



STATE OF HAWAII  
DEPARTMENT OF HUMAN SERVICES  
Social Services Division  
Child Welfare Services

Section Name

Unit Name

Address

City, State Zip Code

Relative Name

Date

Address

DHS Case # Number

City, State Zip Code

Parent: Parent Name

Child: Child Name (DOB: Date of Birth)

Dear Relative Name:

We are contacting you as we understand you are a relative of the child listed above. On date of placement, the Department of Human Services (DHS) Child Welfare Services (CWS) either assumed or was awarded placement responsibility, and this child was placed in foster care. Finding and notifying relatives is a part of our process in working with children in foster care and, since 2008, has been required by federal law (P.L. 110-351). Your name was identified as a result of family finding for relatives of this child.

Relatives play an important role in the lives of children, especially those who are being cared for by someone other than their parents. Children do better when they are placed with, or are able to stay connected in other ways to, people who know and care about them.

Although this child may already be placed with relatives, there are many other ways you may become involved. You may want to participate in an 'Ohana Conference, provide supervised visitations between parent(s) and child, and/or arrange family gatherings that involve the child. Please inform the DHS if you are interested in providing support by maintaining family connections with this child or being considered as a placement option.

As decisions concerning the well-being of children in foster care are made within 12-months of placement, we ask that you complete and return the attached "Relative Response Form" to DHS within 30 days from the date of this letter.

The DHS Social Worker assigned to this case is Name of Social Worker (SW). Please contact First Name of SW if you have questions about this letter, the attachments to this letter, or if you need more information. You may reach First Name of SW by phone at phone number and/or email at email address, or you may contact First Name of SW's supervisor, Name of Supervisor, at phone number and/or by email at email address.

Attachment:

- 1) Becoming a Relative Resource Caregiver Brochure
- 2) Relative Response Form
- 3) Limited English Proficiency (LEP) Information Form

Sincerely,

DHS Child Welfare Services

## Relative Response Form

As a relative to this child, you may be a valuable support for the child. The Department of Human Services (DHS) Child Welfare Services (CWS) invites you to have contact with or provide support to this child.

I, **Relative's name**, understand that **Child's name** is currently in foster care under DHS-CWS.

1. I would like additional information about the child from the caseworker before making my decision.

Yes     No

2. I am willing to provide the following connection and support to this child (check all that apply):

- Letters     Phone Contact     Visitation     Email     Skype     Special holiday visits  
 Provide supervised visitation/'Ohana Time between parent(s) and child  
 Provide transportation for visitation/'Ohana Time with child's parent(s)  
 Arrange family gatherings that involve the child  
 Provide family medical history and/or family history information which may include photos  
 Provide family contact information for other potential relatives  
 Other involvement:

3. I would like to participate in an 'Ohana Conference.  Yes     No

*('Ohana Conferencing is a family-focused, strength-based meeting conducted by trained community facilitators that is designed to build and enhance the network of protection and support for children in foster care.)*

4. If you are interested in becoming a placement for this child, please contact the Social Worker to request the Hawai'i Foster Care Licensing Packet.

\_\_\_\_\_  
(Relative's signature)

\_\_\_\_\_  
(Date)

My relationship to this child is: \_\_\_\_\_

Contact information and preferred method of contact (please check all that apply):

Phone: \_\_\_\_\_     Email: \_\_\_\_\_

Please return this form to the address indicated on the cover letter within 30 calendar days from the date of this letter. If your level of interest is not made known to DHS in a timely manner, or if we are unable to contact you, it may be more difficult for you to become involved at a later time.

**Name of Social Worker**, Social Worker  
**Phone Number**  
**email address**

**Name of Supervisor**, Supervisor  
**Phone Number**  
**email address**

## Not Interested in Becoming a Relative Resource Caregiver?

Don't worry, you can still help.

Maintaining family connections is important for children who are in foster care. Relatives can maintain connections in the following ways:

- Participate in Ohana Conferences;
- Maintain connections with the child by phone or in person;
- Attend the child's school or sport functions and/or other activities;
- Provide transportation (for sibling visitation, to parental visitation, etc.); and/or
- Arrange and supervise extended family member visits (to family functions).

