**1722 CHANGES IN LICENSING STATUS**

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

Bridges’ Screen(s) and Attachment(s):

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**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.