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DEPARTMENT OF HEALTH AND WELFARE
Statement
to
Legislative Research Committee
on
Foster Homes and Child Welfare Services
August 19, 1965

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HOMES FOR CHILDREN

The following material was prepared by the Maine Division of Child Welfare central office staff to assist the Legislative Research Committee in its study of homes for children. The material is organized into eight sections:

I Philosophy and Basic Principles in Child Placement; II Statutory Bases for Foster Care Activities of the Division of Child Welfare; III The Children Who Require Foster Care; IV Foster Family Homes; V Institutions; VI Continuous Improvement of Foster Care Services; VII Problem Areas; VIII Appendix.

I Philosophy and Basic Principles in Child Placement

Organized foster placement of children in the United States can be traced to the nineteenth century wholesale removal of large numbers of homeless and orphaned children from the increasingly crowded cities of the east to the farmlands of the rapidly growing middle west. Although many of these children were indentured, a practice which seems today to be unnecessarily callous and cold, the organizers of these ventures undoubtedly had good intentions and meant to have the best interests of the children at heart. Another development in the United States child welfare movement was the growth of institutions for orphans and homeless children. These, too, grew rapidly in the late nineteenth century, and were frequently, although not entirely, founded by religious or national groups as a charitable activity. During the twentieth century increased understanding of human behaviour and growing knowledge of the ways in which children develop in body, personality, and mind, plus the development of services and skills to utilize this accumulating knowledge, and the cold fact of the economy of foster family care led to expanding use of family care for foster children and planned use of institutions for meeting specialized needs.

Today sound child placement is based on an assessment of the needs of the particular child in question, his physical, social, emotional, and intellectual needs. Evaluation of these needs is based on study to determine first whether he must indeed be separated from his natural family, or whether some kind of help can be given to him and his family to prevent such separation. If separation is necessary, then such questions must be answered as: how long will he be in foster care? what can be done to rehabilitate his family so that he may return to it? does he have medical problems which require accessibility to doctors and hospitals? does he have special educational needs or must he catch up in any way to his normal level in school? what sort of personality does he have - is he responsive or withdrawn, hostile or friendly? does he show signs of emotional upset for which he needs help - bedwetting, attacking other children, temper tantrums? These and many other questions must be answered in order to provide suitable foster care for a particular child. Every child is a special, different human being whose particular individuality must be defined and understood before any sound selection of a foster care plan can be made for him.

Similarly, every foster home must be assessed and understood for its special individuality and potential contribution to meeting needs of particular children. Those who are responsible for placing the child must know not only whether the foster family is of good moral character, has a stable income, and lives in a clean, comfortable house, but also what its habits of daily living are, who makes the decisions, what means of discipline are used, how the members of the family get along together, what are their recreational activities, what are

their attitudes toward school, how willing is the foster family to protect the child's religious heritage, is the family accepted in the community, what are the resources of the community, and the host of other details that mark the differences between one family and another.

Once studies have been made of children and foster homes for knowledge and understanding of both, homes can be selected for children with the expectation that within reasonable limits the children will develop and grow normally for as long as foster care is required. But matching homes and children is not enough. A third ingredient must be added to make foster placement work. Foster families and foster children need sustained support and help through the trials of adjustments and the inevitable periods of stress and strain. Own children are taken "for better or for worse", but foster children are too often taken only "for better" unless both foster families and children receive services which will strengthen the home and promote the child's normal growth and development.

The majority of children committed to the Department of Health and Welfare and requiring foster home care were first known to the Division of Child Welfare in its "preventive program". This program has as a basic goal keeping children in their own homes. It is the basic premise of the Department of Health and Welfare that where possible children should remain in their own homes, and that removal of children should be seen as a last resort when all other efforts with parents have proven ineffective. Fortunately, most parents are desirous of keeping their children with them, and willingly cooperate with child welfare workers so that a majority of children referred for service do remain in their own homes. It is the responsibility of the child welfare workers to help parents recognize the need for change, and then to help them in effecting required changes. This is done through evaluation of the child's situation, determining the problem areas, then assisting parents in modifying the damaging situations adversely affecting the child. With the majority of children in care, considerable effort has been made with parents (often over a long period of time) to get them to modify their situation so that removal of the children would not be necessary.

Children living in their own homes felt to be in need of care and protection are referred to the Division of Child Welfare from many sources, such as relatives, police, courts, neighbors, and schools. In addition, some children are referred by the Division of Family Services, Department of Health and Welfare, especially some children whose parent is receiving ADC. There are routine interdepartmental procedures established for referring situations involving children who are felt to be in need of care and protection. These situations referred from the Division of Family Services are accepted for service as are referrals from other sources. While the Division of Child Welfare studies and assists parents to modify their situation, assistance payments continue. When the situation has improved to where "child protective services" are no longer required, the situation is referred back to the Division of Family Services. If it becomes necessary to commit children to the care of the Department, all ADC payments are automatically discontinued.

The Federal Children's Bureau is putting increasing emphasis on development of sound, basic preventive or child protective services. It is the conviction of the Children's Bureau, and shared by a majority of public child welfare administrators, that it is possible through sound, professional counseling with parents to keep many children in their own homes, who might otherwise have to be committed to the Department of Health and Welfare for their care and protection.

Parental rights concerning their children are fully protected at all times. At the point of a decision to bring the matter before the court on child neglect charges, parents are fully advised of their rights by the child welfare worker. Then, parents appear at the court hearing where they are advised of their rights, including that of seeking counsel. At the hearing they are given the opportunity to present their situation in their own way, and through counsel have the routine legal privilege of cross examination of witnesses. All that can be done is done to protect parental rights.

When it has been determined by court action that children require separation from their natural family, there are ordinarily three major areas of choice: placement in a relative's home, adoption versus foster care, or foster family care versus institutional care. A major principle of sound child placement is that whenever a child needs foster care resources should be sought first for him among his own broader family, for it has been well established that the obligations and emotional bonds assigned by our culture to relatives means for many foster children placed with relatives far greater security and a deeper sense of belonging than is otherwise possible.

If no relative resources are available or suitable, the second major choice to be made is whether foster care or adoption is a sounder choice for this particular child. The advantageous stability of adoption versus the insecurity of foster care has long been recognized by child placement workers. Recent studies have established very clearly that for many children foster care represents an astonishingly impermanent way of life in terms of the number of years foster care is required, and the number of placements necessary. There are a variety of limitations posed by adoption, however, which may make foster care the only possible choice. First, it must be definitely established that the child's natural family cannot be restored so that at some near future time it can suitably care for him. Next, the child must be legally freed for adoption through voluntary legal surrender by the parent or parents or by court action forcefully terminating parental rights upon presentation of evidence of parental neglect. In our times, increasing emphasis on individual rights and the legal complexities brought about by the growing numbers of divorces and the occurrence of illegitimacy among married women serve to compound the legal limitations of adoption making extrication of some children from their legal bonds virtually impossible. For some children who are legally free, adoption may be barred because of the limitations of their own age, mental ability, or physical and emotional problems or handicaps. Some children, too, have such strong ties with brothers and sisters or with foster parents that they cannot accept adoption. Last, but highly significant, is the supply of adoptive parents of appropriate age and the right religious faith, who are prepared to receive children who are of the age, sex, race, physical make-up, mental ability, and emotional make-up of those children available. Adoption, then, may be considered as highly desirable for a particular child, but this plan may not be open to him because of a variety of limitations.

Institutions provide the greatest resources for children when they have developed specialized services. Some children can benefit greatly from supervised group living particularly at certain stages in their development or when the personal closeness of a family becomes frightening as it may for children who have been repeatedly rebuffed and rejected by parents. The behavior of some children cannot be tolerated by families or by communities, and for such children the controls imposed by a well-staffed, well-run institution may help them contain their behavior.

For many children there are distinct advantages of foster family care. Children for the most part require sustained parental care in order to develop the relationships and identifications with parents that are essential to healthy personality growth. For many children it is far easier to understand and appreciate their own identity and individualism in a family group than as one among many in an institution. Also one important facet of the education and training of the young in our society is the transmission of our culture, and this is better done by families than by large institutions. The selection of the resource, institution or foster family, ought to be based on the child's needs as they have been assessed and understood, but the availability of a particular resource or lack of it inevitably influences the choice. The greater the number and variety of resources, the greater likelihood that the child's needs will be met.

A good placement program such as the Division of Child Welfare has requires the availability of a wide variety of resources with specialized services to meet the needs of many different individual children. Resources such as the following can be provided by either institutions or family homes with appropriate organization and planning. Shelter care is necessary for emergency placement of children coming into care for the first time usually because of neglect or abuse and for children who must be moved quickly from a foster home because the child's behavior is no longer tolerable to the foster family or because the family have mistreated the child. Temporary care facilities are required pending study and evaluation of the child in order to make a suitable long term plan for him. Specialized family homes are needed to give pre-adoptive care especially to tiny infants but sometimes also to pre-school age children. Other very specialized facilities must be developed to give care to dependent retarded children who are confined to bed, especially when other more appropriate resources are unavailable. In some instances a foster care program requires homes for young unmarried mothers. Other homes must be prepared to receive groups of brothers and sisters, teen-agers who may or may not have unusual problems, but whom many foster families are reluctant to take, children with severe physical handicaps who require special attention, children with moderate or severe retardation who need foster care located near special education and training resources, and children who wet the bed, have bad nightmares, refuse to eat the customary foods, have temper tantrums, use bad language, are sullen, or get into trouble at school or in the community. Other homes are needed for those children whose own parents visit - a circumstance which not all foster parents can tolerate.

The placement of children in foster care is an art involving the organization of a great many separate factors into an orderly, meaningful scheme, and creating through a highly complex process a living situation for a child which will encourage his growth and development to his own maximum potential. The process begins with study and evaluation of the child and his needs, and continues step by step through development of a plan suited to the particular child, the study and selection of a home or other facility, the preparation of the child, his present family, and his new family for placement in order to make a bridge for him between the old and the new, the placement itself, and the follow-up afterwards through service to make the placement lasting and effective.

II Statutory Bases for Foster Care Activities of the Division of Child Welfare

The principle statutes under which the Division of Child Welfare operates its foster care activities are R.S. 1964 Title 22, Section 3792, commonly

referred to as the neglect law; Title 19, Section 752, which permits courts to award custody of children to the Department in divorce actions; Title 15, Section 2611, the juvenile law, Title 19, Section 532, which provides for voluntary surrender by parents of children for adoption, Title 22, Section 3794, which provides for voluntary foster care; and Title 22, Section 3797, the licensing law.

Under the neglect statute the Division of Child Welfare receives into care on order of the court children whom the community deems to be neglected or abused. The divorce law permits courts to award custody of children to the Department when the courts find that neither parent can suitably care for the children. The juvenile law provides for commitment of juvenile offenders to the Department when in the judgment of the court this is appropriate. In each instance, the Department holds guardianship of the child. In the case of the neglect statute, the Department has full parental rights including the right to place for adoption. Under the divorce law, the Department has all parental rights except that the probate court must notify parents if an adoption petition is presented to it. The department holds full parental rights to children committed under the juvenile law except that it may not place such children in adoption.

As of July 6, 1965 the Division of Child Welfare had 2531 children in care under the committed categories outlined above. Of these 2178 were committed under the neglect law, 296 were committed under the divorce law, and 57 were committed under the juvenile law.

According to the statute which provides for parental surrender of children for adoption, the Department receives into care children, usually infants, whom it places subsequently in adoptive homes. As of July 6, 1965 the Division of Child Welfare had 90 children in care for whom it held surrenders for adoption, and an additional 41 children almost all of whom were infants who were received voluntarily from parents pending the parents' decision to surrender the child legally.

The licensing law provides for the licensing of boarding homes for children under 16 years of age including foster family homes and child-caring agencies and institutions. As of June 30, 1965 there were a total of 746 homes licensed in the State to board children under 16. Of these 698 were Division of Child Welfare homes, 27 independent, and 21 used by private child placing agencies. There were also 276 applications pending of which 255 were Division of Child Welfare homes, 3 independent, and 18 private child placing agency homes. At the present time the Division of Child Welfare also licenses under the provision for licensing of child caring agencies and institutions, 8 child placing agencies all of which with one exception are permitted to place children for adoption, 10 child caring institutions, and 2 residential treatment centers, or a total of 20 agencies and institutions.

In order to carry out these functions assigned by statute to the Department of Health and Welfare and by administration to the Division of Child Welfare, certain responsibilities have been delegated to district offices located in seven districts throughout the State. Although approval is required by central office in certain situations, for the most part district staff is responsible for receiving children into care and developing appropriate plans for them; for making decisions around the particulars of medical care, purchasing clothing, and other details; for conducting foster home and adoptive home studies; for recommending foster homes for licensing; for maintaining contacts with own parents and planning for the return of children to own

parents when this is feasible; and for performing other services related directly to the promotion of good health and normal development of the children in foster care. Central office staff is responsible for general supervision and administration, staff development and training, and the promotion of good standards. In addition, central office is directly responsible for the licensing of agencies and institutions, and is the final authority in the licensing of boarding homes for children.

At the present time central office staff includes a Director, a Field Supervisor, a Staff Development Supervisor, a Licensing Supervisor, and three secretaries. In the seven district offices there are seven District Supervisors, ten Casework Supervisors, 80 Social Workers, and accompanying clerical staff.

III The Children Who Require Foster Care

Children come into foster care for a variety of reasons. Some children require foster care because of the illness, incapacitation, or desertion of one parent and the need of the other to work for the child's support. Some children require foster care through the break up of a family by death, separation, or divorce. Still others require foster care because of their own behavior which reflects conflicts within the own family group. A few children born out of wedlock require foster care until their mothers decide upon a permanent plan for them. Most of the children in the care of the Division of Child Welfare require foster care, however, because of parental neglect or abuse.

Those children who require foster care because of parental neglect or abuse are received into care upon the action of a municipal, probate, or district court which has determined that the parents have in fact neglected or abused the child. Some other children are received into care upon the action of a superior court in a divorce action when the court finds neither parent able to assume custody. Court action is also required for the Department of Health and Welfare to have custody of children voluntarily surrendered for adoption in a probate court. Other children in voluntary care are received through an agreement with the parent, usually the mother, since in most instances children in voluntary care are those born out of wedlock for whom adoption is being considered.

