that are respectful of and responsive to the child's cultural needs and are supportive of the relationship between the child and his or her own family; the responsibility to recognize the increased importance of maintaining a child's cultural identity when the race or culture of the foster family differs from that of the foster child; and the responsibility to take action to address these issues.

WCYA has a training plan, that includes foster parents, where they receive initial and ongoing training. This training covers LGBTQIA+, diversity, and how to address those. WCYA staff work to ensure all cultural needs are understood and respected. These are sensitive and important issues, especially if the foster child differs from the foster family. Being sensitive to these needs, and how to accomplish that can become part of the child's service plan. PRIDE has Cultural Diversity training for all foster parents. Beginning in 2023, WCYA has included our own Cultural, LGBTQ, and Inclusion trainings. Foster parents are encouraged to use the foster parent mentor program and other support services, to help provide a sense of identity for the foster child. WCYA staff will help with matching foster parents to children with different backgrounds with veteran foster parents of the same background when possible.

Foster and adoptive parents are encouraged to meet the cultural needs of children through books, trainings and other opportunities. A foster child(ren) has the right to be treated equally, express themselves, and have the choice to be open or private about their sexual orientation, gender expression or gender identity. WCYA includes and gives foster parents resources in our community that can be helpful for any of these needs.

WEBSTER CANTRELL YOUTH ADVOCACY FOSTER PARENT VIOLATION GRIEVANCE PROCEDURE

Webster Cantrell Youth Advocacy provides for a grievance procedure for Foster Parents in order to specifically address alleged violations of the Foster Parent Law by Agency staff, and to promote positive service delivery environment within which communication between Foster Parents and the Assistant Director, Foster Care Program Director, the Chief Clinical Officer, and the Chief Executive Officer (CEO) is informed regarding such alleged violations. This grievance process is to be used by foster parents only for grieving alleged violations of the Foster Parent Law that are not covered by the service appeal process, the appeal process for indicated cases of child abuse/neglect, the process for appealing licensing investigation findings, license revocations, etc.

This procedure is developed with the input of WCYA foster care staff and Foster Parents.

A grievance is defined as any alleged violation of the Foster Parent Law by Webster Cantrell Youth Advocacy staff that a subject thinks or feels has been committed.

Foster Parents (hereinafter referred to as Grievant) may submit grievances for such alleged violations of the Foster Parent Law by Agency staff according to the following sequence:

Step One (Informal – written)

1. A grievance at this level may be presented to the Agency Foster Care Director or the Chief Clinical Officer, in writing. The grievance must include:

- Full name of grievant and Director to whom the grievance is submitted.
- Date, time, and place the initial informal grievance was submitted.
- The specific alleged violation of the Foster Parent Law that has occurred.
- Specific nature of the grievance.
- Corrective or remedial action sought by the grievant.

2. The grievance must be submitted within ten (10) calendar days of the event that prompted the grievance. Every effort is taken to resolve the grievance at this initial informal step. An informal Memorandum of Record is prepared by the Director to whom the grievance was submitted, and is signed by the Director and the grievant, whether the grievance is resolved or not.

3. A copy of the Memorandum of Record is forwarded to the Chief Executive Officer within ten (10) calendar days of the date of submission of the grievance.

4. A copy of the Memorandum of Record is placed in the grievant Foster Parent Record.

Step Two (Formal Written Grievance Process)

1. If the grievance has not been resolved at Step One and the grievant desires a review of the informal resolution of the grievance by the CEO, the grievance must now be submitted in writing to the CEO, also within ten (10) calendar days of the original informal submission of the grievance.

