A STUDY OF LICENSING PROCEDURES OF INDEPENDENT BOARDING HOMES IN MICHIGAN

by

Rachel Faude Wood

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Approved:

Lucille K. Barber
Chairman, Research Committee

Ernest B. Harper
Head of Department

THESIS

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CHAPTER I

INTRODUCTION

Boarding care is the provision of an environment for a child outside his own home which meets his physical needs and provides for his mental and emotional growth. Under Act 47, Public Acts 1944 (first extra session) the responsibility for providing supervision of boarding care in Michigan is given to the State Department of Social Welfare. This responsibility is discharged by the Children's Division of the department through its licensing program.

In order to protect the physical, mental and emotional growth needs of children in foster homes, certain standards for boarding homes and methods of ascertaining whether these have been upheld have been outlined. The purpose of this study is to determine whether, under this licensing program, these standards and methods are being adhered to and thus the physical, mental and emotional growth of the children in boarding care is being safeguarded. A further purpose of the study is to explore methods for increasing the protection of children in boarding homes by improving the quality of boarding home studies through improved administrative procedures in the licensing program.

There are three types of boarding homes in Michigan: those used by the various child placing agencies, those used by the probate courts and the independent homes. The latter, for children placed by their own parents, and investigated, licensed and supervised by representatives of the department of social welfare in each county, are the ones from which the sampling was taken for this study.

The responsibility for actual licensing of the 6,000 boarding homes within the state of Michigan lies within the state boarding home unit of the Department of Social Welfare. As supervisor of this unit, the writer became increasingly aware of the problems as shown in the case studies which were forwarded by courts and agencies and their deviations from the state office procedure and policy. Although some questions were forwarded from time to time on the approximately 2200 boarding homes licensed by the independent workers, little was known about the actual procedure prior to the recommending of a license. From questions asked by the field workers and those raised at various children's workers' institutes, it was believed there was variation in the methods of procedure and deviation from the present policies in the licensing of independent homes. Thus a study of present procedures was made.

The representatives of the department of social welfare doing the licensing of independent homes are divided into two groups; children's workers and bureau workers. The former, in the lower part of the state, are placed where there are the heaviest concentrations of foster homes. In the upper part of the lower peninsula and the upper peninsula, they may, however, cover a territory of several counties. Thus, in 31 of the 83 counties of Michigan, licensing is done by the children's workers; and in the other 52 by employees of the Bureau of Social Aid, another division of the department. These workers are all supervised by the supervisory field staff, the district consultants.

All except four of the present children's workers have at least one year of graduate training in social work. These workers also carry a caseload of children's cases. The bureau worker has less boarding homes

to service but will carry, also, a caseload in the catagorical reliefs. One of the bureau workers had graduate training in social work. A number had years of in-service training in the Bureau of Social Aid.

Assumptions and Working Hypothesis

It is assumed that there is a need for more specific outline of the procedures to be used by children's workers and bureau workers in the licensing of independent homes. It is believed that in many counties minimal records may be kept while in some counties homes may be licensed without any home study or proper forms on file. It is further believed that policies and rules may be disregarded either in total or in part, and licensing may be done in direct violation of rules and regulations or policies.

It is further assumed that untrained social workers would tend to direct their study to the physical needs of the client, while the trained workers would tend to secure facts pertaining to physical needs, but in addition, would show greater understanding of mental and emotional factors which might influence the growth processes of the child in foster care.

Because the training in the Bureau of Social Aid is directed towards emphasis on the use of a policy manual, it is assumed that the bureau workers would tend to follow the outlines and policies more completely than would the children's workers. It is also assumed the emphasis for the latter is awareness of relationships.

If it is determined that trained workers are less held to procedural requirements and untrained workers more controlled by procedural requirements, and if the quality of work as done by these two groups

varies, it is assumed that evidence indicates that present procedures of licensing may not be as effective as they should be.

It is assumed that if the relationship between quality of work and adherence to procedural requirements does not indicate effectiveness of procedure, the implications could be (1) change in procedures, (2) measures to help the workers use the present procedures more effectively, (3) different procedures for Bureau of Social Aid and Children's Workers, (4) different procedures for trained or untrained workers.

CHAPTER II

HISTORICAL BACKGROUND

Licensing of boarding homes is based on the premise that children are the responsibility of the state as well as the parent. Since the parent is not always aware of the problems which may arise from placement, this public service helps in preventing placement of children in homes which may be injurious to their normal development.

The first state law requiring the licensing of boarding homes was passed in Massachusetts in 1892. Since then, most states have passed laws granting a state department the authority to license foster homes in which minor children are placed.

While licensing of boarding homes has been a law only during the 20th century in most states, foster home care goes back to the old pattern of indenture which was first recorded in Michigan in 1817.[1] In 1871, a report of special commissioners showed an awareness of the strengths and hazards of foster placement.

> Institutional life should be avoided as much as possible as we consider the rearing and training in families as more natural and far superior in all respects, while we would also strongly urge the necessity of supervision of indentured or adopted children by some competent officer, who shall frequently visit them and ascertain if the child is well cared for and the conditions of the indenture are being fullfilled.[2]

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1 Laws of the Territory of Michigan II, 115-116

2 Report of Special Commissioners to Examine Penal, Reformatory and Charitable Institutions of the State of Michigan 1871, p.77

It was at this time that a law[3] was passed to establish a state school for dependent and neglected children. The eligible children included only those over four and under 16 years who were sound in mind and body as well as neglected. The object of the law[4] was to provide a temporary home only until the children could be placed in family homes.

In 1913, the first law in Michigan[5] requiring licensing of boarding homes for children, with responsibility directed to the Board of Corrections and Charities, was passed. The board was authorized to investigate child caring facilities and prescribe rules and regulations to protect the best interests of children. An attorney general's decision[6] in 1914 ruled that the Board of Corrections and Charities also had the authority to inspect boarding homes and to make rules and regulations for them.

In 1919, the legislature passed Act 136, providing for the licensing and regulation of boarding homes for children. Many of the provisions were substantially the same as those under Act 300 in 1913. The boarding parents were, as provided under Act 300, required to keep a record of each child received, boarding homes could be inspected at any time; and violators could be fined not less than $25 or more than $100, given imprisonment in the county jail for not less than 30 days or more than 90 days, or both, at the discretion of the court. Any person convicted under the authority of the act could not be granted a license or be permitted to be connected directly or indirectly with any agency or

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3 Public Acts of Michigan 1871, Act 172
4 Ibid. section 13
5 Public Acts of Michigan 1913, Act 300
6 Report of Attorney General of Michigan 1914, p.404

person caring for children for a period of 10 years. An important addition under the 1919 law was that the license should state the name of the licensee, particular premises to which applied and the maximum number of children to be maintained or boarded at any one time. The license applied only to the premises occupied by the licensee at the time of issuance and a change of residence automatically terminated the same.

The State Welfare Department was created in 1921[7] and the State Welfare Commission was made the legal successor to the State Board of Corrections and Charities.

In 1931, Act 136 was amended[8] and the age limit of children covered under licensing of foster homes was raised from 15 to 17 years.

The State Department of Social Welfare was created in 1939, and the Social Welfare Commission was made a legal successor to the State Welfare Commission.

In 1943 a bill relating to the licensing of boarding homes was introduced into the legislature but was not reported out of committee. However, Governor Kelley inaugurated a youth guidance program including a state wide youth guidance committee. Following the development of this lay organization, many laws relating to juveniles were passed including the law under which the Department of Social Welfare operates today.[9] This law requires all boarding homes and child welfare agencies, as well as child caring institutions, child placing agencies, boarding

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7 Public Acts of Michigan 1921, Act 163
8 Public Acts of Michigan 1931 amending Act 136, P.A. 1919, Act 262
9 Public Acts of Michigan 1944 (first extra session) Act 47

schools, summer camps, day care centers and nursery schools to have a license issued by the State Department of Social Welfare.

Revisions to Act 47 in 1951 provided for licensing of homes whether the child was working in it or not and whether or not he was receiving consideration for such work. Also, boarding parents were required to notify the Department of Social Welfare of the coming and/or leaving of any foster child under 17 who was not placed by a probate court or an agency. In 1952 provision was made so that any reasonable order for standards of care and supervision could be enforced through injunction in circuit court.

The writer found the literature in this field extremely limited. The only similar study found was an investigation made in 1950 in Kent County, Michigan by a representative of the State Department of Social Welfare.[10] This was very limited, however, as only 20% or eight of the independent homes in that county were studied and in a much less complete manner than this study. Those homes were all serviced by children's workers with some graduate training.

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10 Administrative Review of Kent County, State Department of Social Welfare 1950

CHAPTER III

METHODS AND PROCEDURES EMPLOYED IN THIS STUDY

In order to develop adequate standards of child care as provided under Act 47, 46 rules and regulations have been worked out, covering the boarding home, the boarding family and the boarding child. There is also a policy manual covering general policies to be applied in the licensing of such homes and referring to the above-mentioned rules and regulations. Certain forms, including an outline for boarding home studies, have been adopted and are to be used in accordance with the minimum instructions in the policy manual.

While it is probably true that all workers (court, agency and independent) may need clarification of rules and policies, it was decided to review only independent homes because they are (1) the direct responsibility of the department and (2) definite instructions as to procedure may be outlined to the workers servicing them and specific procedures required.

All material relative to the licensing of boarding homes in Michigan goes through the state boarding home unit. In licensing independent homes, only a certification slip showing name, address of foster parents and specifications as to number of children; their ages, sex, whether they are there full time or for day care, the type of license recommended and the agency recommending the license is received. All material pertaining to independent boarding homes - application, home study, correspondence and reports - are kept in the county office. It was, therefore, only by review of the county records that information as to the actual practice, awareness of rules and adherence to instructions, could be established.

Because of the impossibility of visiting each county within a reasonable period of time, the cooperation of the district consultant was secured in reading records. It was also assumed, since the consultant supervised such workers, that he would be more aware of the manner in which his workers operated.

In checking the location of independent boarding homes, it was decided to omit two areas in the state from this study. One was Wayne County (because of the large number of homes and the multiplicity of problems) and the other, seven counties in the upper part of the lower peninsula (where there was no consultant and only seven independent boarding homes in the entire district). There were seven counties in which there were no independent boarding homes on January 1, 1955, the date that independent boarding homes in Michigan were surveyed prior to this study. This made a total of 68 of the 83 counties in which records were reviewed. Of these, 143 were cases in 30 counties serviced by children's workers and 133 cases in 38 counties serviced by bureau workers.

The total study of which this study is a part was undertaken for the department of social welfare. In studying all licensing procedures for independent boarding homes four points were covered; (1) inquiries about licensing, (2) disposal of original applications, (3) originally licensed boarding homes and (4) renewals.

As indicated above, this study on the original licensing of boarding homes is part of the larger study, the questionaires used were modifications and expansions of ones which had been made up in 1950 and used in a review made by a department representative of eight boarding homes in Kent County. They followed the general outline and breakdown of the

outline for "Study of a Foster Home" which is given to each worker and which is referred to earlier in this report as part of the procedure for licensing boarding homes.