Children who come into care because of parental neglect or abuse or through the break up of their families have many problems of adjustment which is reflected in their behavior and in the way in which they relate to foster parents and foster brothers and sisters. These children have often been deprived of adequate food, shelter, clothing, and above all deprived of parental love and nurture for much of their lives. The older a child is when he comes into care the longer he has probably been subjected to such serious deprivation. The longer he has been neglected or abused the more physically and emotionally damaged he is likely to be, and the greater the physical and emotional damage the less acceptable his behavior is likely to be. Such children question and sometimes rebel against the circumstances of life that have made their living situations so different from children who grow up in their own families, and many, many months of stable foster family life accompanied by service from the caseworker are required to help these children feel and act like wanted children. Some children are irrevocably damaged by their past experiences, others can be helped only through the use of specialized psychiatric services. Besides adjustment problems many neglected and abused children have serious health and dental problems which need correction, and others have learning and educational problems which require special attention.

Of the children in the care of the Division of Child Welfare as of March 31, 1965 including children receiving preventive service 2434 were males and 2342 females which is a ratio of 1.04 males for each female, about the same as in the general population of the State which was 1.03 in April, 1960 according to the U.S. Census. The median age of these children was 10.8 years. The following table shows the age distribution:

Children Receiving Public Child Welfare Service by Age: Maine, March 31, 1965

Age	State	
	Number	Percent
Total.....	4776 *	100.0
Under 1.....	189	4.0
1-4.....	650	13.6
5-9.....	1321	27.6
10-14.....	1279	26.8
15-19.....	1169	24.5
20 and over.....	87	1.8
Adult mothers receiving service in behalf of unborn children..	53	1.1
Not reported.....	28	0.6

Of 2,521 committed children in care March 31, 1965 70.1 percent were in foster family homes. Distribution by program and living arrangement of children receiving service on March 31, 1965 is shown in the following table. (See page 7a)

*See Page 17.

Children receiving public welfare service by Program and Living Arrangement: Maine, March 31, 1965.

Living Arrangement	Program											
	Total		Preventive		Committed		Vol. Placement		Spec. Study		Spec. App.	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total.....	4776	100.0	1704	100.0	2521	100.0	172	100.0	267	100.0	112	100.0
With own family.....	2297	48.1	1598	93.8	479	19.0	10	5.8	210	78.7	---	-----
Adoptive home.....	99	2.1	1	0.1	21	0.8	43	25.0	34	12.7	---	-----
Foster family home...	1964	41.1	41	2.4	1766	70.1	92	53.5	16	6.0	49	43.7
Institution.....	380	8.0	55	3.2	240	9.5	19	11.0	3	1.1	63	56.3
Elsewhere.....	36	.7	9	0.5	15	0.6	8	4.7	4	1.5	---	-----

The Laurin Hyde Associates study of Child Welfare services showed that many children stayed in care a rather long time. For this study workers completed schedules for 571 children in foster care, or one-fourth of the caseload of committed children in June, 1960. "Half of these children and their families had been receiving services continuously from the Division of Child Welfare for somewhat over four years."

"For many children, foster care has been a way of life. Twenty-four per cent of the group studied have been in care for ten years or more. Approximately one-fifth of the children who were twelve years or older at the time of the census had been in foster care since infancy."

"Equally important to these children are the plans for their care in the future, including the length of time that foster care is expected to continue. The younger the child, the greater hope there was that need for foster care would be relatively brief, or at least would not continue for more than 18 months."

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The cost during the period July 1, 1964 to June 30, 1965 for care of children committed to the Department for whom the State of Maine is the legal parent and children accepted for voluntary care was as follows:

Board	\$ 1,075,783.59
Medical Treatment	54,288.95
Special Corrective Appliances --	16,489.01
Hospital	49,853.14
Clothing	326,360.75

IV Foster Family Homes

In general foster families are expected to assume all the responsibilities of natural parents except legal guardianship and financial support. Besides giving an often unloveable child their love and understanding, foster parents are expected to prepare his meals remembering his likes and dislikes; keep him clean and train him in habits of cleanliness; see that he gets to school on time and confer with the teacher when he misbehaves or does poor work; pacify the neighbors when he's noisy or runs on their lawn and train him to respect the right of others' person and property; nurse him when he's sick and accompany him to doctor and dentist; teach him good manners and the niceties of social behavior; and discipline him when his behavior needs correction. In addition foster families must provide recreational activities including very often toys, sports equipment, and other recreational paraphernalia. Not only must foster parents assume these important parental functions they must also share the child with the agency who is finally responsible for him and with own parents, sometimes in person and often in memory, for the "bad" parents of a foster child may grow in greater favor with passing time.

Foster families learn about the need for foster homes for children from active foster families in the community, from general reading about foster children, and from deliberate recruiting efforts on the part of the Division of Child Welfare. Such efforts have been carried out from time to time. Last year, for example, a series of feature articles appeared in box form in the Portland Press Herald describing foster care and answering the many questions which people have about the requirements and responsibilities of foster parents. The most recent recruiting effort has been carried out by the Portland District Office which during the last week in July, 1965 attempted to recruit 100 new foster homes, calling attention to the need for more foster homes through newspaper articles, radio spot announcements, and television interviews. A continuous flow

of new applicants is essential to adequate foster care service, for it is important to have enough homes ready to receive children to enable staff to be truly selective in the placement of children. In order to choose the home which can best meet the needs of a particular child, there must be at least several homes from which to choose. Without a surplus of homes, such selective placement is impossible.

Families have different reasons for wanting to care for foster children. Many applicants have completed the rearing of their own children, but are still active and vigorous, and wish to continue the child-rearing activities which they found satisfying. Some applicants believe that they can earn some "pin" money by boarding children. When such applicants have the necessary qualifications and wish to earn extra money through performing a service they enjoy, they may make excellent foster parents.

Occasionally applicants wish only to satisfy their own needs through taking a foster child, such as the need to provide an only child with a companion or to replace a child lost through death. The foster parents' requirements in such instances are often so stringent that placement is doomed to failure.

The agency learns about the motivations of foster families and what these families have to offer foster children through study of the home. Studies of foster homes are made by the district child welfare workers through a series of interviews with the foster families and references. Both foster father and foster mother are seen jointly and separately and at least one home visit is made. References are contacted in person unless this is impossible. Before a final decision is made regarding the approval of a foster home, the child welfare worker confers with his supervisor and together they determine whether or not the home can be approved. Once the home has been approved in this way, the home is licensed as a boarding home for children. During the year ending December 31, 1964, 222 applications from foster families were screened and 139 studies were completed. There were 320 foster family homes re-evaluated.

Licensing Process

(Samples of forms referred to in text are located in the Appendix.)

Applicants for a license to board children complete application form CW-19. One copy of this form is sent by the district office, in which it is filed, to central office. The district office worker completes form CW-24, Report on Standards for a Boarding Home for Children, for review and signature by the supervisor, and mails form CW-26 to the Division of Sanitary Engineering requesting a water container for the foster home if the family obtains their drinking and cooking water from a non-approved supply. The district office sends to central office form CW-25 recommending that the home be licensed for a given number of children.

On receipt of the application form CW-19 in central office, central office notifies the Division of State Fire Prevention that the home needs inspection for fire safety. The Division of State Fire Prevention reports directly to central office that the home has passed the fire inspection satisfactorily or in the event that there are recommendations writes the recommendations to the foster family with copies to the Division of Child Welfare central office. Central office sends one copy of this letter to the district office for their information. Foster families are requested to report corrections as recommended directly to the Division of State Fire Prevention which in turn notifies the Division of Child Welfare central office. If no report is received within a reasonable length of time, Division of Child Welfare central office writes the foster family repeating the fire inspector's recommendations and requesting a reply that corrections have

been made. If the foster family fails to respond to this letter, further follow-up activity is carried out by the district office at central office request.

The Division of Sanitary Engineering notifies the foster family and the Division of Child Welfare central office of the results of the water analysis. If the water is unsatisfactory central office mails the foster family a water agreement form L-11 to be signed and returned to central office. If this form is not returned in a reasonable time, central office sends a second letter and form, and further necessary follow-up is carried out by the district office at central office request.

When there are on file in central office an application, form CW-25 indicating district office recommendation, satisfactory fire inspection, and a satisfactory water analysis a license is issued, sent directly to the foster family, and a copy of form CW-25 properly signed is sent to the district office serving as a notice that the license has been issued.

District offices also notify central office of the withdrawal of an application or the recommendation that the license be denied through form CW-25. When the recommendation is to deny the license, a letter of denial giving the reason is sent to the applicant from central office.

The process for renewing a license is the same except that the district office prepares form CW-27 instead of CW-24 as the Report on Standards for a Boarding Home for Children. A license must be renewed annually; water analysis is required annually; and fire inspection is required initially and annually if the home is licensed for more than two children. Otherwise, the home is inspected for fire safety every seven years.

Records are maintained for foster homes in both central office and the district offices. Central office records contain copies of the application, form CW-25, water analysis report when applicable, fire inspection reports, and related correspondence. District office records contain a prose report of the foster home study and subsequent evaluations of the agency's experience in placing children in the foster home, and the appropriate forms: application, copy of CW-25, copies of fire inspector's recommendations if any, and related correspondence.

Six private child-placing agencies and the Boys Training Center certify foster homes studied and used by them for licensing. The procedure they follow is the same as the district offices. Central office procedure is the same.

The Division of Child Welfare also licenses the child-placing and adoption agencies themselves as well as institutions for children (see below.) The standards for such agencies are included in the Appendix. One of the major purposes of this licensing is the development and maintenance of sound standards of child placement and adoption, and towards this end the Division of Child Welfare provides consultation services to the agencies. Agencies licensed for child-placement and adoption in Maine are:

- *Child and Family Service of Aroostook, 15 Water St., Caribou
- *Child and Family Services, 187 Middle St., Portland
- *Family and Child Services, 36 First St., Bangor
- *Good Samaritan Home Association, 6 Forest Ave., Bangor
- *Maine Children's Home for Little Wanderers, 237 Main St., Waterville
- St. Andre's Home, 407 Pool Rd., Biddeford
- *Unmarried Parents Services and Adoption Program, 32 Deering St., Portland
- **York County Children's Aid Society, 258 Main St., Saco

V. Institutions

As stated earlier, the Division of Child Welfare places children selectively in institutions when such placement can best serve the child. Institutions may be used when children cannot accept family living, when brothers and sisters require placement together and a foster home is not available, when the child's behavior cannot be tolerated in a foster home, or when the institution offers specialized residential treatment for emotional disturbances.

The Division of Child Welfare also licenses child-caring institutions and a major purpose of this licensing, as for child-placing and adoption agencies, is the development and maintenance of sound standards of child care. The child-caring institutions licensed by the Division of Child Welfare are:

Bangor Children's Home, 218 Ohio St., Bangor
Healy Asylum, 81 Ash St., Lewiston
Hinckley School, Hinckley, Maine
Holy Innocents' Home, 30 Mellen St., Portland
Lewiston-Auburn Children's Home, 24 Madison St., Auburn
Maine Home for Boys, 1393 Forest Ave., Portland
Opportunity Farm, New Gloucester, Maine
St. Elizabeth's Home, 87 High St., Portland
St. Louis Home and School, West Scarborough, Maine
St. Michael's Home, 1066 Kenduskeag Ave., Bangor

Spurwink School, 899 Riverside St., Portland and Sweetser Children's Home, 50 Moody St., Saco are licensed child-caring institutions which are residential treatment centers for disturbed children.

VI. Continuous Improvement of Foster Care Services

Improving practice and formulating standards in all social services for children have been major goals of this Division for a number of years. A comprehensive statewide study of time and costs was conducted by Laurin Hyde Associates, 366 Fifth Avenue, New York 17, N.Y. In this study the work of the Child Welfare Division was divided into services with focus on the direct services to clients. The collection of data from Child Welfare covered the period August 5 to December 31, 1960.

Cost figures for work units were included in this study. The units of work that were directly related to foster care services were (1) foster home screening, (2) foster home study, (3) adoptive home screening, and (4) adoptive home study. The foster home screening cost per work unit was \$9.53. The work unit cost of the foster home study was \$16.67. It was found that 1.6 homes needed to be screened to select one home for study. This meant that the cost of selecting one home for study was \$15.25. As 6 homes needed to be studied to approve one the total cost of approving one home for foster care use was \$191.52. The adoptive home screening cost per work unit was \$27.94 and the cost for adoptive home study per work unit was \$112.99. 1.5 homes needed to be screened to select one home for study. This was at a cost of \$41.91. 1.7 homes needed to be studied to approve one. The total cost of approving one home for adoptive use was \$263.33.

The annual cost of child welfare service to a child in foster care was found to be \$831.36. As the average months of service to a child in foster care was 43.9 the total cost of complete service was \$3,041.39. This cost figure was based on the service of (1) accepting the child into care, (2) approving the home, and (3) continuing service to the child in foster care.

The total cost of adoption service was estimated to be \$551.45. This amount was based on cost of (1) accepting the child; (2) approving the home, and (3)

With direct reference to foster care services the study highlighted two rather important points. Five out of every six foster homes studied were rejected. In light of this, it was felt that it might be asked whether more adequate screening in accepting foster homes for study might substantially reduce the number of those that have to be studied in order to find one that is acceptable.

District offices where feasible have worked in a rather formal structured way with the problem of foster home screening. Group meetings with foster parent couples at the point of application have been instituted in two of our larger offices, Portland and Lewiston. We have had positive results in the use of this screening device in that many applicants have withdrawn at this time. This means that less worker time has been invested with people who will not develop into useful foster home resources for the Division.

Also recognizing the number of years that a child receives foster care services (average about $3\frac{1}{2}$) the Division of Child Welfare in one District, Lewiston, is currently involved in assigning all foster home screenings and studies to one worker, a homefinder. With this responsibility of giving only one service the worker will further refine her skills in study and evaluation of homes. Professionally it is felt that homefinder services will make it possible, through greater understanding of abilities and strengths of foster parents, to do more selective placement of children. This in turn should result in fewer replacements of children from one home to another. This would make available more staff time currently used in the replacing of children.

To further improve practice the Division completed a policy manual effective January, 1965 which includes a rather complete guide to workers around foster homefinding in the areas of study, licensing and recording. This area of case recording is seen as offering much in the way of developing worker skills. There will be the written material for review of the foster home study to assure that requirements are met. Workers will be helped to prepare reports of the agency experience with each foster home. They will be helped to carefully look at foster parents to determine how well they work with the agency and how well they meet the needs of the children placed in their home.

With the aim of further improvement in services and practice the Division in 1964 began work on a full-time staff development program. Workers are helped in two areas: (1) basic principles related to services to children outside their own homes; (2) technical knowledge about foster care services. In the area of foster care services workers are helped to develop skills in homefinding, in selective placements, in developing strengths of foster parents, in helping foster parents to carry their role with agency, child, and own family.

