

This guide is intended to assist individuals who receive a recommendation for non-approval and/or non-approval to become a Foster, Kinship or SCO (Specific Child Only) Carer.

When a carer assessment is completed by a service provider assessor or a Department for Child Protection (DCP) assessor, they are required to make a recommendation for the applicant to either be approved or not approved. The assessment, together with the approval recommendation is provided to the DCP Carer Assessment and Registration Unit (CARU) who makes the final decision.

This guide is divided into two sections. The first section addresses the process of receiving a recommendation for non-approval from an assessor to become a Foster, Kinship or SCO Carer and the second section addresses non-approval decided by CARU.

Section 1: Recommendation for non-approval by assessor

If the service provider assessor or DCP assessor who undertook your assessment, recommends a non-approval, the assessor must complete the following, prior to submitting the assessment to CARU:

- notify the applicant verbally and in writing that the assessor will recommend a non-approval to CARU and explain the reasons for this recommendation;
- discuss with the applicant if they want to continue or withdraw their application;
- advise the applicant that, if their application is withdrawn, they will still be able to re-apply to become a Carer in the future, if the identified issues have been addressed; and
- invite the applicant to address the concerns raised by submitting in writing within 14 days any further information they want CARU to consider with respect to their application.

If CARU reviews the application and disagrees with the non-approval recommendation (from the service provider or DCP Kinship team) the Manager at CARU must raise the matter with the assessor to resolve the area of concern and provide a plan to move forward. A re-assessment may be conducted by another assessor within the agency or the applicant may be transferred to another agency to begin the process again.

Section 2: Non approval decision made by CARU

An applicant may elect to continue with their application despite assessor non-approval, and as such, submit further information for CARU within the 14 day timeframe. If this additional information provided by the application does not satisfy the requirements for carer approval by CARU, the summary documentation will be

completed with a non-approval recommendation. The final decision to either approve or not approve a carer will rest with the Manager, Carer Assessment Teams.

A non-approval letter is prepared and signed by the Manager, Carer Assessment Teams and sent to both the service provider and the applicant, formally advising of the non-approval decision.

The letter must include the rationale for the decision and advise the applicant of the DCP complaints process and the service providers' complaints process, should they wish to seek an internal review of the decision.

For further guidance in making a complaint regarding a DCP decision or guidance on how to apply for an internal review, please consult the relevant Carer Guides available on the CF&KC-SA website.

For more information, or to discuss your personal circumstances, please contact us:

Email: support@cfc-sa.org.au

Freecall: 1800 732 272

Information adapted from: ['Carer Approval, Cancellations for Family Based Carers Procedure'](#), Department for Child Protection, (2023).