

Foster Care and Sponsorship Approval Committee (SFCAC)

A GUIDEBOOK FOR TRAINING AND CAPACITY BUILDING



Published by
India Alternative Care Network (IACN)



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Abbreviation	Full Form
CCI	Child Care Institution
CNCP	Children in Need of Care and Protection
CWC	Child Welfare Committee
CSO	Civil Society Organization
DCPU	District Child Protection Unit
DCPO	District Child Protection Officer
DCPC	District Child Protection Committee
DM	District Magistrate
GOI	Government of India
ICPS	Integrated Child Protection Scheme
ICP	Individual Care Plan
IACN	India Alternative Care Network
JJ Act	Juvenile Justice (Care and Protection of Children) Act, 2015
MWCD	Ministry of Women and Child Development
NIC	Non-Institutional Care
PO (NIC)	Protection Officer (Non-Institutional Care)
PMAY	Pradhan Mantri Awas Yojana
SAA	Specialized Adoption Agency
SCPS	State Child Protection Society
SFCAC	Sponsorship and Foster Care Approval Committee
SHG	Self-Help Group
SPNIWCD	Savitribai Phule National Institute of Women and Child Development
TISS	Tata Institute of Social Sciences
UN	United Nations
UNCRC	United Nations Convention on the Rights of the Child

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Preface

Children in Need of Care and Protection (CNCP) often face separation from their families due to poverty, neglect, disability, or lack of resources. Despite a robust legal and policy framework in the country that emphasizes family-based care, a significant number of children in India continue to live in Child Care Institutions (CCIs) and at risk of family separation.

With the introduction of **Mission Vatsalya in 2022**, greater emphasis has been placed on family-based non-institutional care for children in difficult circumstances through foster care, group foster care, and both rehabilitative and preventive sponsorship. Mission Vatsalya has also outlined detailed processes for implementing these measures.

The **Sponsorship and Foster Care Approval Committee (SFCAC)**, established under the Juvenile Justice (Care and Protection of Children) Act, 2015 and operationalized through Mission Vatsalya, addresses this critical gap by promoting preventive sponsorship and foster care as alternatives to institutionalization. The SFCAC at district level is entrusted with the responsibility of reviewing and sanctioning sponsorship and foster care eligibility and benefits to ensure children's rights to family-based care are realized.

However, it has been observed that the effective functioning of SFCACs is hindered by the absence of standardized operational guidelines, fragmented inter-departmental coordination, limited training, and weak monitoring mechanisms. This document has therefore been developed to provide a structured framework that strengthens SFCAC operations, ensures transparency, and enhances accountability. It is particularly valuable for both government and non-government institutions, as it will build a clearer understanding of the functioning, roles, and responsibilities of the Committee.

The role of this committee is crucial in promoting and supporting family-based care across the country. It is therefore imperative to create awareness and ensure a proper understanding of its functions among key stakeholders. Currently, there is limited reference document that outlines these aspects of strengthening SFCACs in detail, creating a gap in clarity among stakeholders such as the District Child Protection Unit (DCPU), Child Welfare Committee (CWC), and other child protection practitioners. This document seeks to address that gap.

The document is organized into three sections:

- **Introduction and Background**
- **Sponsorship and Foster Care Approval Committee – Composition, Roles, Functions and Responsibilities and Jurisdiction**
- **Special Cases and Inclusion**

Objectives of the Document

The primary objectives of this document are to:

- Provide clear, standardized operational guidelines for the functioning of SFCACs at the district level.
- Build awareness and capacity among committee members and organizations working to support foster care and sponsorship programs.
- Establish effective monitoring and evaluation mechanisms to safeguard the best interests of every child.
- Promote convergence and coordination among government departments, CSOs, and community-based organizations to ensure holistic support for children and families.
- Encourage the deinstitutionalization of children by prioritizing family-based care and community-based alternatives.
- Serve as a reference and training resource for practitioners, enabling consistent and child-centric decision-making across districts.