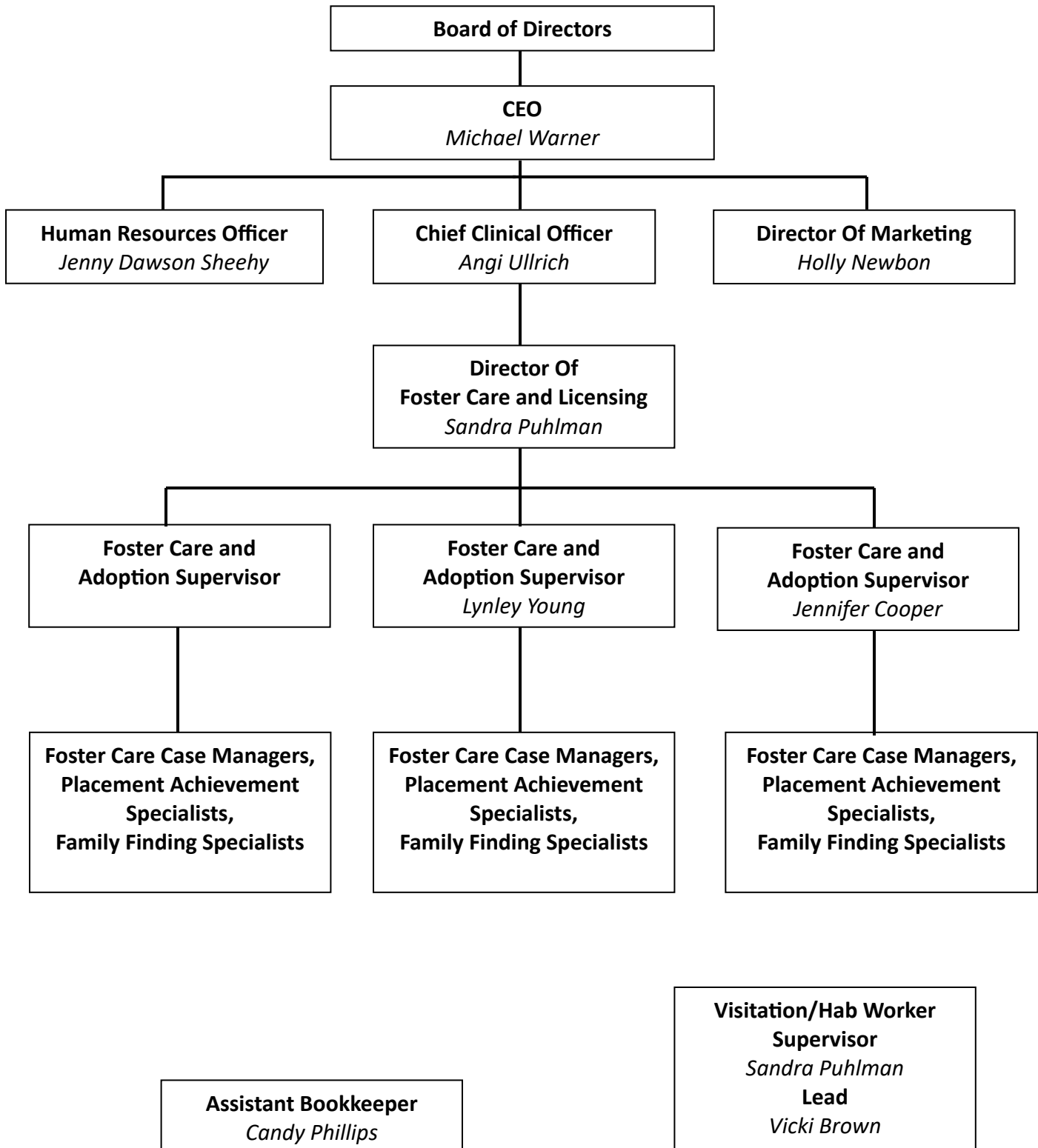
In this written grievance submitted to the CEO, the grievant must state:

- The decision why the decision or resolution made by the Director to whom the grievance was submitted is considered unjustified or unwarranted: and
- The evidence that the grievant wishes for the CEO to consider.

2. The CEO will, within ten (10) calendar days of the submission of the grievance for Step Two – formal stage of the grievance process, render a written decision regarding the resolution of the grievance.

3. The written decision of the CEO represents the final Webster Cantrell Youth Advocacy decision.

4. The CEO will convene a meeting with the grievant, the appropriate Director(s), and a DCFS representative to further clarify and discuss the resolution of the grievance.