For three months before these questionaires were made up, a record was kept of the field worker's questions relative to procedure and to deviations from the norm, as set up in "Rules and Regulations", the department outline[11] and the policy manual. The areas in which there were the most questions were then incorporated under the appropriate headings in the questionaire. In revising the questionaires, the author read cases in Ingham County and later did the studies in three of the larger bureau counties.

These questionaires were then divided into four main parts: Application, Investigation, Impressions and Recommendations. The largest area came under the investigation or home study and the sub-headings under this item were taken directly from the department outline for study of a foster home.

The questionaires were then sent to each consultant with the request that they be used on five cases in each county, or, if there were less than five boarding homes cases in a particular county, on all of the active cases. In the four largest counties included in this study - Kent, Ingham, Genesee and Oakland - ten cases were read. This made a total of 276 cases. 133 of these were serviced by workers from the Bureau of Social Aid and 143 by Children's Division workers from the Department of Social Welfare.

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11 See Appendix 2-3

The policy manual, Rules and Regulations and the department outline for study of a boarding home each include instructions for licensing procedure. Inasmuch as there is an overlapping of instructions for licensing and use of boarding homes, it was felt that the data obtained must be related to all three. Thus in the following chapter, we have included the policy, rule and/or instructions under which the field worker should be operating in accordance with the boarding home law.

The total number of cases read varied in number from district to district according to the concentration of boarding homes.

In evaluating the above methods, we were aware that there would probably be some difference in the manner in which the consultant would evaluate the cases in his territory principally because the emphasis on boarding care varied somewhat in proportion to the number of cases and problems in each district. With ten different people reviewing cases, we would have ten different interpretations of each question, each in accordance with the individual attitude toward licensing of boarding homes, the quality of work and perhaps even toward the worker doing the actual study. There was no attempt at this time to evaluate the actual quality of work done under each section but only as to whether or not the worker was meeting minimum standards. Although space was left for comments in several areas, few were made that would be of particular value to this study. Thus, a worker might have mentioned family relationships but not recorded or even been aware of the details or implications involved.

It was also thought that because procedures were not outlined in detail in most areas a majority of negative answers might indicate the

need for more complete instructions.

In filling out the questionaires, one consultant might base his answers on his knowledge of how the caseworker operated rather than on the material included in the record. However, it was assumed (and as it happened correctly) that comments would be included or the question marked "unknown" if this were true.

We were also aware that this method would review a larger proportion of the total Bureau of Social Aid cases than Children's Worker's cases, however it did not seem that this would invalidate the results.

CHAPTER IV

Analysis of Data

In analyzing the data this study endeavors to show the total percentage of workers who followed present licensing procedures. These were broken down into two groups, bureau workers and children's workers. As stated earlier, the bureau workers were considered untrained, the children's workers trained in social work.

Applications

In the boarding home manual, Section 423.1 states "Section 3 of Act 47 requires that applications shall be made on forms provided by the department and in the manner prescribed." Section 656 states, "The boarding parents signed applications[12] must be on file in the county unit before a recommendation can be made to the state office to issue the license."

In this study, there was little difference between the bureau workers' cases and the children's workers' cases. In the former, 99 percent and in the latter 97 percent included signed applications. Thus, in 98 percent of the cases, a signed application was on file. It was felt, however, that two percent was too large a figure as there should be no deviation to the above rule.

A number of questions on the application were unanswered in each of the two groups of cases. Although the percentages were not as high as it

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12 See Appendix 4

had been expected, 32 percent of the cases by bureau workers and 41 per cent of the cases by children's workers had partially completed applications. The areas which were unanswered were substantially the same for each group. The main omissions are shown in Table 1.

TABLE I

OMISSIONS ON BOARDING HOME APPLICATIONS

Omissions	Bureau of Social Aid	Children's Worker	Total
Community	12%	14%	14%
Religion	8	13	10
Recreation	8	9	8
Motive for boarding	6	7	6
Sleeping arrangements	5	5	5

Other questions which were unanswered on a number of applications were; age of children desired, boarding source, details regarding child in home, directions for reaching, education, health, marriage, military service, number and type of children wanted, previous boarding experience, references and type of care to be given.

The lapse of time between date of application and the date the license was issued is shown in Table 2, as shown on page 16.

In the consultant's opinions, the applications were acted upon promptly in relation to the problems presented in 76 percent of the bureau cases. They did not feel that the children's workers were as prompt. In only 61 percent of their cases did the consultant state the study had been processed promptly.

TABLE 2

LAPSE OF TIME BETWEEN APPLICATION AND LICENSE ISSUED

Time Lapse	Bureau Social Aid	Children's Worker	Total
Within month	11%	11%	11%
1 month less than 2	21	12	17
2 months less than 3	16	21	18
3 months less than 4	8	15	12
4 months less than 5	2	3	3
5 months less than 6	2	7	4
6 months less than 12	4	12	8
Over year	4	2	3
Unknown	32	16	24
Total	100	100	100

In the 24 percent cases under "unknown", the application was not dated and the records did not indicate the date of first contact.

This is one area in which there may have been much variation; the inclusion of the phrase"in relation to the problems presented" indicated that the consultant could use his own judgement as to whether or not the case was processed promptly. Thus one consultant might feel that a case was acted upon promptly when six months had elapsed since the first inquiry while another would think it should be done within a month. The comments, however, indicated that in many of the districts the consultant felt the local office was understaffed and that the children's workers were putting more emphasis on supervision of children's cases than on the licensing of boarding homes.

Investigations

There is no indication in the manual as to a preferred manner of handling the initial interview. The department outline states, "These contacts usually will include an office interview for application (there may be several office interviews, of course) a visit to the home where other members of the family can be met and the physical facilities examined and a second home visit for further clarification and strengthening of relationships....."

In addition to the above suggestion regarding an office interview, it was believed that asking the client to come into the office for the initial interview might be a time-saving, efficient manner of screening those who obviously would not meet licensing standards and might also eliminate those who were interested in agency placement or adoption. It was also hoped that this might place responsibility on the client for the initial interview. It was not known whether this was general practice at present.

In this sampling, there was little difference between the work of the bureau and children's workers. Both were making home calls on the majority of clients for the initial interview. The interviews were held as shown in Table 3.

TABLE 3

LOCATION OF INITIAL INTERVIEW

Location	Bureau Social Aid	Children's Worker	Total
Held in office	26%	30%	28%
Held in home	61	60	60
Not recorded	13	10	12
Total	100	100	100

Thus, in the initial interview, it appeared to be general practice with both bureau and children's workers to make home calls. In checking those cases where the greatest period of time elapsed between application and issuance of the license against the place where the first interview was held, there was no particular pattern shown.

Section 657.1 of the manual states, "The outline for study of a foster home, which may be found in appendix II is offered as a guide for the county unit's recording of the initial study of a home. Whether or not the outline is to be followed without deviation is a matter to be decided by the district consultant and the county unit. However, all subjects discussed in the outline must be covered in the home study report."

It was not known in how many cases there was any outline used. It was found that in 92 percent of the Bureau of Social Aid cases and in 81 percent of the children's workers cases, an outline was used, a total of 86 percent of the cases. Of these, the department outline was used in 88 percent of the bureau cases and in 77 percent of the children's workers' cases. No one particular outline was used in the others. Thus the bureau workers used an outline more than the children's workers.

The outlines were used in many ways, however, and the consultant's comments ranged from "used in a limited manner", "very brief", "fair" to used in a very effective manner", "good coverage". One consultant commented on cases recorded by one children's worker, "process recording used and all subjects covered though not in outline form". These five cases were included under "other" as it was in accordance with section 657.1 as quoted above even though an actual outline was not

used. Several consultants also commented that the records were read more easily and coverage was more apt to be complete if an outline was followed.

Section 655 of the manual states, "The names of all persons wishing to apply for a boarding home license should be cleared with the local social service exchange. If there is not a local exchange, the name should be cleared with the bureau, the county welfare department and the probate court."

Section 433.2, "A record of persons known to the department is kept by means of a central index. Agencies, probate courts, children's workers and bureaus may make a clearance through the state office of the department. This should not be done automatically on each inquiry but only after it has been determined that a home study is to be made."

Clearance was made on these 276 cases as shown in Table 4.

TABLE 4

TYPE OF CLEARANCE MADE ON APPLICANTS

Clearance	Bureau Social Aid	Children's Worker	Total
Central index	24%	16%	20%
Local exchange	10	52	32
Other agencies	50	16	32
Total	84	84	84

In the counties studied there was no local social service exchange where 78 percent of the bureau cases and 31 percent of the children's workers' cases were located. Some of the above cases were cleared both locally and through the state office but in only four of the bureau cases and 13 of the children's workers' cases was no clearance made.

As counties serviced by the bureau workers are apt to be in rural areas and the children's workers are more apt to be placed in urban localities, the figures shown in clearing with the local exchange are as might be expected. This is also true in the larger percentage of cases cleared with other agencies in the bureau counties. It is to be noted, however, that of the total number, the bureau workers made clearance with some agency in more cases than did the children's worker. On a number of the cases reviewed, the consultant stated that although clearance had been made with the local exchange, there was no indication that the children's worker followed up any information gained by contacting other agencies.

There is no indication in the manual as to the procedure to be followed in making the home study. It was mentioned briefly in the outline as cited above. It was not known, however, how many home calls were ordinarily made, how the family was interviewed or if all members were seen.

TABLE 5

HOME VISITS DURING STUDY

Number of Visits	Bureau Social Aid	Children's Worker	Total
1	29%	20%	24%
2	20	28	23
3	14	18	16
4	7	4	6
5	2		1
6	3		2
More	1	2	2
Unknown*	24	28	26

*Where the material was not recorded it was shown in this table as unknown.

In the majority of bureau cases, particularly those located in rural areas, where only one home call was noted before the recommendation to license the home, the consultant included such comments as "worker has known this family personally", "family old friends of the worker", or "This family has been on worker's ADC caseload". In only three cases were there similar notations about the children's worker. It was also apparent that a less complete home study was made on those cases on which the above comments were included.

While it is definitely stated in the outline that it is necessary to talk with the foster parents and other members of the family in order to know them, to understand family relationships and the attitudes of all members of the family towards taking a child into the home, it is also

implied in the following rules regarding acceptance of children by all members of the family that this should be done.

Rule 25 states, "All members of the boarding family shall be willing to accept the boarding child into the home as a member of the family group.

Rule 26, "The persons in charge of the boarding home shall be of suitable age and temperament to care for children, shall understand the needs of children; shall be capable of handling an emergency situation promptly and intelligently and shall be willing to cooperate fully with the children's own parents and/or the supervising agency."

