

## Family, Youth & Children's Services Division

### **Accepting Applications to Perform Resource Family Approval Psychosocial Assessments**

#### **A. Introduction**

The Sonoma County Human Services Department Family, Youth & Children's Services Division (FY&C) is accepting applications from individuals and agencies with the experience, qualifications, and capacity to perform Resource Family Approval (RFA) Psychosocial Assessments. FY&C has elected to utilize contracted licensed adoption service agencies and licensed clinicians to perform the functions of and write the report for the psychosocial assessment portion of the Permanency Assessment as part of the Resource Family Approval process.

FY&C anticipates a need for up to sixty (60) psychosocial assessments annually using the CDSS Resource Family Assessment form (RFA 05), **Attachment 4**.

FY&C intends to create a pool of approximately 3 to 4 licensed contractors (both agencies and individual clinicians) to perform RFA psychosocial assessments. Applicants must be licensed to provide adoption services in California or are licensed clinicians with experience assessing adoptive homes.

#### **B. Resource Family Approval Process**

The RFA process strives to be a family-friendly and child-centered caregiver approval process that evaluates a family's readiness to care for foster children. The RFA approval process includes a comprehensive psychosocial assessment, home environment check, and training for all families, including relatives, to prepare them to better meet the needs of vulnerable children in the foster care system and allow for a seamless transition to permanency.

The Psychosocial Assessment is part of the RFA process and is intended to create a comprehensive picture of the family by exploring the family's dynamics and characteristics, including mental, physical, and emotional health. This assessment helps to identify the family's strengths, as well as the supports or additional training that may be needed for the family to best meet the needs of foster children and youth. The RFA psychosocial assessment evaluates all caregivers (i.e., relative caregivers, adoptive, foster). It includes interviews and home visits to assess the parents for parenting children in the foster care system and not focused on a particular child. A clinician who has completed adoption home studies would have the skills to complete an RFA psychosocial evaluation.

*Please see **Attachment 1** for Requirements for Psychosocial Assessments.*

Additional information regarding California's RFA Program can be found at <https://www.cdss.ca.gov/inforesources/resource-family-approval-program>.

### **C. Psychosocial Assessment Referral**

FY&C's goal is to complete the RFA approval process within ninety (90) days of receipt of the family's RFA application. FY&C will refer each family to a contractor for the completion of the psychosocial assessment. The contractor is expected to contact the family to schedule an initial interview in their home, interview all members of the household, complete the psychosocial assessment, and submit the report to the referring FY&C social worker within forty (40) days of referral receipt so as not to delay the ninety (90) day timeframe.

### **D. Qualifications**

All applicants (both agencies and individuals) must be appropriately licensed in California at the time of application and maintain that licensure throughout the term of the contract. Those authorized to perform psychosocial assessments include licensed child/counseling/social clinical psychologists, licensed marriage family therapists, licensed clinical social worker, and licensed professional clinical counselor.

### **E. Compensation**

FY&C will reimburse contractors at a rate of \$2,500 for each completed psychosocial assessment. In the event that an adoption eventually finalizes for the family assessed, and the contracted provider is able to claim reimbursement from Private Adoption Agency Reimbursement Program (PAARP), the provider will either reimburse County the cost of that family's psychosocial assessment or will credit one assessment to FY&C and conduct the next referred assessment with no claim for reimbursement.

### **F. Questions & Answers**

Questions regarding the application and contracting process can be directed to [measter@sonomacounty-hsd.gov](mailto:measter@sonomacounty-hsd.gov).

### **G. How to Submit an Application**

Applications will be accepted on an on-going basis. However, for contracts that will start on July 1, 2026, applications must be received no later than April 10, 2026, in order to allow adequate processing time. Applications received **after April 10, 2026**, will be processed and contracts developed on a flow basis.

All materials and forms needed to apply are only available electronically from the [HSD website](#).

Submitting an application does not guarantee a contract with the County. Applicants who contract with County are not guaranteed a minimum number of referrals from FY&C.

The Application Packet is comprised of the items as indicated below (**five (5)** for individuals, **four (4)** for agencies) and must be submitted to [measter@sonomacounty-hsd.gov](mailto:measter@sonomacounty-hsd.gov) for contract consideration. All items must be submitted before a contract with the County can be initiated.

**For Individuals:**

1. Completed and signed Application (Form A-1)
2. Narrative with specific information regarding relevant experience such as providing adoption home studies and/or RFA psychosocial assessments.
3. Resume detailing professional qualifications and experience related to providing Psychosocial Assessments
4. Copy of clinical license
5. Copy of current insurance certificate that details the ability to comply with the requirements outlined in Attachment 2

**For Agencies:**

1. Completed and signed Application (Form A-2)
2. A summary with specific information regarding your agency's experience in the provision of adoption services including completion of adoption home studies and/or RFA psychosocial assessments. Also include a summary of staff qualifications, oversight structure and experience as they relate to providing Psychosocial Assessments
3. Copy of staff clinical licenses who will be performing the Psychosocial Assessments
4. Copy of current insurance certificate that details the ability to comply with the requirements outlined in Attachment 3

**H. Contracting and Insurance Requirements**

A sample contract has been included as **Attachments 2 and 3**. Applicants must be willing to abide by and accept the terms of the sample contract. All contracted providers will be required to maintain insurance as required by the County of Sonoma. Securing and providing proof of insurance will be a condition of entering into a contract with the County. Insurance requirements are included in the sample contract for both individuals and organizations.