In December, 1964 the Division of Child Welfare conducted a Foster Care Services Study. This was a study of the characteristics of foster homes and was conceived as one part of a large, broad study of the foster care service of the Division, the purpose of which was:

1. To provide information which will increase understanding of the present foster care services of the Division of Child Welfare and serve as a basis for future planning;
2. To identify areas needing improvement and/or development in policy or practice;
3. To provide information on which to base legislative efforts on behalf of children.

In the characteristics study, homes to be counted were those in which a child cared

for by the Division of Child Welfare was living on December 1, 1964. It was anticipated that this information would be valuable in helping to define areas needing emphasis in our foster care program such as recruiting foster parents, developing foster homes for special uses, and interpreting the program to the community.

For observations and conclusions, see Appendix.

Standards:

Revision of standards for boarding homes is a continuing process and the Division has relied heavily on the Child Welfare League of America Standards for Foster Family Care Service. Recognition is given to the fact that no statement of standards can be considered final, it must be subjected to continuous review. Standards can promote understanding of how a service may more effectively meet needs of children, what it should be expected to do, and how it can be used. Standards are directed to all who are concerned with improvement of services to children. They are designed to be used as objectives or goals and they are based on tested knowledge and approved practice.

Prior to 1954 the Department of Health and Welfare had no formalized standards relating to boarding homes for children. The Maine Revised Statutes of 1954, Chapter 25, Sections 254-255 required that those engaged in the care of children away from own homes were required to have a license. Those statutes also placed the responsibility on the Department of Health and Welfare to set forth rules and regulations governing this license. This resulted in the rules and regulations governing the licensing of "Boarding Homes for Children." Through the rules and regulations the Department sought to identify the risks involved for foster children in their separation from their own homes and families and to safeguard against these risks. The last formal statement of this licensing law and the rules and regulations is contained in "Law Providing for the Licensing of Boarding Homes for Children and Rules and Regulations Pertaining Thereto." (See Appendix)

Another agency effort related to foster care is evidenced in "A Guide for Foster Parents." (See Appendix) This pamphlet was prepared by Division staff members. It helps to define the roles of the foster parent, the agency and the worker. It was the first agency effort to provide foster parents with a rather simple guide of their responsibilities as part of an agency service.

The latest agency effort is related to Standards for Boarding Homes for Retarded Children. The need for standards was seen as the Division of Child Welfare was being called upon to provide foster care services for the mentally retarded child or to give a consultative type service to independent boarding homes for retarded children. The Division was continually receiving requests for information regarding the use of, standards for, and licensing of foster homes for retarded children. As requests came from our own district offices and from potential independent boarding homes the Division had concern about agency as well as independent homes. We felt a need to in some way assure that the needs of the retarded child -- physical, emotional, social, recreational -- were being met by the foster care service being provided.

Work was begun on this statement of standards in the fall of 1964. It is the joint effort of the Department of Health and Welfare and the Department of Mental Health and Corrections. As of June, 1965 the statement was in draft form and was submitted to both Departments for reactions and comments prior to the preparing of a final draft.

Standards relating to child caring institutions and agencies were first formulated in 1956 (See Appendix). These standards resulted from the joint efforts of the Division of Child Welfare and representatives from the various institutions and agencies. The Division of Child Welfare, through its Licensing Supervisor, continues to work with the Directors of these institutions and agencies toward the implementing of the standards now in effect and toward the development of services as related to child care needs. Through group efforts -- Licensing Supervisor and representatives from institutions and agencies -- there is ongoing work toward upgrading standards with the focus on improving the quality of the child caring service.

Briefly and in summary the Division of Child Welfare is involved at the moment in the following activities as part of our continuous attempts to improve our foster home program:

1. We continue to evaluate findings of our foster home characteristics study to gain information that will be helpful in locating and recruiting foster homes, determine types of foster homes in greatest demand, and to assure ourselves that those homes currently available can offer those services most needed by children who come from such deprived and rejecting homes.
2. We have updated our policy manual to include more details of methods procedures to follow in foster homefinding, licensing and child placing.
3. We continue to work at completing the new licensing standards for homes for dependent, retarded children.
4. We continue to work with adoption and child-placing agencies licensed by the Department of Health and Welfare to improve foster home and adoption standards.
5. We continue our efforts to develop foster home material which can be incorporated into our ongoing, comprehensive staff development and training program.
6. Evaluate the effectiveness of our clothing allowance system to foster parents by periodically requesting from foster parents an accounting of all monies spent for clothing.

VII. Problems as Seen by the Division of Child Welfare

The foster home program of the Division of Child Welfare compares favorably with programs in other states. The program is based on sound professional standards which are clearly and comprehensively brought together in "Child Welfare League of America Standards for Foster Family Care Service." The foster home program of the Division of Child Welfare generally meets these professional standards except that worker caseloads remain higher than are advocated, and until recently, certain details of foster home records did not meet basic standards. The new Child Welfare Policy Manual does adequately clarify this last point. However, there are problems of a broad nature relating to our foster home program which tends to limit the potential effectiveness and quality of this basically sound program. These will be identified and discussed briefly.

1. Board and Care Payment: Until recently the monthly board rate paid to foster parents posed serious problems in terms of recruitment of foster homes, both in numbers and to some extent in quality. This has been changed by an appropriation permitting us to significantly increase our board rate. The board rate was raised from the basic \$38.00 per month to \$55.00 per month effective July 1, 1965.
2. Insufficient Professional Staff: Insufficient professional staff has delayed and hampered the development and refinement of such services as a) homefinding and licensing; b) "selective placement" of children which involves careful study of available foster homes prior to placement to assure as nearly as possible the right home for each child. Selective placement avoids replacement of children with the attending problems for all concerned; c) insufficient staff time with own parents which on some occasions has resulted in delaying return of these children to their own parents; d) insufficient time for direct counseling with children and foster parents as adjustment problems arise, a service which frequently will prevent moving the children to another home. Part of this problem was alleviated as a result of the appropriation permitting hiring of nine additional staff. However, recent worker caseload evaluations show that considering only the basic essentials of the Child Welfare worker's job, workers are barely meeting minimal Federal caseload requirements. Workers are still carrying caseloads well above those of private agencies and well above minimum caseloads recommended by the Child Welfare League of America. ***
3. Lack of a Voluntary Placement Program: Currently the Division of Child Welfare has a negligible voluntary or temporary foster home placement program for non-committed children who require placement away from their homes. As of June 30, 1965 there were only 11 such children in the entire State being cared for by the Division of Child Welfare. If requests for such services are received, the district social workers attempt to direct parents to appropriate resources, but because of budgetary limitations are not able to provide foster homes. The first concern here is the child, who, though needing care away from home, either does not receive this care, or is inadequately placed by parents or relatives in situations which are often inadequate, degrading or actually dangerous to the child's well-being.

For the Department many problems are highlighted by this non-existent service: a) the Division is frequently put into a position of having the children committed to care after the condition of the children has worsened considerably. b) also frequently courts will commit children into temporary care on a criminal complaint for purely financial or family stress reasons.

4. Problems with the Mentally Retarded Child: Although there are provisions within other state departments for services to mentally retarded children -- the Division is called upon to provide foster care services for many such children who for some reason do not fit into service programs of other departments. Responsibility for services to retarded children is not clearly defined. For the Division of Child Welfare very specific problems have arisen around caring for these "special children" such as:

- A. developing special licensing standards and procedures for or independent homes offering care to severely retarded children to assure meeting not only the diagnostic and health needs but the social and recreational needs of the retarded child.
 - B. finances become a problem for those "special" children who come into care because of the increased board costs demanded by foster parents and because of the extensive medical care needed by many "special" children.
 - C. continuous difficulty in finding suitable foster homes for seriously retarded children.
 - D. Problems arising from the developing phenomena of individuals establishing small institution-like homes where they accept children from parents. Frequently, these homes have not been licensed or even reported. Often problems arise pertaining to custody or guardianship of children placed in these private homes.
5. Lack of Group Care Facilities: Another problem area relating to the foster home program of the Division of Child Welfare concerns the lack of adequate group care facilities or homes and lack of special or emergency homes. The very specific problems presented are:
- A. Because of lack of such facilities many children remain in regular foster homes when it is clear that they need another type of situation. This creates many problems often resulting in loss of the foster home or repeated changing of homes which tends to intensify the child's problems. Social workers are forced to spend an inordinate amount of their time trying to find and then placate foster parents who had been willing to accept these children in their home.
 - B. There is a need to develop homes with special interests or ability who are able to work with problem children or children with problems. However, problems of finances and inadequate staff needed for a supportive or resource role make this difficult to do. The result is that some children who have special needs are not having these met.
 - C. In the larger communities of the State, there is a need to develop emergency or stand-by homes where children needing emergency placement can be placed pending the development of a more permanent plan. This probably would require separate agreements involving payments to the home regardless of how many (if any) children were actually in the home at any particular time.
6. We do not have the means of providing emergency care for non-committed children.

*This figure includes 2521 children whose custody rests with the Department of Health and Welfare. The remaining 2255 children represent children in their own homes receiving intensive counseling or child protective services for whom the Department is currently conducting studies to determine appropriate future plans. For these latter children our services are staff services only, for we incur no expenses in this group for board, medical care, et cetera.

**These cost figures for board, medical care, etc. relate only to committed children. These figures do not include costs of child welfare professional services to each child for whom the State of Maine has parental responsibility. To these cost figures should be added the amount of \$6.50 per month per child.

If the direct costs for maintaining a child in care are broken down into costs per month per child, we arrive at the following figures.

\$ 50.33 - For direct costs

6.50 - Child welfare professional services

\$ 56.83 - Total costs

***To clarify what is meant by the repeated reference to a child welfare worker's caseload we will identify the various activities of work which are reflected in an average caseload for a child welfare worker;

- A. evaluates (1) all complaints of neglect or abuse of children referred by the community, (2) all foster home inquiries and applications, (3) all adoptive inquiries and applications, (4) all voluntary requests for service, (5) all requests for services to unmarried mothers.
- B. studies (6) all accepted complaints of neglect and abuse, (7) all accepted foster home applications, (this includes licensing procedure and yearly re-evaluations), (8) all accepted adoptive applications, (9) all appropriate voluntary requests for service, (10) all court referred delinquency situations, (11) all referred independent adoption petitions, (12) all referred out of state adoptions, (13) all referred out of country adoptions, (14) all referrals from divorce courts, (15) all requests by out of state agencies.
- C. continuing services (16) direct counseling services in situations involving child neglect and abuse, (17) direct counseling to committed children and their foster parents (including continuing counseling service to the child's own parents), (18) direct counseling services to children and adoptive parents during the adoptive probationary period, (19) direct counseling in those voluntary situations needing continuing service, (20) supervises situations referred by courts and out of state agencies which require on-going supervisory or counseling services.

August 1965.

A worker's caseload is administratively determined by supervisors using three specific factors: (1) the number of committed children assigned, (2) the number of specialized studies assigned (such as independent adoption studies, studies for out of state agencies, divorce court studies, delinquency studies,) (3) the number of families requiring continuing counseling or supervisory services. In Maine the average caseload per worker is approximately 60.

The Child Welfare League of America recommends caseloads that would approximate 25 cases per worker. The Children's Bureau, Department of Health, Education, and Welfare, states that there shall be no more than 60 cases per worker. This is a maximum practical limit that can be set for nationwide purposes by the Children's Bureau, which, though being practical, is recognized as not being ideal.

August 1965

APPENDIX

VIII

Appendix A

CW-10 -- Boarding Agreement
CW-19 -- Application for a License to Board Children Under 16 Years of Age
CW-24 -- Report on Standards for a Boarding Home for Children
CW-25 -- Boarding Home Action
CW-25A -- Recommendation on License in Effect
CW-26 -- Request for Water Container
CW-27 -- Report for Relicensing a Boarding Home for Children
CW-28 -- Master File Card
CW-29 -- Notice of Non-Renewal
CW-44 -- Family Card
CW-45 -- Foster Home - Institution Card
CW-48 -- Placement Notice
CW-51 -- Application for License to Maintain and Operate a Child-Caring Agency or Institution
L-10 -- Expiration of License to Board Children
L-11 -- Water Agreement

License to Board Children
Form Letter No. 3, Licensing
A Guide for Foster Parents
Law Providing for the Licensing of Boarding Homes for Children and Rules and Regulations Pertaining Thereto
Rules and Regulations Governing the Licensing of Child Caring Institutions and Agencies
Water Analysis Report
Letter from Insurance Department outlining Fire Violations

Appendix B

Some Observations and Conclusions, Foster Home Characteristics, Division of Child Welfare, 1965.

B O A R D I N G A G R E E M E N T
D E P A R T M E N T O F H E A L T H A N D W E L F A R E

I/We _____ agree to accept
_____ who was born _____
for boarding care at \$ _____ per month. I/We understand that this
is not an adoptive placement and I/we agree to refrain from discussing
adoptive plans for this child with anyone but the worker, because we
know that the Department of Health and Welfare is the guardian of
_____ and therefore has the right to
make all plans for him/her.

Date _____

Department of Health and Welfare

By: _____

Signature of Worker

Signature of Foster Mother

Signature of Foster Father

Address

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
BUREAU OF SOCIAL WELFARE

Fill out and return
by _____
date

APPLICATION FOR A LICENSE TO BOARD CHILDREN UNDER 16 YEARS OF AGE

Please fill in and return to:

Applicants: (Give full names of each, including maiden name of woman)

Woman: _____
first middle last maiden name
Date and place of birth: _____

Husband: _____
first middle last If deceased, give date
Date and place of birth: _____

Address: _____
P.O. _____

Residence: _____ Tel. No. _____

Directions for reaching home from nearest post office: _____

MEMBERS OF HOUSEHOLD

(List all persons residing in the home, including applicant(s) first)

Name	Date of Birth	Occupation	Relation to Applicants
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Health:

Comment on Health of each member of household listed above, giving special emphasis to any physical or mental handicaps of anyone in the household:

Woman:

Religion (underline one) Protestant Catholic Jewish Other
Marital Status (underline one) Single Married Widowed Separated Divorced
If married, give date and place _____

Husband: (If Living)

Occupation _____
Religion (underline one) Protestant Catholic Jewish Other _____

Family:

Source of income _____

Average amount of income per month _____

Is foster mother or father employed outside the home? _____ If so, explain: _____

Is foster father living in the home? _____ If not, explain, giving dates of separation or death if any: _____

Date and place of previous marriages of either applicant:

Woman: _____

Husband: _____

Have applicants children of their own other than those listed on the reverse side?

Are you boarding children now _____ If so, how many and for whom _____

Have you boarded in the past _____ If so, how many and for whom _____

Name and address of family physician _____

Please give as references the names and addresses of three persons in good standing in the community who are acquainted with you but who are not related to you or in business with you:

1. _____

2. _____

3. _____

We hereby agree to comply with all rules and regulations of the Department of Health and Welfare pertaining to maintenance of boarding homes for children.