Anna Johnson CEO
and Founder, Visions

How the Document Can Be Used

This document is designed as a practical reference and operational guide for all stakeholders involved in child protection particularly for the members of the SFCAC. It can be used to:

- Assist SFCAC members in case assessment, approval, monitoring, and decision-making processes.
- Provide social workers, child protection officers, and CSOs with step-by-step intervention processes, tools, and formats for sponsorship and foster care cases.
- Serve as a training and orientation resource for committee members, community organizations, and frontline workers.
- Standardize documentation, reporting, and monitoring to ensure transparency and child-centered outcomes.
- Help state and district-level authorities strengthen policy implementation and encourage family-based care over institutionalization.

In essence, this document is both a policy-aligned framework and a hands-on manual, enabling SFCACs to function as effective, inclusive, and child-centered mechanisms that safeguard every child's right to grow up in a safe and nurturing family environment. The Guidelines and the Juvenile Justice (Care and Protection of Children) Rules in different states may contain additional guidance on roles and responsibilities of SFCACs. These should be consulted in conjunction with this document.

PART – I

Introduction and Background

The Sponsorship and Foster Care Approval Committee (SFCAC) is a legally established entity at the district level under the **Juvenile Justice (Care and Protection of Children) Act, 2015**, and is put into action through **Mission Vatsalya**, the leading program of the **Ministry of Women and Child Development (MWCD), Government of India**. The SFCAC is essential for children requiring **care and protection (CNCP)** by in promoting family-based, non-institutional care, especially for those who are disadvantaged and at risk, including children with disabilities.

These recommendations have been developed through a collaborative approach that includes important contributors such as government representatives, CSOs, specialists, and scholars. They are based on the Juvenile Justice Act and its revisions, the **Integrated Child Protection Scheme (ICPS)**, the **UN Guidelines for Alternative Care of Children (2009)**, and the UN Convention on the Rights of the Child. Their objective is to create standardized approaches that support each child's entitlement to mature within a family setting.

In India, many children still live-in **Child-Care Institutions (CCIs)** despite the existence of options like sponsorship and foster care. The aim of SFCAC is to evaluate, authorize, and oversee proposals for preventive sponsorship (which assists families in averting separation) and foster care placements (which offer alternative family care for children lacking parental support). The main aim is non-institutional, beginning with the reintegration of children who have one or both parents living and are presently housed in institutions because of poverty or neglect.

Sponsorship, in this scenario, signifies the offering of contingent and additional assistance to address a child's medical, nutritional, educational, and other requirements to enhance their quality of life and avert circumstances that lead to family separation. It encompasses:

- **Preventive Sponsorship**– Assisting families experiencing severe poverty to allow children to stay with their families.
- **Rehabilitative Sponsorship**– Helping children who are in institutions because of financial hardship to reconnect with their families.

The committee guarantees that every decision is child-centric, legally sound, participatory, and in harmony with the child's best interests. Children, based on their age and growth, possess the right to be heard and have their opinions considered in any issue or process impacting them.

These guidelines are designed to offer a practical structure for the efficient operation of SFCACs, ensuring comprehensive and enduring interventions that prioritise family-based care over institutionalisation, particularly for the most marginalised children in the system.

Review of Literature

This segment details the current body of knowledge, international frameworks, and national documents that influence and guide the operations of Sponsorship and Foster Care Approval Committees (SFCACs) in India. It aids in understanding the significance and possible effects of SFCACs in encouraging family-oriented, non-institutional care.

Global Perspective

Worldwide, studies and policy recommendations have vigorously advocated for a transition from institutional care to family-centered care:

- **UNICEF** and **Save the Children** have consistently recorded the psychological, emotional, and developmental advantages of family-centered care over institutionalization.
- The **UN Guidelines for the Alternative Care of Children (2009)** emphasize the significance of preventive care, **gatekeeping mechanisms**, and the principle that institutionalization ought to be a course of action taken only when all else fails.
- Emphasis is laid on **community- and family-based alternatives**, particularly for kids with special requirements and those vulnerable to prolonged stays in institutions.