Webster Cantrell Youth Advocacy Foster Care Chain of Command

Board Rates for Licensed and Unlicensed Homes

Licensed Foster Family and Relative Home Care (Effective Nov 1, 2025)
Licensed Department and Private Agency Maintenance Rates

Licensed Homes Relative & Traditional Home Care

Age of Child	Room and Board	Transportation	Clothing	Allowance	Total Rate/Month
0-11 months	\$486.00	\$117.00	\$50.00	\$19.00 ¹	\$672.00
1-4 years	\$480.00	\$117.00	\$55.00	\$20.00	\$672.00
5-8 years	\$534.00	\$123.00	\$68.00	\$21.00	\$746.00
9-11 years	\$551.00	\$126.00	\$84.00	\$35.00	\$796.00
12 years and over	\$515.00	\$160.00	\$90.00	\$62.00	\$827.00

Relative Unlicensed Home Care

Child's Age	Room & Board	Transportation	Clothing	Allowance	Total
0-11 months	\$437.60	\$105.30	\$45.00	\$17.10	\$605.00
1-4 years	\$432.00	\$105.30	\$49.50	\$20.00	\$605.00
5-8 years	\$481.20	\$110.70	\$61.20	\$18.90	\$672.00
9-11 years	\$496.50	\$113.40	\$75.60	\$31.50	\$717.00
12 years and over	\$464.20	\$144.00	\$81.00	\$55.80	\$745.00

- Licensed Caregivers with Child Welfare Contributing Agencies (CWCAs) are paid by the CWCA. Webster Cantrell Youth Advocacy is a CWCA.
- Specialized Rates are determined on a child-by-child basis.
- Respite Care is for Licensed Traditional Homes that are caring for a foster child that is living in a different foster home. Examples are medical emergencies, weekend break, family emergencies, etc. **Respite Care is not guaranteed.**

¹ Personal allowance for children aged 4 years and under is to be used by the Foster Parents for incidentals (toys, rattles, etc.) which then become property of the child.

Available Trainings/ Training Recommendations for 2025/2026

November 12, 2025	Diversity, Equity & Inclusion; LGBTQ Inclusion & Sensitivity
December 10, 2025	Open Forum/Meet and Greet
January 22, 2026	Mandated Reporter (Online)
February 18, 2026	Youth Care & Record Keeping
March 25, 2026	ABC's of Anger (Anger Pie) & How to Discipline Your Foster Child
April 15, 2026	Hair & Skin Care
April 25, 2026	Saturday CPR/AED/First Aid
May 13, 2026	Think Trauma
June 17, 2026	Establishing Boundaries & De-escalation
July 15, 2026	Home & Fire Safety
August 12, 2026	Diversity, Equity, Inclusion & Accessibility, LGBTQ+ Inclusion & Sensitivity
September 16, 2026	Your Role as a Foster Parent & Youth in College
October 17, 2026	First Aid/AED/CPR
November 18, 2026	Your Foster Child's Mental Health & IPS Services
December 16, 2026	Open Forum/Meet and Greet

All Trainings will be at 6pm at WCYA.

Registration is recommended to ensure seating is available.

Please register with Melissa Aldridge-email: maldridge@wcya.org or call 217-423-6961 ext. 2137

Training Recommendations for 2027

Certification or Licensure

Grievance Process/ What to do if you're involved in an investigation

Autism, Eating Issues

Taking Things/Hoarding and Stealing

Running away- what to do and how to handle it.

Statewide Foster Care Advisory Council or Illinois Adoption Advisory Council-

These two groups give a voice to caregivers throughout the state. Applications to join are done and fulfilled on a 3-year basis. For more information please contact

DCFS.StatewideFosterCareAdvisoryCouncil@illinois.gov or DCFS.AdoptionAdvisoryCouncil@illinois.gov.

FARE Interview

Illinois House Bill 4304, known as the Foster Care Assessment and Rating at Exit (FARE) interview, became effective on January 1, 2023, and DCFS began implementing the interview on August 14, 2023. This mandate requires all children 5 years of age and older who exit a foster home complete an exit interview about their experiences in the home that they are leaving.

This interview takes place with a WCYA caseworker or supervisor so that the youth can be heard about their experiences. The interview has approximately 27 questions and will be recorded on a secure portal. If a child discloses allegations of abuse or neglect, the interviewer will contact DCFS hotline and inform WCYA case management and supervisors of the allegations.

A copy of this also goes into your licensing file, the child's case file, the child's service plan and provided to the child's guardian ad litem.

The goal of the FARE interview is to determine how the needs of the child were being met in the home, their ability to contact their caseworker, counselor, or the guardian ad litem when requested, their safety and comfort in the home, and if there was a sense of normalcy for them.

Foster parents can respond to the information by contacting the case worker, so that any information they provide can be documented.