SIGNATURES - Woman _____

Husband _____

Date _____

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF CHILD WELFARE

REPORT ON STANDARDS FOR A BOARDING HOME FOR CHILDREN

Applicants: (ENTER FULL NAME OF EACH, INCLUDING MAIDEN NAME OF WOMAN)

WOMAN: _____ DATE OF APPLICATION: _____
FIRST MIDDLE LAST MAIDEN NAME

DATE AND PLACE OF BIRTH: _____ DATE OF REPORT: _____

MAN: _____ WORKER: _____
FIRST MIDDLE LAST

DATE AND PLACE OF BIRTH: _____ AGENCY: _____

ADDRESS: _____

P.O.: _____

RESIDENCE: _____ RECOMMENDATION: _____

APPLICATION IS ☐ NEW ☐ RENEWAL ☐ REAPPLICATION

DATE CW-26 MAILED TO DIVISION OF SANITARY ENGINEERING: _____

1. FOSTER FAMILY

A. MEMBERS OF HOUSEHOLD (EXCLUDE CHILDREN FOR WHOM LICENSE IS REQUIRED)

NAME	BIRTHDATE	EMPLOYMENT	RELATIONSHIP TO APPLICANT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. ADDITIONAL INFORMATION

1. DATE AND PLACE OF MARRIAGE OF APPLICANTS: _____

2. IS FOSTER FATHER LIVING IN THE HOME? _____ IF NOT, EXPLAIN, GIVING DATES OF SEPARATION OR DEATH, IF ANY: _____

3. HAS EITHER APPLICANT BEEN MARRIED PREVIOUSLY? _____ IF SO, SPECIFY WHICH, AND EXPLAIN HOW MARRIAGE WAS DISSOLVED. IF BY DIVORCE OR DEATH, GIVE DATE AND PLACE: _____

4. HAVE APPLICANTS' CHILDREN OF THEIR OWN OTHER THAN THOSE LISTED IN 1-A? _____ IF SO, GIVE NAME, AGE, ADDRESS AND OCCUPATION: _____

5. STATE APPROXIMATE YEARLY INCOME AND GIVE SOURCE: _____

6. HEALTH - COMMENT ON HEALTH OF EACH MEMBER OF HOUSEHOLD LISTED ABOVE UNDER 1. A, GIVING SPECIAL EMPHASIS TO ANY PHYSICAL OR MENTAL HANDICAPS OF ANYONE IN THE HOUSEHOLD:

7. RELIGION (UNDERLINE ONE)

FOSTER FATHER: CATHOLIC PROTESTANT JEWISH OTHER

FOSTER MOTHER: CATHOLIC PROTESTANT JEWISH OTHER

DOES FOSTER FAMILY ATTEND CHURCH: (UNDERLINE ONE) REGULARLY OCCASIONALLY INFREQUENTLY

8. WHAT PHYSICIAN, IF ANY, WAS SEEN AS A REFERENCE? _____

PHYSICIAN'S COMMENT: _____

9. IS FOSTER MOTHER OR FATHER EMPLOYED OUTSIDE THE HOME? _____ IF SO, EXPLAIN:

11. PHYSICAL STANDARDS OF HOME

A. GENERAL

1. TYPE OF HOUSE (CHECK ONE) SINGLE _____ DOUBLE _____ MULTIPLE _____

2. REPAIRS (CHECK ONE) GOOD _____ FAIR _____ POOR _____

3. NUMBER OF ROOMS _____

4. WATER SUPPLY (CHECK ONE) CITY _____ TOWN _____ OTHER _____

5. TOILET - TYPE: FLUSH _____ CHEMICAL _____ DIRT _____ OTHER _____

CONDITION: GOOD _____ FAIR _____ POOR _____

6. HEATING (DESCRIBE FACILITIES)

IS HEATING ADEQUATE? YES _____ NO _____

7. ARE WINDOWS SCREENED? YES _____ NO _____

8. CONDITIONS OF FURNISHINGS: GOOD _____ FAIR _____ POOR _____

9. HOUSEKEEPING STANDARDS: GOOD _____ FAIR _____ POOR _____

B. SLEEPING ARRANGEMENTS

1. NO. OF BEDROOMS _____ NO. AVAILABLE FOR USE OF FOSTER CHILDREN _____

2. DOES EACH BEDROOM USED FOR FOSTER CHILDREN HAVE AT LEAST ONE OUTSIDE WINDOW? _____

3. DESCRIBE APPLICANTS' PLANS FOR FOSTER CHILDREN'S SLEEPING ARRANGEMENTS: _____

_____4. DESCRIBE CLOSET OR OTHER SPACE FOR CHILDREN'S CLOTHING: _____

_____5. COMMENTS: _____

VI. NEIGHBORHOOD

1. DISTANCE FROM HOME TO GRADE SCHOOL: _____ HIGH SCHOOL: _____

2. IS TRANSPORTATION TO SCHOOL PROVIDED _____ HOW? _____

3. IS HIGH SCHOOL LOCATED IN TOWN OF RESIDENCE? _____ IF NOT, WHERE? _____

4. DISTANCE TO CHURCH WHICH FOSTER FAMILY ATTENDS: _____

5. TYPE OF COMMUNITY: RURAL _____ VILLAGE _____ SUBURBAN _____ URBAN _____

6. ECONOMIC LEVEL OF COMMUNITY: PROSPEROUS _____ MODERATE _____ POOR _____

VII. REFERENCES

NAME	ADDRESS	CONNECTION TO APPLICANTS	RECOMMENDATIONS (FAVORABLE OR UNFAV.)

V. REGISTER (INDEPENDENT PLACEMENTS)

DO APPLICANTS UNDERSTAND REQUIREMENT FOR THE REGISTER? _____

VI. EVALUATION AND RECOMMENDATION

RECOMMENDATION: ☐ GRANT LICENSE FOR _____ CHILDREN UNDER 16 YEARS OF AGE

☐ DENY LICENSE

EVALUATION: GIVE BRIEF EVALUATION, INCLUDING SPECIAL COMMENTS ON ANY OF THE ABOVE.

IF RECOMMENDATION IS FOR DENIAL, SUMMARIZE REASONS.

SIGNATURE OF WORKER

SIGNATURE OF PERSON AUTHORIZED TO APPROVE RECOMMENDATION

**STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF CHILD WELFARE**

(TO BE FILLED IN BY DISTRICT SUPERVISOR AND TWO COPIES TO BE SENT TO CENTRAL OFFICE)

TO: SUPERVISOR OF LICENSING

DATE: _____

THE HOME OF _____
(SURNAME) (MAN AND WOMAN'S NAME)

P.O. & RESIDENCE _____

WHOSE APPLICATION IS ☐ NEW ☐ RENEWAL ☐ REAPPLICATION, HAS BEEN STUDIED, AS AN ☐ AGENCY

☐ NON-AGENCY HOME, TO DETERMINE SUITABILITY FOR A LICENSE, AND THE FOLLOWING APPLICATION IS RECOMMENDED.

1. ☐ HOME IS SUITABLE FOR _____ CHILDREN.
2. ☐ APPLICATION BE WITHDRAWN. REASON _____
3. ☐ APPLICATION BE DENIED. REASON _____

4. EXCEPTIONS TO RULES AND REGULATIONS RECOMMENDED AS FOLLOWS: _____

DATE REQUEST FOR WATER CONTAINER, FORM CW-26, MAILED TO DIVISION OF SANITARY ENGINEERING

(SIGNATURE OF DISTRICT SUPERVISOR)_____
(DISTRICT OFFICE)_____
(TYPE WORKER'S NAME)EXCEPTION: ☐ APPROVED ☐ DENIED_____
DIRECTOR OF THE DIVISION OF CHILD WELFARE_____
DATE

(TO BE FILLED IN BY SUPERVISOR OF LICENSING AND ONE COPY RETURNED TO ORIGINATING DISTRICT OFFICE)

LICENSE ISSUED FOR _____ CHILDREN

DATE _____

HOME INSPECTED BY FIRE OFFICIAL _____ APPROVED: YES ☐ NO ☐
(DATE)

REMARKS ON FIRE INSPECTION _____

WATER ANALYZED _____ SATISFACTORY ☐ QUESTIONABLE ☐ UNSATISFACTORY ☐
(DATE)

REMARKS ON WATER ANALYSIS _____

LICENSE DENIED _____ REASON: _____
(DATE)

APPLICATION WITHDRAWN _____ REASON: _____
(DATE)

SUPERVISOR OF LICENSING

DEPARTMENT OF HEALTH AND WELFARE
BUREAU OF SOCIAL WELFARE
DIVISION OF CHILD WELFARE
STATE HOUSE, AUGUSTA, MAINE

Date _____

TO: Central Office, Division of Licensing, Augusta

SUBJECT: Recommendation on License in Effect

I recommend that the license of _____
(Name of Licensee)

_____ be reissued to increase
(P.O. and residence address)
number of children boarded from _____ to _____ children.

Signature of Worker: _____ Signature of Supervisor: _____

I recommend that the license of _____
(Name of Licensee)

_____ be revoked cancelled for the
(P.O. and residence address)

following reason or reasons: _____

Signature of Worker: _____ Signature of Supervisor: _____

Form CW-25 A

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF CHILD WELFARE

BOARDING HOME FOR CHILDREN

Date _____

To: Bureau of Health
Division of Sanitary Engineering
State House
Augusta, Maine

District Office

or

From: Worker _____ Agency _____

Please send a special sterilized gallon water container to the person whose name appears below.

Name _____

Street & No. _____

City or Town _____

Indicate how shipment
should be made

Parcel Post _____

American Railway Express _____

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
DIVISION OF CHILD WELFARE

REPORT FOR RELICENSING A BOARDING HOME FOR CHILDREN

Names of Applicants: _____ Date of Application: _____

Woman: _____ Date of Report: _____
 first middle last maiden name

Man: _____ Worker: _____
 first middle last

Address: _____ Agency: _____

P.O. _____ Recommendation: _____

Residence: _____

Date CW-26 mailed to Division of Sanitary Engineering: _____

Note any changes in members of household since last report, such as marriages, illnesses, deaths. Use reverse side or additional page (s) if necessary.

REGISTER. (Independent placements)

1. Does applicant have a register? _____
2. Was the register examined by the worker? _____
3. Were the records legible and well kept? _____

EVALUATION AND RECOMMENDATION.

Recommendation: ☐ Relicense for _____ children under 16 years of age

☐ Deny license

Evaluation: Give brief evaluation, including special comments on any of the above. If recommendation is for denial, summarize reasons. Use reverse side or additional page (s) if necessary.

Signature of Worker

Signature of person authorized to approve recommendation

Dates of Applications:

[illegible]

DEPARTMENT OF HEALTH AND WELFARE
BUREAU OF SOCIAL WELFARE
DIVISION OF CHILD WELFARE
STATE HOUSE, AUGUSTA, MAINE

(Date) 19____

TO: Central Office, Division of Licensing, Augusta

FROM: District Office

The license of _____
Name of Licensee

Post Office and Residence

which expires _____

will not be renewed.

Signature _____

SURNAME		BIRTHDATE	BIRTHPLACE	REL.	RACE	CASE NO.					OFFICE
1.	FATHER					ADDRESS					MAR. STATUS
2.	MOTHER					ADDRESS					MAR. STATUS
CHILDREN						DATE ACCEPTED OR COMMITTED					DATE CLOSED
3.						SV	D	DR	CPH	C	
4.											
5.											
6.											
7.											
8.											
9.											
10.											

COURT _____

ORDER ☐ FATHER _____ AMT. _____ PER _____
 VOL. ☐ MOTHER _____ AMT. _____ PER _____

ROSS-REFERENCES:

COURT ORDER			FUNDS
REF. CL.	SUSP.	RE-OP.	FOASI
			V. A. _____
			R. R. _____
			S. A. _____
			EST. _____
			OTHER _____

LOCATION AND ASSIGNMENTS

[illegible]

Child Case No.
Effective Date

A. PLACED WITH:

Name
Address
Pay Bd. Clo. Total Type Home
Increase from Bd. Clo. to Bd. Clo. Total
Decrease from Bd. Clo. to Bd. Clo. Total
☐ Board Free ☐ Dismissed
Code

B. REMOVED FROM (and stop payment):

Name Bd. Clo. Total
Address

C. CHANGE OF ADDRESS:

Name of Foster Parents
New Address
Date Worker Office
Date Supervisor



STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
AUGUSTA, MAINE 04330

DEAN FISHER, M. D.
COMMISSIONER

APPLICATION FOR LICENSE TO MAINTAIN AND OPERATE A CHILD-CARING
AGENCY OR INSTITUTION

Name and address of organization

Hereby applies to the State of Maine, Department of Health and Welfare, Bureau of
Social Welfare, to be licensed to maintain and operate:

- _____ 1. Child-caring institution for _____ children.
- _____ 2. Home for unmarried mothers and children for _____ mothers and
_____ children.
- _____ 3. Child-placing agency
_____ with an adoption program
_____ without an adoption program

Date and place of incorporation _____

BOARD OF DIRECTORS OR GOVERNING BODY _____

President _____
Name Address

Secretary _____

Treasurer _____

Others _____

The object and purpose of the agency are as follows.

The agency derives its income mainly from the following sources:

STAFF (Name, position and salary. Continue on supplementary sheet if necessary)

Executive

Others

The agency agrees to abide by the law providing for the licensing of homes for children and the rules and regulations of the Department pertaining thereto and to cooperate in the Department's study of the agency's program to determine conformance thereto.

Signature of Executive

Title

Date

Signature of President of governing body

Title

Date

DEPARTMENT OF HEALTH AND WELFARE
BUREAU OF SOCIAL WELFARE
AUGUSTA, MAINE

(Date) 19____

To:

From: Division of Licensing, Central Office

Subject: Expiration of License to Board Children

The license of _____
(Name of Licensee)

(Post Office and Residence)

expires _____.

To: Department of Health and Welfare
Bureau of Social Welfare
Division of Child Welfare
State House, Augusta, Maine

Because a recent analysis of a sample of water which I submitted shows it to be unsafe for drinking and cooking purposes, I agree to:

- ☐ 1. Secure all water to be used for drinking and cooking purposes in my home from an approved source of supply. 1/
- ☐ 2. Boil all water to be used for drinking purposes from the present source of supply for five minutes and then place in a tightly covered container until used; or
- ☐ 3. Sterilize all water to be used for drinking purposes from the present source of supply by adding ten drops of Zonite, Chlorox, bleach water or some similar solution containing chlorine, to each gallon of water used. Allow to stand about 10 or 15 minutes before using and then place in a tightly covered container until used.
- ☐ 4. In the meantime I agree to make necessary changes and additions to my water supply as recommended by the Division of Sanitary Engineering.

