

Foster Family Home Application Instructions



Community Care Licensing

INTRODUCTION — Before a Foster Family Home License can be issued, the licensing agency must review information that you provide to show that you meet the regulatory requirements for the license. Please note that the application process may vary according to whether FFHs in your county are licensed by county staff or through a state district office. In particular, attention is drawn to the procedural differences in submitting criminal record clearance materials and conducting in-home interviews.

SECTION A (Licensing Application Documents) — To initiate the application process the required documents in Section A must be properly completed and submitted to the appropriate licensing agency. Incomplete application materials will be returned.

SECTION B (Placement Matching Documents) - To initiate the placement matching process, the required documents in Section B must be properly submitted to the appropriate licensing agency. No one will be matched with the caregiver unless these documents are submitted.

FORMS COMPLETION — To prevent delays in processing your application, be sure that you have all the necessary information completed, properly signed in ink with original signatures and dated. Make a photocopy of your application for your records. Additional forms can be downloaded from the CDSS website at www.dss.cahwnet.gov or by contacting your local licensing agency office.

ORDERING REGULATIONS — The regulations that govern the licensing of Foster Family Homes are under the California Code of Regulations, Title 22, Division 6. Copies of the regulations and amendments can be downloaded from: www.dss.cahwnet.gov/ord

INFORMATION PRACTICE ACT: — This information is requested by the Department of Social Services in compliance with Title 22, Division 6 of the California Code of Regulations and Section 1500 et. Seq. of the Health and Safety Code. Submission of the information is mandatory. The local licensing office is responsible for maintaining the information. Access to this information will be provided to the public unless prohibited by the Information Practice Act of 1977. Certain authorized public and private agencies may have access to confidential information including County Welfare Departments, Department of Justice, Regional Centers, the Department of Developmental Services and the Department of Mental Health.

SECTION A

Licensing Application Documents

Article 2. Section 89205 LICENSE REQUIRED

UNLESS A HOME IS EXEMPT FROM LICENSURE AS SPECIFIED IN SECTION 89207, NO INDIVIDUAL SHALL OPERATE, ESTABLISH, MANAGE, CONDUCT OR MAINTAIN A FOSTER FAMILY HOME, OR HOLD OUT, ADVERTISE OR REPRESENT BY ANY MEANS TO DO SO, WITHOUT FIRST OBTAINING A CURRENT VALID LICENSE FROM THE LICENSING AGENCY.

Explanation of licensing application documents to be submitted to the licensing agency:

- A1.** Application for a Foster Family Home License (**LIC 283**) — Identifies applicant(s) and home for licensure.
- A2.** Applicant Information (**LIC 215**) — Personal information about the applicant, i.e. identification, education, experience, references, etc.
- A3.** Out-Of-State Disclosure & Criminal Record Statement (**LIC 508D**) — Requires applicant(s) to disclose any criminal convictions and whether they have lived in another state within the last 5 years.
- A4.** Child Abuse Central Index (CACI) Check (**LIC 198** or **LIC 198A**) — The purpose of the CACI check is to assure that no one working or living in the home has a history of abusing children in California. A CACI check is required on all applicants and all adults residing in the home or providing care and supervision. Individuals may also use LIVESCAN to submit the CACI check.
- A5.** Out-Of-State Child Abuse/Neglect Report Request (**LIC 198B**) - The purpose of the out-of-state check is to assure that no one applying for a license or residing in the home has a history of abusing children in another state. This form must be completed and an out-of-state check is required on all applicants and all adults residing in the home if they have lived in another state within the last 5 years.
- A6.** Fingerprint Submission -
FOR A STATE LICENSED FFH- Applicants must submit fingerprints and the CACI check directly to the “Department of Justice (DOJ), P.O. Box 903417, Sacramento, CA 94203-4170”. LIVESCAN forms, CACI forms and instructions will be mailed to the applicant after a complete application is received and accepted.
FOR A COUNTY LICENSED FFH - The County Licensing Office will provide applicants with instructions on how to submit fingerprints.
- A7.** Control of Property - Applicants are required to provide proof of control of property at the time of application (examples: copy of utility bill, insurance statement, California Drivers License, rental or lease agreement, etc.).
- A8.** Verification of completion of an orientation provided by a licensing agency.
- A9.** Emergency Plan For Foster Family Homes (**LIC 610B**) — Plan developed by applicant to enable the caregiver to handle any emergency that may arise and to protect the safety and well being of all children.

SECTION B

Placement Matching Documents

Article 4. Section 89400 LICENSURE IS NOT AN ENTITLEMENT TO PLACEMENT
A LICENSE IS REQUIRED PRIOR TO PLACEMENT, BUT THE LICENSE DOES NOT ENTITLE THE CAREGIVER TO PLACEMENT OF A CHILD PURSUANT TO SECTION 16507.5 OF THE WELFARE AND INSTITUTIONS CODE.

Explanation of placement matching documents to be submitted to the licensing agency (no one will be matched with the caregiver unless these documents are submitted):

- B1.** Health Screening Report (**LIC 503**) - To be completed by or under the direction of a physician verifying the health of applicant(s) and household helper(s) to effectively perform duties as required.
- B2.** Verification of completed first aid and age appropriate CPR training.
- B3.** Verification of completion or enrollment in 12 hours of foster parent training.
- B4.** If water for human consumption is from a private source, submit evidence of on-site inspection of the source of the water and a bacteriological analysis by a local or state health department or other qualified public or private laboratory which establishes the safety of water.
- B5.** Local Fire Inspection Authority Information (**LIC 9054**) - To be completed by the applicant(s) who intends to serve children that are non-ambulatory, disabled or require special health care needs.