TABLE 6

METHOD OF INTERVIEWING FOSTER PARENTS

Method of Interview	Bureau Social Aid	Children's Worker	Total
Both parents interviewed	59%	63%	61%
Individually	43	6	25
Together	43	22	32
Both Ways	25	32	29
Unknown	2	3	2

Other members of the family were seen in 45 percent of the Bureau of Social Aid cases and in 60 percent of the children's workers' cases. In 23 of the bureau cases and 15 of the children's workers' cases, there were no other members of the family than the boarding mother. In 20 bureau cases and 13 children's workers' cases this was not recorded.

Thus, in this area, a larger percentage of the children's workers adhered to the rules by interviewing members of the family, in recording the material and in the type of home selected for study inasmuch as slight-

ly more of the children's workers cases were composed of complete families.

The first general area in the outline for foster home study is Community which includes type of neighborhood and resources of the community. The latter is broken down into health services, education, religion and recreation. A general description of the community was given in 89 percent of the bureau workers' cases and in 82 percent of the children's workers' cases.

There was little variation between the coverage as shown by the bureau workers and that shown by the children's workers in this section, other than medical services which was included by more bureau workers.

There was more variation in the area of the boarding home. The general description of the home was covered in 89 percent of the total number of cases. The bureau workers included the description in 98 per cent of their cases, while the children's workers in only 81 percent. The total number of rooms was given in almost all of the cases, 95 per cent, and there was little variation between groups.

Rule 40 states, "Each child shall sleep alone or with only one other child of the same sex. Boys and girls over 5 years of age shall not sleep in the same room. Children, shall under no circumstances, occupy beds with adults. Sleeping rooms should provide adequate opportunities for rest and privacy."

An awareness of this rule was shown in 80 percent of the total cases reviewed. However, the children's workers covered it in more of their cases than did the bureau workers.

Rule 9 states, "The home shall be clean, sanitary, free from vermin

and in good repair."

Housekeeping standards were recorded positively in 86 percent of the total number of cases. The percentage of BSA workers was slightly higher, 91 percent than the children's workers, 83 percent, recording on this.

Rule 11 specifies, "The heating equipment shall have a proper capacity, be so located and operated to maintain a temperature of approximately 70 degrees under average winter weather conditions."

Rule 12, "Ventilation shall be provided in all rooms where children eat, sleep and play by windows which can be opened."

Rule 13, "Window space and artificial lighting shall be sufficient to prevent eyestrain."

Ruly 22, "Play space shall be available and free from hazards which might be dangerous to life and health of the child. Play area shall be kept free from litter, rubbish and inflamable material at all times."

The above rules were all included in one section, as it was felt that they all cover similar areas. The total number of studies including these was lower than hertofore as only 64 percent showed that light, heat, ventilation and play space were included. There was slight variation between the two groups of workers on this question.

Rule 10 states, "The home shall be so constructed, arranged and maintained as to provide adequate protection for the health and safety of the occupants.....Representatives of the health department or fire marshall's office shall be admitted to the home at any time for the purpose of inspection."

The outline, mentioned hertofore, states, "Note condition of grounds, repair of house,.....possible fire hazards."

Both groups were very low in adhering to this rule as only 41 percent of the total number of cases mentioned fire hazards or lack of them. The bureau workers, however, appeared much more aware of this as they recorded fire hazards in 55 percent of their cases while the children's workers recorded it in only 27 percent of theirs.

Rule 15 states, "The home shall be provided with an ample supply of safe water. If the water is obtained from a well, the supply shall conform to the regulations for semi-public ground water supplies issued by the Michigan Department of Health."

Rule 16, "The sewage disposal system shall meet state or local health department requirements as provided by Act 273, P.A. 1939."

Rule 17, "Garbage shall be placed in covered containers and disposed of at regular intervals."

Rule 18, "All milk shall come from cows that have been tested for tuberculosis and Bangs disease and found to be free of these diseases. When purchased, milk, etc. shall come from sources approved by the Department of Agriculture and shall be pasturized when such products are reasonable available."

Rule 19, "Refrigeration or cold storage space shall be available for the care of perishable foods."

Information was not covered adequately in this area as in only 48 percent of the bureau cases and 30 percent of the children's workers cases was an awareness of health hazards shown. Of the total number of cases, in only 39 percent was it mentioned either that a hazard was present or that there appeared to be none.

There is no comment as to procedure in obtaining the social history

in the policy manual. In the department outline, it is discussed briefly under Purpose of Study when it states, "The suggested content presupposes that the foster home study is based on case work method and that there is a process in which the applicants and the case worker participate, from which should result:

(1) an understanding on the part of the worker as to the kind of family that is applying.

(2) an understanding on the part of each of what the family can give to a foster child to further his physical, emotional and social growth.

(3) an appreciation of whether the family can share responsibility for the well being of the child with the worker and the child's own parents.

(4) a knowledge of the financial status, the physical set-up and facilities for caring for a child."

As one of the subjects discussed in the outline, according to Item 657.1 of the manual it "must be covered in the home study report." In the majority of the cases the social history was included.

TABLE 7

COVERAGE OF SOCIAL HISTORY IN BOARDING HOME STUDY

Social History	Bureau Social Aid	Children's Worker	Total
foster father	83%	71%	76%
foster mother	85	93	89
own children	73	77	76

Of the total number of homes, 8 percent had no other members of the family. Thus, in only 18 percent of the total number of cases was the social history omitted. In this area, the bureau workers and the children's workers both averaged 80 percent compliance with instructions as cited above.

Although it is not indicated in any instruction that all items in the outline must be included, a question was asked as to whether or not the social history included identifying information for each member of the family (family relationships, education, and special training of members of the family, significant physical or mental characteristics, etc.). These are mentioned in the outline, and it was felt that this question would give some indication as to whether or not the social history included what might be termed, "main points" without asking for too much detail.

It was found these varied from the previous figures in that only 59 percent of the bureau cases, 84 percent of the children's workers' cases and 69 percent of the total included such information. Thus, while the figures were very close in both instances in the bureau workers' cases this detailed information was not included.

Marital status is included only as a sub-heading in the outline. It has been assumed by the state office that Rule 24, "Relationships within the family shall be such that a wholesome atmosphere for the child will be assured." has not been met in cases where the applicant has a common-law marriage or cannot prove marriage. Thus, the question of the marital status of the boarding parents was included in this study.

This was recorded in 92 percent of each, the bureau cases and the children's worker's cases. Thus in this area there was no difference in the inclusion of this information.

In applying the above Rule 24 to the material as included in the records by the caseworkers, it was found that again relationships were covered in the majority of cases. The children's workers, however, appeared more aware of this issue as in 82 percent bureau cases and in 94 percent children's workers cases, a total of 88 percent family relationships were shown.

Rule 32 states, "The financial status of the boarding family must be secure". There has been some discussion about whether or not a statement that the family is financially secure meets the requirements of the above rule. However while "financial information" is a sub-heading in the outline, specific information regarding occupation, income, resources, employment, etc. also are included in that outline, they were included in this study. As many workers feel it is an invasion of the privacy of the boarding family to obtain more than minimum information about the above-mentioned finances, this was broken into two parts. First, as to whether or not the study mentioned the financial status of the boarding family and second, as to the specific information. In the latter, eight items were mentioned as they are in the outline. If less than four of these items were circled or underlined, the question was shown as No.

In the first question 111 of the bureau cases and 119 children's workers' cases, a total of 230, the answer was yes. This is 83 percent in each group. The second, showed that only 59 percent bureau

cases and 50 percent children's workers cases, a total of 54 percent of the cases read included the specific information as shown in the outline. In this instance, the bureau workers followed the outline a little more closely than the children's workers although there was not a great difference.

Rule 30 states, "The foster mother or another adult of the family must be able to demonstrate that they have adequate time for the care of the foster children." The outline states; "It is assumed the boarding mother will not be employed outside the home."

In only 2 percent of the bureau homes was the mother employed outside the home. In 8 percent of the children's workers' homes the boarding mother was employed. However in 10 percent of the latter cases this was not recorded. In 98 percent bureau cases and in 82 percent children's workers' cases the boarding mother was known to be in the home full time. Thus in 90 percent of the total cases, the boarding mother was not employed.

There might not have been as much variation had the children's workers' recorded the information as suggested in the outline, however, at this time more accurate information was available in the bureau worker's cases.

Rule 23, "All members of the household must be in such physical and mental health as will not affect adversely either the health of the child or the quality and manner of his care."

An item shown in the outline under "Members of the Family as Individuals" states, "Physical condition and general health history. Note any serious illness or operations." "Personality and attitudes, ...Note any evidence of sensitiveness, seclusiveness, violent temper,

swings of moods, exaggerated attitude on any subject."

In 84 percent bureau cases and 88 percent children's workers' cases, a total of 86 percent of the cases read included some mention of the physical and mental health of the foster family.

Rule 23 also states, "A statement from a qualified physician shall be required indicating there are no health problems in the household detrimental to the foster children".

The department supplies two forms, one CD-BH-16[13] a physical examination blank for boarding home applicants and CD-BH-16a[14] letter authorizing the physician to release information regarding the health of the family.

Manual item 658 explains the purpose of the physical examination, relates it to Rule 23 and specifies that "each family will be asked to sign form CD-BH-16a, permitting release of medical information". It further outlines the procedure for the worker to follow in filing form CD-BH-16 in the county file. This area of procedure is outlined in more detail than any other in the manual.

In asking whether either of the above mentioned forms were on file, included under "yes" was any in which the consultant stated there was a written report from a physician on the premise that if that were in file, permission to release information would probably have been sent to the doctor with the physical examination blank at an earlier date.

In 45 percent of the bureau cases and in 70 percent of the children's workers' cases, a total of 58 percent of the cases reviewed, was

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13 See Appendix 5
14 See Appendix 6

the procedure followed. In this area the bureau workers were much more lax in following instructions than the children's worker.

Rule 45 states, "Each person in charge of a boarding home shall keep a record of the child's name and age and the date of his entry and discharge".

Rule 46, "If the child is placed directly by parents or relatives and is not known to a public or private child-placing agency, the following information shall also be recorded:

Names of parents and/or relatives.
Address and telephone number of parents or relatives.
Places and hours of employment of parents or relatives.
Instructions for reaching the parents or relatives.
Name, address and telephone number of the family physician.
Name, address and telephone number of another person who might be reached in case of emergency.
The boarding agreement with the parents or relatives, including the rate of pay for care.

Manual Item 670, Section 4 of Act 47 and Section 45 and 46 of the Rules and Regulations require boarding parents to keep records for children under care. The Boarding Home Record (BH-3)[15] is the form prescribed for this purpose. It is the responsibility of the worker to ascertain that each licensee has the form and that it is being used as required.

It was not known whether the use of the BH-3 was explained. Some consultants felt it was so routine that it would be done without its inclusion in the record. The state office believes that this might be a tool to be used in opening new areas for discussion in making the boarding home study and, if so, the manner in which it was used should be recorded as well as the feelings of the boarding parents.

