Arkansas Department of Human Services
Division of Children and Family Services

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MEMORANDUM

TO: All DCFS Staff

FROM: Roy Kindle, Director, DCFS

DATE: May 29, 2003

RE: Arkansas State Vehicle Safety Program for Foster Parents/Applicants

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Foster parents and foster parent applicants will now participate in the Arkansas State Vehicle Safety Program (ASVSP). The goal is to help ensure the safety of DCFS foster children when being transported by foster parents. This change has been made because foster parents are paid for traveling or transporting foster children on official state business (e.g. to a medical exam, foster parent conference, etc.).

All current foster parents and applicants will have their official driving record checked. If an excess of violation points have been assessed against that record, they may not be allowed to function as foster parents. Approved foster parents will have their driving records tracked over time by Central Office. If too many violation points build up against that driving record, then he/she may be excluded as a foster parent.

The DCFS Foster Parent Recruiter will ensure that the foster parent applicant is given a complete copy of the ASVSP and all the forms the applicant must fill out. The completed forms will be sent through the County Supervisor to the DCFS Office of Financial and Administrative Support Unit (Slot S561) in Central Office, where the driving records are checked.

County Supervisors are responsible to ensure that current foster parents receive their copies of the ASVSP and essential forms. The completed forms will be sent to Central Office (Slot S561), where the driving records are checked.

The DCFS Director will approve administrative action taken against a foster parent based on his/her driving record.

This program of monitoring the driving records of DCFS foster parents through the ASVSP must be implemented immediately.