
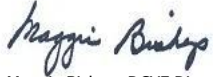


1721 SPECIALIZED LICENSES	
Chapter: Foster Care Providers	Section: Licensing
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 12-07 Effective Date: September 2012 Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): RSA 170-E Related Admin Rule(s): He-C 6446 Related Federal Regulation(s):	Related Form(s): FORM 2104 and FORM 2369 Bridges' Screen(s) and Attachment(s):

Purpose

This policy outlines the procedures followed by staff to provide a specialized foster care license, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

Definitions

"**Specialized Care**" means that category of foster family care in which shelter and services are provided to children/youth by foster parents who have met additional training and care requirements and who keep and maintain detailed records on the child(ren)/youth.

Policy

- I. An applicant for a license to provide specialized care must:
 - A. Comply with the applicant requirements in He-C 6446.03-.04 and .06-.11;
 - B. Have at least one year of experience as a foster parent;
 - C. Provide one written reference from a professional such as a foster parent, physician, therapist, or teacher who has personal knowledge of the applicant's ability to observe and assess children/youth's behavior;
 - D. Provide one written reference from a Child Protective Service Worker or a Juvenile Probation and Parole Officer who is familiar with the applicant's experience with foster children/youth;
 - E. Attend in its entirety 21 hours of DCYF sponsored pre-licensing training related to specialized care that includes the following topics:
 - 1. Introduction to specialized care that includes:
 - (a) Foster care as a family support service;
 - (b) The role of the foster parent in case assessment and planning;
 - (c) How to clearly describe the behaviors of children/youth; and
 - (d) The importance of establishing case objectives and action steps to achieve those objectives.

2. Behavioral management;
 3. Handling sexualized behaviors;
 4. Caring for children/youth with developmental disabilities;
 5. Caring for children/youth with emotional disabilities; and
 6. Working with the primary families to encourage the family members to remain active participants in the life of the child/youth; and
- F. Have sufficient experience and education to care for a child/youth with special needs.
- II. The effective dates of the specialized license are from the time the training and references have been completed, and the end date is the date the current license ends.

Procedures

- I. The Resource Worker:
- A. Assists the foster parent(s) with training notifications and arrangements;
 - B. Obtains the 2 additional references;
 - C. Indicates changes on the copy of the "Foster Family Care License" (Form 2369);
 - D. Completes the "Resource Care Enrollment/Change" (Form 2104);
 - E. Writes a letter to the foster parent(s) informing them of the change and the date that the specialized license is effective;
 - F. Informs the foster parent(s) about the additional training needed to renew the license, as well as, instructions about writing the monthly Specialized Foster Care reports;
 - G. Files the change of status of the license in the foster home record, and include the foster parent(s)' history and the names of the references;
 - H. Submits the record to the DCYF District Office Supervisor for approval; and
 - I. Submits the "Foster Family Care License" (Form 2369) and the "Resource Enrollment/Change" (Form 2104) to the Foster Care Unit at State Office.