

# Foster Home Licensing Manual Change Notices

## CHANGE NOTICE FOR MANUAL

**DATE:** JULY 1, 2012

**MANUAL:** CHILD WELFARE SERVICES - FOSTER HOME LICENSING

## CHANGE NO: 02-2012

**TO:** COUNTY DIRECTORS OF SOCIAL SERVICES AND DIRECTORS OF CHILD PLACING AGENCIES

**ATTENTION:** CHILD WELFARE PROGRAM ADMINISTRATORS, MANAGERS, SUPERVISORS, AND WORKERS; ALL FOSTER HOME LICENSING WORKERS

**RE:** FOSTER HOME LICENSING MANUAL

**EFFECTIVE:** JULY 1, 2012

## I. BACKGROUND | CHANGE INTENT

In response to requests to have a manual that provides guidance on foster home licensing the [Foster Home Licensing Manual](#) has been developed and has been placed on-line. The manual replaces guidance for licensing foster homes that has been provided in memos, webinars, Supplemental Guide to Foster Home Licensing and foster home licensing training.

The manual is broken down into sections that correspond to the Administrative Rules that govern foster home licensing. These sections include:

Table of Contents

Mission, Vision and Values

Section .0600 - General Provisions ([10A NCAC 70E .0600](#))

Section .0700 – Licensing Regulations and Procedures ([10A NCAC 70E .0700](#))

Section .0800 – Mutual Home Assessment ([10A NCAC 70E .0800](#))

Section .0900 – Forms (License Application) ([10A NCAC 70E .0900](#))

Section .1000 – Capacity ([10A NCAC 70E .1000](#))

Section .1100 – Standards for Licensing ([10A NCAC 70E .1100](#))

Miscellaneous Section

Guide to Completing Foster Home Licensing forms.

## **II. SPECIFIC CHANGES**

### **A. Transfer Requests**

New procedures for transferring foster homes from one agency to another have been developed. These procedures are in Section .0700, Item F. Best Business Practice for Transferring Families is found in the manual section entitled Miscellaneous, Item C. The effective date for the new transfer procedures is July 1, 2012. Transfer requests submitted after August 1, 2012 that do not follow the new procedures will be returned to the submitting agency.

### **B. Forms**

The forms used in the Foster Home Licensing process have been updated; however, many child-placing agencies continue to use outdated foster home licensing forms. For instance:

Form DSS-5157 (Foster Home Re-license, Termination and Change Request Application) has been revised and only relates to re-licensing of Foster Homes. The revised form DSS-5157 is now Foster Home Relicense Application.

New forms include:

DSS-5158 Foster Home Transfer Application

DSS-5159 Foster Home Change Application

DSS-5160 Foster Home Termination Application

Instructions for completing these forms are found in the manual section entitled Guide to Completing Foster Home Licensing Forms. Foster Home Licensing Social Workers may request from the Licensing Authority and use certain forms in Microsoft® Word format rather than the PDF forms on the DSS website.

Form DSS-5016 (Foster Home License Application) is not a new form. However it is important that all agencies use the attached Microsoft Word form dated May 2011.

### **III. INSTRUCTIONS**

Please begin using the manual and forms immediately. These manual sections will be available on-line as PDF documents only. Previously, the North Carolina Division of Social Services has maintained both “on-line” versions of its manuals along with PDF versions. Beginning with this manual, only the PDF versions will be available at:

<http://info.dhhs.state.nc.us/olm/manuals/manuals.aspx?dc=dss>.

Navigation between sections of this manual will require users to use the “Back” button of their browser to return to the Table of Contents for this manual to select the next session to be read.

Questions related to the Foster Home Licensing Manual should be directed to the Licensing Authority Program Consultants at 828-669-3388

Sincerely,

Kevin Kelley, Section Chief

Attachments:

Table of Contents

Mission, Vision and Values

Section .0600 - General Provisions

Section .0700 – Licensing Regulations and Procedures

Section .0800 – Mutual Home Assessment

Section .0900 – Forms (License Application)

Section .1000 – Capacity

Section .1100 – Standards for Licensing

Miscellaneous Section

Guide to Completing Foster Home Licensing Forms

cc: Sherry Bradsher  
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Hank Bowers  
Kathy Sommese  
Child Welfare Team Leaders  
Local Business Liaisons