The list above are examples of what may occur if approved and determined appropriate by the related child's assigned social worker, guardian ad litem (GAL), and/or family court judge.



## Rights of Children in Foster Care

The department or an authorized agency shall ensure that a child in foster care will:

1. Live in a safe and healthy home, free from physical, psychological, sexual, and other abuse;
2. Receive adequate food, shelter, and clothing;
3. Receive adequate medical care, dental services, corrective vision care, and mental health services;
4. Be enrolled in a comprehensive health insurance plan and, within forty-five days of out-of-home placement, be provided with a comprehensive health assessment and recommended treatment;
5. Have regular supervised or unsupervised in-person, telephone, or other forms of contact with the child's parents and siblings while the child is in foster care;
6. Receive notice of court hearings and if the child wishes to attend the hearings;
7. Have in-person contact with the child's assigned child welfare services worker;
8. Have the ability to exercise the child's own religious beliefs, including the refusal to attend any religious activities and services;
9. Have a personal bank account if requested;
10. Be able to participate in extracurricular, enrichment, cultural, and social activities;
11. Beginning at age twelve, be provided with age-appropriate life skills training and a transition plan for appropriately moving out of the foster care system;
12. Have the right to be involved in developing a case plan and planning for the child's future, if the child is fourteen or older;
13. If the child is fourteen or older, receive the child's credit report, free of charge; and
14. If the child has been in foster care for more than six months, and is aging out of care, receive assistance in obtaining certain personal records such as an official or certified copy of the child's United States birth certificate, a Social Security card issued by the Commissioner of Social Security, health insurance information, a copy of the child's medical records, or information to access the child's medical records, a driver's license or state identification card.

For Complete Foster Care Bill of Rights visit:  
<https://www.capitol.hawaii.gov>



## Becoming a Relative Resource Caregiver

The Department is required to make and document reasonable efforts in locating and notifying relatives when a related child enters foster care.



## What are the Requirements for becoming a Relative Resource Caregiver?

Child Welfare Services (CWS) values relationships. CWS gives preference for placement with relatives and/or persons who have a relationship with the child. The child's placement is dependent on his or her needs, the assessment of the home, and the relative's willingness and ability to be a licensed resource caregiver. If you are interested in becoming a relative resource caregiver, inform the child's assigned social worker and request for an application to be provided to you.

### Licensing Requirements must be completed within 90 days:

1. Clearances of all adult individuals living in the household:
  - Federal and State criminal & sex offender clearance;
  - Child abuse and neglect clearance;
  - Fingerprinting, TB and medical clearances;
2. Proof of financial stability;
3. Completion of resource caregiver training;
4. Two personal references;
5. Proof of insurance and driver's license (applies to individuals who own vehicles);
6. Home visit and home study;
7. Annual recertification & other requirements as deemed necessary.

## What is a Child in Foster Care Entitled to?

A child in foster care is provided support and resources including:

- Enhancement Funds for pro social activities (hula, art class, sports, language class, swimming lessons, etc);
- Case management and other services such as counseling;
- Medical Benefits;
- Educational Stability; and
- Other services as needed.

The child is also entitled to visits with his or her parents, siblings, and other family members. Relative resource caregivers follow the instructions of the court regarding visitation (supervised or unsupervised).

**Children in foster care may have experienced trauma and loss. They deserve care and support to heal and thrive.**

“We all need a support group to depend on. My support group was my family, school and friends. They created a way for me to succeed.”

– Samantha, HI H.O.P.E.S

<http://www.yeshawaii.org/hi-hopes/>

"To me, having that one foster parent to support me through my good and bad times really meant a lot."

–Kalamaikamala, HI H.O.P.E.S

<http://www.yeshawaii.org/hi-hopes/>

## What are the Responsibilities of a Relative Resource Caregiver?

Resource caregivers are service providers for the State and help maintain connections between the child and their family while providing the following:

- A safe home for children in care;
- Help children in care stay in contact with their parents, siblings, and extended family;
- Support efforts to reunify children with their birth families;
- If reunification is not possible, support efforts to achieve adoption or guardianship; and
- The opportunity to provide lifelong support for children and their parents.

