CASCADES
WASHINGTON WIC

Training Supplement

Unit 7 & 8

FOSTER FAMILIES AND CHILDREN
&
MANAGE CARE PLAN AND ISSUE
BENEFITS TO A FOSTER CHILD

MY NOTES

MY QUESTIONS

3 Things I Saw or Read to Discuss at My Clinic

1.

2.

3.

Other Topics to Bring Back to My Clinic

Contents

About this Supplement

We created this Training Supplement as a reference to help you organize new topics, computer functions, and information you'll need that's specific to Washington WIC. We'll share tips and tools for continuing the warm and welcoming WIC services you offer to all WIC families in Washington while changing to a new system.

Please note the Computer Based Trainings (CBT) are only used to explore and practice using Cascades. Some scenarios in the CBT don't necessarily reflect state policies and procedures. Also, some content in the CBT and in the Cascades Sandbox may look different once you use Cascades after your clinic's rollout date. For example, some Nutrition Education topics or Goal choices may look different.

We hope we highlighted key areas for you, shed some light on some of the ways your work will be changing, and helped begin conversations with your co-workers as you bring Cascades to your clinics.

Simulation TIPS!

1) Be very, very accurate with your cursor when the instructions ask you to click on a certain part of the Cascades page.

2) Spell words exactly as you are instructed to type them—watch for extra spaces and spelling.

3) If you need to take the simulation again, click on the "Simulation Instructions" in the Table of Contents (right).

4) If you want to view specific content again, click on the Slide Title in the Table of Contents (right).

About this Unit

In this unit you'll learn how to add foster families and individual foster children in Cascades. Many steps covered in the CBT are similar to steps you've seen in units before. We therefore only point out steps specific to foster families and individual foster children.

Terms and Definitions

New System-specific Words or Definitions	
Foster Family	• A foster family is one where <u>all</u> the WIC participants are foster children. • Check box at the top of the **Family Demographics** screen to designate a **Foster Family**.
Foster Child	• A child who is within the care, custody, and supervision of the Department of Social and Health Services – Children's Administration.
F Foster Indicator	• Displays in the **Family Carousel** next to each foster child in the family.

New Ways to Look at Common Features

In Client Services you documented each foster child individually by:

• Documenting the child as a household of 1 on the Income Documentation Tab and entering the foster care maintenance grant as the household income.

• Selecting the Foster Care (new/change in home past 6 months) risk on the Assessment Tab.

Cascades allows you to document each foster child individually. If all participants in the family group are foster children, you can document the group as a **Foster Family**.

FOSTER FAMILY

• If <u>all</u> participants in the family group are foster children, select the **Foster Family** checkbox on the **Family Demographics** screen.
   o This includes even if there's only 1 participant in the family, and that person is a foster child.
• You can uncheck the **Foster Family** box at any time if you need to add a participant to the family who isn't a foster child.
   o For example, the foster parent may become pregnant and have a biological child.

FOSTER CHILD

If some, but not all participants in the family group are foster children, select "yes" in the **Foster Child** radio button on the **Add Participant** container in the **Family Demographics** screen.


For all foster children in Cascades:
Whether it's a foster family or individual foster children, enter the following information for each foster participant.

- **Foster Care Entry Date** or **Date Unknown**.
    - If the foster parent knows the date the foster child entered foster care, or changed foster homes, enter the specific date.
    - Cascades calculates if the date is within the past 6 months and selects the Foster Care risk when it applies.
    - If the foster parent doesn't know the date, you can mark **Date Unknown**.
- Document "Other" for **Proof of Foster Care**.
    - We're working to change the proof list for foster care to include "N/A" since proof of foster care isn't required by Washington WIC policy. (See policy section below.)

