

Responsibility for the Written Placement Agreement: Guidance for CSA Case Managers Facilitating a Residential Placement

Residential facilities are required to have a signed Placement Agreement in their records upon admission of a youth to their facility. Placement Agreements are required by licensure as per 12VAC35-46-720 (see text below). Each resident's record shall contain, prior to a routine admission, a completed placement agreement signed by a facility representative and the parent, legal guardian, or placing agency. The local CSA program is not a party to the agreement.

- For all placements, case managers should obtain a Purchase Order from finance for the authorized services and provide the PO at admission. The purchase order is the only official document authorizing payment. **Staff do not have authority to guarantee payment by signing documents.**
- ONLY Department of Family Services Foster Care Specialists may sign the Placement Agreement as the legal guardian and shall retain a copy in the foster care record.
- For all other CSA lead case managers, the parent/legal guardian signs, entering into the Placement Agreement with the facility, agreeing to the conditions in 1-3 and 5-6 below.
- The CSA lead case manager (or facility staff member) may cross out the section on financial responsibility and write in "See Fairfax County's Purchase Order."
- If asked to agree to any other facility conditions, the Lead Case Manager may cross out the text and write "See Fairfax County's Agreement for Purchase of Service." Staff may not agree to conditions that are not part of the county's CSA contract with a provider, unless their agency director chooses to do so in writing.
- DFS Foster Care Specialists must ensure that the financial section of the Placement Agreement is consistent with Title IVE requirements to include separating Additional Daily Supervision from other services and ensuring that the rates listed are the same as those in the CSA Provider Directory.

12VAC35-46-720. Written Placement Agreement.

A. The facility, except a facility that accepts admission only upon receipt of the order of a court of competent jurisdiction, shall develop a written placement agreement that:

1. Authorizes the resident's placement;
2. Addresses acquisition of and consent for any medical treatment needed by the resident;
3. Addresses the rights and responsibilities of each party involved;
4. Addresses financial responsibility for the placement;
5. Addresses visitation with the resident; and
6. Addresses the education plan for the resident and the responsibilities of all parties.

B. Each resident's record shall contain, prior to a routine admission, a completed placement agreement signed by a facility representative and the parent, legal guardian, or placing agency.

C. The record of each person admitted based on a court order shall contain a copy of the court order