

Child in the Home of a Relative (CIHR) Program

Questions and Answers for Ministry of Social Development (MSD) Staff

Q: What is changing with the CIHR program?

A: Beginning September 1, 2011, all CIHR care providers (and all other adults in the home 18 years of age and older) must agree to complete a criminal record check and prior contact check to be eligible for CIHR benefits.

A letter was mailed on Monday August 1, 2011 from MCFD to all CIHR care providers who were accepted into the program before the policy change on December 1, 2007 who have not previously been screened. The letter explained the policy change and included a criminal record check, prior contact check consent forms and a key instructions sheet.

A copy of the letter from MCFD, the information sheet and CIHR Relative Screening Consent form SD3184 is posted on the RSD RADAR.

NOTE: The CIHR Relative Screening Consent form has been changed effective August 2, 2011.

Q: How do I answer the CIHR care provider's questions? How can CIHR care providers obtain further information about the screening process?

A: More information about the screening process can be received by calling the Ministry of Children and Family Development toll-free number at 1 800 663 9122. MSD staff are **not** required to answer questions related to the screening process and/or outcomes. MSD **are** required to ensure the two pieces of required identification are checked and that the consent form is signed and mailed to MCFD After Hours and to record and make notes on the CIHR file to confirm when this has happened.

Q: Are there other options that are available to support CIHR care providers?

A: MCFD and Delegated Aboriginal Agencies support families and children wherever possible. There is a number of support services available including: respite

services, counselling, in-home support and parenting programs. The kinds of services available vary depending upon location. Please check with the MCFD or Delegated Aboriginal Agency in your region.

Additionally, the Extended Family Program is available for CIHR care providers who are not legal guardians of the children receiving CIHR benefits.

For more information contact:

Ministry of Children and Family Development After Hours Offices

ALL Regions: Vancouver After Hours

Local: 604 660 4927

Toll Free: 1 800 663 9122

Fax: 604 739 3741

Q: Why are individuals who began to receive CIHR benefits prior to December 2007 being screened now?

A: In order to ensure the safety and well-being of all children who are cared for outside of their homes and receiving government assistance, MCFD began screening individuals who were applying to receive CIHR benefits as of December 2007. MCFD is now requiring that the screening be extended to individuals who began receiving CIHR benefits prior to December 1, 2007.

For more detailed information on why MCFD is now requiring this screening, please contact MCFD at 1 800 663 9122.

Q: Does this affect families that have already undergone security screening?

A: No, families who have already undergone security screening and who have had no change in household composition are not affected. Current CIHR procedures relating to Screening for Risk continue to be in effect.

Q: Will CIHR benefits be affected while screening is underway?

A: No, families who currently receive CIHR benefits and who continue to meet eligibility requirements will continue to receive CIHR benefits during the screening process.

If a concern is identified by an MCFD social worker, they may visit the CIHR home and assess the situation. Likely, there will be a conversation about the concern, and the social worker will work together with the relative to resolve the concern so that the CIHR support can continue.

Q: What happens when someone receives a letter from MCFD but says they have already undergone the security screening?

A: The individual should appear at his/her local MSD office with the consent form and advise an MSD worker that he/she has already been screened. Employment and Assistance Workers (EAWs) will review the CIHR file to verify the information relating to the previous screening and, if necessary, confirm that the person does not have to be screened again. The EAW will add a note to the case to explain screening has been done on all current members of the household.

If no evidence of previous screening exists, a new screening will need to be conducted (see attached procedure).

Q: What happens if the person does not have the proper identification?

A: If an individual does not have any identification the screening cannot be completed, and the EAW (or their supervisor) should contact MCFD After Hours at 1 800 663 9122 to advise the caregiver has no ID. MCFD staff will follow up on these cases. The EAW should add a note to the CIHR case to explain why the screening consent form was not completed.

EAWs **will not provide funds** to replace lost or missing identification unless the person is a recipient who *would normally* qualify for the ID supplement.