### Support and Compensation:

- Monthly Foster Board Reimbursement (based on child's age);
- Clothing voucher/reimbursement (based on child's age);
- Mileage Reimbursement (in compliance with state policy);
- Limited Liability Insurance Coverage;
- Respite Care;
- Support groups or recommended services; and
- Other—as necessary and available.

<p>This is an important notice from the Department of Human Services (DHS), [program/office] . Please call XXX-XXXX. When you call, you will be asked what language you speak and your call will be put on hold for an interpreter. You can also call 1-888- 764-7586 for all DHS services.</p>	<p>English</p> 
<p>這是一封從人類服務部 (DHS) [program/office] . 發出的重要通知。請致電 XXX - XXXX。打電話時, 你將會被詢問 你所講的 語言需要, 然後您的通話將被擱置直至聯絡到翻譯服務。您也可以撥打 1-888 - 764- 7586 諮詢所有 DHS 的服務。</p>	<p>Cantonese</p> 
<p>Ei auchchean esinesin seni ewe putain Human Services (DHS) [program/office] . Kose mwochen kokkori XXX-XXXX. Fansoun omw kokko, epwe wor epwe eisinuk menni kapas kopwe nounow choon chiaku ren. Ka pwan tongeni kokkori 1-888-764-7586 ren meinisin peekin aninnis seni DHS.</p>	<p>Chuukese</p> 
<p>Ceci est une lettre importante de Department of Human Services (DHS) [program/office] . S'il vous plaît, téléphonez xxx-xxxx. Lorsque vous téléphonez, quelqu'un vas demander a vous demander quelle langue vous parlez, et votre appel sera mis en attente pour un interprète. Vous pouvez aussi téléphoner au 1-888-764-7586 pour tous les services de DHS.</p>	<p>French</p> 
<p>Dies ist eine wichtige Benachrichtigung von der Abteilung Menschlicher Dienste (DHS), [program/office] . Bitte Anruf XXX-XXXX. Wenn Sie rufen, werden Sie gefragt werden, welche Sprache Sie sprechen, und Ihr Anruf wird auf Wartestellung für einen Dolmetscher geschaltet werden. Sie können 1-888-764-7586 für alle DHS Dienste auch rufen..</p>	<p>German</p> 
<p>He ho'olaha ko'iko'i k(e)jia mai ka 'Oihana Lawelawe Kanaka (DHS), [program/office] . E 'olu'olu e kelepona mai i xxx-xxxx. Ke kelepona 'oe, e ninau 'ia ana 'oe he aha kau 'olelo 'oiwi a laila e kali 'oe a loa'a ke kanaka mahele 'olelo. Hiki pu ia 'oe ke kelepona i 1-888-764-7586 no na lawelawe a pau a ka 'Oihana Lawelawe Kanaka (DHS).</p>	<p>Hawaiian</p> 
<p>Daytoy ket importante nga surat nga naggapu iti Department of Human Services (DHS), [program/office] . Pangaasi nga tawagan yo iti xxx-xxxx. Nu umawag kayo, saludsuden da nu anya iti panagsasao yo ket urayen yo nga maiyallatiw iti tawag yo iti intepreter. Mabalin kayo nga umawag iti 1-888-764-7586 para kadagiti amin nga serbisyo iti DHS.</p>	<p>Ilocano</p> 
<p>ハワイ州人道的奉仕局 (略称DHS) [program/office] からの大切な通知です。この番号 XXX-XXX にお電話された時に、貴方がどの言語を話されているかを聞かれます、通訳に接続されるまでしばらくお待ちください。DHSのどのサービスにも、この電話番号 1- 888 - 764 -7586 で対応いたします。</p>	<p>Japanese</p> 
