

Volume 1: Agency Standards
Chapter 2: Services to Families
Section 4: Homemaker and Parent Aide Services

1.2.4

Approved: 2008/07/02
Last Revised:

Homemaker and Parent Aide Services

This section focuses on the provision of homemaker and parent aide services under [section 13](#) of *The Child and Family Services Act*.

Section 1.2.2, [Voluntary Family Services](#), contains policy and standards relating to other family support services including culturally appropriate services.

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Services

[Section 13](#) of *The Child and Family Services Act* provides for the placement of a homemaker or parent aide with a family with the consent or in the absence of a parent or guardian. Subsection 13(2) allows for placing a homemaker in the absence of a parent or guardian for up to seven days. Subsection 13(3) lists the rights and duties of a homemaker. Subsection 13(4) pertains to parent aide services.

Family Support Service Agreements

[Subsection 13\(5\)](#) provides for an agency to enter into an agreement with a parent or guardian on a prescribed form for the placement of a homemaker or parent aide and to renew the agreement for one or more periods not to exceed six months.

[Subsection 15\(1\)](#) states an agreement entered into by a minor is valid. Subsection 15(2) requires a person who enters into such an agreement with an agency to provide financial information prescribed by regulation (see Section 1.2.6, [Service Agreements](#) for details).

Prescribed Forms

Schedule A of the [Child and Family Services Regulation](#) contains prescribed forms as follows:

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Form CFS-5 – Family Support Service Agreement
Form CFS-6 – Renewal of Family Support Service Agreement
Form CFS-10 – Declaration of Family Income

These forms cannot be changed other than by an amendment to the regulation. Printable versions are available through the Child and Family Services Information System.

Section 33 of the [Child and Family Services Authorities Regulation](#) transfers the power of the director under [subsection 15\(4\)](#) of *The Child and Family Services Act* to an agency's mandating authority. That authority may require an agency to submit all or any agreements for day care, homemaker services or voluntary placements under sections [12](#), [13](#) and [14](#) of the Act for approval.

Policy

[Use of Homemakers and Parent Aides](#)
[Agency Signing Authority](#)

Use of Homemakers and Parent Aides

Use of family support services under [section 13](#) of *The Child and Family Services Act* is consistent with an agency's duty under [section 7](#) to provide counselling, guidance and other services to families for the prevention of circumstances requiring the placement of children in protective care or in treatment programs and for the protection of children.

Family support services may be provided in any one or combination of circumstances when there are children unable to adequately care for themselves. The following examples could apply to single and two parent families:

- A parent or guardian is absent due to physical or mental illness, addiction, confinement, desertion or separation, and other adults or older siblings in the home are temporarily unable to care for a child.
- A parent or guardian is not able to assume full parental responsibilities due to physical or mental illness, addiction, confinement, emotional immaturity or inadequate parenting skills.
- A child is at [high or medium risk](#) of being in need of protection without the provision of a homemaker or parent aide.

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- One or more children in the home have special needs that cannot be met without in-home supports.

Family support services are inappropriate when any one or more of the following circumstances apply:

- The sole reason is to enable a parent to maintain employment.
- The needs of a child can better be met through other services and resources such as child (day) care or voluntary placement.
- Action is clearly indicated to intervene under Part III of the Act (see Section 1.3.1, [Child Protection Services](#)).

Agency Signing Authority

Consistent with provincial policy and standards in Section 1.7.5, [Delegation of Authority](#), an agency executive or regional director may delegate signing authority for family support services agreement (FSSA) forms to one or more persons in a managerial or supervisory role in the agency. Delegation must be in writing and a copy of the delegating instrument kept on file.

Persons who are given FSSA signing authority are expected to have a sound working knowledge of relevant provisions in *The Child and Family Services Act* and regulations.

Standards

1. **Placement of Homemaker or Parent Aide** – Placement of a homemaker or parent aide is based on [section 13](#) of *The Child and Family Services Act* and [policy](#) in this section relating to the use of family support services.
2. **Decision to Enter into a FSSA** – A decision to enter into a family support service agreement (FSSA) involves the following steps:
 - An [intake disposition](#) is made to open a case for ongoing services and, when applicable, [transfer](#) the case to a case manager or another agency.
 - The case manager completes an [assessment](#) of the family and child.
 - The case manager's supervisor reviews and approves the [care plan](#).

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- A decision is made regarding parental contributions in accordance with the requirements in Section 1.2.6, [Service Agreements](#).
3. **Signing of FSSA Forms** – A Family Support Service Agreement (CFS-5) and Declaration of Family Income (CFS-10) are completed and signed by a parent or guardian prior to or on the date a homemaker or parent aid is placed in the home with the consent of the parent or guardian. When a homemaker was placed in the home in the absence of a parent or guardian under [clause 13\(1\)\(b\)](#) of the Act, the forms are completed and signed on the date the parent or guardian returns to the home and there is a decision to continue providing family support services.
 4. **Completion of FSSA Renewal Forms** – A Renewal of Family Support Service Agreement (CFS-6) and, when applicable, the Declaration of Family Income (CFS-10) are completed and signed by the parent or guardian prior to the expiration of the initial agreement or previous renewal agreement.
 5. **Filing of FSSA Forms** – Original copies of the Family Support Service Agreement (CFS-5), the Renewal of Family Support Service Agreement (CFS-6) and Declaration of Family Income (CFS-10) are stored on the family protection (Prt) or voluntary family service (VFS) file (see [Case Categories](#) in Section 1.7.1, Service Records).