The information gathered will be stripped of identifying information and studied and is based on the number of times a child moves to a new placement. DCFS publishes this data quarterly.

Important Contact Information for Foster Parents

Abuse Hotline	1-800-25ABUSE (1-800-252-2873)
Advocacy Office	1-800-232-3798
Adoption/Guardianship Support Line	1-866-538-8892
Central Region for Adoption/Guardianship Support	217-278-5316
CARES Hotline (SASS/IPS)	1-800-345-9049
CIPP Intake	312-814-6800
DCFS Payment Hotline (Mon.-Fri. 8:30am-11am)	1-800-525-0499
Foster Parent Hotline	1-800-722-9124
HealthWorks (Medical ages 0-6 for Macon, Clark, Coles, Cumberland, Douglas, Edgar, Shelby and Moultrie Counties)	217-423-6988
Sign Up for DCFS Trainings Learning and Development Center	1-877-800-3393 www.dcfstraining.org
WCYA On Call Phone	217-521-8679
WCYA Main Office	217-423-6961

Record Keeping Packet Information

Procedural Requirements & Timeframes for Exams

EPSDT (children under age 2) required at:

2 weeks (CFS 652-F)	9 months (CFS 652-J)
1 month (CFS 652-F)	12 months (CFS 652-K)
2 months (CFS 652-G)	15 months (CFS 652-L)
4 months (CFS 652-H)	18 months (CFS 652-L)
6 months (CFS 652-I)	24 months

Dental visits- (Age 2 and over)

Exams are required annually. Teeth Cleaning required every 6 months.

Eye Exams-

all children entering kindergarten or enrolling in school for the first time.

Vision Screening (Children age 3 and over) required at: ages 3, 4, 5, 6, 8, 10, 12, 15 and 18 years

Before school age can be completed at yearly Well Child Exams.

Hearing Screenings- (newborns/toddlers & age 4-10 years) required at the following intervals:

(These can be completed at Well Child Checks, however there must be documentation from the doctor that it was completed)

Birth	30 months	8 years
9 months	4 years	10 years
12 months	5 years	
24 months	6 years	

Annual Well Child Exam- (age 2 and over)-

These exams must happen every year.

Health Care Options/Power of Attorney (Age 17)- signed copies of CFS 2032-1, CFS 2032-2, CFS 2032-3.

Copies of the following records should be stored in a folder and given to the worker at home visits-

Well Child Exams	Dental Exams	Vision Exams
Immunization Records	Hearing Exams	Completed Medication logs
		CFS 534- As Needed
Behavior Logs CFS 534-1- As Needed	Emergency room or Urgent Care/Prompt Care visits	

Basic Information for Medication Logs:

There is room on Medication Logs (CFS 534) for 2 medications per page. Information should be filled out in full with month/date/year, name of child, child's date of birth, name of medication, prescribing doctor, dosage, number of times per day, and expiration date if applicable.

PRN medication is as needed- Under Time Medication was given write in PRN. Instead of putting your initials, write the time the medication was given. If no medication was given, mark an X on the date. Make sure to initial the date medication was given.

Multiple times a day medication- use the left column to indicate the time-of-day medication was given, and initial with the date.

Short Term Medication-an example of a short-term medication is like an antibiotic. Use left column to indicate the time-of-day medication is given. The person administering the medication should X dates the medication is given. Draw a line through the dates that there was no medication given.

Missed Dosage- should a prescribed dose be missed, mark an X on the date the dosage was missed. On the Instruction page, complete the date that the medication was missed and the reason it was missed.

AS A FOSTER PARENT, IT IS YOUR OBLIGATION TO ENSURE THAT EACH FOSTER CHILD IN YOUR CARE RECEIVES THE MEDICAL, DENTAL, VISION, HEARING AND OTHER HEALTH RELATED NEEDS IN A TIMELY MANNER.

