

South Dakota Department of Social Services
CERTIFICATE OF LICENSE
as a
CHILD WELFARE AGENCY


This is to certify that Building Forever Families located at 120 8th Avenue South, Faulkton, SD 57438 is hereby granted this license to conduct and maintain a Child Placement Agency for the period from May 1, 2024 to April 31, 2025.

This facility satisfactorily complies with requirements of the South Dakota Compiled Laws of 1967, Sections 26-6-1 through 26-6-27 and the Child Care Standards as established by the South Dakota Department of Social Services. This license is subject to revocation for reasonable cause as cited in SDCL 1967; Section 26-6-23.

Issued this 22nd day of April, 2024.



License Number R25452



Licensing & Accreditation Administrator

Department of Social Services
Office of Licensing & Accreditation
910 E. Sioux Avenue
Pierre, S.D. 57501-3940
605-773-4766

**LICENSE RENEWAL STUDY
CHILD PLACEMENT AGENCY
ARSD 67:42:01, 67:42:05, 67:42:09**

AGENCY NAME: Building Forever Families (R25452)

DIRECTOR: Barbara Pearson-Cramer

1. Licensing Requirements - 67:42:01:02, SDCL 26-6-11

- | | <u>YES</u> | <u>NO</u> |
|--|------------|---------------|
| A. The following have been submitted to the Department: | <u>✓</u> | <u> </u> |
| 1. Application materials for license | <u>✓</u> | <u> </u> |
| 2. Documentation of need, character, and intent of applicant | <u>✓</u> | <u> </u> |
| B. A statement of compliance with the Civil Rights Act of 1964 is included in the agency's policies. | <u>✓</u> | <u> </u> |

Comments:

An application for license renewal dated March 9, 2024 is on file in the licensing record. It contains a signed statement of compliance with the Civil Right Act of 1964.

2. Insurance - 67:42:01:35

- | | <u>YES</u> | <u>NO</u> |
|--|------------|---------------|
| A. Vehicles used to transport children have appropriate passenger liability insurance. | <u>✓</u> | <u> </u> |
| B. The agency carries public liability insurance. | <u>✓</u> | <u> </u> |

Comments:

Commercial/Automobile Liability Insurance (policy #5140-0033) is purchased from American Trust Insurance Company and expires March 1, 2025.

3. Accounting System - 67:42:01:33, 67:42:01:34

- | | <u>YES</u> | <u>NO</u> |
|--|------------|---------------|
| A. The accounting system used clearly identifies the cost of services and other expenses of operation. | <u>✓</u> | <u> </u> |
| B. An audit of the accounts has been done in the last year by a CPA. | <u>NA</u> | <u> </u> |

Comments:

An audit of Building Forever Families financial reports for the period ending December 31, 2022 and 2021 was completed by ELO CPAs & Advisors on December 18, 2022. A copy of the audit report, including the summary of significant accounting policies was submitted with the application for license renewal.

4. Staff Qualifications

- | | <u>YES</u> | <u>NO</u> |
|---|------------|---------------|
| A. <u>Staff Providing Supervision</u> - 67:42:09:07 | <u>✓</u> | <u> </u> |
| 1. At least a master's degree in psychology, social work, counseling, or nursing and currently holds a license in that field. | <u>✓</u> | <u> </u> |
| 2. Two years supervisory experience in a family or child welfare field. | <u>✓</u> | <u> </u> |

Supervisor's qualifications:

Ellen Stevens, (CSW-PIP # 2352, exp. 12/31/25), hired May 1, 2017 provides social work supervision.

B. <u>Staff providing direct services and support to clients</u> - 67:42:09:07.01	<u>YES</u>	<u>NO</u>
1. At a minimum an associate's degree in the social sciences or human services field.	✓	_____
2. Supervised according to 67:42:09:07.	✓	_____
C. <u>Paraprofessional Staff</u> - 67:42:09:08	<u>YES</u>	<u>NO</u>
1. Works under the direct supervision of professional staff.	NA	_____
2. Does not assume full responsibilities or duties of a social worker.	NA	_____
D. <u>Volunteers</u> - 67:42:09:09	<u>YES</u>	<u>NO</u>
Volunteer records are kept and contain:		
1. Evidence that the individual is supervised by a staff member.	NA	_____
2. Verification of social work licensure if performing social work functions.	NA	_____
3. A job description.	NA	_____
4. Three positive references.	NA	_____
5. Verification of screening for substantiated reports of child abuse or neglect.	NA	_____
6. Verification of submission of fingerprints to the DCI.	NA	_____
7. Documented orientation training.	NA	_____
8. Thirty hours in-service training if volunteering thirty or more hours each week.	NA	_____
9. Evidence of being informed of procedures for reporting suspected CA/N.	NA	_____
<u>Comments:</u>		
The agency did not utilize volunteers or paraprofessionals in the last year.		
5. <u>Fees for Services</u> - 67:42:09:04	<u>YES</u>	<u>NO</u>
A. There is a written policy regarding the fees charged by the agency.	✓	_____
B. Fees are based on the cost of services that are provided.	✓	_____
C. If applicable, the policy includes any conditions under which fees may be waived.	✓	_____

D. The agency has a procedure for reimbursing foster parents.	✓	
	_____	_____

Comments:

A list of fees related to services for the agency was submitted with the application and are on file in the licensing record.