FOSTER CHILD INCOME INFORMATION

- Cascades automatically separates each foster child's income on the **Income Information** screen. The 🅵 icon appears on the right upper side as a marker.
    - You'll need to enter income information for each foster child.
- The labels on the **Income** and **Adjunct Participation** containers change to include the words "Foster Child's".
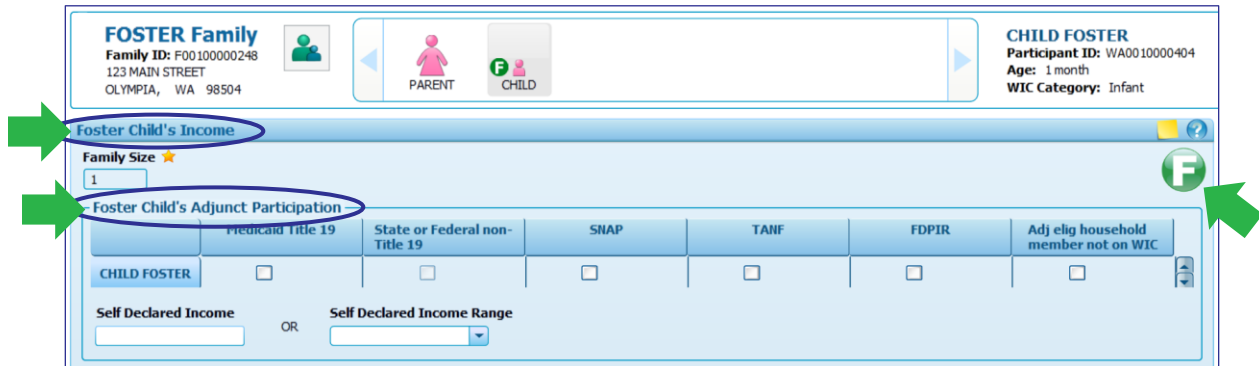
ISSUING FOOD BENEFITS

Although most aspects of prescribing WIC foods and issuing them are the same for all participants, including foster children, there are a few things you should know.

- Each foster child gets a separate EBA (Electronic Benefit Account), WIC Card, and WIC Card folder.
- Cascades automatically documents the foster child as the **Card Holder**.
    - Use the card holder's Date of Birth to set the card's PIN.
- You can print a separate Shopping List for the foster child's food benefits.
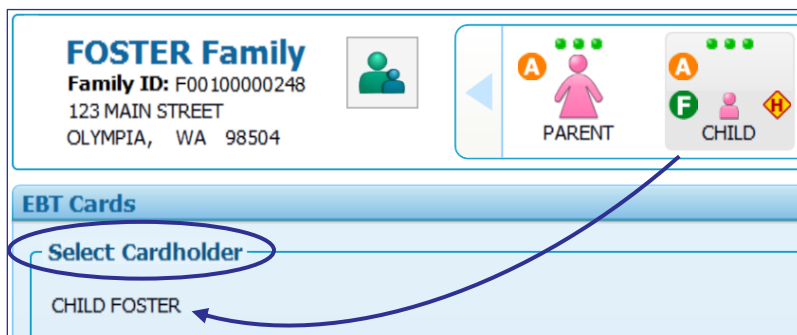
Policy Topics

Link: [Cascades Policies and Procedures Manual](#)

PROOF OF FOSTER CARE

- Washington WIC doesn't require proof of foster care.
- Staff review proof of custody only when it is in question.

    Reference: Cascades Volume 1, Chapter 25 – Legal Considerations and
    Confidentiality

FOSTER CHILD INCOME ASSESSMENT

- Staff must document each foster child's income separately.
- Document and verify the foster child's adjunctive eligibility.
- Enter the foster care maintenance payment in the **Self-Declared Income** field.

    Note: If you can't verify adjunctive eligibility, enter the foster care maintenance
    payment in the **Income Details** and complete an income-based assessment.

    Reference: Cascades Volume 1, Chapter 6 – Income

WIC Connects for Cascades

Foster families provide a safe, loving home for children who must live away from their biological families. Foster parents help support families in times of crisis. It can be both challenging and rewarding to be a foster parent. At WIC, we want to provide foster families with service that is supportive and respectful.

These are some things you can do to provide great service to foster families:

1. Collect foster child income information respectfully.

    For example, ask, "What is the maintenance grant you receive for the care of this child?" *not* "How much do you make for having a foster child?"

2. Cascades has a **Foster Family** button you can select if all the children in the family are foster children. This button is to make things easier for you in the Cascades system. Remember that foster parents view their family as a "foster family," whether they have only foster children, or if they have both biological and foster children. Be sensitive to how you refer to the family.

    For example, when discussing the Foster Family button with a co-worker in front of the family, avoid saying, "Oh, they aren't a foster family because there are bio kids in the family too."