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15 See Appendix 7,8

In only 30 percent of the Bureau of Social Aid cases and 16 percent of the children's workers' cases, a total of 23 percent of all cases was the use of this form explained. It was not felt, however, that these are valid figures as in over 80 percent of the total cases, there was a copy of one or more BH-3 forms in the file. As the form is sent out from the state office, with complete instructions for its use, at the time the license is issued, it could have been explained or not. Its use as other than a routine form to be forwarded by the client was not indicated.

The Foster Child

The department outline has one section, which included detailed information requested under "The Foster Child". Whether there were children under care at the time of the study and whether the study related to them, to other particular children or to child care in general was part of the study.

In 66 percent of the bureau cases, 60 percent of the children's workers' cases and 63 percent of the total cases, children were found in the home at the time of the study.

TABLE 8

RELATION OF THE STUDY TO TYPE OF CHILD CARE

Study Related to	Bureau Social Aid	Children's Worker	Total
child in home	50%	42%	46%
other particular child	15	18	16
child care in general	63	64	63

It will be noted there is an overlapping in some of these cases; it was indicated there was an interest in both a particular child or children and in child care in general. In this particular area the bureau and the children's workers show the same results, in total. The study also indicates that if a foster family is interested in boarding particular children, they are apt to take them into the home first and apply for the license afterwards.

The majority of homes had only one child in them, if any, and in only two - one a home serviced by the bureau and one serviced by the children's worker - were there more than the four children allowed under a boarding home license. The children in the homes at the time of the study had been there for a period of a few days to over a year. In a total of 37 percent of the cases, it was not known how long they had been in the home. This may have been failure to record what the worker knew.

The interest in child care in general would be an indication that the home study should be as complete as possible as the boarding parents might take in any child rather than one of particular sex, age or type even though the worker might place limitations on the license.

In the department outline, the section on the foster child includes the type of child wanted and specifications as to age, sex, number of children, type of care, as well as attitudes and relationships of the entire family. In order to provide a "minimum of information" these should be included.

In the majority of cases, 86 percent, the workers had discussed the type of children wanted. In this area there was little difference

between the bureau workers and the children's workers. This was also true in the discussion as to the kind of care they wished to give; full time or day care, a combination of the two and/or adoption. A total of 90 percent of the cases included this. While attitudes of members of the family towards boarding children and the motives for taking children were discussed in the majority of the total number of cases, it was found that more of the children's workers' cases mentioned the first two than did those of the bureau workers.

The motive of the boarding family for taking foster children was discussed by a much larger percentage of the children's workers (90 percent) than by the bureau workers (68 percent).

Boarding arrangements between the family and parents were discussed in only 67 percent of the total number of cases, however, there was little variation between the number of bureau workers and children's workers who included this item.

This was also true as to which workers had discussed this area with the clients and actually recorded the conversations as 82 percent bureau workers and 85 percent children's workers, a total of 83 percent commented that they had discussed motives, children and type of care with the clients.

References

The department outline includes the heading "Estimate of the family by references".

References were secured in 93 percent of the total number of cases. There was almost no variation between the two groups; each appeared to be aware of the necessity for further checking on the family. The manner in

which they were secured, however, was slightly different.

The department outline states, "Local references are to be interviewed; written statements should be obtained from those who live in another county". "Interviewed" for the purposes of this study is considered as a personal interview. From this it appeared that the majority of references secured by the bureau were by personal interview. The largest number secured by the children's workers were obtained by telephone. Approximately 43 percent of the total number of cases showed that references were secured by mail. There was some overlapping, however, as in almost every case, it was noted that more than one of the above methods were used.

The children's workers, however, evaluated many more of the references than did the bureau workers. In only 73 percent of the total number of cases were they evaluated although in a number of cases the consultant commented, "It is impossible to evaluate a written reference".

Impressions

One of the department outline headings, "Impressions" indicated that the workers feelings regarding the strengths and weaknesses of the home and family should be included as well as the family's ability to work with boarding children.

In the majority of the total number of cases, 82 percent, the boarding home study included a brief paragraph giving the impressions of the worker. It was noted, however, that the proportion of bureau workers including this item was slightly higher than the proportion of children's workers. It was interesting to note, also, that the

consultant reading the case was more apt to comment, "very brief", "should include more", "not detailed enough" on the bureau cases while the children's workers cases indicated "good coverage", "appears to be aware of the situation".

The picture was reversed as far as the details included as the strengths and weaknesses listed. While a total number -76 percent- of the cases showed that this was included, it was in only 64 percent of the bureau workers as against 88 percent of the children's workers' cases. This was one area in which those intangibles were apparently more important to the worker with some social work training.

Certification

Item 659, "All recommendations to issue a license will be made on BG-Transmittal Card (CD-BH-8).[16]

Under recommendations, which is a main heading in the department outline it specifies "State specifically the number, age and sex of children for which you are recommending a license and whether for full time or day care only".

This was one section which was difficult to relate to the policy as quoted above as it apparently is not general policy to keep a copy of the transmittal card in the county file. It is assumed that the card must have been forwarded to the state office or the home would not have been licensed. If the form had been incorrectly completed there would have been a memo from the state office in the county file.

In only 7 percent of the cases was it shown that this form was not used correctly. In 33 percent of the bureau and 60 percent of the children's workers' cases, there was no copy of the form and no comment regard-

16 See Appendix 9

ing it. As in these files there was no indication that an incorrect form had been used and the home was licensed at the time the review was made, this group was combined with those in which it was known that the correct form was used. This made a total of 92 percent of the cases in which the CD-BH-8 was correctly used. However, in approximately 13 percent more children's workers' cases were correct forms used than in the bureau workers'.

CHAPTER V

SUMMARY

The conclusions drawn from the previous material indicate that the Bureau of Social Aid workers tend to be more prompt in following up requests for licensing. They were more controlled by procedural requirements. They followed the outline more closely but were less apt to include details; their studies were much more brief. The fact that they made fewer home calls and interviewed fewer members of the family might indicate their work was not as thorough. They were more aware of the physical properties as shown by the fact that more of them gave a description of the house, were more aware of housekeeping standards. They also used the specified state office forms more completely and more often.

The children's workers, according to this study, were less held to procedural requirements yet showed a greater awareness of relationships. They included more detail under attitudes, strengths and weaknesses of foster homes. Their social histories, while not included in a significantly larger number of cases, tended to be more detailed and showed an awareness of intangibles. They did not use the department forms as often as the bureau worker; however the same material was apt to be included in process recording. They made better use of the forms relating to physical health conditions and to the family itself, not to the licensing process.

In both cases, it appeared there was a failure to record their material adequately. There was little difference in the manner in which the applications were completed. Both groups were aware of health conditions in the home, in marital status and finances, although in the latter, the children's worker included more detail. Both appeared aware of the importance of physical and mental health in the family and the

growth of the foster child. Both included the type of care and type of child wanted, although it was wondered as to the understanding of the implications that child caring in general might make to the type of study necessary. Both contacted references although the children's workers evaluated the references in more cases while the bureau workers made more personal interviews. Both groups were aware that their impressions should be included in the home study. In this area, however, bureau workers' impressions were given while the children's workers' impressions were implied. Thus it appears that the bureau worker was more aware of the tangibles while the children's workers included the intangibles also.

Conclusions

While the general coverage indicated that through the licensing program the physical, mental and emptional growth of children in foster homes in Michigan is being safeguarded, it is also indicated that present procedures may not be as effective as they could be.

Information gathered in this study indicated:

1. The present procedure is effective in the majority of cases.
2. Measures should be worked out to help the workers use present procedures more effectively.
   a) Coordination and clarification of policies and procedures.
   b) Emphasis on and instructions as to use of policies and procedures.
3. More complete recording of material should be encouraged.
4. Differential procedures for bureau workers and children's workers are not indicated.
5. Differential procedures for trained and untrained workers are not indicated.

With reference to the Kent County study mentioned earlier, the results of the two studies were similar. In the earlier one it was found that "licensing procedures seemed to have been followed carefully and without any particular difficulty".[18] In this study licensing procedures were followed although perhaps not as carefully as they could have been. In both studies, there was factual information with emphasis on relationships, the financial information was inadequate as were the descriptions of fire and health hazards. The main differences were that the references were seen in person and the cases processed within a shorter period of time in the earlier study. The increase in the boarding home program over the past five years could well account for the latter. In the Kent County study also it was found that the general coverage was satisfactory but "it is strongly urged that institutes be held on recording."[19] Other than these points the earlier study was too brief for comparison.

Implications of the Conclusions

The conclusions drawn from this study indicate that routine investigation and licensing may well be done by untrained workers, providing specific instructions are worked out for them and there is an emphasis on their use. While the quality of work will probably not be as high as that done by trained workers, minimum standards will be met.

With the shortage of trained workers and in many cases the unavailability of funds for them, there need by no fear of using untrained workers.

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18 Administrative Review of Kent County - Michigan State Department of Social Welfare - 1950.
19 Ibid.

The inadvisability of different procedures for the two groups also means that two sets of standards for clients, depending on where the case happened to be assigned, would not be used. All should operate under the same rules.

For the Department of Social Welfare, this study verifies the assumption that the present licensing requirements, while adequate, could be more effective if coordinated and clarified. Standardization of procedures would assure routine, dispel confusion over manner in which work should be done, eliminate loss of time and unnecessary correspondence. Organizational relationships might also be improved when all workers had a mutual understanding of duties and responsibilities.

Some areas which should be emphasized were brought out in this study and could be used as a basis for in-service training. Written material, well organized and coordinated and used as a guide for action, would aid in clarification of problems which arise in training. In-service training meetings have been held for children's workers but usually not for bureau workers. Thus such training might be helpful in creating a better awareness of relationships within the foster home and between the boarding family and the foster child.

In closing, a statement by Grace Abbott, while made a number of years ago, would still hold true today. "The task is never completed. Standards change as new methods of organization and treatment are developed. The state department of public welfare should assume that the task is a progressive one. Annual licensing makes this possible with a minimum of friction if it is skillfully and, as necessity requires, courageously used."[20]

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20 Grace Abbott, The Child and the State (Chicago; University of Chicago Press, 1938) II, 19.