CFS 534
8/2002

State of Illinois
Department of Children and Family Services
MEDICATION ADMINISTRATION LOG

For the Month of: _____ Year: _____ Child's Name: _____ Child's Date of Birth: _____

Physician ordering medication: _____ Name of Medication: _____

Expiration Date: _____ Dose: _____ # of Times Given per/day: _____

Time Medication was given during the day	DAYS WITHIN THE MONTH																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Physician ordering medication: _____ Name of Medication: _____

Expiration Date: _____ Dose: _____ # of Times Given per/day: _____

Time Medication was given during the day	DAYS WITHIN THE MONTH																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Signature of person administering medication _____ Initials _____

Signature of person administering medication _____ Initials _____

Signature of person administering medication _____ Initials _____

Signature of person administering medication _____ Initials _____

Foster Parent Implementation Plan Panel Sign In forms and Endorsements

Sept. 4, 2025-

Attendance:

Foster Parents: Laura Ash, Tracey Alexander, Ann McKinney, Danielle Mitchell, Amy Novak, Rosalind Blythe.

Staff Present: Foster Care & Licensing Director- Sandra Puhlman, Licensing Workers- Nicole O'Brien & Kimberlyn Schwarz.

Foster Parent PANEL FOR IMPLEMENTATION OF FOSTER CARE LAW Webster Cantrell Youth Advocacy					
Name	Signature	Email	Follow up: Day or Evening	DATE	Notes
Laura Ash	<i>Laura Ash</i>	lauramkash@gmail.com	evening after 4	4-Sep-25	yes SMS
Tracey Alexander	<i>Tracey Alexander</i>	Traceyalexander@yahoo.com	Evening	4-Sep-25	yes SMS
Ann McKinney	<i>Ann McKinney</i>	annmckinney@gmail.com		4-Sep-25	
Shemalah Brummett				4-Sep-25	
Nancy Brohard				4-Sep-25	
Danielle Mitchell	<i>Danielle Mitchell</i>	mmitchell7615@gmail.com	anytime	4-Sep-25	yes SMS
Amy Novak	<i>Amy Novak</i>	amach31716@gmail.com	anytime	4-Sep-25	yes SMS
Rosalind Blythe	<i>Rosalind Blythe</i>	roeb13@yahoo.com	anytime	4-Sep-25	yes SMS
Kristina Calhoun				4-Sep-25	
Sandra Puhlman	<i>Sandra Puhlman</i>			4-Sep-25	
Kimberlyn Schwarz	<i>Kimberlyn Schwarz</i>			4-Sep-25	
Nicole O'Brien	<i>Nicole O'Brien</i>			4-Sep-25	

September 18, 2025,
Attendance:

Foster Parents: Laura Ash, Amy Novak, Danielle Mitchell, Rosalind Blythe. (Tracey Alexander gave feedback over the phone to Director Puhlman, and Ann McKinney gave written feedback.)

Staff Present: Foster Care & Licensing Director- Sandra Puhlman, Licensing Workers- Nicole O'Brien, Kimberlyn Schwarz, Family Finding Specialist- Teresa Starbuck

September 18, 2025

Foster Parent PANEL FOR IMPLEMENTATION OF FOSTER CARE LAW Webster Cantrell Youth Advocacy					
Name	Signature	Email	Follow up: Day or Evening	DATE	Notes
Laura Ash	<i>Laura Ash</i>	lauramkash@gmail.com	evening	18-Sep-25	
Tracey Alexander				18-Sep-25	
Ann McKinney				18-Sep-25	
Shemalah Brummett				18-Sep-25	
Nancy Brohard				18-Sep-25	
Danielle Mitchell	<i>Danielle Mitchell</i>	mmitchell7615@gmail.com	evening	18-Sep-25	
Amy Novak	<i>Amy Novak</i>	amach31716@gmail.com		18-Sep-25	yes to text reminders and/or updates
Rosalind Blythe	<i>Rosalind Blythe</i>	roeb13@yahoo.com	Day Evening	18-Sep-25	yes text me reminders
Kristina Calhoun				18-Sep-25	
Sandra Puhlman	<i>Sandra Puhlman</i>			18-Sep-25	
Kimberlyn Schwarz	<i>Kimberlyn Schwarz</i>			18-Sep-25	
Nicole O'Brien				18-Sep-25	

Webster Cantrell Youth Advocacy

Foster Parent Endorsements

WEBSTER CANTRELL YOUTH ADVOCACY

1942 East Cantrell Street • Decatur, Illinois 62521
217-423-6961 • Fax 217-421-6889MICHAEL WARNER, MS, ED, LCP, CADC
CHIEF EXECUTIVE OFFICER
ANGI LULURICH, MS, LCP
CHIEF CLINICAL OFFICER
APRIL PACZAK
CHIEF FINANCIAL OFFICER
JERRY DAWSON SHEEHY
HUMAN RESOURCES DIRECTOR
SANDRA PUHLMAN
DIRECTOR OF FOSTER CARE SERVICESWebster Cantrell Youth Advocacy
1942 East Cantrell Street
Decatur, IL 62521

Dear Foster Parent:

I, Laura Ash (Print Name), participated in the review and revision of the 2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy.