<p>이것은 인간 서비스부 에서 보내는 중요한 편지입니다. [DHS] 이편지에 명시 되어있는 번호로 전화를 하십시오. 전화를 하면 당신이 사용하는 언어를 물을것이고 그언어의 통역인에게 연결 될것입니다. DHS 서비스를 받기위해 1-888-764-7586 으로 전화할 수 있습니다. 이것은 인간서비스부에서 보내는 중요한 편지입니다. [program/office] and XXX- XXXX로 전화를 하십시오. 전화를 하면</p>	<p>Korean</p> 
<p>这是一封从人类服务部 (DHS) : [计划/办公室] [program/office] 发出的重要信件。请致电 XXX - XXXX . 打电话时, 你将会被询问你所讲的语言需要, 然后您的通话将被搁置直至联络到翻译服务。您也可以拨打 1-888 - 764- 7586 咨询所有DHS的服务。</p>	<p>Mandarin</p> 
<p>Kojela in im elap an aurok im ej itok jen ra eo an department of Human Services (DHS), [program/office] ,juoij im call e XXX-XXX. Ne kwoj call, renej kajitok ibbem kain kajin rot eo koj kenono kake im renej likit kwe ilo hold ak kottar non e ri okok eo enej uak. Komaron bareinwot call e lok 1-888-764-7586 non aolepen ra ko ilo DHS services eo.</p>	<p>Marshallese</p> 
<p>O se fa'asilasilaga ta'ua lenei mai le Ofisa o le Human Services (DHS), [program/office] ,Fa'amolemole vala'au mai i le numera xxx-xxxx . A e vili mai, o le a fesili atu po'o le a le gagana e te mo'omia, ona tu'u sa'o lea o lau telefoni i se tagata e mafai ona fesoasoani ia te oe. E mafai fo'i ona e vala'au i le numera lea, 1-888-764-7586 mo nisi 'au'aunaga mai le Ofisa o le Human Services.</p>	<p>Samoaan</p> 
<p>Este es un aviso importante de la Sección de Servicios Humanos (DHS), [program /office] ,Por favor llame XXX-XXXX . Cuando usted llama, usted se preguntará qué idioma usted habla y su llamada se pondrá en espera para un intérprete. Usted también puede llamar 1-888-764-7586 para todos los servicios de DHS.</p>	<p>Spanish</p> 
<p>Ito ay mahalaga na sulat na galing sa Department of Human Services(DHS). [program/office] . Mangyaring tawagan ang xxx-xxxx. Kung kayo ay tatawag , tatanungin kung ano ang iyong wika at hintayin ninyo hanggat may sumagot na tagasalin. Pwede ninyong tumawag sa 1-888-764-7586 para sa lahat ng serbisyo sa DHS.</p>	<p>Tagalog</p> 
<p>Ko e tohi mahuinga 'eni, mei he Potungae Ngaue ma'ae Kakai (DHS)-[program/office] . Fakamolemole 'o ta mai kihe XXX-XXXX . 'I he taimi teke telefoni mai ai, 'e 'eke atu pe koe ha 'ae lea 'oku ke lea 'aki, pea 'e kole atu leva keke tatali kae 'omai ha taha ke fakatonu lea. Te ke lava pe foki 'o telefoni kihe fika ko 'eni. 1-888-764-7584 fekau'aki moe ngaahi ngaue tokoni kotoa 'ae DHS.</p>	<p>Tongan</p> 
<p>Đây là một thông báo quan trọng từ Bộ Dịch vụ Nhân sinh (DHS).] [chương trình / văn phòng [program/office] . Xin vui lòng gọi XXX-XXXX . Khi bạn gọi, bạn sẽ được hỏi những gì bạn nói ngôn ngữ và cuộc gọi của bạn sẽ được giữ lại trong một thông dịch viên. Bạn cũng có thể gọi 1-888 - 764-7586 cho tất cả các dịch vụ DHS.</p>	<p>Vietnamese Việt Nam</p>
<p>Kini importante nga sulat gikan sa Department of Human Services (DHS), [program/office] . Pali hug tawagi ang XXX-XXXX . Sa imong pagtawag, ikaw pangutan-on kun unsa ang imong pinulongan ug ang imong tawag ilang ipahulat para sa usa ka taghubad sa pinulongan. Mahimo usab nga imong tawagan ang 1-888-764-7586 para sa tanang mga serbisyo sa DHS.</p>	<p>Visayan</p> 