APPENDIX

1 Map showing areas reviewed

2 Rules and Regulations for Inspection and Licensing of Boarding Homes, The Michigan Boarding Home Law

3 Michigan Department of Social Welfare, Children's Division, Outline for the Study of a Foster Home

4 Application for License to Conduct a Boarding Home for Children (BH-1)

5 Form letter, CD-BH-16a

6 Physical Examination Blank for Boarding Home Applicants, CD-BH-16

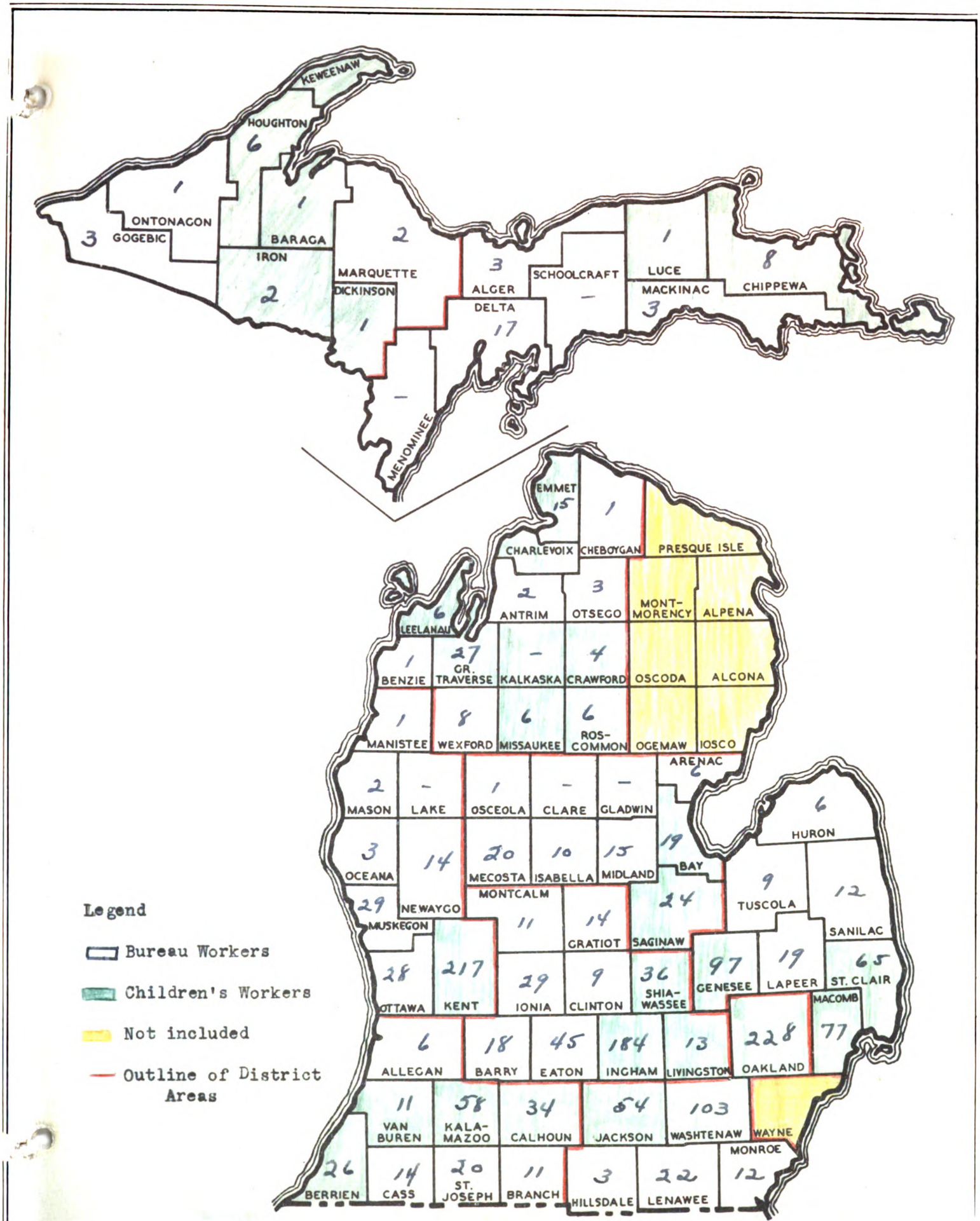
7 Instructions for completing Boarding Home Record (BH-3)

8 Boarding Home Record Form (BH-3)

9 Boarding Home License Transmittal Card, (BH-8)

10 Schedule III - Initially licensed boarding homes

Distribution of total Number of Independent Boarding Homes in Areas Studied



STATE OF MICHIGAN

THE MICHIGAN BOARDING HOME LAW

Rules and Regulations for Inspection
and Licensing of Boarding Homes

STATE DEPARTMENT OF SOCIAL WELFARE
Lansing Michigan

MICHIGAN SOCIAL WELFARE COMMISSION

L. G. Christian, M. D., Chairman

C. H. Runciman, Vice Chairman

Mrs. A. A. Banks, Jr.

George S. Fitzgerald

Harry J. Trainor

* * * * * *

W. J. Maxey, Director
State Department of Social Welfare

* * * * * *

May 1953

Contents

THE PURPOSE OF THE BOARDING HOME LAW

The following law, as well as the rules and regulations by which the law is administered, is Michigan's way of protecting all children who are not living with parents, relatives or guardians. The law and the licensing process, as described herein, are not intended to make it difficult for individuals to offer boarding care to children, but is the State's way of seeing that only those that are able to give good boarding care may take children into their home.

The boarding home is any private home in which minor children are given care for specified periods described in the law. This applies to children who are under the age of 17 years.

The term boarding home in the law applies to all types of foster homes. This includes the so-called free home, work or wage home, as well as the home in which money payments are made for board. It does not include adoptive homes. There is no fee charged for a boarding home license.

This boarding law which has as its purpose protecting children, carries a penalty if children are boarded without a license. By law, this is a misdemeanor and the penalty is $25 to $100, or imprisonment in the county jail, not less than 30 days or more than 90 days, or both fine and imprisonment.

THE MICHIGAN BOARDING HOME LAW

Act 47, P.A. 1944, First Extra Session
Being Sections No. 722.101 - 722.108, C. L., 1948
As Amended by Act 97, P.A. 1951, and Act 185, P.A. 1952

AN ACT to provide for the licensing of child welfare agencies and for the regulation and supervision of the care and placement of minor children; to provide penalties for the violations of provisions of this act; and to repeal certain acts and parts of acts.

722.101 CHILD WELFARE AGENCY, BOARDING HOME DEFINED; MINOR CHILDREN.

Sec. 1. Any agency or institution not a governmental unit having as 1 of its functions:

(1) to receive minor children for care, maintenance, training or supervision, and notwithstanding the fact that the care includes educational instruction; or

(2) to receive minor children for placement in a family home with a view toward adoption or for boarding home care; or

(3) to care for unmarried mothers and their children shall be deemed to be a child welfare agency.

Any private home in which 1 or more minor children are given care, including food or lodging, and supervision, including a home where the child or children work whether or not such child or children receive a consideration for such work, for periods of 4 or more hours per day for 2 or more consecutive weeks, unattended by a parent or legal guardian, except children related to an adult member of the household by blood or marriage shall be deemed to be a boarding home.

"Minor children" for the purposes of this act shall mean children under the age of 17 years.

HISTORY: AM. 1951, ACT 97, EFF. SEPT. 28.

722.102 DEVELOPMENT OF STANDARDS OF CHILD CARE; ENFORCEMENT OF ORDERS; COOPERATION WITH OTHER AGENCIES.

Sec. 2. The department of social welfare shall be responsible for the development of adequate standards of child care and after consultation with the department of health and the department of public instruction shall make, prescribe and publish such rules and regulations governing child welfare agencies and boarding homes, not inconsistent with the provisions of this act, as shall be deemed necessary or advisable to effect such standards, to protect the best interests of minor children, and to carry out the purpose of this act. Any reasonable order of the department fixing minimum stand-

ards of care and supervision, personnel, food, sanitation and fire protection, may be enforced through injunction in the circuit court of the county where such a home or agency, as the case may be, is located, through proper proceedings instituted by the attorney general on behalf of the department.

Such rules and regulations shall, as to child welfare agencies or boarding homes providing educational programs, include requirements as prescribed by the superintendent of public instruction with regard to the educational program, qualifications of teachers, conditions under which teachers are employed, and necessary equipment and special services.

In order to improve standards of child care the department of social welfare shall also cooperate with the governing bodies of child welfare agencies and assist the staffs thereof through advice on progressive methods and procedures and suggestions for the improvement of services.

HISTORY: AM. 1952, ACT 185, EFF. SEPT. 18.

722.103 LICENSE FOR MAINTAINING CHILD WELFARE AGENCY OR BOARDING HOME.

Sec. 3. License for maintaining a child welfare agency or boarding home. No person, firm, corporation, association or organization may establish or maintain a child welfare agency or boarding home unless licensed to do so by the department of social welfare. Applications for such license shall be made on forms provided by the department and in the manner prescribed. Before issuing such license the department shall investigate the activities and standards of care of the applicant and if satisfied as to the need for the agency or boarding home, its financial stability, the good character and intent of the applicant, and that the equipment of the agency or boarding home and its services are conducive to the welfare of children, a license shall be issued. A provisional license may be issued to any agency or boarding home whose services are needed but which is temporarily unable to conform to all the rules and regulations of said department as provided in section 2 hereof. All licenses shall be in force for 1 year from the date of issuance unless revoked as authorized by section 5 of this act and shall be reissued annually on application, except that a provisional issuance may be in force for not more than 3 years. Each license shall specify in general terms the kind of child welfare work the licensee is authorized to undertake, the number of children that can be received or maintained and their ages and sex, and whether authorized to place and supervise children in family boarding or adoptive homes.

722.104 SUPERVISION; INSPECTION; RECORDS AND REPORTS; REPORT OF CHILD NOT PLACED BY PROBATE COURT OR AGENCY; RECORDS CONFIDENTIAL.

Sec. 4. The department of social welfare shall have authority at

any time to investigate and examine into the conditions of any home or other place in which a licensee hereunder receives and maintains or places out children, and shall have authority at any time to examine and investigate the books and records of any licensee hereunder; and it shall be the duty of such licensee to admit the members of said department and to furnish all reasonable facilities for thorough examination of its books, records and reports. The department of health may visit any licensee to advise on matters affecting the health of children and to inspect the sanitation of the buildings used for their care. Each licensee shall keep records regarding each child in its control and care as the department of social welfare may prescribe and shall report to said department, whenever called for, such facts as it may require with reference to such children upon blanks furnished by the department. Licensed boarding parents shall inform the department of social welfare whenever they receive a child not placed by the probate court or a licensed child-placing agency and give its name, sex, age, the names and addresses of the parents and the name and address of the person who placed the child in care. They shall also notify the department whenever they terminate care of the child and give the name and address of the person who received the child. All records regarding children and all facts learned about children and their parents or relatives shall be deemed confidential and disclosure of this information shall be properly safeguarded by the agency and the department.

HISTORY: AM. 1951, ACT 97, EFF. SEPT. 28.

722.105 REVOCATION OF LICENSE; NOTICE OF HEARING.

Sec. 5. Revocation of license; violation. The department of social welfare may revoke any license of a child welfare agency or boarding home in case the licensee shall have wilfully and substantially violated any provision of this act or the rules and regulations of said department as provided in section 2 hereof. No license shall be revoked or renewal refused, unless the holders of such license shall have been given notice in writing of the grounds of such proposed revocation or refusal. If such revocation or refusal is protested within 30 days of receipt of said notice by a writing addressed to the social welfare commission, said commission or someone designated by it shall conduct a hearing at which an opportunity is given to said licensee to present testimony and confront witnesses. Notice of such hearing shall be given to said licensee by personal service or by delivery to the proper address by registered mail, at least two weeks prior to the date thereof. If notice of the proposed revocation or refusal is not so protested the license may thereupon be revoked or renewal thereof refused.