- | | | |
|--|------------|-----------|
| 6. <u>In-service Training</u> - 67:42:09:10 | <u>YES</u> | <u>NO</u> |
| A. Each employee has a documented record of an initial orientation within one month of employment that includes all of the areas required in 67:42:09:10. | ✓ | |
| | _____ | _____ |
| B. There is a written plan for orientation and training for staff and volunteers. For staff beyond the first year of employment, the plan provides for competency-based training based on an annual evaluation of the staff member's competencies. | ✓ | |
| | _____ | _____ |
| C. Each employee has a documented record of a minimum of 30 hours annual in-service training. | ✓ | |
| | _____ | _____ |

Comments:

The agency has a written plan for orientation for new staff to the agency and uses a checklist to document completion of the orientation by new staff. Personnel records reviewed contained documentation to verify compliance with the above requirements.

- | | | |
|---|------------|-----------|
| 7. <u>Personnel Records</u> - 67:42:09:08.01, 67:42:09:11 | <u>YES</u> | <u>NO</u> |
| Personnel records are kept and include the following: | | |
| A. Resume or application that includes educational background, personal and employment history. | ✓ | |
| | _____ | _____ |
| B. Job Description. | ✓ | |
| | _____ | _____ |
| C. Annual performance appraisal. | ✓ | |
| | _____ | _____ |
| D. Verification of at least three reference checks. | ✓ | |
| | _____ | _____ |
| E. Verification of past employer checks. | ✓ | |
| | _____ | _____ |
| F. Verification of screening for substantiated reports of child abuse or neglect. | ✓ | |
| | _____ | _____ |
| G. Verification of screening of sexual offender registry. | ✓ | |
| | _____ | _____ |
| H. Verification of submission of fingerprints to the DCI and FBI. | ✓ | |
| | _____ | _____ |

Comments:

Personnel records reviewed contained documentation to verify compliance with the above requirements.

8. <u>Client Services</u> - 67:42:09:13, 67:42:09:17	<u>YES</u>	<u>NO</u>
A. There are written policies and procedures that provide for the following:		
1. A task centered, time framed case service planning process that is implemented within thirty days of intake.	NA	_____
2. Preplacement prevention services.	NA	_____
3. The placement of children in the least restrictive setting available to the child.	NA	_____
4. Permanency planning to help children in foster care achieve a permanent placement.	NA	_____
5. A process that assures continued services to the birth parents (when applicable).	NA	_____
6. A process that assures at least monthly contacts with children in care or their foster parents.	NA	_____
7. Assurances to allow continued contacts between birth parents and their children when this is appropriate.	NA	_____
8. Regular educational instruction for children of school age.	NA	_____
9. Termination of services occurs only after a permanent plan has been achieved, or the agency's services are no longer required.	NA	_____
10. A process to recruit and develop adoptive and foster homes, and to license foster homes.	NA	_____

Comments:

The agency did not provide foster care services in the last year.

9. <u>Adoptive Services</u> - 67:42:09:15, 67:42:09:16	<u>YES</u>	<u>NO</u>
A. There is a written policy that reflects the following qualifications for adoptive applicants and is documented in adoptive home records:		
1. Income requirements.	✓	_____
2. Housing requirements.	✓	_____
3. Physical health.	✓	_____
4. Mental health.	✓	_____
5. Religious beliefs in relation to best interests of the child.	✓	_____
6. Other children in the home and family composition, needs and relationships.	✓	_____
7. Verification of screening for substantiated reports of child abuse or neglect.	✓	_____
8. Verification of a criminal record check.	✓	_____
9. Ability to parent a child.	✓	_____
B. There is a written policy regarding adoptive placements that reflects the		

following:

- | | | |
|---|------------|-------|
| 1. Priority is given to place a child with relatives when in the best interest of the child. | ✓
_____ | _____ |
| 2. Adoptive placement shall occur as soon as possible after the child is legally free for adoption. | ✓
_____ | _____ |
| 3. Current medical reports on an adoptive child are supplied to the adoptive parents. | ✓
_____ | _____ |
| 4. When indicated, continued services (including an adoption subsidy) shall be provided to assist the child and family after placement. | ✓
_____ | _____ |

Comments:

Building Forever Families written policies and procedures relating to adoptive services are in compliance with licensing rules. Adoptive home records reviewed contained documentation to verify compliance with the above requirements.