Indian Context

In India, initiatives to adopt family-centered care have gained momentum, yet obstacles remain:

- The **Tata Institute of Social Sciences (TISS)** pilot studies in **Maharashtra and Madhya Pradesh (2017)** show the viability and effectiveness of organized foster care systems when backed by governmental frameworks.
- **Savitribai Phule National Institute of Women and Child Development (SPNIWCD)** assessments underscore operational difficulties within the district, such as the irregularity of SFCAC meetings and postponements in case approvals.

-
- **MWCD's annual reports** reflect low utilization of sponsorship resources and emphasize the necessity for improved oversight and responsibility systems.
 - **Case studies from Tamil Nadu and Kerala** demonstrate how creative application of sponsorship programs has greatly decreased child institutionalization via community engagement and collaboration among agencies.

Gaps Identified

Although there is alignment in policies, execution is obstructed by:

- Absence of **standardized operational guidelines and decision-making processes**.
- **Poor inter-departmental convergence**, resulting in disjointed service provision.
- **Inadequate orientation and training** for committee members, impacting the quality of case evaluations.
- **Weak follow-up and monitoring** systems, resulting in inadequate monitoring of child results and family advancement following approval.

PART – II

**Sponsorship and Foster Care
Approval Committee –
Composition, Roles, Functions,
Responsibilities and
Jurisdiction**

Composition of the Committee

To ensure equitable, well-informed, and child-centered choices, every district must establish a **Sponsorship and Foster Care Endorsement Committee (SFCAC)**. This committee unites individuals from various positions and organizations to ensure that each child's circumstances are examined from every perspective — legal, social, emotional, and practical. Here is the list of committee members and their respective roles:

Designation	Role in the Committee
District Magistrate (DM)	Chairperson– Oversees the committee, facilitates collaboration among departments, and maintains responsibility at the Centre.
Chair or Member of the Child Welfare Committee (CWC)	Member – Provides legal expertise and guarantees that the rights and protections of children are maintained.
Representative from a Specialized Adoption Agency (SAA)	Member – Provides expertise on family-oriented care and child recovery.
Representative from a Volunteer Child Safeguarding Organisation	Member – Incorporates local experience and community viewpoints.
District Child Protection Officer (DCPO)	Member Secretary– Manages all SFCAC functions, maintains documentation, and guarantees operations proceed without issues.
Protection Officer (Non-Institutional Care)	Member – Provides essential information from the field and assists in managing sponsorship or foster care cases.

Objectives of the SFCAC

In accordance with national laws, global child rights conventions, and MissionVatsalya Guidelines, the primary goals of the Sponsorship and Foster Care Approval Committee are as listed below:

- **Promote preventive and rehabilitative sponsorship** to lessen the necessity for institutional care and promote the reintegration of children with their biological families, particularly in situations of poverty or social hardship.
- **Facilitate family-based foster care placements** for kids lacking parental guardianship, making certain that they are brought up in supportive and secure surroundings.
- **Support the deinstitutionalization of children**, especially individuals with disabilities, who tend to be the most neglected in the caregiving system.
- **Ensure convergence and coordination among** child protection partners to facilitate prompt, child-focused, and inclusive decision-making.
- **Supervise and assess all cases regularly**, guaranteeing openness, adherence to laws, and alignment with the child's best interests.

Main Functions of the SFCAC

The Sponsorship and Foster Care Approval Committee (SFCAC) serves not only as a governing entity — it is central to our mission of connecting at-risk children with nurturing, secure families. The committee's efforts guarantee that each child is aided that honors their dignity, requirements, and entitlement to thrive within a family setting.

Here's what the **SFCAC** oversees:

- **Reviewing and Approving Cases:** Each request for sponsorship or foster care assistance is carefully reviewed to ensure it truly benefits the child's welfare.