722.106 APPEAL; TRANSCRIPT OF PROCEEDINGS; ACTION STAYED.

Sec. 6. Any person aggrieved by the decision of the department under sections 3 or 5 of this act may, within 10 days after the revocation or refusal to issue or renew his license, take an appeal or certiorari to the circuit court of the county in which he resides by filing with the clerk of the court an affidavit, setting forth the substance of the proceedings had before the department and the errors of law or questions of fact upon which he relies, and serving any member of the department with a copy thereof.

The department shall, within 10 days of the service of such a copy, file with the clerk of said court a transcript of the proceedings had before it. The circuit court shall thereupon be vested with jurisdiction to hear and determine the questions of law and fact involved, as in certiorari or appeal from justices of the peace: Provided, That, if the department prevails the judgment of the circuit court shall be that the decision of the department be affirmed, and if the licensee prevails, the judgment of the court shall be that the revocation be set aside or the license issued or renewed, as the case may be. Pending the hearing of the certiorari or appeal, the action of the department revoking or refusing renewal of the license shall be stayed.

722.107 PLACEMENT OF CHILDREN IN FAMILY HOMES.

Sec. 7. Placement of children in family homes. No person other than the parent or guardian of the person of a child or one related by blood or marriage, and no firm, corporation, association or organization, or agency thereof, other than a licensed child welfare agency or a governmental unit may place any child in the control and care of any person or place such child for adoption.

722.108 MISDEMEANOR; PENALTY.

Sec. 8. Penalty. Any person, or agent, representative or officer of any firm, corporation, association, or organization, who violates any of the provisions of this act shall upon conviction, be deemed guilty of a misdemeanor; and shall be fined not less than $25.00 nor more than $100.00 or imprisoned in the county jail not less than 30 days nor more than 90 days, or both such fine and imprisonment in the discretion of the court. Whenever any agent, representative, or officer of any firm, corporation, association, or organization shall be convicted under authority of this act, such conviction shall be sufficient ground for the revocation of the license of any such firm, corporation, association, or organization, and the person so convicted shall not be granted a license or be permitted to be connected directly or indirectly with any licensee for a period of 10 years thereafter.

RULES AND REGULATIONS FOR THE INSPECTION AND LICENSING OF BOARDING HOMES FOR CHILDREN IN MICHIGAN

(As adopted by the Michigan Social Welfare Commission October 1, 1946, after approval by the Attorney General, and filed with the Secretary of State as required by Act 88, P.A. 1943.)

In accordance with the authorities and responsibilities stated by Act 47, first extra session 1944, the Michigan Social Welfare Commission has established the following rules and regulations governing standards and requirements for the inspection and licensing of boarding homes for children.

INSPECTION AND LICENSING

1. The boarding home shall be inspected and approved by a duly authorized representative of the Michigan Social Welfare Commission prior to the issuance of a license.

2. The license shall be renewed annually, providing a written approval from a duly authorized representative of the Michigan Social Welfare Commission and the renewal application completed and signed by the family are received by the Social Welfare Commission.

3. No home shall be licensed for more than four children, except that, when it is desirable for brothers and sisters of one family to be kept together, or when some other special need exists, exception to this limitation may be made only by the Michigan Social Welfare Commission.

4. No home shall be licensed to provide care at any time for more than two infants under one year of age, including children of boarding parents, except by special permission in writing from the Michigan Social Welfare Commission.

5. For special licenses granted under rules 3 and 4, approval by the Welfare Commission is contingent upon the written reports of the health and fire departments.

6. The license applies only to the residence at the time application for license is made and a change of residence automatically terminates the license. The licensee shall notify the Michigan Social Welfare Commission or the agency or person for whom the children are being boarded of change of residence prior to such change.

7. The licensee shall not accept more children than the maximum specified in the license. If additional room is available or other changes warrant an increase in the license, the licensee

or the supervising agency shall request the Michigan Social Welfare Commission to increase the authorized number of children which may be boarded in the home.

8. Any change in the condition of the boarding home which might in any way affect the best interests of the children boarding therein shall be reported immediately to the State Department of Social Welfare and to the agency or person for whom the children are being boarded.

THE BOARDING HOME

9. The home shall be clean, sanitary, free from vermin (insects and rodents), and in good repair. The home shall provide for reasonable comfort and well being of the household and shall not be overcrowded.

10. The home shall be so constructed, arranged and maintained as to provide adequate protection for the health and safety of the occupants. No room in a basement shall be occupied for living purposes where more than one-half of the room height is below grade on the wall or walls where windows are located. Representatives of the health department or fire marshal's office shall be admitted to the home at any time for purpose of inspection.

11. The heating equipment shall have a proper capacity, be so located and operated as to maintain a temperature of approximately 70 degrees under average winter weather conditions

12. Ventilation shall be provided in all rooms where children eat, sleep and play, by windows which can be opened.

13. Window space and artificial lighting shall be sufficient to prevent eyestrain.

14. All outside doors and windows in rooms where food is prepared, served or eaten, sleeping rooms and bathrooms shall be screened in the fly and mosquito season.

15. The home shall be provided with an ample supply of safe water. If the water is obtained from a well, the supply shall conform to the regulations for semi-public ground water supplies issued by the Michigan Department of Health.

16. The sewage disposal system shall meet state or local health department requirements as provided by Act 273, Public Acts of 1939.

17. Garbage shall be placed in covered containers and disposed of at regular intervals.

18. All milk used shall come from cows that have been tested for tuberculosis and Bangs disease and found to be free of these

diseases. When purchased, milk, cream and milk products shall come from sources approved by the department of agriculture and shall be pasteurized when pasteurized products are reasonably available.

19. Refrigeration or cold storage space shall be available for the care of perishable foods.

20. Comfortable beds shall be provided and shall be kept in a clean and sanitary condition at all times; the bedding shall be adequate and suitable to the season.

21. Each child shall be provided with a clean towel, washcloth, comb and toothbrush.

22. Play space shall be available free from hazards which might be dangerous to the life and health of the children. The play area shall be kept free from litter, rubbish and inflammable material at all times.

THE BOARDING FAMILY

23. All members of the household must be in such physical and mental health as will not affect adversely either the health of the child or the quality and manner of his care. The family shall be willing to have this fact verified to the satisfaction of the supervising agency and/or the state department of social welfare, and to arrange for any required medical examination. Kahn test, chest X-ray, stool examination for typhoid, or other laboratory tests shall be required if the history indicates the need. A statement from a qualified physician shall be required indicating there are no health problems in the household detrimental to the foster children.

24. Members of the boarding family shall be of good character, habits and reputation; relationship within the family shall be such that a wholesome atmosphere for the child will be assured.

25. All members of the boarding family shall be willing to accept the boarding child into the home as a member of the family group.

26. The persons in charge of the boarding home shall be of suitable age and temperament to care for children; shall understand the needs of children; shall be capable of handling an emergency situation promptly and intelligently; and shall be willing to cooperate fully with the children's own parents and/or the supervising agency.

27. The boarding family should be composed of a father and mother about the same age as parents bringing up their own children. The applicant shall not be over sixty-five years of age. Exception may be made at the discretion of the Social Welfare Department.

28. The number of persons in the home at the time of application shall be taken into consideration and be a basis for fixing the maximum number of children to be maintained in the home.

29. A home accepting adult roomers and boarders shall not be licensed for boarding children except in cases in which the roomers or boarders are relatives or friends who have resided with the family over a period of years and are considered members of the family.

30. The foster mother or another adult of the family must be able to demonstrate that they have adequate time for the care of the foster children.

31. No boarding, convalescent or nursing home which provides care for chronic patients or the aged shall be licensed as a boarding home for children; except that in unusual circumstances a license may be issued to meet the necessity of a specific child.

32. The financial status of the boarding family must be secure; there must be some definite income which is adequate to care for the family needs.

33. Infants and young children shall never be left alone without competent adult supervision.

34. A home shall not be licensed in which any member of the household is mentally ill or on convalescent status from a mental hospital.

35. A home shall not be licensed in which any member of the household is an inmate of a penal or correctional institution or on parole or probation, without consultation with the state department of corrections.

THE BOARDING CHILD

36. The daily routine shall be such as to promote good health, rest and play habits.

37. The responsibility for the child's health care shall rest with the boarding parents, who shall cooperate with the parents or the child placing agency, public or private, and the physician and health authorities in the community.

38. Any child showing signs of illness such as a running nose, watery eyes, flushed cheeks, rash, cough, apparent rise in temperature or vomiting shall be isolated promptly from other children in the home. Any child suspected of having a communicable disease shall be reported to the local health officer.

39. In case of sickness or accident to a child, immediate notice shall be given to the person or agency who placed the child; adequate medical care shall be given meanwhile.

40. Each child shall sleep alone or with only one other child of the same sex. Boys and girls over 5 years of age shall not sleep in the same room. Children shall, under no circumstances, occupy beds with adults. Sleeping rooms should provide adequate opportunities for rest and privacy.

41. The daily diet shall be varied, adequate and wholesome. It shall include sufficient quantities of milk, eggs, meats, fruits, vegetables, whole grain cereals, and bread. Food for infants shall be subject to the direction of a competent physician, clinic or health department.

42. The children boarded shall be given opportunity to attend school until 16 years of age; household or farm tasks shall not be allowed to interfere with schooling.

43. The boarding parents shall be responsible for providing opportunity for the religious education and attendance at religious services of the children in accordance with the religious affiliation or expressed wishes of their parents, or agency responsible for their care.

44. Problems of child training shall be handled with sympathy and understanding. Severe corporal punishment shall be a basis for revocation of license.

RECORDS REQUIRED

45. Each person in charge of a boarding home shall keep a record of the child's name and age, and the date of his entry and discharge.

46. If the child is placed directly by parents or relatives, and is not known to a public or private child-placing agency, the following information shall also be recorded.

Names of parents or relatives.

Address and telephone number of the parents or relatives.

Places and hours of employment of parents or relatives.

Instructions for reaching the parents or relatives.

Name, address and telephone number of another person who might be reached in case of emergency.

Name, address and telephone number of the family physician.

The boarding agreement with the parents or relatives, including the rate of pay for care.

Appendix 2

Appendix 3

MICHIGAN DEPARTMENT OF SOCIAL WELFARE
CHILDREN'S DIVISION
OUTLINE FOR THE STUDY OF A FOSTER HOME

This outline is intended as a guide to what should be discussed and unde during the procedure of studying a home and what should be recorded as a mary of the home study, on the basis of which the home is evaluated and decision made as to whether it is suitable for use.