- | | | |
|---|-------------|-----------|
| 10. <u>Foster Home Services</u> - 67:42:09:18, 67:42:09:25 | <u>YES</u> | <u>NO</u> |
| A. Foster homes are approved on an annual basis. | NA
_____ | _____ |
| B. Foster homes meet state standards (ARSD 67:42:01 & 67:42:05) or meet standards approved in accordance with tribal law. | NA
_____ | _____ |

Comments:

The agency does not provide foster care services.

- | | | |
|--|-------------|-----------|
| 11. <u>Medical and Dental Services</u> - 67:42:09:19 | <u>YES</u> | <u>NO</u> |
| A. There is a written policy for the health care of every child in care. | ✓
_____ | _____ |
| B. Children receive physical and dental exams as required by 67:42:09:19. | NA
_____ | _____ |
| C. Children are currently immunized. | ✓
_____ | _____ |
| D. Children receive physical and dental exams prior to adoptive placement. | ✓
_____ | _____ |

Comments:

Adoptive home records reviewed contained documentation to verify compliance with the above requirements. There were no children placed in foster care in the last year.

- | | | |
|--|------------|-----------|
| 12. <u>Legal Services and Responsibilities</u> - 67:42:09:21 | <u>YES</u> | <u>NO</u> |
| A. The agency employs/retains legal staff. | ✓
_____ | _____ |

Comments:

The agency utilizes Jodi Brown to provide legal services.

- | | | |
|--|------------|-----------|
| 13. <u>Other Agency Services</u> - 67:42:09:22 | <u>YES</u> | <u>NO</u> |
| A. The agency provides for clothing, incidental and educational expenses for children in its care. | ✓
_____ | _____ |

B. Other services (i.e., psychiatric, religious, special ed, etc.) are available as needed.	✓	
	_____	_____

Comments:

The agency does not provide additional services.

14. <u>Interstate Placement of Children</u> - 67:42:09:23, 67:14:24	<u>YES</u>	<u>NO</u>
---	------------	-----------

A. Written policies reflect appropriate procedures to follow in the interstate placement of children.	✓	
	_____	_____

B. Children's records contain evidence that ICPC is followed.	✓	
	_____	_____

Comments:

Building Forever Families written policies require compliance with ICPC requirements.

15. <u>Client Case Records</u> - 67:42:09:24, 67:42:01:21	<u>YES</u>	<u>NO</u>
---	------------	-----------

A. Case records are current and systematically filed.	✓	
	_____	_____

B. Records are kept in locked, fire resistant filing cabinets.	✓	
	_____	_____

C. There is a master card file on all case records.	✓	
	_____	_____

D. Records contain the following:		
-----------------------------------	--	--

1. Face sheet.	✓	
	_____	_____

2. Medical records with significant family health history.	✓	
	_____	_____

3. Medical/surgical authorization.	✓	
	_____	_____

4. Correspondence.	✓	
	_____	_____

5. Legal documents.	✓	
	_____	_____

6. Agency agreements/contracts.	✓	
	_____	_____

7. Reports from schools, specialists and other agencies.	✓	
	_____	_____

8. Case service plan.	✓	
	_____	_____

9. Dated, narrative record.	✓	
	_____	_____

Comments:

The agency complies with the above requirements and does not provide foster care services.

16. <u>Adoptive Home Record</u> - 67:42:09:26	<u>YES</u>	<u>NO</u>
---	------------	-----------

A. Adoptive home records contain the following:		
---	--	--

1. Signed application.	✓	
	_____	_____

2. Physical exams.	✓	
	_____	_____

3. Correspondence.	✓	
	_____	_____

- | | | |
|---|---|--|
| 4. Home study. | ✓ | |
| 5. Written references. | ✓ | |
| 6. Signed agreement regarding terms of the placement. | ✓ | |
| 7. Narrative record (regarding placement and evaluation of progress). | ✓ | |
| 8. Legal documents. | ✓ | |

Comments:

Adoptive home records reviewed contained documentation to verify compliance with the above requirement.

17. Recommendations:

Building Forever Families is found to be in substantial compliance with licensing rules for Child Placement Agencies.

It is recommended that a satisfactory license be issued to Building Forever Families to operate a Child Placement Agency in South Dakota with offices located in South Dakota.

Completed By: Kevin Kanta 4/24/24

Kevin Kanta, Program Specialist

Date of On-Site Visit: Reviewed remotely 4/15/24

Program Manager: Muriel Nelson