

## Child and Family Services Licensing Policy Manual: Youth Foster Care Foster Home Relicensing Assessment

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### Introduction

A relicensing assessment is conducted annually to evaluate whether the applicant has provided acceptable care for children in accordance with department licensing requirements.

The re-licensing assessment process should include:

- DPHHS-CFS-LIC 021, Foster Parent Reapplication and Relicensing Questionnaire includes the foster parent training record. Family foster homes are required to obtain 15 hours of training annually;
- documentation of an annual name based criminal record check;
- DPHHS-CFS-033, Personal Statement of Health completed on all members of the household;
- Completed DPHHS-CFS-033a's Licensed Care Provider Medical Record as determined necessary;
- input from the foster family, including all household members, obtained during a family consultation, usually conducted in the applicant's home;
- input from the placing worker(s) and/or supervisors either verbally or through their completion of the DPHHS-CFS-LIC 022, Placing Worker Evaluation of Foster Home;
- DPHHS-CFS-LIC-020, Foster Home Licensing/ Relicensing Agreement completed and signed by the applicant(s) and the Family Resource Specialist;
- DPHHS-CFS-LIC-019, Foster Family Relicensing Summary, which is completed by the licensing worker with input from the foster family, including recommendations regarding the applicants continued licensure;
- documentation that a satisfactory CPS, APS and Criminal Records check has been completed on any new adult member(s) of the household.

### FASD: Written Assessment

The content of the DPHHS-CFS-LIC 019 should be attached to TEXT associated with FASD.

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### Incomplete Application

If the Family Resource Specialist (FRS) determines that the application packet or accompanying information is incomplete or erroneous, the FRS notifies the applicant of the specific deficiencies or errors in writing. The applicant shall submit the required or corrected information within 60 days. The department shall issue a license or renew a regular license upon receipt of all required or corrected information.

If there are children in the foster home, a provisional license should be issued pending compliance with all licensing requirements. A regular license can only be backdated to the date the applicant met **all** of the licensing requirements.

### Licensing Authority

The FRS supervisor is the department's licensing authority in his or her region. The supervisor is responsible for designating which FRS is to conduct a particular licensing assessment. The FRS sends the hard copy application, and hard copy evaluation materials to the supervisor. The supervisor reviews the material and documentation and recommendations entered into CAPS and either approves or denies the application.

### License DOC GEN

To issue a license the FRS must complete FALD in CAPS. If the recommendation is for licensure and the license is approved, a DOC GEN: Provider License, is generated from FALD and signed by the family resource specialist supervisor

If a provider is issued a provisional license, at the point the provider meets all of the licensing requirements, the provider should be issued a regular license, effective for one year from the date of issuance.

### Negative License Action

Refer to Policy Section 802-10.

### References

Mont. Code Ann. § 41-3-1141 through 41-3-1143  
Admin. R. Mont. 37.97.106  
Admin. R. Mont. 37.97.110  
Admin. R. Mont. 37.19.115  
Admin. R. Mont. 37.97.1001 through 37.97.1019