Date _____ Signed _____

1/ Water from an approved source may come (1) from a public water system; or (2) from a well or spring that is properly protected, and from which a sample of water has been analyzed and found to be satisfactory for drinking and cooking purposes. If item one is checked, please state below the source, and the name and address of the person on whose premises the water will be secured:

Important Notice

Water containing nitrates of more than 4.9 parts per million cannot be made safe by boiling or by the use of other means of sterilization. Such treatment if properly performed will kill dangerous bacteria, but is not effective on nitrates.



State of Maine
DEPARTMENT OF HEALTH AND WELFARE
Bureau of Social Welfare
Division of Child Welfare
LICENSE TO BOARD CHILDREN

Expires one year from date of Issue

ISSUED

(NAME)
(ADDRESS)

(DATE)


DIRECTOR, BUREAU OF SOCIAL WELFARE

Licensed to maintain a boarding home for not more than _____ children under provisions of the Revised Statutes of 1954, Chapter 25, Sections 254 and 255 and subject to the Rules and Regulation of the Department.



STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
AUGUSTA

DEAN FISHER, M. D.
COMMISSIONER

You recently sent in a sample of water in order to qualify for a license to operate a boarding home. The analysis report was dated and mailed to you on , showing that the sample contained a large number of dangerous bacteria. Water in this condition is considered unsafe for human consumption.

A water agreement form is enclosed and in order that a license may be issued to you, it will be necessary for you to check on the form the procedure most convenient for you to follow to make the water safe for drinking purposes. Item number four must be checked also and you must sign the form and fill in the date.

A stamped, self-addressed envelope is enclosed for the prompt return of the agreement.

Please note the directions for disinfecting a water supply, which are printed on the reverse side of the water analysis report which was sent you. You may wish to sterilize the supply at its source, following these directions, and then request another gallon container so that you can send in another sample.

If you decide to do this, please write us to that effect, using the enclosed self-addressed envelope. There is no charge for this service except the parcel post charges when you return the filled container to us.

Please let us hear from you as soon as possible.

Sincerely yours,

Enc. 2

Copy to CW District Office or to home address of the private agency which recommends that the license be issued.

A GUIDE FOR FOSTER PARENTS



State of Maine

DEPARTMENT OF HEALTH AND WELFARE

Division of Child Welfare

State of Maine
DEPARTMENT OF HEALTH AND WELFARE
Division of Child Welfare

★ ★ ★ ★ ★

A GUIDE FOR FOSTER PARENTS

★ ★ ★ ★ ★

State House, Augusta, Maine

"A mother is likened to a mountain spring that nourishes the tree at the root. But one who mothers another's child is likened unto a water that rises into a cloud and goes a long distance to nourish a lone tree in the desert."

TALMUD

To Foster Parents

We are happy to welcome you as an important part of our agency. You have been chosen as foster parents because we feel you have the special qualities that are so necessary in caring for children, who, for one reason or another, are not able to live in their own homes. Without you, this important work of helping children to become happy, responsible adults, could not be accomplished. Your interest, understanding, affection, and day-by-day care are vital to children who are separated from their own families.

Bringing up someone else's child is difficult. You take the foster child already made -- the way he is. Then you take the worker along with the child; that is, you will need to share the child not only with his own parents but with the agency as well. Again, you don't take the foster child for better or worse as you do your own child, but you take him for "better". You take him with the hope that he will get better through your efforts and your love. To be a good foster parent is to be made of sturdy stuff!

There is a satisfaction in helping a child through a period when he must live away from his own home. We know there will be times when things won't run smoothly. As long as a child is in your home, the agency will share with you the responsibility for his care.

Your Responsibility and Ours

Separation from his own family and the experiences before separation make a child upset and unhappy. His feelings may be held inside him so that he is too quiet or too far away from other people. He may be driven to act out his emotions in unacceptable ways. Such behavior may call on all your abilities as a patient and understanding foster parent.

The task of caring for your foster child will not always be easy. Two heads are sometimes better than one. The worker will visit you and will want you to share with her your successes and your failures. She will not always know the answers, but by working together and sharing ideas, you and the worker may gain a better understanding of your child's problems. There will be times when the worker will want to talk with you alone. There will be other times when it will be helpful for the child to talk with his worker alone. Sometimes a worker will feel it necessary to talk with a child around problems arising from his earlier experiences and from separation from his own family. She will also need to know from the child how his present placement feels to him.

You will be hearing from the child and from the worker information which concerns only him and his family. For the child's protection and for his pride, we feel that this should not be shared with friends and neighbors. It will be sufficient for them to know that he is now a part of your home, and that you would like him welcomed as a part of the community.

Payment of Board and Care

Board will be paid by check each month. The check, which you will receive on or about the 21st of each month, covers payment for the previous month. The agency pays for the board of a child on the exact date on which he is placed in your home. Payment is not made for the day on which he leaves.

The check, in addition to board, is expected to cover laundry, toilet articles, hair cuts, ordinary medical supplies, school lunches and the usual school supplies.

Clothing

The agency is responsible for a child's clothing. We do want to have our children adequately and suitably clothed to meet their individual needs. Understandably, there has to be some limit to the amount of clothing purchased for a child. Your case worker will discuss with you the method and limitations around the purchase of clothing.

For the young child, the care of the clothing will, of course, be your full responsibility. As a child grows older, we believe it is important that he or she share this responsibility under your guidance and teaching.

Medical and Dental Care

The Department is financially responsible for authorized medical and dental care. This will be discussed with you by your worker on an individual basis. We assume that foster parents, whenever possible, will take the child for his needed dental and medical care.

Illness and Accident

If a foster child becomes ill, it is expected that you will use your own good judgment as to the necessity for calling a doctor. The agency needs to be notified as soon as possible. The caseworker will plan with you for medical care and will notify the child's family if necessary. If an emergency requires that you take the child to a hospital, be sure to give the hospital the name and address of the agency, and notify the agency as soon as possible.

In cases of accident, it is important that foster parents, children, or own parents make no statements to insurance adjustors or investigators and that they sign no forms. But, as in other matters, foster parents contact the Child Welfare office who will get in touch with its legal staff.

Church and School

As a child in foster care is expected to follow the same religious faith as that of his parents, the child placed in your home will be of the same faith as you and your family. You will be responsible for seeing that your foster child meets the religious requirements established by his particular faith, and for encouraging him to participate fully in the religious life of his church.

If the child in your home is of school age, he will be expected to attend school regularly where he is to be registered under his own name. As foster parents you will be interested in knowing how the child is getting along in school and you may want to join the Parent Teachers Association and visit the school at times to talk with the teacher.

The social worker -- like you, the foster parents -- also wants to know how the child is doing in school and will visit the school and talk with the teachers.

You and the social worker will want to share the knowledge you have of the child's adjustment in school so that together you will be better able to help the child.

Visiting by Parents and Relatives

Perhaps you will find that one of the more challenging aspects of caring for your foster child will be your acceptance of his own family and your understanding of his need to keep in touch with them. We know that every child needs to feel comfortable about his origin -- that he "came from something good." This is essential for his own self-esteem and feeling of worth. Your acceptance of his family will help a child feel you are accepting him. Your foster child will be able to love you more if you are not critical of his own family. There are so many reasons why some parents are not able to care for their children. Some of these reasons are hard for us to understand.

Often parents need to be critical. This will be easier for you to bear if you understand why they need to do this. It is hard for parents to see others doing what they know they, themselves, should be doing. This is another thing that you and your worker will be talking about.

We encourage own parents to make arrangements through the case worker for visiting. If these visits present problems to you or to the child, we expect you to discuss them with the case worker.

Change in Plans for Your Child

As legal guardian, the Department has the responsibility for making the best possible plans for the children in its care. Sometimes this might mean the removal of the child from your home. The case worker will discuss with you any change of plan, such as return to his own home, other placement, or adoption, well in advance of the child's leaving. It is often hard to see a child leave your home, but your cooperation and help will be needed to make the move more comfortable and less damaging for him.

Likewise, if you find that for any reason you cannot keep your foster child, it is understood that you will give your case worker sufficient time to make a well considered new plan for the child. Please do not talk to the child about not wanting him, but tell the worker when you begin to feel that you may not be keeping him.

We are sure you realize with us that any move that is unexplainable or unacceptable to a child presents serious and damaging consequences to him. For us who have grown up in the safety of our own homes, it is not easy to imagine how the foster child feels or to understand his feelings of strangeness, his confusion, and his fear as he goes into a foster home.

Allowances and Child's Own Money

Money has special significance to both adults and children. Children of school age and above should be provided with a regular allowance, however small, and as foster parents you can offer invaluable service in helping them develop a sense of responsibility in the management of money.

Working age children should be encouraged to find summer jobs or after-school jobs. Money earned by your foster child must be reported to the social worker, who will decide with you and the child how it is to be used. When a child has a regular salary or earns enough, it is expected that he will begin to pay for some of his own expenses so that he can learn to be a self-supporting adult.

Foster children should be encouraged to save some money. If a bank account is being opened for a child, it should be reported to the worker. Changes of living plans of foster children have made it inadvisable for foster parents to be a party to a bank account. Bank books should be in the child's name alone and reported to the worker. By mutual agreement of child, foster parents, and social worker, the bank book may be held by the foster parents for safe-keeping. The social worker's participation in any financial planning is a protection to the foster parents.

Income Tax Report

The office of the Collector of Internal Revenue has advised that payments received for care of a foster child should not be reported as income on your tax report. Likewise, your foster child cannot be claimed as a dependent.

Driver's License

The law provides that no minor under eighteen can apply for a driver's license without the consent of his legal guardian. Since the Department is the legal guardian of all children in custody, only a person authorized by the Department may sign the application for a Learner's Permit.

Only in special instances will consideration be given to a request for a driver's license. Proof of adequate insurance on the car the child would be driving is one of the specific requirements.

We cannot allow a child under our care, for whom we are assuming any financial responsibility, to buy and register a car.

Advise Your Worker of

A. Changes in Family Make-up. The caseworker needs to know of any change in the number of people living in your household. In accepting your home, we understand that you are agreeing not to board other children or adults from any source without discussing it with us first, and securing our approval. While responsibility toward members of your family may make such a change necessary, the caseworker needs to know this and decide with you how the child will be affected.

B. Changes in Sleeping Arrangements. If you are considering changing the sleeping arrangements for the foster children in your home, you are asked to discuss these changes with your worker in advance.

C. Change of Address. Because you are sharing with the agency responsibility for the child, any change in your address, however temporary, is something we must know about in advance. This includes even changes in connection with any vacation you are considering.

Referrals of New Homes

As foster parents you may have inquiries from other people who are interested in caring for foster children. We would appreciate your referring such people to us.

* * * * *

We hope that you and your family will find satisfaction in sharing you home with a child who needs your care and in working with the Division of Child Welfare in this worthwhile undertaking of caring for children who must live away from their own homes.

* * * * *

DISTRICT OFFICE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

WORKER'S NAME: _____

BOARD RATE: _____ per month.

STATE OF MAINE

Department of Health and Welfare

Bureau of Social Welfare

**Law Providing for the Licensing of
BOARDING HOMES FOR CHILDREN**

and

**Rules and Regulations
Pertaining Thereto**

Augusta, Maine

November, 1964

**MAINE STATUTES REGARDING THE LICENSING OF
BOARDING HOMES FOR CHILDREN**

Title 22, Chapter 1055, Section 3797, Revised Statutes of 1964.

Sec. 3797. Children's homes. 1. Licensing. No person, firm, corporation or association shall conduct or maintain a boarding-house or home for one or more children under 16 years of age, unattended by parents or guardian, excepting children related to such persons by blood or marriage, or who have been legally adopted by such persons, or engage in, or assist in conducting a business of placing out or finding homes or otherwise disposing of children under 16 years of age, without having in full force, subject to the rules and regulations of the department, a written license therefor from the department. No such license shall be issued until the applicant has furnished the department with a written statement signed by one of the officials designated in Title 25, section 2360, that the home and premises comply with said section 2360; or a written statement signed by one of the officials designated in Title 25, section 2392, that the home and premises comply with said section 2392 or the Insurance Commissioner shall, if requested, direct such inspection to be made in accordance with Title 25, section 2391. Said written statement shall be furnished annually thereafter in those cases where the home is licensed to board more than 2 children. The department shall establish and pay reasonable fees to the municipal official or the Insurance Commissioner for each such inspection. The term of such license shall be for one year and the license may be suspended or revoked for failure to comply with this sub-section or the rules and regulations pertaining thereto. When the department believes a license should be suspended or revoked it shall file a statement or complaint with the Administrative Hearing Commissioner designated in Title 5, Chapters 301 to 307. A person aggrieved by the refusal of the department to issue a license may file a statement or complaint with said Administrative Hearing Commissioner. Whoever violates this sub-section shall be punished by a fine of not more than \$500 or by imprisonment for not more than 11 months, or by both.

2. Definitions. "Boarding-house for children" as used in sub-section 1 shall be held to mean a house or other place conducted or maintained by anyone who advertises himself or holds himself out as conducting a boarding place for children under 16 years of age, or who receives illegitimate children under 16 years of age, or who has in his custody or control one or more children under 16 years of age unattended by parents or guardians, for the purpose of providing such children with food or lodging, excepting children related to him by blood or marriage or who have been legally adopted by him.

"Home for children" as used in sub-section 1 shall be held to mean any children's home, orphanage or other institution, association, organization or individual engaged in receiving, caring for and finding homes for orphaned, dependent and neglected children.

Whoever advertises himself or holds himself out as placing or finding homes for, or otherwise disposing of children under 16 years of age, or whoever actually places or assists in placing in homes of persons other than relatives, or causes or assists in causing the adoption or disposal otherwise of one or more children under 16 years of age shall be deemed as engaged or assisting in conducting a business of placing out or finding homes for children within the meaning of said sub-section.

