



<b>1720 LICENSE RENEWAL</b>	
Chapter: <b>Foster Care Providers</b>	Section: <b>Licensing</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>12-07</b> Effective Date: <b>September 2012</b> Scheduled Review Date:
	Approved:  Maggie Bishop, DCYF Director
Related Statute(s): <b><a href="#">RSA 169-C</a>, and <a href="#">RSA 170-E</a></b> Related Admin Rule(s): <b><a href="#">He-C 6446</a></b> Related Federal Regulation(s):	Related Form(s): <b>Alternate W-9, FORM 2104, FORM 2163, FORM 2351, FORM 2361, FORM 2362, FORM 2364, FORM 2365, and FORM 2369</b> Bridges' Screen(s) and Attachment(s):

### **Purpose**

Foster parents interested in renewing the license to operate a foster home must complete a renewal packet. This policy outlines the procedures followed by DCYF staff, child-placing agencies, and foster parents when completing the renewal process, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

### **Policy**

- I. A license to operate a foster family home is issued for up to 2 years and is renewable if the home and foster parent(s) meet the compliance requirements in He-C 6446. Foster parents are required by RSA 170-E:32 to "file for renewal of their license" 3 months before the expiration date.
- II. Allowing a foster home license to lapse beyond the expiration date while the foster parent(s) continue to provide ongoing foster care services to children/youth in custody or guardianship is prohibited.
- III. Children/youth who continue to reside in unlicensed foster homes are unprotected by the licensing safeguards and are not eligible for Title IV-E reimbursement.
- IV. The date of a renewed license begins on the date that the last document necessary for licensure is received by the Resource Worker.
- V. Foster parents who do not renew their license to operate a foster home by participating in the renewal process must be closed. The Resource Worker must send a notice of intent to close the foster home with the effective date at least 30 days prior to expiration.

### **Procedures**

- I. The Resource Worker must send foster parents a renewal packet 3 months prior to the expiration of the license that includes:
  - A. A re-licensing cover letter advising the foster family of the license expiration date and the requirements needed for license renewal;
  - B. "Foster Care/Adoption Application" (Form 2351);
  - C. "Alternate W-9";

- D. "Fire Department Inspection" (Form 2361);
- E. "Self-Assessment for License Renewal (Form 2362);
- F. The State Police's "Criminal Record Release Authorization" for all household members over 17 years of age;
- G. "Foster Parent Training Report" (Form 2364); and
- H. Financial Statement section to be updated.

II. The Resource Worker must also

- A. Access the Central Registry through Bridges and check the names of all foster parents and household members over 17 years of age, excluding children/youth in care;
- B. Contact the foster parent(s)' local law enforcement agency and request that any arrest or criminal information on the foster parent(s) and household members be forwarded to the District Office.
- C. Track what forms have been returned and those that are outstanding;
- D. With the cooperation of the foster parent(s), complete the "Foster Parent Training Log" (Form 2365) and total the number of training hours accumulated per foster parent according to the category of care;
- E. Contact the foster family at least one month prior to the expiration date of the license to determine what progress has been made and what still needs to be done. A home visit appointment may be made at this time;
- F. During the home visit, interview the foster parent(s) and any new household member(s) and complete a re-licensing study that includes:
  - 1. A visual inspection of the home, noting:
    - (a) The cleanliness and comfort of the home; and
    - (b) The bedroom designated for child(ren)/youth in care;
  - 2. A discussion about changes in household members, home, and family dynamics, and comments about fostering over the past licensing period;
  - 3. A review the foster family's "Self-Assessment for License Renewal" (Form 2362) and the updated "Foster Family Assessment" (Form 2163), noting:
    - (a) Changes to the household composition;
    - (b) Physical changes to the home;
    - (c) Current physical and mental health;

- (d) Drug and alcohol use;
  - (e) The child(ren)/youth placed in the home within the licensing period;
  - (f) Outcomes of the placements;
  - (g) The foster parent(s)' skills and abilities to foster the child(ren)/youth;
  - (h) Successes and opportunities for training and growth; and
  - (i) Significant concerns by or about the foster family.
- G. Make a decision on the renewal application within 30 calendar days of the return of the renewal materials;
  - H. Submit the request for renewal, signed by a Supervisor, to the Foster Care Unit at State Office via a copy of the current Foster Family Care License (Form 2369) with the dates of renewal indicated and a "Resource Care Enrollment/Change" (Form 2104) with updated information. A copy of the latest Alternate W-9 must also be sent to the Licensing Specialist at each renewal; and
  - I. File a copy of the renewed license in the foster home record according to [Policy Item 1740 Foster Home Record Maintenance](#).
- III. State Office staff complete a new license reflecting the renewal information.
- A. The original is mailed to the foster parent(s).
  - B. Multiple copies are sent to the Resource Worker to be distributed to the local fire department and health officer in accordance with RSA170-E:33.