

1722 CHANGES IN LICENSING STATUS

Chapter: **Foster Care Providers**

Section: **Licensing**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **12-07**

Approved:

Effective Date: **September 2012**

Scheduled Review Date:

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, FORM 2351, FORM 2360, FORM 2361, and FORM 2369**

Bridges' Screen(s) and Attachment(s):

Purpose

This policy describes the process for making changes to a foster family care license, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

Policy

- I. The foster home license must reflect the current status of the home to assure that the foster parent(s) and the home meet the conditions described on the license.
- II. Changes to the license document may include name or address of the foster parent(s); ages, gender and number of children/youth served; and assignment to a district office or child-placing agency.
- III. Foster parents who change residences must provide the licensing agency with information regarding the new residence including:
 - A. A new "Foster Care/Adoption Application" (Form 2351);
 - B. A completed "Fire Department Inspection" (Form 2361); and
 - C. A "Foster and Adoptive Family Home Health Inspection" (Form 2360).

Procedures

- I. The Resource Worker must:
 - A. Review the application, fire inspection, and health report;
 - B. Complete the "Resource Care Enrollment/Change" (Form 2104) to make the change in Bridges;
 - C. Record the changes on the Foster Family Care License (Form 2369);
 1. Send the forms in (B) & (C) to the Foster Care Unit at State Office; and
 2. File copies of the documents in (A)-(C) in the foster home record.
 - D. The Supervisor must review the documents required for a change to the license and sign the Foster Family Care License (Form 2369).

II. The Foster Care Unit:

- A. Reviews all paperwork;
- B. Submits the forms to Provider Relations; and
- C. Arranges for the printing of the license, signature, and dispersing and filing of copies.
 - 1. If the foster parent(s) moved to a new residence, a copy of the updated license will be distributed to the local fire department and health officer in accordance with RSA170-E:33.
 - 2. If the new residence is in a different town than the previously licensed residence and the previous license has not expired, a notice will be sent to the fire department and health officer with jurisdiction over the former residence to notify them that the residence is no longer a licensed foster home.