-
- **Scrutinising Individual Care Plans (ICPs):** The committee reviews every child's care plan to comprehend their history, requirements, and the type of assistance that is suitable.
 - **Recommending Type of Support:** Depending on the child's circumstances, the SFCAC determines whether they require preventive or rehabilitative support, or short-/long-term foster care.
 - **Monitoring the Child's Progress:** The committee monitors the child's health, education, emotional welfare, and safety via consistent updates and check-ins.
 - **Ensuring Safe Environments:** Prior to giving the green light to any care plan, the committee evaluates whether the surroundings are secure, supportive, and appropriate for the child's growth.
 - **Working with All Stakeholders:** From CSOs and government officials to community members and educational institutions, SFCAC partners with all parties engaged in the child's upbringing.
 - **Tracking and Reviewing Progress:** Every case undergoes periodic review, and adjustments are implemented as necessary — whether that involves maintaining, altering, or concluding assistance.
 - **Promoting Non-Institutional Care:** The committee actively promotes community support for options other than institutional care.
 - **Keeping Proper Records:** Records of all choices, consents, expenditures, and subsequent actions are meticulously preserved.
 - **Guiding Capacity Building:** The committee recommends the necessary training and assistance for foster families, social workers, or local collaborators to enhance their effectiveness in their roles.

Step-by-Step Intervention Process

Assisting a child through sponsorship or foster care is not merely a single choice — it's a thoughtfully managed path. Here's the way the procedure unfolds, step by step:

Step 1: Recognizing the Child in Distress

Children can be recognized by Child Care Institutions (CCIs), non-governmental organizations (CSOs), Child Welfare Committees (CWCs), or members of the community. The initial indicators frequently emerge from a child residing in challenging family circumstances or within an institution.

Step 2: Creating the Individual Care Plan (ICP)

An Individual Care Plan is developed to comprehend the child's present circumstances — health, education, emotional condition, and requirements. This is arranged by social workers via visits and discussions with the child and their family.

Step 3: Performing a Home Study

A home assessment is conducted to determine if the child's family situation is secure, stable, and prepared to provide care for the child with financial assistance. This evaluation is essential in deciding if sponsorship or foster care is suitable.

Step 4: Suggested Case and Record Keeping

All gathered data — the care strategy, home assessment, and required legal paperwork — is assembled by the Protection Officer and presented to the SFCAC.

Step 5: SFCAC Evaluation and Conclusion

The committee convenes on a regular basis to evaluate cases. If sanctioned, the SFCAC determines the nature and length of assistance and sends the resolution to the CWC for final directives.

Step 6: Legal Endorsement by the CWC

The Child Welfare Committee provides the legal approval for placement and guarantees that the child is registered in school prior to reuniting them with their family or arranging foster care.

Step 7: Preparation and Counselling

Families and children are equipped both emotionally and practically through counseling. They are also made aware of their rights, duties, and the assistance they will obtain.