RULES AND REGULATIONS FOR THE LICENSING OF BOARDING HOMES FOR CHILDREN

Part I. Definitions

As used in these Rules and Regulations the following definitions shall apply:

- Sec. 1. The term "boarding home" shall be held to mean a house or other place conducted or maintained by anyone who advertises himself or holds himself out as conducting a boarding place for children under 16 years of age, or who receives illegitimate children under 16 years of age, or who has in his custody or control one or more children under 16 years of age unattended by parents or guardians, for the purpose of providing such children with food or lodging, excepting children related to him by blood or marriage or who have been legally adopted by him.
- Sec. 2. The term foster home or foster parent will be used interchangeably with boarding home or boarding parents.
- Sec. 3. The word department shall mean the Department of Health and Welfare. The term Bureau of Social Welfare shall mean the Bureau of Social Welfare of the Department of Health and Welfare. The term Bureau of Health shall mean the Bureau of Health of the Department of Health and Welfare.
- Sec. 4. Blood relatives of a child shall mean brother, sister, grandparents, uncles and aunts. Relatives by marriage shall mean step-father, step-mother, step-grandparents, step-brother, step-sister, uncles and aunts.
- Sec. 5. The word child or children shall mean a child or children under the age of 16 years.

Part II. Minimum Requirements

- Sec. 1. Any person conducting a boarding home for children under 16 years of age, as defined in Part I, shall be required to have a license from the Department of Health and Welfare, Bureau of Social Welfare, to board children. There is no charge for such license.
- Sec. 2. Licenses shall be effective for a twelve-month period from the date of issuance unless sooner revoked, and shall be effective only at the address given on the license. If the licensee moves to a new location, the licensee must apply immediately for a license to cover such location.
- Sec. 3. No person shall maintain a boarding home having in it more children than the number allowed by the license provided that a license may be reissued for a larger number of children at the discretion of the Department of Health and Welfare, Bureau of Social Welfare, except as provided in section 5.
- Sec. 4. Applications for a license shall be made, to one of the Child Welfare District Offices of the Department of Health and Welfare or to the State Office in Augusta, on forms furnished by the Department of Health and Welfare, Bureau of Social Welfare. Applications for a renewal of a license should be made 60 days prior to date of expiration.

Sec. 5. The number of foster children under 16 years of age cared for at any one time by any foster home shall not exceed six. No license shall be issued for more than six children except when:

- a. More than six children of one family require placement together.
- b. The home, in the judgment of the Department of Health and Welfare, Bureau of Social Welfare, would fulfill a special need, and furnishes such facilities and personnel as would provide adequate care to children.

Sec. 6. No license to operate a boarding home at any location can be issued until such home passes a satisfactory inspection for fire safety and fire protection. Such an inspection must be made annually thereafter if the renewal license is to be issued to board more than two children. All inspections shall be made under the provisions of Title 25, section 2360, 2391, 2392 of the Revised Statutes.

Remarks. Such inspections are usually made by an inspector employed by the Division of State Fire Prevention of the office of the Insurance Commissioner of the State of Maine at the request of the State of Maine Department of Health and Welfare.

Sec. 7. If the water which is used for drinking and cooking purposes in the home is not obtained from a municipal water system, it shall be analyzed by the Department of Health and Welfare, Bureau of Health. The Department will report the result in writing to the applicant or licensee. When the water analysis report shows an unsatisfactory supply, the Department will notify the agency having the home under care, and such agency and the Department will work with the applicant or licensee in an attempt to make the water supply a safe one. If continued attempts by the agency and the Department do not result in a satisfactory supply within a reasonable time, the Department will notify the agency that the use of the home as a foster home shall be terminated as soon as possible, consistent with the needs of the child(ren) placed therein.

Sec. 8. No person having active tuberculosis, known to be a typhoid carrier, or who shall have a venereal disease in a contagious form shall be eligible for a license.

Sec. 9. Foster homes holding a license shall keep a register furnished by the Department of Health and Welfare, Bureau of Social Welfare, of all children admitted and dismissed who were not placed in the home by a public or private child caring agency, said register to be available for inspection by the Department of Health and Welfare, Bureau of Social Welfare.

Part III. Revocation of License

The Department may revoke a license at any time for failure to comply with the provisions of the law or the rules and regulations pertaining thereto. It shall give written notice of such revocation by delivering the notice in hand to the licensee. If the licensee cannot be reached for personal service the notice may be left at the licensed premises.

Part IV. Repeal of Previous Rules and Regulations

The previous rules and regulations governing the licensing of homes to board children in the State of Maine are hereby repealed.

Approved December 31, 1954 by the Commissioner of Health and Welfare.

STANDARDS FOR THE BOARDING HOME

In addition to the minimum requirements the general standards of the home must also be considered when recommendation is made for a home to be licensed to board children.

A. Neighborhood and Home.

1. The foster home should be located in a community offering wholesome neighborhood influences, facilities for health service and medical care, accessibility to churches, to desirable recreational facilities and convenient to schools.
2. A standard of living should be maintained by the foster family which makes possible normal family life in healthful and wholesome surroundings. There should be a homelike atmosphere.
3. The foster home should be kept clean and in a sanitary condition. Windows and doors should be screened.
4. Toilets should be kept in proper repair and in good sanitary condition.
5. The home should have adequate light, and ventilation and should not be overcrowded. Closets, alcoves and corridors shall be excluded from count of rooms and shall not be used as sleeping rooms for children.
6. All sleeping rooms should have ample light and ventilation. Each room used for sleeping purposes shall have at least 400 cubic feet of air space for each adult occupant or child over ten years of age; at least 250 cubic feet of air space for each child occupant between the ages of five years and ten years; at least 200 cubic feet of air space for each child occupant under five years of age. It is desirable that every child shall have his own bed. There should be adequate sleeping quarters and equipment to assure that:
 - A. The size of the bed and quality of springs and mattresses should be comfortable and assure good posture.
 - B. No child should sleep in the bed with an adult.
 - C. No child over 3 years of age should sleep in a room with an adult of the opposite sex.
 - D. No child should sleep in the same bed with more than one other child.
 - E. No 2 children of opposite sex should sleep in the same bed.
 - F. No children over 5 years of age should sleep in the same room with a child over 3 of the opposite sex.
 - G. If one bed is provided for 2 children, it should be of ample size to assure comfort and hygiene—never a single bed.
 - H. There should be provision for special care and isolation, if need be, of sick children.
 - I. Every bed should be kept supplied with ample and clean bedding.
7. Space should be provided for storing each child's clothing and personal possessions. Clothing shall be individually owned and, if necessary, marked.
8. Children should share the facilities of the house as other members of the family.

B. Foster Family.

1. The foster family should be a complete family group, with both parents actively interested in caring for a foster child. The homes of widowed, divorced or single women should be considered only on the basis of their special qualifications in relation to individual situations.
2. Foster parents should be well balanced and mature individuals, who can offer examples to a child of wholesome, adult relationships and who can exercise good judgment in the handling of a child. They should be in good health, both mental and physical. They should be capable of offering intellectual, spiritual, and moral guidance to the child.
3. The foster parents should be of an age suitable to meet the needs of the child whose care they are to undertake. It is not considered desirable for persons over 60 years of age to care for babies or young children.
4. Family relationships of all individuals in the foster home should be wholesome and of such a nature that the addition of a foster child can be accomplished without undesirable results.
5. The foster family should be of the same religious faith as that of the child's parents. Adherence to this principle will prevent the development of problems which may arise when the attitude of the foster family may be in conflict with the child's early experience.
6. It is preferable that there be no adult boarders or roomers in the foster home.
7. There should be an income sufficient to provide a comfortable living for the foster family, which would make possible adequate recreation and a well rounded family life. The income should be regular and reasonably secure. Unless full adequate substitute care is provided, the foster mother should not be employed outside the home.

C. Care of the Child in the Foster Home.

1. The child placed in the foster home should always be considered a member of the foster family and should be treated, in all respects, the same as the foster parent's own children.
2. Foster parents should have a reasonable knowledge of the principles governing the feeding of children. The food supplied to the child should be of good quality, properly prepared and sufficient in quantity. Formulae for infants should be prescribed by a pediatrician and the feeding of young children should be supervised by a physician.
3. The child should not be left in the home without adult supervision, particularly at night.
4. The child should be supplied with clean and attractive clothes that fit and are individually owned. The clothing should be kept in good condition and there should be sufficient changes for cleanliness and protection against inclement weather.
5. The child should have his own individual place for his belongings including clothing, toys and personal possessions.
6. The child shall be provided with individual toilet articles, including towels,

wash cloths, combs and toothbrushes. The child shall be taught good health habits and personal hygiene by the foster parents.

7. The child shall be provided with necessary medical and dental care, which should include periodic health and dental examinations at least once a year, and more frequently in the case of young children, prompt correction of remediable defects, essential immunizations, the services of a physician in case of illness or accident, and hospitalization when necessary.
8. Provision should be made for attendance at school in accordance with school attendance laws, and for attendance of children of suitable age at church or Sunday School of their own religious faith.
9. The child should participate in community activities. He should have an opportunity to make friends in natural ways. Normal neighborhood contacts and wholesome relationship between the sexes should be fostered.

Suggestions for a Child's Diet and Eating Habits

Each day the diet for every child should include the following foods:

Milk—one and one-half pints to one quart.

Eggs—one daily or at least four or five weekly.

Meat or fish—one serving.

Two or three times during the week a generous serving of dried beans, peas, peanuts, peanut butter, or cheese may be substituted for eggs or meat.

Potato—one or more servings, baked or boiled in skins.

Vegetables—two or more servings. At least one should be a green or yellow color.
Serve a raw one often.

Orange, grapefruit, or tomato—one serving.

Other fruit, raw or cooked—one serving.

Whole grain or enriched bread and cereals—three or more servings.

Butter or oleomargarine with added Vitamin A—two or three servings.

Cod liver oil or other Vitamin A-D concentrate.

A healthy, happy child will look forward to his meals with pleasure and will eat all he needs of the foods that are offered to him if he is hungry, if the foods are selected, prepared, and served suitably, and if the surroundings are calm and pleasant. These suggestions may help you to encourage good eating habits in children:

Child should be seated comfortably.

Foods should be attractive and easy to manage.

Serve small portions and second helpings when needed.

Provide dishes and utensils that are suitable for small hands.

Don't expect little children to eat as skillfully as adults.

Try to have a cheerful, happy atmosphere at mealtime.

Plan to serve meals at a regular time each day.

See that the children get enough rest and relaxation, so that they will not be tired at mealtime.

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
BUREAU OF SOCIAL WELFARE

RULES AND REGULATIONS GOVERNING THE LICENSING OF
CHILD CARING INSTITUTIONS AND AGENCIES

Part I. General Statement

The Maine Revised Statutes of 1954 Chapter 25, Sections 254-255, require that all those engaged in the care of children away from their own homes have a license from the Department of Health and Welfare, and these statutes place the responsibility on the Department to set forth rules and regulations governing this license. The purpose of this licensing law is to protect foster children from the risks involved in their separation from their own homes and families. Through these rules and regulations, the Department seeks to identify those risks and safeguard against them.

For administrative purposes the following individuals and groups operating boarding homes for children shall be subject to the rules and regulations governing the licensing of "Boarding Homes for Children" as promulgated by the Department under the date of December 31, 1954:

- a. An individual or individuals without a governing body, and
- b. Groups which are not non-profit.

Part II. Definitions

For the purpose of these rules and regulations, the following definitions shall apply:

Sec. 1. The term "child" shall be held to mean any child under the age of 16.

Sec. 2. The term "foster care" shall be held to mean the care of a child away from his own home by persons not related to him by blood, marriage, or legal adoption, and shall ordinarily include the providing of food, lodging, and physical and parental care.

Sec. 3. The term "child caring agency" shall be held to mean any "home for children" as defined in the statute, which reads: ".....any children's home, orphanage, or other institution, association, organization..... engaged in receiving, caring for, and finding homes for orphaned, dependent, and neglected children." This term shall include:

- a. A child caring institution
- b. A home for unmarried mothers, and
- c. A child placing agency

Sec. 4. The term "child caring institution" shall be held to mean a child caring agency as defined in Sec. 3 which received children for full time group foster care. This term shall not include:

- a. Boarding schools established primarily for educational purposes.
- b. Hospitals, clinics, or nursing or convalescent homes established primarily for medical purposes.

- c. Summer camps established primarily for recreational and educational purposes.

Sec. 5. The term "home for unmarried mothers" shall be held to mean a child caring agency as defined in Sec. 3 which cares for 3 or more pregnant girls or unmarried mothers under 16 years of age, with or without their infants, and/or which cares for the infants after the mothers have left the home.

Sec. 6. The term "child-placing agency" is defined in the statute as "Whoever advertises himself or holds himself out as placing or finding homes for, or otherwise disposing of children under 16 years of age, or whoever actually places or assists in placing in homes of persons other than relatives, or causes or assists in causing the adoption or disposal otherwise of one or more children under 16 years of age shall be deemed as engaged or assisting in conducting a business of placing out or finding homes for children."

Sec. 7. The term "Department" shall be held to mean the Department of Health and Welfare of the State of Maine.

Sec. 8. The term "Bureau of Health" shall be held to mean the Bureau of Health of the Department of Health and Welfare of the State of Maine.

Part III Licenses

Sec. 1. A license to maintain and operate a child caring agency as defined in Part II, Sec. 3, shall

- a. Be issued by the Department
- b. Be governed by Maine Revised Statutes 1954, Chapter 25, Sections 254-255 as amended and these rules and regulations.
- c. Stipulate the type or types of child caring agencies that may be maintained by the licensee.

Sec. 2. Such licenses shall be effective for a 12-month period from the date of issuance only on such conditions as may be stipulated on the license.

Sec. 3. If there is a change in any of the stipulations on the license, a new license may be issued to make provision for this change.

Sec. 4. A child caring agency shall have the responsibility for applying for a license and for establishing the fact that it meets the requirements of these rules and regulations.

Sec. 5. Application for licenses shall be made to the Division of Child Welfare, Department of Health and Welfare, State House, Augusta, Maine. Application for renewal of a license must be made 60 days prior to the date on which the license expired.

Sec. 6. The Department, or its authorized representative, shall have the right to inspect or have inspected on its behalf for health and safety purposes the plant and equipment or any part thereof, or to inquire into or have inquired into on its behalf the operation or any part thereof of any child caring agency at any reasonable time, and the child caring agency shall cooperate with such inspection or inquiry. Records and other written material required by these rules and regulations to be kept by a child caring agency may be included in such an inspection or inquiry.

a. The purpose of such inspection or inquiry shall only be the establishment of the agency's conformance with these rules and regulations.

Part IV. Organization and Administration

Sec. 1. For each child caring agency, there shall be a responsible governing body which shall be

a. A board of citizens elected or appointed for that purpose, or

b. A religious or charitable organization such as religious orders, lodges, veterans groups, etc.

Sec. 2. The names and addresses of the officials of this governing body shall be filed with the Department.

Sec. 3. The governing body shall exercise sufficient authority that it can be held to have final responsibility for the child caring agency's practices.

