

ADMINISTRATIVE LETTER Children's Services # 5-02

TO: COUNTY DIRECTORS OF SOCIAL SERVICES

SUBJECT: REVISED CHILDREN'S SERVICES FAMILY FOSTER HOME AND CHILD-PLACING AGENCY RULES AND LICENSING FORMS

DATE: July 1, 2002

EFFECTIVE DATE: July 18, 2002

ATTENTION: Children's Services Supervisors

Children's Services Social Workers

This letter contains the recently revised family foster home and child-placing agency rules and licensing forms that become effective July 18, 2002. During May and June 2002, four training sessions were conducted across the state to discuss these changes. As a result of these changes, the Division of Social Services will begin to license therapeutic homes previously licensed by the Division of Facility Services and child-placing agencies that provide therapeutic services. It should be noted that while county departments of social services have the option of preparing these homes for licensure and supervising them, they are not required to do so.

When a county Department of Social Services elects to recruit, train and recommend licensure for therapeutic family foster homes, children authorized for Level I and Level II treatment services may be served and Medicaid may be billed for the treatment portion of the costs, when authorized by area mental health. In these cases, the foster parents will be required to obtain additional training, maintain additional records and accept weekly supervision from a qualified mental health professional. In addition, the county DSS will be required to have both a child specific contract with the area mental health program as well as an agency contract with the same area program.

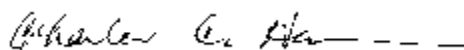
The Children's Services Manual: Volume IV: Section 1213 that contains this information has been scheduled for review by the Children's Services Committee at their August 7, 2002 meeting. Additional information and practice guidance, in addition to the licensing rules, will be included in the revised manual. Section 1213 will be distributed just as soon as possible following approval by the Children's Services Committee.

These licensing rules were revised as a result of a number of factors. These factors included state and federal mandates, the need to update language and to bring these requirements in line with current child welfare practice, the need to achieve a single

licensing entity and single set of rules for all family based foster care providers, and a desire to extend the licensing period from one to two years. The rules were revised based on input from service providers and the Divisions of Mental Health, Medical Assistance, Facility Services and Social Services. A summary of the changes precedes the content of the licensing rules and licensing forms.

Included in this letter are four revised forms: **DSS 5016 - Family Foster Home License Application**, **DSS 5157 – Family Foster Home Re-License and Change Application**, **DSS 5150 – Environmental Conditions Checklist** and **DSS1515 – Fire Safety Inspection Report**. The revised forms listed above should be used for new family foster home applications and family foster home renewal applications effective July 18, 2002. It should be noted that the **DSS5157a – Family Foster Home Relicense Checklist** will become obsolete effective July 17, 2002. Implementation of the revised family foster home licensing forms should help facilitate timely compliance with the revised family foster home licensing requirements. If you have questions relating to these revised licensing rules or forms, you may e-mail Angelina Spencer (angelina.spencer@ncmail.net) or call her at 828-669-3388 or you may contact Elsie Roane (elsie.roane@ncmail.net) at 919-733-4622.

Sincerely,



Charles C. Harris, Chief

Children's Services Section

cc: Pheon Beal

Sherry Bradsher

Children's Services Team Leaders

Children's Programs Representatives

Private Child-Placing Agency Directors

Attachments

[Administrative Letter 05-2002](#)

[Rules](#)

[DSS 5016 - Family Foster Home License Application](#)

[DSS 5157 – Family Foster Home Re-License and Change Application](#)

DSS 5150 – Environmental Conditions Checklist

DSS1515 – Fire Safety Inspection Report