I acknowledge the following:

LMA (Initials) Attended the First session of Foster Parent panel on Thursday September 4, 2025.LMA (Initials) Attended the Second session of the Foster Parent panel on Thursday September 18, 2025.LMA (Initials) Reviewed the corrections made to the final copy of the Foster Parent Implementation Law 2026.LMA (Initials) Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2026.Signature: Laura Ash Date: 10/9/25

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WEBSTER CANTRELL YOUTH ADVOCACY

1942 East Cantrell Street • Decatur, Illinois 62521
217-423-6961 • Fax 217-421-6889MICHAEL WARNER, MS, ED, LCP, CADC
CHIEF EXECUTIVE OFFICER
ANGI LULURICH, MS, LCP
CHIEF CLINICAL OFFICER
APRIL PACZAK
CHIEF FINANCIAL OFFICER
JERRY DAWSON SHEEHY
HUMAN RESOURCES DIRECTOR
SANDRA PUHLMAN
DIRECTOR OF FOSTER CARE SERVICESWebster Cantrell Youth Advocacy
1942 East Cantrell Street
Decatur, IL 62521

Dear Foster Parent:

I, Danielle Mitchell (Print Name), participated in the review and revision of the 2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy.

I acknowledge the following:

Dm (Initials) Attended the First session of Foster Parent panel on Thursday September 4, 2025.Dm (Initials) Attended the Second session of the Foster Parent panel on Thursday September 18, 2025.Dm (Initials) Reviewed the corrections made to the final copy of the Foster Parent Implementation Law 2026.Dm (Initials) Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2026.Signature: Danielle Mitchell Date: 10/9/25

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217-423-6961 • Fax 217-421-6889MICHAEL WARNER, MS, ED, LCP, CADC
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JERRY DAWSON SHEEHY
HUMAN RESOURCES DIRECTOR
SANDRA PUHLMAN
DIRECTOR OF FOSTER CARE SERVICESWebster Cantrell Youth Advocacy
1942 East Cantrell Street
Decatur, IL 62521

Dear Foster Parent:

I, Amy Nowak (Print Name), participated in the review and revision of the 2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy.

I acknowledge the following:

AN (Initials) Attended the First session of Foster Parent panel on Thursday September 4, 2025.AN (Initials) Attended the Second session of the Foster Parent panel on Thursday September 18, 2025.AN (Initials) Reviewed the corrections made to the final copy of the Foster Parent Implementation Law 2026.AN (Initials) Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2026.Signature: Amy Nowak Date: 10/9/2025

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Webster Cantrell Youth Advocacy

Foster Parent Endorsements

WEBSTER CANTRELL YOUTH ADVOCACY

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217/423-6961 • Fax 217/421-6889

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CHIEF CLINICAL OFFICER

ANGIE LURICH, MS, LCPC
CHIEF CLINICAL OFFICER

APRIL PACZAK
CHIEF FINANCIAL OFFICER

JENNY DAWSON SHEEHY
MANAGER/FOSTER CARE DIRECTOR

HOLLY NEWBORN
DIRECTOR OF PLACEMENT & GROOMING

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ANDY HEROLD
KEVIN JACKSON

BARBARA JOCHETT
JEREMIAH KOTCHICK

LINDA KOTCHICK
JACK VANCE

TORRY WILLIAMS

I, Tracey C. Alexander, hereby was involved in the 2025-2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy

I acknowledge the following:

- ☒ First session of Foster Parent panel on Thursday September 4, 2025
- ☒ Second session of the Foster Parent panel on Thursday September 18, 2025
- ☒ Reviewed and noted the corrections made on the final copy of the Foster Parent Implementation Law 2025-2026

☒ Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2025-2026

Signature: Tracey C. Alexander Date: 10-8-25



WEBSTER CANTRELL YOUTH ADVOCACY

1942 East Cantrell Street • Decatur, Illinois 62521
217/423-6961 • Fax 217/421-6889

MICHAEL WARNER, MS, ED, LCPC, CADC
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ANGIE LURICH, MS, LCPC
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APRIL PACZAK
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REV. COURTNEY CARSON

