

11. Conflict of Interest

Department employees may not become certified foster parents, relative caregivers, or respite providers for a foster parent or relative caregiver, without receiving approval from the appropriate appointing authority.

Procedure

- When an employee inquires about becoming a foster parent, relative caregiver, legal guardian, adoptive parent, or providing respite care for a certified family, refer the employee to DHS 060-002-2, Conflict of Interest Procedure for CAF Employees regarding Respite Care, Relative Caregiver, Employee Foster Parent, Adoptive Parent, and Legal Guardian. Once the appropriate exception to administrative policy is obtained, the certifier completes the assessment process described in Section 3 of this chapter.



The Supervisor's Role

- Assure that certification process is done in such a way to avoid conflict of interest issues, including making a recommendation for what office should complete the certification.
- When an employee is attempting to become certified as a foster parent or relative caregiver, provide the employee with the DHS 0104 Conflict of Interest – Review and Determination.
- Review any completed DHS 0104, ensure the documentation clearly explains the potential conflict of interest, sign and submit to the District Manager.



References and Forms

Policy

- Administrative Services Conflict of Interest Policy
http://www.dhs.state.or.us/policy/admin/hr/060_002.htm

- Administrative Services Policy Addendum, Conflict of Interest
http://www.dhs.state.or.us/policy/admin/hr/060_002.htm
- DHS Conflict of Interest Procedure
http://www.dhs.state.or.us/policy/admin/hr/060_002.htm



Forms

- DHS 0104 Conflict of Interest – Review and Determination
http://dhsresources.hr.state.or.us/WORD_DOCS/DE0104.doc