**Section 340.APPENDIX A Outline and Minimum Requirements for Foster Parent Law Annual Implementation Plan**

This Appendix lists the minimum requirements for the contents of the Foster Parent Law Annual Implementation Plan. These are presented in an outline that may be followed by Department regions and purchase of service agencies in development of the plan. Other formats are acceptable if the plan addresses each of the minimum requirements.

I. How the agency is addressing each foster parent right in the Foster Parent Law

II. How the agency is addressing each foster parent responsibility in the Foster Parent Law

III. Documentation of foster parent input into the development of the annual plan

IV. Foster parent notification

A. Documentation of notification to foster parents of availability of plan

B. Summary of foster parent comments

C. Summary of agency response to foster parent comments

V. Summary of agency response to public comments

VI. Explanation of how foster parents and other stakeholders are involved in developing and monitoring the implementation of the annual plan

VII. Summary of what worked well and response to deficiencies from prior year's plan, if applicable

1. Agency procedures for addressing foster parent grievances regarding violations of the Foster Parent Law and process for notifying foster parents of the availability of the grievance procedures

(Source: Amended at 33 Ill. Reg. 2202, effective January 31, 2009)