Sec. 4. A child caring agency shall have sufficient funds or a reasonable means of raising sufficient funds to adequately care for the children for whom it is responsible.

Part V. Personnel

Sec. 1. Each child caring agency shall have as an executive one person who shall be responsible to the governing body for the administration of the agency's policies and program. This person shall have the necessary preparation or qualities that fit him for his position.

a. These qualities shall include:

1. Appropriate age

2. Good physical, mental and emotional health

3. An interest in work with children

4. An ability to form constructive relationships with people

5. A professional point of view

6. An understanding of the personality development of the child.
7. An understanding of parent-child relationship in the light of present day thinking

Sec. 2. A child caring staff member of a child caring agency shall:

- a. Have a reputation for integrity and be of good moral character
- b. Be free from communicable diseases and be of sufficiently good mental and physical health to perform his duties without danger himself or the children under care, and the Department may require a statement from a licensed physician that a child caring staff member is of such health.

Sec. 3. A child caring institution shall have sufficient child caring staff to provide adequate supervision to the children under care at all times.

Sec. 4. A home for unmarried mothers shall meet the personnel requirements of a child caring institution as stated in this part.

- a. If maternity care is given at the home, the home shall be required to also have a license from the Bureau of Health as a maternity hospital.

Sec. 5. The following additional regulations shall govern the personnel of a child placing agency:

- a. There shall be sufficient child welfare field staff of the proper qualifications to give adequate case work service to the children under care.
- b. If the agency's care load is small enough to warrant, the above requirement may be met by the same person who fills the requirement of Sec. 1 of this Part.

Part VI. Program of Care

Sec. 1. The following regulations shall govern the admission to care of any child by a child caring agency as defined in Part II:

- a. No child shall be received for foster care or placed for foster care without the written authorization of the parent, other person, official or agency having legal authority to care for the child.
- b. No child shall be received for foster care or placed for foster care without the following information being secured and recorded in the child's record.
 1. Full name of the child and legal residence
 2. Date and place of birth
 3. Sex of child
 4. Name, addresses and occupations of parents and their marital status

5. Names, ages, and sex of siblings with addresses when possible.
 6. Legal status of the child, including custody orders
 7. Religion of parents
 8. Medical history insofar as available
 9. Sufficient information to show why foster care is necessary for child
 10. The particular needs of the child and how the agency can meet these particular needs
 11. Brief life history of the child up to the time of acceptance
 12. Statement of financial arrangements at time of acceptance
- c. The agency shall make provisions to insure that the child being placed with other children shall be free from communicable disease and of such physical and mental health as to be able to accept the program planned for him without danger to himself or to the other children.
 - d. At the time of acceptance of the child for foster care, the following information shall be provided to the parents or the guardian:
 1. The visits and vacations permitted the child
 2. Who may visit the child
 3. Presents and letters permitted the child

Sec. 2. The following regulations shall govern a child caring agency with regard to the continued contacts of the child with his family except in cases where a court has decreed otherwise or where custody has been transferred from the parents.

- a. The child's parent or guardian shall be notified promptly in case of transfer of the child.
- b. Parents, guardians and relatives shall have an opportunity to visit at least once a month, and an opportunity shall be provided for the child to meet privately with these visitors.
- c. The child shall be allowed to write uncensored letters to his parents or guardian except in rare instances.

Sec. 3. Provision shall be made for the child of school age to attend school in accordance with the compulsory school law of the State of Maine, Maine Revised Statutes 1954, Chapter 41, Section 89 and no child mentally and physically capable of benefiting by it shall be denied the privilege of attending high school.

Sec. 4. The child's work

- a. Shall not be in violation of the laws of Maine, Revised Statutes, 1954, Chapter 30, Sections 22-45 as amended "labor of women and children."
- b. Shall have as the primary purpose the child's vocational training.
- c. Shall be a part of an organized work program which shall be in writing and subject to the inspection by the Department.

Sec. 5. Provision shall be made to provide the child with opportunity for adequate recreation both by free play and organized recreational activities.

Sec. 6. A child caring agency shall maintain written regulations regarding the discipline of children which shall not permit unusual or cruel punishment.

Sec. 7. No child shall be transferred to, or placed in for foster care, an unlicensed boarding home or placed under the care of an unlicensed child caring agency.

Sec. 8. Discharge of a child from care shall be made only to the person, persons or agency having legal custody of him or on the written authorization of one of these.

- a. The name and address of the person, persons, or agency to whom the child was discharged, the date of discharge and reason for discharge shall be recorded in the child's record.

Sec. 9. No child caring agency shall place, or participate in the placement of, children for adoption unless it meets the requirements of a child placing agency and has a stipulation in its license "with an adoption program."

Sec. 10. The following additional regulations shall govern the adoption program of an agency:

- a. The practice of an adoption agency shall be evaluated in terms of the "Standards for Adoption" promulgated by the State Wide Committee on Adoptions dated March 1, 1955. Where the words "must" or "shall" are used, the standards shall be binding. Where "should" or "may" are used, the standards will represent the advisable or the permissible.
- b. No child shall be received from out of state or placed out of state for the purpose of adoption without the written approval of the Department.
- c. No agency shall accept the custody of a child with adoption placement in mind unless it has the facilities to assist the parents in a decision to keep the child.
- d. Signatures of parents on forms releasing the custody and control of the child and giving consent to adoption shall not be accepted by an adoption agency prior to the child's birth.

- e. An adoption agency shall not bring any pressures to bear or offer any enticements such as free maternity care for the purpose of influencing a parent to release a child for adoption.

Part VII. Physical Care

- Sec. 1. Each child caring agency shall have an adequate health program which shall include provisions for:
 - a. Physical examination
 - b. Immunization
 - c. Remedial treatments
 - d. Dental care
 - e. Specialized medical services
 - f. Hospitalization when necessary
 - g. Nursing care when necessary
 - h. Health records for each child
- Sec. 2. Provisions should be made in the agency's program for the adequate clothing of all children under care.
- Sec. 3. The following additional regulations shall apply to child caring institutions:
 - a. The institution shall provide an adequate diet varied and palatably prepared and appetizingly served.
 - 1. A menu book of all meals served shall be kept.
 - b. The institution shall have readily available adequate first aid equipment.

Part VIII Records and Reports

- Sec. 1. There shall be kept for each child under care an individual record which shall contain:
 - a. The records and written authorizations required by these rules and regulations
 - b. The child's short form birth certificate
 - c. The record of supervisory visits made to the foster home
 - d. The record of any unusual events as change of placement, discipline, etc.
 - e. The record of payment made for care
 - f. The agency's correspondence regarding the child

Sec. 2. Each child caring agency shall file with the Department

- a. Such service reports as may be prescribed by the Bureau on forms provided for that purpose and
- b. An annual financial statement giving the receipts and expenditures, assets and liabilities of the organization, together with the budget for the coming year.

Part IX. Plant, Grounds and Equipment

Sec. 1. The following regulations shall govern the plant, grounds and equipment of a child caring institution:

- a. The plant shall conform to all local and state building ordinances and shall meet the provisions of a satisfactory fire inspection as prescribed by the licensing law itself.
- b. If drinking water is not secured from a municipal water system, the water shall be analyzed annually by the Division of Sanitary Engineering, Bureau of Health, and the water used for drinking purposes approved by that Division.
- c. The institution shall be free from any condition that is in the judgment of the Bureau of Health unfavorable to the children's health.
 1. The Division of Sanitary Engineering of the Bureau of Health may conduct annual inspections of the health conditions of the child caring institutions.

Sec. 2. A home for unmarried mothers shall conform to the provisions of Sec. 1 of this part and any other that is in the judgment of the Bureau of Health necessary to maternal and child health.

Sec. 3. A child placing agency shall have the office space and equipment necessary in the judgment of the Division of Child Welfare to carry on a program undertaken.

Part X. Effective Date

These rules and regulations are in effect July 1, 1956 but the Division of Child Welfare of the Department may grant a child caring agency which has been licensed two or more years a period of time in which to bring its practices into conformance with these rules and regulations, provided that such a period of time may not extend beyond July 1, 1958.

Approved September 13, 1956 by the Commissioner of Health and Welfare

STATE OF MAINE
DEPARTMENT OF HEALTH AND WELFARE
AUGUSTA, MAINE

SE-1 Rev. 7/64

PLEASE CAREFULLY FILL OUT THIS INFORMATION FORM, AS IT WILL BE USED AS PART OF YOUR REPORT.

Bottle Number Date of Collection Time of Collection
Source of Water ☐ Well, ☐ Spring, ☐ Other Located on Property of
Well or spring, how lined? ☐ rock, ☐ concrete, ☐ tile, ☐ other How covered? ☐ boards, ☐ concrete,
☐ other Is top elevated above ground? ☐ Yes, ☐ No

FILL IN BOX WITH NAME & ADDRESS TO WHOM REPORT IS TO BE SENT

PLEASE
PRINT

Name
Street or RFD
Post Office State

Kind of pipe used ☐ plastic ☐ galvanized
☐ copper ☐ lead ☐ other
Length ft.
If a well, was it ☐ dug, ☐ driven, ☐ drilled?
How long ago?
Depth?

Distance from nearest privy ft.; stable ft.; barnyard ft.; sinkdrain ft.; public or private
sewer ft.; septic tank & laterals ft.; garden ft.; manure pile ft.; cesspool ft.;
other ft. Nature of soil ☐ clay ☐ sand ☐ gravel ☐ other Does the water have an unpleasant
odor or taste? ☐ Yes ☐ No How is water drawn ☐ pail ☐ faucet ☐ other
Method of purification ☐ boiling ☐ chlorination ☐ other Is water used by city or town? ☐ Yes ☐ No
If yes, give name of water company Any change to supply since last analysis?
☐ Yes ☐ No If Yes what? Is water used by a ☐ School ☐ Private
home ☐ Other or by a licensed establishment such as:
☐ Boarding Home ☐ Eating Place ☐ Lodging Place ☐ Motel ☐ Rec. Camp (Adults) ☐ Rec. Camp (Boys' & Girls') ☐ Nursing
Home Located in city or town of

DO NOT WRITE BELOW THIS LINE

WATER ANALYSIS REPORT

Serial Number

☐ Satisfactory

☐ Questionable

(Indicates sample unsafe at time of collection. The supply is con-
sidered capable of being made safe with proper corrections.)


Date

☐ Unsatisfactory
(Indicates continuing unsafe
conditions.)

An X in the respective squares furnishes an interpretation of this analysis.

1. ☐ The bacteriological examination showed the presence of a ☐ small, ☐ large, number of dangerous bacteria. (Coliform Group)
2. ☐ This is apparently a naturally good water, but the supply needs proper protection and sterilization. After the supply is protected, another sample may be submitted for analysis. Carefully follow directions to prevent contamination of the sample. (See paragraph No. 2 on enclosed form SE-1A)
3. ☐ If the supply is protected with a tight metal or concrete cover and wall so that water, light or dust may not enter, as shown on the reverse side, we suggest that another sample be submitted for analysis, carefully following collection directions to prevent contamination of the sample.
4. ☐ The chemical examination showed a higher salt content than normal for the section of the State in which the supply is located.
5. ☐ The chemical examination indicates a ☐ small, a ☐ large amount of decomposing organic matter, which may be caused by contact with drainage from a sewer, cesspool, privy, septic tank system or similar type, stable, garden, heavily fertilized land, or similar source of pollution.
6. ☐ Location and removal of the sources of pollution, listed in 1, 4 and/or 5, and adequate protection of the supply may correct the unfavorable condition. The amount of the above pollution although abnormal and therefore somewhat detrimental does not appear at this time to be in sufficient amounts to completely prohibit the use of this water. There is a possibility, however, as long as the sources of pollution remain, that this pollution may increase sufficiently to make the water unsafe for use. For this reason, if the water is to be used for domestic purposes, samples should be submitted at intervals of not more than six months to determine whether or not the water is deteriorating or improving in quality.
7. ☐ Locating and removing the sources of pollution, listed in 4 and/or 5, and adequate protection of the supply may correct the unfavorable condition. After the sources of pollution are eliminated a considerable period of time, estimated from 2-5 years, will elapse before the ground surrounding this water supply may be expected to return to normal and the water become safe for domestic consumption.
8. ☐ This water is not satisfactory for use in a ☐ School, a ☐ Boarding Home, or a ☐ Licensed Establishment until necessary corrections have been made and additional tests indicate that it is safe.
9. ☐ Lake, pond or stream water used for drinking or cooking purposes needs to be constantly and efficiently sterilized at all times.
10. ☐ The examination for lead (use of lead pipe having been declared) showed the presence of a ☐ trace, ☐ small, ☐ large amount. (See lead paragraph on enclosed form SE-1A)

11. ☐
.....
.....


E. W. Campbell, Dr. P.H., Director
Division of Sanitary Engineering

Coliform Bacteria Group						
Chemist						
	10ml	BG LB	1.0ml	BG LB	0.1ml	BG LB
1						
2						
3						
4						
5						

DO NOT WRITE ON THIS SIDE

Serial No.

Start of Analysis

Bottle No.

Sequence No.

Truck No.

Laboratory Analyses

Results in parts per million

Turbidity	Color	Nitrites	Nitrates	Sediment	Odor	p ^H	Iron
Chemist	Chemist	Chemist	Chemist	Chemist	Chemist	Chemist	Chemist
Result	Result			Result	Result		
		Result	Result			Result	Result

[illegible]

STATE OF MAINE
INSURANCE DEPARTMENT
DIVISION OF STATE FIRE PREVENTION
AUGUSTA

Name
and address

RE: Boarding Home

In accordance with Chapter 97, Revised Statutes of 1954, a Supervising State Fire Inspector recently inspected your property and found the following conditions in violation of the statutes governing the fire laws of this State, as indicated below:

(list of violations)

Please advise this office when such violations of the fire laws have been corrected in order that this office may advise the Commissioner of the Department of Health and Welfare that your property complies with the statutory provisions relating to fire safety.

By direction of the Insurance Commissioner

/s/ Joseph A. P. Flynn

Director

Some Observations and Conclusions
Foster Home Characteristics
Division of Child Welfare
 1965

Foster Homes

Marital Status. High number of two-parent homes (94%). Of the one-parent homes, 84% are widowed, and some of these deaths of the deceased parent occurred after the child's placement, when he was a firm member of the family group. In one-half the homes the parents had been married twenty years or more and in 84% ten or more years. In only 3% had they been married less than five years. Neither partner had been married previously in 77% of the homes and in 18% one or both partners had been married previously. The marriages had usually been dissolved by divorce.