ANDY HEROLD
KEVIN JACKSON

BARBARA JOCHETT
JEREMIAH KOTCHICK

LINDA KOTCHICK
JACK VANCE

TORRY WILLIAMS

I, Ann McKinney, hereby was involved in the 2025-2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy

I acknowledge the following:

- ☒ First session of Foster Parent panel on Thursday September 4, 2025
- ☒ Second session of the Foster Parent panel on Thursday September 18, 2025
- ☒ Reviewed and noted the corrections made on the final copy of the Foster Parent Implementation Law 2025-2026

☒ Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2025-2026

Signature: Ann McKinney Date: 10/6/25



WEBSTER CANTRELL YOUTH ADVOCACY

1942 East Cantrell Street • Decatur, Illinois 62521
217/423-6961 • Fax 217/421-6889

MICHAEL WARNER, MS, ED, LCPC, CADC
CHIEF CLINICAL OFFICER

ANGIE LURICH, MS, LCPC
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APRIL PACZAK
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TREASURER

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SECRETARY

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REV. COURTNEY CARSON

ANDY HEROLD
KEVIN JACKSON

BARBARA JOCHETT
JEREMIAH KOTCHICK

LINDA KOTCHICK
JACK VANCE

TORRY WILLIAMS

I, Tracey C. Alexander, hereby was involved in the 2025-2026 Foster Parent Implementation Plan for Webster Cantrell Youth Advocacy

I acknowledge the following:

- ☒ First session of Foster Parent panel on Thursday September 4, 2025
- ☒ Second session of the Foster Parent panel on Thursday September 18, 2025
- ☒ Reviewed and noted the corrections made on the final copy of the Foster Parent Implementation Law 2025-2026

☒ Endorse Webster Cantrell Youth Advocacy's Foster Parent Implementation Law of 2025-2026

Signature: Tracey C. Alexander Date: 10/2/25



A Child and Family Service Agency Since 1916

Foster Parent SMS Contact Form

Webster Cantrell Youth Advocacy

1942 E. Cantrell Street – Decatur, Illinois - 62521

Foster Parent SMS Contact & Notification Form

We have an SMS (*text message*) program to keep foster parents informed with important updates, information regarding upcoming training/events, reminders for training/events, and emergency notifications. Please provide your preferred mobile phone number and indicate your consent to receive these text messages. Your information will be kept confidential and used only for official communication purposes.

Please notify your caseworker any time that your phone number changes so that our records can be updated accordingly.

Foster Parent's Printed Full Name: _____

Email address: _____

Mobile Phone #: _____

Mobile Phone #: _____

Consent & Terms

The SMS (*text*) message program was created to optimize communication and ensure that pertinent information is being relayed as necessary. **Please read the following statement and sign below to indicate your understanding.**

I understand that my mobile phone number will be added to an SMS (*text*) message system to ensure that I am able to receive timely and important information while I'm a foster parent with Webster Cantrell Youth Advocacy (WCYA). **I understand that if I do not consent or choose to opt out of this program while I am foster parent at WCYA, I will not receive the important updates and emergency notifications via text messages.** I understand that this system is being utilized to keep me informed about training/events and updates. I understand that it is my responsibility to notify my caseworker and resign this form if my phone number changes while I'm a foster parent at the Agency.

I, ☐ **DO** or ☐ **DO NOT** consent to receive these text messages.

Foster Parent Signature

Date

Foster Parent Signature

Date

Thank you for helping us keep you informed and safe!

Signature Page

Please answer the following questions:

Print Name: _____

Is your Home:

☐ Unlicensed, Home of Relative ☐ Licensed Home of Relative ☐ Licensed Traditional Home

Number of Foster Children Currently Placed in Your Home: _____
This number does not include children you have adopted or are your own biological children.

I attest that I have been given the opportunity to provide feedback on the Implementation Plan for 2026 prior to receiving a copy of the Foster Parent Law 2026. I have read and understand the expectations of me as a Foster Parent and understand the responsibilities that are expected of me while being a Foster Parent.

Signature _____ Date _____

Please Return To:
Webster Cantrell Youth Advocacy
ATTN: Foster Parent Licensing
1942 E Cantrell St.
Decatur, IL 62521