Step 8: Disbursement and Support

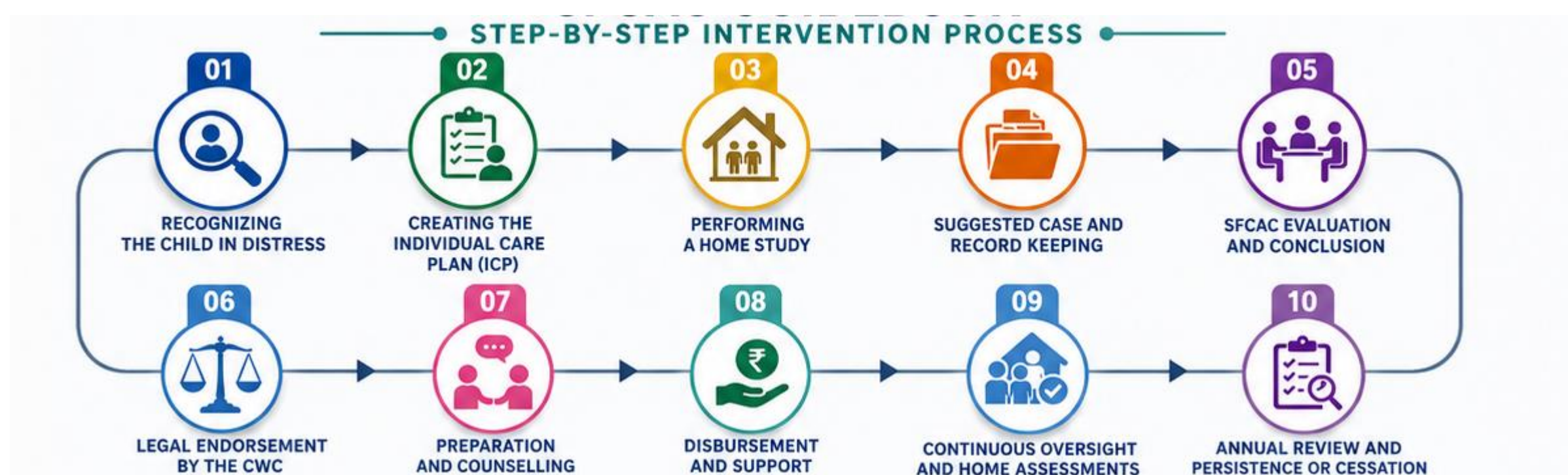
Upon approval, sponsorship money is dispatched to the child's bank or post office account. The family receives assistance with school enrollment, clothing, educational materials, and other vital necessities.

Step 9: Continuous Oversight and In-Home Assessments

Quarterly inspections are carried out by Protection Officers or caseworkers to assess the child's welfare, school attendance, and general care. A report is provided to the SFCAC for evaluation.

Step 10: Yearly Assessment and Persistence or Cessation

Each case is evaluated once a year. If the child is progressing positively and still requires assistance, the support may be prolonged. If circumstances enhance or if the care is not being delivered as anticipated, the committee may adjust or end the support.



CHILD-CENTRED DECISION WHEEL



Monitoring Mechanisms

Keeping track isn't solely a matter of checking off items — it involves ensuring **that each child receiving assistance through sponsorship or foster care is secure, healthy, and developing properly**. Regular and thoughtful Follow-up fosters trust with families, identifies early indicators of stress or neglect, and reinforces the overall child protection framework.

- Here's how the SFCAC aids in observation:
 - **Quarterly Follow-ups**
 - The Protection Officer (Non-Institutional Care) meets with families and schools/anganwadis **at least once every quarter**.
 - These visits check on **school participation, health condition, emotional health, and the household setting**.
 - Attendance logs, educators' comments, and the child's presentation and behavior are evaluated to confirm they're performing effectively.
 - **Annual Reviews**
 - The SFCAC conducts **an annual evaluation of every sponsored or fostered child** to determine if assistance should persist, be altered, or discontinued.
 - This also includes reviewing **convergence efforts**— if the family has connections with additional government programs for housing, jobs, or assistance for disabilities.
 - **Record-Keeping**
 - The District Child Protection Unit oversees:
 - Individual case files
 - Sponsorship and foster care registers
 - Disbursement records
 - Minutes of SFCAC meetings

This documentation ensures **transparency, accountability, and continuity**, even if personnel change.

4 Alerting on Critical Cases

- If a child is not making satisfactory progress or there are concerning signs (such as abuse, frequent absences, or family issues), the PO (NIC) promptly notifies the committee.
- The SFCAC might suggest updated care strategies, counseling, or in exceptional situations, alternative living arrangements (such as a different family or short-term institutional care).

Ethical Principles and Safeguards

When deciding for children — particularly those who are at risk, in vulnerable situations, or have disabilities — ethics **are not optional**. Each choice, ranging from sponsorship endorsements to foster care assignments, should be driven by principles that safeguard the dignity, rights, and welfare of the child at all stages.