In the general population (U.S. Census 1960) in Maine for male and female fourteen years and over 67.3 of the males were married and 64.5 of the females. Since C.W. actively seeks married foster parents it is not surprising to find a higher number of married foster parents than in the general population. Among foster mothers, only 5% are widowed, while 12.8% of the general population are, and 1% of foster mothers are divorced whereas 3.2% of the general population are. Again probably reflects CW intent, and fact that attempts to meet standard re: two-parent home are more often met than not.

Religion. Inasmuch as 72% of homes are Protestant, 25% Catholic, and 3% mixed, the proportion of Protestant to Catholic homes is 3 to 1.

Foster Parents' Age. The largest number of foster mothers are between 40 and 54 years (42%). Thirty per cent are between 25 and 39, so that altogether the proportion of foster mothers between 25 and 54 is 73%. Twenty per cent were between 55 and 69, however; but there were only 1.5 per cent under 25 or seventy or more. While very often we consider 60 years to be the upper limit, the standard is for parents to be of an appropriate age. A high proportion of children in care are teen-agers. The number of foster mothers over 54 years may reflect long time placements of now teen-agers placed as young children with foster parents who were between 40 and 54 years where the concentration occurs. That well over 60% of mothers are forty or more probably reflects the interest of people in being foster parents after their own children have pretty much grown up.

The pattern of age distribution for foster fathers is similar to that of foster mothers except that the foster fathers tend to be slightly older than the foster mothers. (27% from 25-39; 42% from 40-54; and 25% from 55 to 69) In the Maine population (U.S. Census 1960) the women's ages are 9% 20-24; 29% 25-39; 27% 40-54; 22% 55-69; and 13% 70+. As would be expected a larger percentage of foster mothers are in the middle years than in the general population, but it is interesting to note that the largest proportion of women in Maine in 1960 were between 25 and 39. The percentage distribution of age for men in the general population is about the same as for women.

Education. Of the homes for which foster mother's education was reported (only 66% of the total), only 51% had a complete high school education or better. 49% did not graduate from high school, and 21% did not attend high school. In the general Maine population 47% of the women 25 years of age and over had

at least a high school education and 53% had not. Foster mothers in this respect are very much the same as the general population. Similarly with foster fathers. Forty-one per cent are at least high school graduates (40% of the general population) and 59% had less (60% of general population). The education of the own children of foster parents tended to be somewhat higher than their parents since only 14% of those reported had less than twelve grades and some of those reported are presently in school, their level not yet attained. Fifty-six per cent had completed high school and 30% had college or other post high school education. The fact that 53% of the foster mothers and 59% of the foster fathers had less than graduation from high school does mean possible lack of stimulation for academic achievement of foster children.

Income. Forty-eight per cent of the homes had incomes between \$3000 and \$5000. annually. Thirty per cent had incomes of over \$5000 but 19% had incomes of less than \$3000. In the general population 22.8% of families had in 1959 incomes of less than \$3000, 29% had between \$3000 and \$5000, and 48.1 had \$5000 or more. Therefore, while fewer foster families have incomes of less than \$3000 than in the general population, there are also fewer foster families with higher incomes in the \$5000 and above brackets. Would indicate the interest of boarding parents possibly in monetary gain, the difficulty foster parents have in purchasing (with present board) the "extras" in toys, books, recreation all of which are stimulating to greater achievement in adult life, possibly some tendency on CW part not to "over place" the child. Questions can be raised about the need to improve the lot of the children in the homes in the 19% which are under \$3000. The source of the income in 70% of the homes is father's wages. Thirteen per cent of the foster mothers are employed, about half full time. (No information re: age of child and relation to foster mothers' employment.) Some of the employed mothers are self-employed at home in sales of one kind or another (antiques, saw mill, etc.)

Number of Children under 16. In 52% of the homes there were own children under 16. In 81% of the families there were foster children under 16. Presumably the remaining homes had foster children 16 years of age or over. Seventy per cent of the homes had both foster children and own children. Of the total number of homes only 4% had more than 6, 14% five or more while 56% had fewer than five and 29% had only two (one foster child and one own child.) While the homes that have large numbers of children stand out just because there are so many, because many times these are the children for whom no other placements are available, and because the children (often teen-agers) have many problems of retardation or acting out, it is significant that in 56% of the homes (more than half) there were fewer than five children including own and foster children.

Of the 719 families reported as having foster children under 16, 76% had 1 or 2 children, 18% 3 or 4 while only 6% had more than four. Since only slightly over half the families had own children under 16, and most of those who did had fewer than 5 (92%) it would appear that our homes are not generally over-crowded. (See section on # of rooms)

Transportation. Providing transportation is a regular part of today's families' work -- for food and clothing shopping, school, dental and medical appointments, lessons and other community activities. Children in foster care especially require transportation for purchase of clothing, and to

meet medical and dental appointments. Since this is a parental function, the more responsibility the foster parent can assume for the discharge of these duties, the more like a real parent does the foster parent become. In addition the relieving of the case worker from these tasks (except when it is indicated and planned as a part of the casework treatment) frees the caseworker's time and energy for those tasks which are appropriately hers and which the foster parents cannot carry out.

In 42% of the homes the foster parents provided all the transportation and in 28% they provided it often. In 17% they provided it occasionally and in only 5% did they never provide transportation.

Length of service and total number of children. Although 52% of the foster parents had served for less than five years, 24% served for ten years or more and 90 sets of foster parents had served for fifteen years or more. Similarly while 63% had been foster parents to fewer than 5 children and 18% foster parents to between 5 and 10 children, 11% (or 95 sets of foster parents) had boarded ten or more children. This attests to the need for constant homefinding. Foster parents who begin to be foster parents in middle age can be of service to fewer children especially when crowding is avoided. But the 33 families which served for twenty years or more and the 33 families who served twenty children or more contributed a unique and valuable service.

Location. Seventy-three per cent of the homes were located in rural or village areas while only 24% were in suburban or urban areas. Smaller homes and increasing pressures for higher standard of living on suburban and urban families no doubt contribute to the lower number of foster homes in these areas.

According to the U. S. Population Census, 1960 51.3% of the people in Maine live in urban areas and 48.7% in rural. Therefore, the location of foster homes is very much different from the location of homes in general in Maine, and foster homes are definitely more prevalent in outlying areas. Some effort should perhaps be made to recruit more homes from suburban areas especially.

Physical characteristics of the homes. More than half (56%) obtain water from a source other than municipal, but 87% had either shower, tub or both. Eighty-nine per cent had telephones. Eighty-nine per cent had flush toilets, 2% chemical, and 5% dirt.

Central heating was reported in 69% of the homes, although stoves were used in 18%, 6% had both. Fuel most commonly used was oil (58%) but wood was used in 14% of the homes, 2% used other, and 10% some combination of the other three. Only 7% of the foster homes rented their home. Fifty-seven were reported as owning or buying their home.

In only 8% of the homes were there fewer than 5 rooms. In 40% there were 5 or 6, in 34% 7 or 8, and 13% 9 or more.

In 47% of the homes at least one foster child has his own room and in 67% of the homes his own bed. Seventy-eight per cent of the homes provided the child with a private space for his possessions, 77% space for his clothing, and in 14% of the homes drawers must be shared. In only 4 homes did foster children share a bed with more than one other child. In 37 homes children

under 1 year shared a bedroom with foster parents and 20 children 1 year and over shared the foster parents' room. In 19 homes children under five shared a room with two other children the same sex, in 26 homes children 5-10 years shared a room with two other children and in 6 homes with more than two. For children 10-15, there were 12 homes in which children were sharing rooms with two others and 6 homes in which rooms were shared with more than two. For children 15 and over only 5 shared rooms with two others and in 1 home with more than two. In most homes in which children were sharing rooms they did not have to share with more than one other child.

Relatives Homes

Marital Status. There were two parents in 78% of the relatives' homes. In 45% of the one parent homes, the parent was a widow, in 39% divorced or separated.

There was a somewhat higher ratio of one parent homes among relatives' homes than among foster homes, and a larger proportion of divorced or separated parents in one parent homes among the relatives than among the foster parents. There were less than half as many widowed parents in the one parent homes of relatives than among the one parent foster homes, and twice as many divorced or separated parents although there were one quarter as many relatives homes as foster homes.

Because of the importance to the child who is separated from his own parents to be placed among relatives with whom he has or can develop a close tie and feel a real belonging, it could be anticipated that (creating this tie) this might take precedence over the presence or lack of two parents which would be an important factor in selection of non-related foster homes.

Religion. Sixty-five per cent of the relatives' homes were Protestant and thirty per cent Catholic. There were slightly more than twice as many Protestants as Catholics, whereas in the foster families there were slightly less than three times as many Protestants as Catholics. This difference is not considered significant.

Foster Parents' Age. Only 6% of the relative mothers were under 25 years and only 2% seventy or over. Approximately 1/3 were 25-39 years and another 1/3 40-54 years. Seventeen per cent were 55-69 years. This corresponds roughly with the ages of foster mothers.

Relative fathers' ages were similar to relative mothers. Four per cent were under 25 years, and one percent seventy or over. About a third were 25-39, another third 40-54 years, and a quarter 55-69 years.

Foster Parents' Education. With 41% for mothers and 40% for fathers unreported for education achievement, figures are not highly reliable. Based on the number reported the education achievement for relative mothers is 11% under 8 grades, 20% 8 grades, 14% 9, 10, or 11 grades, 10% high school graduation, and 4% one or more years beyond high school. Three quarters (76%) of the relative mothers had less than a full high school education and half (52%) had no high school experience at all. Of the foster mothers reported, however, half (49%) had less than a full high school education and one fifth (21%) no high school at all. No relative mothers had a college degree but 21 of the foster mothers did.

Similarly, 3/4 of the relative fathers had less than a high school education, whereas 59% of the foster fathers were college graduates but there were none among the relative fathers.

Fifty-six per cent of both relative and foster homes were reported as having at least one child a high school graduate. Thirty per cent of the foster homes reported post high school or college work but only 14% of the relative homes reported.

Income. Forty-two per cent of the relatives had incomes between \$3000 and \$5000 as compared with 48% of the foster homes. But 28% of the relatives were below \$3000 in income while for foster homes this figure was 19%. The source of the income was the father's wages in 47% of the homes. One quarter of the mothers were reported as employed, and about half of these worked part time.

Number of children. As with foster homes, there were fewer relatives' homes with five or more children under 16 including own and foster children than those homes with four or fewer. In 74% of the homes there were no more than four children under 16. Seventeen per cent had five or six children, and nine per cent had more than six.

Approximately the same proportion of relatives' homes as foster homes had own children under 16, 54% of the relatives' homes and 52% of the foster homes.

Transportation. As with foster homes relative parents assumed a major share of the transportation chores. Forty-six per cent were reported as providing transportation entirely and 22% often. Eleven per cent transported occasionally and eleven per cent never.

Length of service and number of children served. Ninety-three per cent of the relatives' homes had boarded for fewer than ten years. This was somewhat higher than for foster homes which was 82%. This difference probably reflects the tendency of relatives' homes to give service to fewer children all of whom are related, whereas foster homes may serve one child after another. Ninety-three per cent of the relatives' homes had boarded fewer than ten children, eighty-six per cent fewer than five. Of the foster homes 11% had boarded ten children or more and 81% fewer than ten.

Physical Standards. More relatives' homes than foster homes were located in urban or suburban areas. Thirty-eight per cent of the relatives' homes were in these areas, whereas only 24% of the foster homes were so located. One half of the foster homes were classified as rural but only one third of the relatives' homes. Similarly a larger proportion of relatives' homes obtained municipal water, 57% as opposed to 39% of the foster homes. A larger proportion of relatives' homes, 12% had neither tub nor shower than foster homes, 5%. Seventy per cent, however, had tub, shower, or both. Only 43% had telephones compared to 89% of foster homes. Ten per cent of the relatives had dirt toilets (5% for foster homes) and 73% had flush toilets. A much larger proportion rented their homes, 39% as compared with 7% of foster homes.

Forty-nine per cent of the relatives' homes had central heating and 28% used only stoves. Fuel was oil in 55% of the homes and wood 13%. In 22% of the homes there were fewer than five rooms and 5 or 6 rooms in 46%. In 38% of the homes at least one child had his own room and in 56% of the homes a child had his own bed.

PROFILE OF FOSTER HOMES

Be one of 885 families

Have two parents, both a father and a mother; only 61 homes were found to have only one parent

Be Protestant; 72% of the homes were found to be Protestant

Have foster mother between 40 and 54 years of age (42% of the homes)

Have foster father between 40 and 54 years of age (42% of the homes)

Have foster parents who were never married before (77% of the homes) and who have been married for 20 years or more (50% of the homes)

Have annual incomes of between \$3000 and \$5000 (48%) -- from foster father's wages (70%); foster mother works in only 13% of the families and about half of these full time

Have 1 or 2 own children under 16 living at home (70%); and board 1 or 2 foster children (76%)

Have altogether 6 or fewer children living in the home (56%)

Of those reported, the foster mother has some high school education (28%) and in 34% of families is a high school graduate; of the foster fathers whose education was reported, 28% had some high school education and 32% were graduates; 56% of the children of foster families whose education was reported were high school graduates

Have boarded children 1-4 years (34%)

Have boarded fewer than five children (63%)

Provide transportation entirely or often (70%)

Live in a rural or village setting (73%); have other than municipal water supply (56%); have a telephone (89%); a bathtub (66%); flush toilet (89%); central heating (69%); burn oil (58%); own or are buying house (57%) which usually has 5 or 6 rooms (40%)

In about half the homes at least one foster child has his own room and in better than half his own bed

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PROFILE OF RELATIVES HOMES

One of 221 homes

172 or 78% two-parent homes

Of the 49 one-parent homes, 22 or 45% were widowed and 19 or 39% separated or divorced

Of the 172 two-parent homes, 17% married less than 5 years, 37% married 20 years or more

Thirty per cent Catholic; 65% Protestant; 2% mixed; 3% other

Foster mother's age -- 36% 25-39 years; 33% 40-54 years

Foster father's age -- 33% 25-39 years; 30% 40-54 years

Foster mother's education -- 20% 8 grades; 14% 9, 10, 11; 10% high school

Foster father's education -- under 8 grades 14%; 8 grades 15%; 9, 10, 11 grades 16%; high school 10%

56% of relatives' children high school graduates

42% have income between \$3000 and \$5000

47% father's wages source of income

34% have 2 children (foster and own) -- 40% have 3 or 4

46% transport entirely -- 22% often

43% have served from 1-4 years; 34% less than 1 year

Live in rural or village setting (57%); have municipal water supply (57%); have bathtub (62%); telephone (43%); flush toilet (73%); own or buying house (40%); central heating (49%); burn oil (55%); 5 or 6 rooms (46%); less than half own room; more than half own bed