Note: Members of the household where the CIHR lives are **not** necessarily recipients of income assistance or disability assistance.

Acceptable identification includes:

Primary Photo ID	Secondary ID
• Driver's Licence*	• Birth Certificate
• Passport	• Provincial Health Card
• Native Status Card	• Citizenship Papers
• Original Citizenship Papers	

• Immigration Documents	
• Provincial Identification	

*The preferred method of identification for a CPIC check is a driver's licence. An expired driver's licence can be accepted.

Q: What happens if the CIHR care provider doesn't sign the consent form authorizing a prior contact check and a consolidated criminal record check?

A: The CIHR care provider will be advised by MSD staff that he/she is required to sign a consent form (and provide 2 pieces of identification). If a person refuses to sign the consent form and/or provide necessary identification, the EAW should add a note to the CIHR file to record refusal and reasons why and then contact MCFD After Hours at 1 800 663 9122 to determine next steps. The EAW **will not close** the CIHR file; the MCFD social worker will conduct an assessment.

MCFD will determine how best to proceed. Anyone who has any questions related to the refusal to sign the consent should be referred to the MCFD After Hours phone-line at 1 800 663 9122.

At the end of September or beginning of October 2011, MCFD will send a second letter to the CIHR care provider asking him/her to sign the consent form and attend at an MSD office to verify his/her identity. The letter will advise that failure to consent to screening will result in a visit by an MCFD social worker who will conduct an assessment.

At the end of October or beginning of November 2011, if MSD hasn't received a response from the CIHR care provider, MSD will put a "signal" on the CIHR care provider's cheque.

The CIHR care provider will be advised by MSD that he/she is required to sign a consent form (and provide two pieces of identification). Refusal to sign the consent form and/or provide necessary identification will result in a visit from the MCFD social worker who will conduct an assessment.

Q: If the CIHR care provider doesn't sign the consent form, does this mean that the EAW will make a child protection report about the child and/family?

A: No. MCFD's legal consultant has advised that refusal to sign a consent form authorizing screening and resulting termination of CIHR benefits does not constitute grounds for making a child protection report.

Q: **When does the screening process start for these CIHR care providers?**

A: The screening will begin in September 2011 and is expected to take up to six months. Care providers who receive a letter from MCFD must attend an MSD office to submit their consent form and have their identification checked before September 30, 2011.

MCFD will manage a backlog of screening requests, which could take some time to process. Households where the child being cared for is under the age of six will be processed as a priority. CIHR cases will remain open and in pay during the process.

Q: **What does the screening consist of?**

A: The screening consists of two parts:

- A prior contact check conducted by MCFD After Hours staff; and
- A criminal record check conducted by Public Safety and Solicitor General (PSSG).

Q: **Who conducts the screening?**

A: There are several people involved in the screening process:

- An EAW from MSD meets with a CIHR caregiver and others 18 years of age or older living in the care provider's home to check identification.
- After the meeting the EAW places the original completed, signed consent form(s) in house mail to MCFD After Hours in Vancouver:
 - Ministry for Children and Family Development
Suite 200 1727 W. Broadway
Vancouver BC V6J 4W6
- MCFD After Hours staff conducts a prior contact check, and sends the completed, signed consent form(s) to PSSG.
- PSSG conducts the consolidated criminal record check and sends the results back to MCFD After Hours for review.
- MCFD After Hours reviews the results of the prior contact check and the consolidated criminal record check.

- If no concerns are found, MCFD After Hours advises the EAW that the screening requests have been completed and passed.
- The EAW will add a note to the CIHR file that states screening was completed.
- If concerns are found, MCFD will determine appropriate action/response.

Q: What is the role of MSD in this process?

A: CIHR care providers who have not previously been screened will receive a letter from the Ministry of Children and Family Development (MCFD) requiring them to complete the screening consent form and attend an MSD office to submit the completed consent form and have their identification verified.