Core Ethical Principles

- 1 The Welfare of the Child is Paramount** Every decision must prioritize child's protection, welfare, and future growth — not bureaucratic simplicity or adult comfort.
- 2 Right to Be Heard** Children, according to their age and abilities, should be **consulted and involved** in choices that influence their existence. Their opinions count.
- 3 Confidentiality and Privacy** Details regarding the child and family must remain private. This safeguards their respect, particularly in close-knit communities.
- 4 Non-Discrimination** No child ought to be refused assistance or care due to caste, religion, gender, disability, or background. Inclusion should be fundamental to every decision made.
- 5 Informed Consent** Families need to thoroughly grasp the assistance being provided, what it entails, and their own obligations. Their written, **voluntary consent** is essential.
- 6 Transparency and Accountability**'s choices, distributions, and subsequent actions need to be thoroughly recorded and **open to review** by the District Child Safety Committee (DCSC) or State Administration.

7 Do No Harm All care giving arrangements should proactively stop neglect, exploitation, abuse, or re-traumatization of children.

Strengthening the SFCAC

For SFCACs to create a significant impact, it is essential that they be active, **trained, and supported**. Frequently, committees are merely present in documentation but fail to operate efficiently because of deficiencies in capability, organization, or understanding.

Here are effective methods to enhance SFCACs:

Capacity Building

- Organize **regular training and orientation sessions** for individuals focused on children's rights, inclusion of individuals with disabilities, care informed by trauma, and the most recent guidelines of the JJ Act.
- Train frontline workers, including **aanganwadi employees, educators, and community officials**, to recognize children who require support and direct them with assurance.

Consistent Meetings and Participation

- SFCAC meetings should happen **regularly and on schedule**— not solely during times of emergency.
- Ensure **active participation** from all participants, with defined objectives and updates on earlier matters.

Digital Tools and Transparency

- Introduce **basic digital tracking systems** for children's records, fund distribution, and care plan revisions.
- Share updates on progress with the District **Child Protection Committee (DCPC)** and **State Child Protection Society (SCPS)**.

Increased Community Engagement

- Encourage **youth organizations, faith-based establishments, and self-help groups** to participate in discussions on child protection.
- Create feedback mechanisms where **families and children are able to express concerns or provide suggestions** safely.

State-Level Support

- The State Government ought to assist districts with guidelines, **financial support, technical assistance, and accountability frameworks**, making sure no region operates independently.

The vision is simple: A strong, adaptive, and well-organized SFCAC can serve as the foundation for community-driven child protection — providing every child with the opportunity to develop in a secure and nurturing environment.

PART – III

Role of SFCAC – Inclusion, Convergence, and Community Awareness

Inclusion

Children with disabilities rank among the most at-risk individuals in institutional environments, frequently remaining in care for extended durations because of the mistaken belief that families or communities are unable to meet their specific requirements. The Sponsorship and Foster Care Approval Committee (SFCAC) is essential in altering this perspective by assisting these children in transitioning back to supportive, inclusive family settings where they can flourish.

Here's how the committee contributes:

- **Prioritizing Inclusion:** The SFCAC guarantees that children with disabilities are included in family reunification or foster care choices. Their requirements are considered at the outset, and extra assistance is arranged as needed.
- **Customized Support Plans:** Personalized Care Plans for children with disabilities encompass distinct medical, educational, and emotional assistance requirements. These are assessed thoroughly to ensure that placements are appropriate and nurturing.
- **Strengthening Families, Not Replacing Them:** Numerous families desire to support their child with a disability but do not have the necessary resources. By offering preventative sponsorship, the committee assists families in obtaining financial support, healthcare, and educational services that enable them to care for their child at home.
- **Building Community Confidence:** The committee collaborates with CSOs, community organizations, and healthcare professionals to establish a protective framework for the child and family, highlighting that family-centered care is not only feasible — it's more advantageous.
- **Promoting Alternatives to Institutional Life:** Rather than confining children to care facilities, the SFCAC endorses initiatives to find them foster placements or to bring them back to their families — accompanied by extra services and ongoing support to guarantee consistent care.
- **Capacity Building and Sensitization:** Through advocating for caregiver training and community awareness initiatives, the committee contributes to altering societal perceptions regarding children with disabilities, transforming stigma into support.