Purpose of Study

The suggested content presupposes that the foster home study is based on work method and that there is a process in which the applicants and the worker participate, from which should result:

(1) an understanding on the part of the worker as to the kind of f that is applying.
(2) an understanding on the part of each of what the family can gi a foster child to further his physical, emotional, and social
(3) an appreciation of whether the family can share responsibility the well-being of the child with the worker and the child's ow ents.
(4) a knowledge of the financial status, the physical set-up and f ties for caring for a child.
(5) some preparation of the family for going on to care for a part child or for recognizing their inability to do so.

Participants in Study

The major part of the study is through the foster mother and the case wo It is necessary, however, to talk with the foster father and other membe the family in order to know them and to understand family relationships the attitude of all members of the family towards taking a child into th

Method of Study

It is presumed that the study will be made in a series of case work inte which are used for an exchange of information and discussion that will a the family in deciding whether they wish to become foster parents and th er in deciding whether they are capable of becoming foster parents. The views will also serve to establish a relationship by means of which the will learn how to continue to use the help of the worker, if they wish to in giving care to a child. These contacts usually will include an offic interview for application (there may be several office interviews, of co a visit to the home where other members of the family can be met and the ical facilities examined, a second home visit for further clarification strengthening of relationship and a selective use of references.

Such a study would require not only the exchange of factual information, sensitivity to attitudes, feelings and emotional tone that are observed interviews or revealed by the way in which past experiences and the pres one have been dealt with.

It is intended that most, if not all, of the factual information asked f the outline be obtained in general conversation with the prospective fos parents rather than by direct questions following the outline. However, material secured should be recorded in narrative form and generally orga according to the following outline:

Revised 6-16-

OUTLINE

Name of Foster Family: Surname: Husband's First N
Wife's First Name

Address:

Telephone:

Name of Agency:

Review made by:

Dates of visits with names of persons interviewed.

Source of Referral:

Social Service Exchange:

Clear names of applicants to find out if known to other agencies. If registrations, note in record.

Directions for reaching the home:

Give detailed directions for other workers who may need to call at th home at a future date.

Community:

Type of neighborhood: city, town, rural, racial and nationality char teristics.

Resources of community:

Health services - child health center, hospital, public health n ing service.

Education - State type of school and distance from home. Is tra portation available if too far to walk? Are there special provi for handicapped children? What is the attitude of the teacher, principal, or the school board toward receiving boarding childre Are there visiting teacher or guidance services available?

Religion - Describe family's church activities and facilities, an attitude toward religious training for children. Will they enco religious training and church activities?

Recreation - State recreation facilities in the neighborhood, fa ily's social and group activities, and give applicant's attitud toward recreation in child training. Are there parks, playgroun swimming pools, libraries, activities, commercialized recreation

Home:

Describe type and construction of home. Number of rooms, sleeping ar ments for family, including proposed arrangements for prospective fos child, light, heating, ventilation, refrigeration, play space. In fa homes give source of water supply and sewage disposal. Pamphlets are

available from the State Health Department on proper construction o wells and sewage disposal systems. Note condition of grounds, repa house; furnishings, comfortableness; possible fire hazards. Indica whether home is owned or rented and standards of housekeeping.

Members of the Family as Individuals:

Husband:

Circumstances of personal interview, where held, alone or with others. Reaction to being interviewed.

Physical condition and general health history. Note any seriou illnesses or operations.

Personality and attitudes, appearance, temperament, special int ests, types of recreation chosen for himself, hobbies, particip in community activities. Note any evidence of sensitiveness, s clusiveness, violent temper, swings of moods, exaggerated attit on any subject. Note attitude toward early life experiences, c members of the family group, religion and religious training, recreation, training and discipline and behavior difficulties c children, sex education, receptivity to new ideas regarding soc problems and to child training and study.

Social history; year and place of birth, racial origin, citizen time in United States, church connections, family background, e childhood and youth. General information about attitude past a present towards parents and brothers and sisters. Relationship them in early life and at present time. Type of training he re and his reaction to it. Give any significant physical or menta characteristics of family group. Formal schooling and special ing. Attitude toward educational opportunities and work achiev ment.

Wife:

Same as for husband and including history of past employment if

Children:

In order of birth, give full name, birth date, sex, health hist description of appearance, personality, conduct, school grade o occupation, intelligence rating if known, evidences of good or training. Include information on any children who have married left the home or who have died.

Other Members of the Household:

Give name, age, sex, occupation, health and place in the househ If they form a real part of the family group give description o appearance, personality, attitudes.

The Family as a Group:

Marital Status: Present marriage, date and place. Were there any u circumstances? If childless, why? Previous marriages of eithe band or wife. How terminated?

Finances: Occupation, income, and other resources: Give man's empl history, his present occupation, place of employment, length of ice with present firm and weekly salary. Information about lif ance, savings, and other assets indicating stability of family. Amount of debts outstanding may be significant. List any emplo of other members of the family. It is assumed the boarding mot will not be employed outside of the home. Note any work accept be done in the home. Are families receiving any form of public sistance? If so, explain fully.

Congeniality: Evidence of affection and harmony of interests, consid tion for each other and for all members of the family. Sources disagreement. Which is dominant personality? Atmosphere in the

Standing in the community and participation in community life.

The Foster Child

Type of child wanted - age, sex, number, appearance, nationality, fam background, personality, day care or full-time overnight care. What the attitude of each member of the household toward receiving boardin children? Is the foster father willing to accept boarding children a help them? How do own children feel about sharing things with boardi children? Indicate reasons why foster parents are interested in boar children, and relate these where possible to their attitudes regardin their own childhood, and their experiences as parents. Are they inte ested in children of a particular age? Sex? Will they be able and a they interested in caring for children with behavior problems? What of board do they expect to receive? Is money to be received for care their primary reason for boarding children? Discuss with them their ideas regarding discipline and care. Will they receive visits from t children's own parents with understanding? And understand that only the children work out their feelings about their own families will th be able to adjust in the boarding home? Will child be a member of th family group and participate in community activities.

Children now in the home - give name, age, school grade, legal status length of time in the home and any other pertinent information about child.

Give name, address, employment of natural parents; whether there is a vorce and where it was obtained; what responsibility and contacts the ral parents have with the children and any other important informatio cerning them and their relationships with the children and boarding h

What activity, if any is indicated, does the county plan in working w the boarding family, the boarding children and the natural parents?

Revised 1/14/

Estimate of Family by References:

Local references are to be interviewed; written statements should be tained from those who live in another county. Give name and addres of those interviewed, length of time they have known the foster pare whether they spoke freely or reluctantly, and had specific informati not. Give your evaluation of references interviewed. It is advisab contact other reliable individuals who know the foster parents. The county health department and county school commissioner can give per information in many counties. Clearance with physicians should be m accordance with procedures given in item 658 - Children's Division M

Impression:

State your impression of this home and the foster parents' ability t work with boarding children. What are their strong points. Their w nesses? Does the home offer the affection and understanding which e child needs? Indicate what kind of child would best fit into this h and why? Do you think the family would benefit by frequent supervis from you?

Recommendation:

State specifically the number, age and sex of children for which you recommending a license, and whether for full time or day care only. you suggest a provisional license, give precise reasons for doing so relation to the rules and regulations.

BH-1
Rev. 10-51

Appendix 4

APPLICATION FOR LICENSE TO CONDUCT A BOARDING HOME FOR CHILDREN

(Under Act 47, Public Acts of Michigan, first extra session of 1944, as amended)

State Department of Social Welfare
Lansing 4, Michigan

Date _____

Address of Applicant _____
(Number, Street or RFD) (City or Village) (Zone)

FAMILY COMPOSITION: *(Give information for all members of family living in the home)*

LAST NAME	FIRST NAME	BIRTH DATE	RACE	RELIGION	OCCUPATION OR SCHO
Man					
Wife					
Child			xxxx	xxxx	
Child			xxxx	xxxx	
Child			xxxx	xxxx	
Child			xxxx	xxxx	
Child			xxxx	xxxx	
Child			xxxx	xxxx	

OTHER MEMBERS OF HOUSEHOLD: *(Relatives, Boarding Children, Boarders, Roomers, Hired help, etc.)*

LAST NAME	FIRST NAME	AGE	RACE	RELATIONSHIP TO FAMILY	CONTRI RECEIVE

Telephone Number _____
(If none, give name and number of nearest telephone and distance)

Directions for reaching your home _____
(Include Section and Township, if in rural area)

_____

Military service of either boarding parent: Name _____ Dates _____ Branch of Service _____

OWN CHILDREN NOT LIVING IN THE HOME: *(If deceased, give date and age at time of death)*

LAST NAME	FIRST NAME	ADDRESS

If any members of the household are ill or handicapped, give particulars _____

_____

DATE AND PLACE OF MARRIAGE: _____ Maiden name of wife _____

If [illegible]er husband or wife were married previously, give dates and names _____

_____

HOME: Number of rooms _____ Number of bedrooms _____ Do you own, or are you buying or renting your

Length of time you have lived in present home _____

Describe sleeping arrangements for children and adults living in the home. **Include plan for prospective** boarding children. _____

_____ Will you have a separate bed for each boarding child? _____

WHY DO YOU WISH TO BOARD CHILDREN? _____

How many children do you wish to board? _____ Full time or day-care only? _____

Do you wish to board boys or girls? _____ Between what ages? _____ Religious preference _____

For whom do you plan to board children? Agency (Name) _____

Court (County) _____ Directly from parent or relative (Check) _____

Have you ever kept boarding children before? _____ If yes, give particulars (how many, dates, by whom placed)

_____

COMMUNITY: *(For each of the following indicate what facilities are available, their distance from the home, and means of transportation.)*

Grade School _____

High School _____

Religious education _____

Play and entertainment activities _____

REFERENCES: *(Give at least 5 persons not related to you, including your family physician and pastor)*

NAME	ADDRESS	OCCUPATION

If granted a boarding home license we hereby agree to comply with the following requirements:

1. We agree to notify the State Department of Social Welfare, within 48 hours, of each unrelated child received in our home for care who has not been placed by a licensed child-placing agency or probate court. We also agree to notify the department, within 48 hours, after each unrelated child is removed from our home.
2. We agree to notify the State Department of Social Welfare immediately of any change in our address or changes within our household.
3. If the child becomes ill we agree to notify the person or organization that placed the child with us and to see that medical attention is provided.
4. We agree to comply with the *"RULES AND REGULATIONS FOR BOARDING HOMES FOR CHILDREN"* as printed and issued by the Michigan Social Welfare Commission.

(Signed) _____ Husband

(Signed) _____ Wife

Agency: _____

Worker: _____

Date: _____

Appendix 5

STATE OF MICHIGAN

DEPARTMENT OF SOCIAL WELFARE

LEWIS CASS BUILDING
LANSING 13

DATE:

RE:

Dear Dr.

The family of the applicant whose signature appears below is interested in accepting children for boarding care and is applying for a boarding home license. In order for us to approve the home for a license we would like to know about the present health of the family and whether or not additional responsibility can be assumed without being detrimental to the physical or mental health of the family and whether the child will receive adequate health care. If you think that a license should be denied, a provisional license only be granted, or that there should be limitation as to the number, age or sex of boarding children, please indicate under "recommendations".

