

<b>1715 APPLICATION PROCESS</b>	
Chapter: <b>Foster Care Providers</b>	Section: <b>Licensing</b>
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: <b>02-13</b> Approved: Effective Date: <b>September 30, 2002</b> Scheduled Review Date: DCYF Director
	Related Statute(s): <a href="#">RSA 169-C</a> , and <a href="#">RSA 170-E</a> Related Admin Rule(s): <a href="#">He-C 6446</a> Related Federal Regulation(s):

**Purpose**

This policy outlines the requirements and procedures for applying to become a licensed foster or adoptive parent in New Hampshire, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

**Policy**

- I. Persons interested in applying for a foster or adoptive family care license must complete the application and pre-service training process prior to being issued a foster family care license.
- II. The application process is open to any person in accordance with He-C 6446.03.

**Procedures**

- I. Each family must complete or provide to DCYF:
  - A. The "Foster Family Application Cover Sheet" (Form 2350);
  - B. The "Application Information for Child 11 Years Old or Younger" (Form 2352) and "Application Information for Child 12 Years Old or Older" (Form 2353);
  - C. The "Autobiography of Foster and Adoptive Parents" (Form 2163) for each adult whose name will be included on the license;
  - D. Proof of pre-licensing training, as described in [ITEM 1750 Pre-Licensing Training](#);
  - E. The results of inspection of the household premises by the local fire inspector as documented on the "Fire Department Inspection" (Form 2361);
  - F. The results of the inspection of the household premises by the local health inspector as documented on the "Foster Family Home Health Inspection" (Form 2360);
  - G. The "Medical Information Statement" (Form 2152) for each member of the household that is signed by a physician or nurse practitioner;
  - H. Proof of automobile and homeowner or rental insurance;

- I. Notarized Criminal Records Release Authorizations for each individual over age 17 in the household;
  - J. "Provider Enrollment Agreement" (Form 2105), "Provider Enrollment (Form 2106), W-9, and the "Foster Family Care Worksheet" (Form 2367), upon completion of the pre-licensing training; and
  - K. For adoptive families only, verification of marriage and divorce information and photographs of the family.
- II. The Foster Care Worker or Adoption CPSW must:
- A. Collect the forms required in part I and create a foster home record in accordance with ITEM 1740 or adoption record in accordance with [ITEM 1827 Adoption Case Records](#);
  - B. Mail the "Reference Request" (Form 2357) with a self-addressed stamped envelope to each of the names provided by the applicant;
  - C. Check the names of applicants and all household members over the age of 17 on the Central Registry's database for matching names;
  - D. Forward the Criminal Records Release Authorizations to the NH State Police Records Division for the records' check;
  - E. Contact the applicant's local police department and request that any arrest or criminal information on the household members be forwarded to the D.O.;
  - F. Inspect the applicant's residence to insure compliance with He-C 6446.09;
  - G. Perform a Home Study and prepare the "Foster Family Assessment" (Form 2363) of the applicant's ability to comply with the requirements for a license in He-C 6446.03-04.
  - H. Complete the "FFC Worksheet" (Form 2367) and "Provider Enrollment/Change" (Form 2106) in accordance with [ITEM 1850 Enrollment of Providers](#);
  - I. Obtain the approval of the D.O. Supervisor; and
  - J. Forward the Forms 2367, 2106, 2105, and the Alternate W-9 to the Licensing Program Specialist at State Office for processing.