At its core, the SFCAC redefines care — not as an event confined to the isolated environment of an institution, but as something that thrives within the nurturing and framework of a family. This transformation allows every child, irrespective of their abilities, the opportunity to develop in an atmosphere where they experience love, belonging, and recognition.

Community Awareness and Convergence

Establishing enduring transformation for children — particularly those vulnerable to institutional placement — demands more than merely formal committees. It requires the support, **understanding, and active involvement of the community**. The Sponsorship and Foster Care Approval Committee (SFCAC) is vital in raising awareness and enhancing cooperation among various sectors, departments, and community members to ensure that family-based care is viewed as a shared responsibility.

Building Community Awareness

Numerous families are unaware that assistance exists to aid them in caring for their children. Some are apprehensive about stigma, particularly regarding disability, financial hardship, or pursuing foster care. SFCAC can alter this by:

- **Educating communities regarding** the advantages of family-centered care and the risks of extended-term in child care institutions.
- **Breaking the stigma** in the company of children with disabilities, single-parent families, and those in foster care.
- **Involving frontline workers** such as panchayats, schools, anganwadis, and faith-based groups to recognize and assist households experiencing difficulties.
- **Employing regional media**, banners, community theater performances, or educational campaigns to increase the public's awareness and engagement.

Strengthening Convergence with Other Departments

Supporting children and families cannot occur in a vacuum. It necessitates collaborative efforts among different government programs and services. The SFCAC advances this by:

- **Connecting with health, education, women and child welfare, social assistance, tribal growth, and rural job initiatives** to guarantee that families obtain comprehensive assistance.
- **Enabling families to access benefits similar** to housing (via initiatives such as PMAY or Indira Awas Yojana), work opportunities through MGNREGA, financial aid for education, retirement benefits, or assistance for disabilities.
- **Working with Self-Help Groups (SHGs)** and community-based organizations to enable families economically and socially.
- **Organizing joint meetings or camps** at the district and block tiers for referrals, follow-ups, and quicker resolution of issues encountered by children and families.

Annexes for Implementation

To ensure smooth, standardized implementation across districts, the subsequent annexes/tools ought to be created or modified locally:

Annexure 1: Format for Individual Care Plan (ICP) (JJ Act)

A document tailored for a child that details their history, requirements, and objectives for support — encompassing education, health, emotional assistance, and preferences for placement.

Annexure 2: Home Assessment Report Format (JJ Act)

To evaluate the ability and preparedness of families for sponsorship or foster care — encompassing safety, stability, relationships, and community access to educational/health resources.

Annexure 3: Format for Consent and Undertaking (JJ Act)

Signed statement from parents/guardians or foster families recognizing their obligations and consenting to the conditions of the assistance offered.

Annexure 4: Quarterly Monitoring Format

Utilized by the Protection Officer (NIC) or case managers to evaluate and document the child's status, school participation, emotional health, and household surroundings.

Suggestive Format

Basic Information

Particular	Details
District	
Case ID	
Name of Child	
Age/Sex	
Type of Support	Preventive Sponsorship / Rehabilitative Sponsorship / Foster Care
Date of Visit	
Officer Conducting Visit	

Child Well-being

Indicator	Observation	Status
School attendance		
Academic progress		
Health status		
Emotional well-being		
Relationship with caregiver		
Safety concerns		
Child's opinion		

Family Situation

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Action Taken:

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Recommendations, if any:

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Next Follow-up Date:

Signatures
(Officer conducting visit)

Annexure 5: Minutes of SFCAC Meeting

To document conversations, resolutions, and subsequent actions conducted during every SFCAC gathering — ensuring openness and responsibility.