Very truly yours,

Signature

Title

Address

We hereby authorize Dr. to release to the State Department of Social Welfare information concerning each member of our family which will assist the Department in considering our application to board children in our home.

Signed:

Signed:

Date:

Appendix 6

CD-BH-16
October 1, 1947

PHYSICAL EXAMINATION BLANK FOR BOARDING HOME APPLICANTS

Name:_____ Address:_____

History of communicable disease in household:

Tuberculosis_____venereal disease_____typhoid_____recent diarrhea_____other_____

Remarks:_____

_____

_____

Smallpox vaccination. Date:_____ Schick test: Date:_____

Chest X-ray: Date:_____

Physical examination:

Special physical findings noted, indicating presence of disabling defects of communicable disea

_____

_____

_____

_____

_____

Laboratory findings if indicated:

Kahn_____

Nose and throat cultures_____

Stool culture_____

Other_____

This is to certify that I have made a physical examination of this applicant sufficient to determine
or absence of the diseases mentioned above. In my opinion the physical or mental health of this appl
that it will not adversely affect the care of foster children, except as may be herein indicated.

Recommendations:_____

_____

_____

Signed:_____

Date:_____

(Please return this form in the enclosed envelope.)

If you want a typewritten copy for your files, check here [ ] and one will be mailed to you.

INSTRUCTIONS FOR COMPLETING THE FORMS IN THIS BOOKLET

This record booklet contains forms which are to be completed by the boarding parents for each child in their home:

SECTION ONE: This section shall be completed when a child is received into your home. The Green and Yellow copies of this section must be sent to your county boarding home worker within 48 hours after a child is received.

SECTION TWO: This section shall be completed when a child is removed from your home. A child is to be considered removed from the boarding home when he leaves the home and there is no definite plan for his return at a later date. The Green and Yellow copies of this section must be sent to your county boarding home worker within 48 hours after a child is removed.

WHITE PAGE: The white page (third copy) is a carbon copy of sections one and two and is to be retained in the Boarding Home Record booklet as part of the record which you are to keep for each boarding child. On the back of this white page are places for additional information which is to be kept for each boarding child. You are referred to Rules 45 and 46 in the pamphlet "Boarding Homes for Children" in regard to this requirement.

Please answer all questions. Most are self-explanatory but a few may need specific instructions which are given below:

Previously in Boarding Home:

Give a Yes, No, or Unknown answer as to whether or not the child has been in another boarding home.

Type of Care:

Check Day-Care if a child is in the boarding home during the daytime only.

Check Full-time Care if a child is in the boarding home overnight whether for one or more nights per week.

Boarding Arrangements:

Check Paid if the board arrangement is for you to receive pay for caring for the child.

Check Free if the board arrangement is that you are not to receive any pay for caring for the child.

Check Work if the board arrangement is that the child is to receive wages, is to work for his

Appendix 7

BH-3
REV. 9-51

BOARDING HOME RECORD

SECTION TWO

(Please Print)

Child _____
LAST NAME FIRST MIDDLE

Birth Date _____
MONTH DAY YEAR

Child's Father: LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS OF FATHER _____ PHONE _____

Child's Mother: LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS OF MOTHER _____ PHONE _____

Date Child was Removed _____
MONTH DAY YEAR

Length of Time Child was in Home _____ MONTHS

Person Arranging to Remove Child from Home _____

LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS OF THIS PERSON _____ PHONE _____

RELATIONSHIP OF THIS PERSON TO CHILD

Why was Child Removed and Where did He Go? _____

SIGNATURE OF BOARDING PARENT

ADDRESS OF THE BOARDING HOME _____ PHONE _____

YOUR BOARDING HOME LICENSE NUMBER _____ DATE _____

(Please complete this section when a child is **REMOVED** *and*

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BOARDING HOME RECORD

SECTION ONE

(Please Print)

Child _____
LAST NAME FIRST MIDDLE

Birth Date _____ Previously in Boarding Home? _____
MO. DAY YEAR

Sex _____ Race _____ Religion _____

Child's Father: LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS OF FATHER _____ PHONE _____

Child's Mother: LAST NAME _____ FIRST _____ INITIAL _____

ADDRESS OF MOTHER _____ PHONE _____

Date Child was Placed in Home _____
MONTH DAY YEAR

Reasons for Placement (IF KNOWN)

Name of Person Arranging to Place Child in Your Home

ADDRESS OF THIS PERSON _____ PHONE _____

RELATIONSHIP OF THIS PERSON TO CHILD

Type of Care: Day-Care _____ Full-time _____ *(Check One)*

Boarding Arrangement: Paid _____ Free _____ Work _____ *(Check One)*

SIGNATURE OF BOARDING PARENT

ADDRESS OF BOARDING HOME _____ PHONE _____

YOUR BOARDING HOME LICENSE NUMBER _____ DATE _____

Appendix 8

Appendix 9

BOARDING HOME LICENSE TRANSMITTAL CARD **BH NO.**

Surname *Man's Name* *Woman's Name*

Col.	Code*	
1-41		Address:
42-43		
44-45		County of Residence:
50		Type of Home: (check one) ____1. Boarding Home ____2. Day Care ____3. Combination ____4. Special ____5. Other (specify)** ____6. Prov. Boarding ____7. Prov. Day Car ____8. Prov. Special ____9. Prov. Comb.
51-52		Certifying Agency:
53		Religion: (check one) 1.Cath.____2.Prot.____3.Jewish____4.Other(specify)**____
54-55		Number Licensed for and Specifications ____
56		*License Status: (check) 1. Original ____ 2. Renewal ____
57-58		*Year First Licensed:
59-64		BH No. - see upper right hand corner
66-69		*Date License Issued
70		*Type of License: (check) 1. Agency____ 2. Court ____ 3. Independent ____

BH-8
REV. 1-53

*To be entered by State Office Unit **Use reverse side of card

Send to: State Department of Social Welfare, Lansing, Michigan

Appendix 10

State of Michigan
Department of Social Welfare

Review of Boarding Homes

Schedule III - INITIALLY LICENSED BOARDING HOMES

Name of Boarding Parents _____ BH # _____

Address _____ County _____

Reviewer _____ Date _____

Type of Care: Full time _____ Day Care Only _____ Combination _____
Type of License: Standard ___ Provisional ___ Special ___ Provisional Special

I. APPLICATION

1. Is there a signed BH-1 on file? Date Completed _____.

2. Have all of the questions been answered? (List Main Omissions)

3. Was application acted on promptly and in relation to problems presented? (Show lapses of time and comment on reasons given)
   a. Date of initial request for license _____
   b. Date licensed _____
   c. Initial interview made in office?
   d. Initial interview made in home?
   e. Comments:

II. INVESTIGATION

1. Outline
   a. Does the study indicate that an outline, either Department or agency, was used in making the study?
   b. Comment on form of study, type of outline and general coverage.

Schedule III

2. Social Service Exchange
   a. Were the applicant's names cleared with:
      (1) the state office central index?
      (2) the local exchange?
      (3) If no exchange, were other agencies used?
   b. Comment on whether the clearance information was used properly. If other agency records were reviewed, were important facts included in study?

3. Home Visits
   a. List dates of home visits during period of study.

   b. Were both foster parents interviewed?
   c. Were they seen individually, together, or both ways?
   d. Were other members of the family seen? (Specify relationship)

   e. Comment on details of these facts.

4. Community
   a. Does the study include a general description of the community?
   b. Are the following resources or lack of them described?
      (1) Schools?
      (2) Religion and religious facilities?
      (3) Recreation?
      (4) Medical services?

Schedule III

5. The Boarding Home
   a. Are the following points covered in the study:
      (1) General description of home? (Condition of house and grounds)
      (2) Number of rooms?
      (3) Sleeping arrangements for family and foster child?
      (4) Housekeeping standards?
      (5) Light, heat, ventilation, and play space? (circle if omitted)
      (6) Fire hazards?
      (7) Health hazards?

6. The Boarding Family
   a. Is the social history of family included for following
      (1) Father?
      (2) Mother?
      (3) Own children?
   b. Does social history include identifying information for each member of the family; family relationships, education and special training of members of family; significant physical or mental characteristics; etc.

   c. Does the study include the marital status of the boarding parents? (Specify whether previous marriages; separated, divorced, widowed.)

   d. Is relationship of foster family covered?

   e. Does study include information about the financial status of the boarding family?
   f. Does information include the occupation, total income, other resources, type of employment, length of service with present firm, salary, information regarding life insurance, savings, and other assets.
   g. Is boarding mother employed outside the home?

h. Does the study include facts concerning the physical and mental health of the boarding family?

i. Is a CD-16 (Physical Examination Blank) and CD-16a (letter of authorization to secure physician's statement) on file?

j. Comments

k. Was use of the BH-3 explained

7. The Foster Child

a. Were children being boarded at the time of initial study?
   (1) If so, was home study related to the particular children in the home?
   (2) Was study related to other particular children?
   (3) Was study related to child care generally?

b. How many children were under care at time of initial study_____?
   (1) How long had they been under care?

c. Were the following included in the home study:
   (1) Type of child wanted, age, sex and number of children
   (2) Day care, full time, combination or adoption?
   (3) Attitude of each member of foster family toward receiving foster children?
   (4) Motive for taking children for foster care?
   (5) Boarding arrangements between foster family and own parents?
   (6) Does the study indicate that the above were discussed with the foster family?

8. Estimate of Family References

a. Were references secured? If so, in what manner?
   (1) by personal interview
   (2) by mail?
   (3) by telephone?

b. Were the references evaluated?
c. Was mechanical approval or disapproval given and received without any discussion?
d. Comment on above facts.

III. IMPRESSIONS

1. Does the home study include a brief summary giving the worker's impression regarding the suitability of the foster home, the ability of the foster parents to care for children, etc.?
2. If it does, are the strengths and weaknesses of the foster home and family listed - with some indication as to whether the positive factors outweigh the negative ones?
3. Comment on the above points:

IV. RECOMMENDATIONS

1. Are the recommendations in keeping with the rest of the information in the study?
2. Do they include specific facts covering number of children, age, sex, and any special or limiting factors which should be given consideration in view of the facts of the study?
3. Comment on the above. (Show whether recommendation was justified.)

V. PROVISIONAL LICENSE

1. Was special need for home established? Comment.

2. Was reason for recommendation discussed with boarding parents?
3. Is there a clear basis for not recommending a standard license?

VI. SPECIAL LICENSE

1. Was need for special license established? Give reasons.

2. Does study include written reports from following:
   a. Health Department?
   b. Fire Department?
   c. Comment on approval or disapproval.

VII. PROVISIONAL SPECIAL LICENSE

1. Is this a provisional special license? If so, complete Sections V and VI.

VIII. CERTIFICATION FORMS

1. If certification form (CD-BH-8) was used, was it completed correctly? If not, explain:

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