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

1. 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.