Particular	Details
District	
Meeting No.	
Date	
Venue	
Time	

Members Present (Name | Designation | Signature)

- 1 -----
- 2 -----
- 3 -----
- 4 -----

Agenda Items –

1.
2.
3.
4.
5.

Cases Reviewed

Case No.	Child ID	Type	Decision Taken	Remarks, if any

Decisions Taken (Decision | Responsible Officer | Timeline)

- 1.
- 2.
- 3.
- 4.

Signature of all members present

Annexure 6: Sponsorship/Foster Care Fund Disbursement Register

Sl. No.	Case ID	Child Name	Type of Assistance	Amount Sanctioned	Amount Released	Release Date	Bank/Post Office	Period	Utilization Verified	Remarks

Certification by DCPO

Annexure 7: Checklist for Termination and Re-assessment (Foster Care Guidelines)

(To be completed by the Protection Officer (Non-Institutional Care)/Case Worker before placing the case before the Sponsorship and Foster Care Approval Committee (SFCAC))

A. Basic Information

Particulars	Details
District	
Case ID	
Name of the Child	
Age/Sex	
Name of the Foster Parents	
Date of placement	
Date of assessment	
Officer Conducting assessment	

B. Grounds for Re-assessment/Termination

Reason for Review (Tick 2 as applicable)

Sl. No.	Criteria	Yes	No	Remarks
1	Scheduled periodic review	☐	☐	
2	Request from foster parents	☐	☐	
3	Request from the child	☐	☐	
4	Request from biological parent/guardian	☐	☐	
5	Child has attained the age limit prescribed under the scheme	☐	☐	
6	Family reunification is feasible	☐	☐	
7	Child protection concerns reported	☐	☐	
8	Foster family unable to continue care	☐	☐	
9	Death or serious illness of foster caregiver	☐	☐	
10	Any other reason (specify)	☐	☐	

C. Child Well-being Assessment

Indicator	Satisfactory	Needs Improvement	Remarks
Physical health	☐	☐	
Mental and emotional well-being	☐	☐	
School attendance	☐	☐	
Educational progress	☐	☐	
Nutrition	☐	☐	
Safety and protection	☐	☐	
Relationship with foster family	☐	☐	
Child's views considered	☐	☐	

D. Foster Family Assessment

Assessment Criteria	Yes	No	Remarks
Foster family continues to meet eligibility criteria	☐	☐	
Safe and nurturing home environment	☐	☐	
Financial stability maintained	☐	☐	
No evidence of abuse, neglect, or exploitation	☐	☐	
Cooperation with monitoring visits	☐	☐	
Compliance with SFCAC/CWC directions	☐	☐	

E. Family Reunification Assessment (if applicable)

Criteria	Yes	No	Remarks
Biological family traced	☐	☐	
Home study completed	☐	☐	
Family willing to receive child	☐	☐	
Safe family environment confirmed	☐	☐	

Criteria	Yes	No	Remarks
Support services available	☐	☐	

F. Recommendation of Protection Officer (NIC)

- ☐ Continue Foster Care without change
- ☐ Continue Foster Care with additional support
- ☐ Recommend transfer to another foster family
- ☐ Recommend restoration to biological family
- ☐ Recommend termination of foster care placement
- ☐ Refer case to Child Welfare Committee for further orders

Reasons for Recommendation:

G. Decision of the Sponsorship and Foster Care Approval Committee (SFCAC)

Decision	Tick (✓)
Foster care continued	☐
Foster care continued with conditions	☐
Foster care terminated	☐
Child restored to biological family	☐
Child referred to Child Care Institution	☐
Other (Specify)	☐

Reasons for Decision

Signatures

Name Designation Signature Date

Protection Officer (NIC)
District Child Protection Officer
Chairperson, SFCAC

Note:

The formats included in the annexure from 4–6 are illustrative and intended to serve as reference templates. Users may adopt, modify, or develop formats as required, in accordance with applicable rules, guidelines, and operational requirements.



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