MSD staff will send in house mail the signed consent form to MCFD After Hours staff who will conduct the screening – see attached procedure for more details.

Q: What does MSD do?

A: The overall process for obtaining a prior contact check and a criminal record check includes the following:

- At the end of July 2011, a package will be mailed to all CIHR caregivers by MCFD's Deputy Minister which includes a letter, an information sheet and one CIHR Relative Screening Consent form SD3184 authorizing a prior contact check and a consolidated criminal record.
 - The letter advises the caregiver of the screening requirement and asks for their cooperation by signing the enclosed screening consent form and presenting their identification to an MSD office.
- The letter also explains that failure to consent to a screening will result in a visit by an MCFD social worker who will conduct an assessment.
- The CIHR caregiver and all adults 18 years of age or older complete the consent form, and attend at an MSD office in order to present the EAW with the required identification in order to check the CIHR caregiver's identity.
- **Each member of the household must attend the EA office and provide their identification (see attached procedure for MSD staff).**
- The EAW checks that the photo ID resembles the person presenting it and that any/all signatures match. The EAW records the ID numbers on the consent form and ensures the consent is signed.
 - The ID itself can be an expired driver's licence (a driver's licence is the preferred ID) in addition to another piece of ID from the list.

- EAWs are not expected to provide funds for replacement of missing ID.
- EAW will ensure the person signs the consent form and ensures the CIHR GA file number is correctly recorded on the top right-hand corner of the form. EAWs do not record the child's name on the form.
- Additional copies of the **new** CIHR Relative Screening Consent form SD3184 can be found on the ministry forms link: https://theloop.gov.bc.ca/forms/PDF_forms/HR3184.pdf
- EAW will send the completed, signed CIHR Relative Screening Consent form SD3184 in house mail to MCFD Afterhours in Vancouver:
 - Ministry for Children and Family Development
 - Suite 200 - 1727 West Broadway
 - Vancouver BC V6J 4W6

Note: Consents may be batched and mailed together as necessary.

- If MCFD makes contact regarding the outcome of the screening, the EAW will record the outcome as necessary. Any questions around case-specific processes should go through the supervisor and Policy Program Implementation Manager to regional operations who will follow up with MCFD

Q: How do I (EAW) document the information?

A: EAWs will not be required to “copy or scan” either the CIHR Relative Screening Consent form SD3184 or the caregiver’s identification. EAW will simply add a note on the CIHR file to record when the identification was checked and when consent was signed and placed in house mail to MCFD After Hours. EAWs will also comment, if necessary, when the screening has been completed.

Q: What does MCFD do?

A: MCFD’s After Hours reviews the consent form and conducts a prior contact check on the individual named on the consent form.

- MCFD’s After Hours faxes the consent form to PSSG who conducts a criminal record check.
- PSSG notifies MCFD’s After Hours of the results of the criminal record check.
- MCFD’s After Hours reviews the results of the prior contact check and the criminal record check.

- If no concerns exist, MCFD's After Hours advises the EAW that there is no evidence of risk.
- If concerns exist, MCFD's After Hours makes a child protection report to the appropriate district office.
- A delegated child welfare worker receives the report, conducts a prior contact check (this will be the second prior contact check), assesses all of the information, and determines the most appropriate response.

Q: How long will it take for the screening process to be completed? What does the EAW do while pending the outcome?

A: There are an estimated 1,375 CIHR cases to be screened and MCFD will screen the youngest children first and manage the backlog. It is estimated to take as long as six months to complete all the screening requests.

EAWs are not required to monitor the screening requests. **The CIHR file continues to be eligible for as long as the screening takes.** In most cases MCFD will mitigate any and all concerns to avoid disruption of assistance. **At no time during the process will a CIHR file be closed pending the outcome of the screening request process.**

Q: Is there an appeal process for CIHR care providers if a decision is made to terminate the CIHR benefits?

A: Yes, all CIHR discontinuances continue to be open to reconsideration, including those based on MCFD's screening for evidence of risk.