

MANUAL TRANSMITTAL

Arkansas Department of Human Services
Division of Children and Family Services

{ } Policy { } Form {X} Policy Directive
Family Service Policy and Procedure Manual

Issuance Number: FSPP 2004-07
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From: Roy Kindle, DCFS Director

Expiration Date – Until
Superseded

Subj.: Executive Directive: Process for Obtaining a Urine Sample for Drug Screening and Clarification on Alternative Compliance

This Executive Directive gives instruction for **two** separate issues (1) conducting drug screenings and (2) providing clarification on what is Alternative Compliance.

DRUG SCREENING

All DCFS staff conducting drug screenings will follow the attached draft procedures in collecting specimens for drug testing. These draft procedures are to be followed until the policy completes internal review and is promulgated.

ALTERNATIVE COMPLIANCE

DCFS will have one uniform procedure for requesting approval to vary from DCFS Policy or Child Welfare Agency Licensing Standards (CWAL). Both variations will be viewed as a request for alternative compliance, which means that what is proposed as an alternative to compliance with policy or standards will comply with the intent, if not the actual requirement, of either the policy or the standard, as appropriate.

All requests for alternative compliance must be approved by the Area Manager and sent to the Assistant Director of Community Services for review and approval and submission to the DCFS Director. The DCFS Director may review and approve any requests for alternative compliance of DCFS Policy. **Alternative compliance must be obtained for the policy issue of foster families where one or both parents are over the age of 65.**

DCFS will no longer use a policy "waiver" or "second party review" process for any issue concerning foster home approval or compliance.

The DCFS Director will review and approve, as appropriate, requests for alternative compliance with CWAL standards, and will then forward the request to the Manager of the CWAL Unit, who will forward the request to the CWAL Board. Any requests for alternative compliance with CWAL regulations and standards must also be approved by the CWAL Review Board. This will include the following:

- Foster parents that do not meet the two-year marriage requirement, including single foster parents who get married and
- Any other CWAL requirement that cannot be met except through Alternative Compliance.

The CWAL Licensing Specialist monitors DCFS for continued compliance with CWAL standards. If the Licensing Specialist finds any deficiencies, they will issue a corrective action notice to DCFS. This notice will state the agreement regarding the corrective action and a reasonable time frame for the violation to be corrected. The only exception is the allowance granted by the CWAL Board to Area Managers to approve more than five (5) children in a foster home in an emergency situation and on a temporary basis. If the Area Manager approves a group of children or sibling group of three (3) or more over the required five (5), the Assistant Director of Community Services must review the case and approve the placements.

THIS EXECUTIVE DIRECTIVE IS EFFECTIVE IMMEDIATELY.

Inquiries to: Policy Unit, 682-8750