

# OVERVIEW OF FAMILY FOSTER HOME LICENSURE

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KANSAS DEPARTMENT FOR CHILDREN & FAMILIES

# DEFINITIONS

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FUNCTIONS, LAWS & REGULATIONS

# DEFINITIONS

## Family Foster Home:

A child care facility that is a private residence, including adjacent grounds, in which a licensee provides care for 24 hours a day for one or more children and for which a license is required by K.A.R. 30-47-801.

- Family Foster Home Program Types
  - General: provides care for unrelated children
  - Non-Relative Kinship (NRKIN): means the placement of a child in the home of an adult with whom the child or the child's parent already has close emotional ties.
  - Relative: means a person related by blood, marriage or adoption.

# DEFINITIONS

## Child Placing Agency

### K.S.A. 65-503 (a)

Means a business or service conducted, maintained or operated by a person engaged in finding homes for children by placing or arranging for the placement of such children for adoption or foster care.

# DEFINITIONS

## Regulation

Kansas Department for Children and Families serves as the Licensing and regulatory agency for both Family Foster Homes & Child Placing Agencies

- Regulation includes:
  - Application process
  - Licensure
  - Onsite visits
  - Investigations
  - Renewals

# APPLICATION PROCESS

PRE-APPLICATIONS REQUIREMENTS, APPLICATION SUBMISSION, LICENSURE

Prospective  
home chooses  
their Sponsor  
Agency

Complete  
Training

Complete  
Application  
with CPA

CPA Submits  
Application  
with CPA

DCF Licensing  
surveyor on-site  
home-visit  
within 15 days

# APPLICATION PROCESS

## Sponsorship & Eligibility

### Choosing a Sponsor:

Any individual(s) interested in providing foster care services is required to select a licensed Child Placement Agency (CPA) of their choice to sponsor their application and licensure as a Family Foster Home (FFH).

- For sponsorship, individual(s) or families can contact any CPA directly, or inquire through DCF or the Children's Alliance of Kansas (CAK)

### Eligible Candidates:

- Must be at least 21 years of age
- Must have sufficient income or resources to provide for the basic needs and financial obligations of the foster family.
- Participate in an initial family assessment conducted by the sponsoring child-placing agency to ensure the potential applicant(s) meets regulatory requirements and assess their readiness to serve children and youth in DCF custody.



# APPLICATION PROCESS

## Pre-Application Requirements

### Training

- Complete Orientation with chosen sponsoring CPA
- Complete Required Pre-licensure training through the Children's Alliance of Kansas (CAK). All the approved options are presented in-person or virtually:
  - ✓ Trauma Informed for Permanency and Safety
    - Model Approach to Partnerships in Parenting (TIPS MAPP)
      - 10-week course
  - ✓ Deciding Together (DT)
    - 7-week course
  - ✓ National Training and Development Curriculum (NTDC)
    - 10-week course
  - ✓ Regulation required training
    - Medication Administration
    - First Aid
    - CPR
    - Universal Precautions





# APPLICATION PROCESS

## Pre-Application Requirements (cont.)

CPA assists individual(s) with the following:

- ✓ Completion of application for licensure and required supporting documents:
  - Health assessments, Tuberculosis tests, Immunizations, Background check forms
  - Pet vaccinations
  - Federal Fingerprints and Sex Offender Registry check submissions
    - Residents of the home 18 and older
  - Floor Plan of the residence
  - Family Assessment
  - Family Budget
  - Training Certificates
- ✓ CPA completes an inspection of the residence for regulatory compliance



# APPLICATION PROCESS

## Submitting Application



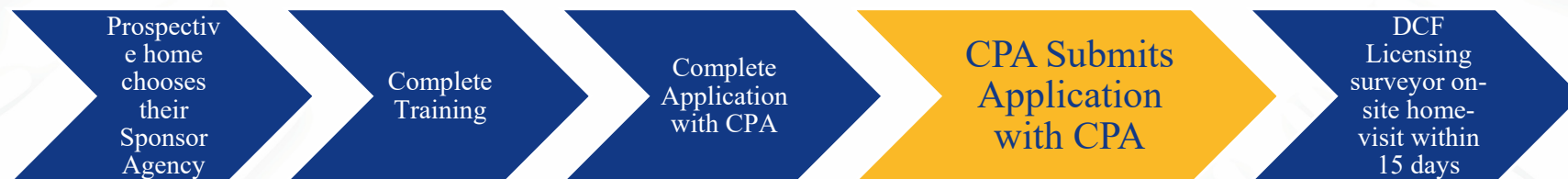
Childcare Licensing and Regulation  
Information System

CPA submits application and materials to DCF via e-mail

### DCF Licensing processing:

- 1) Review application and documents for completeness.
- 2) Enter application into CLARIS
- 3) Add residents
- 4) Request background checks
  - Residents 10 and older
    - KBI Name Based Criminal History
    - Child Abuse Neglect Information Registry
  - Resident 18 and older
    - Out of State Child Abuse Registry Check (if applicable)

Upon receipt of cleared background checks, a temporary permit may be issued to NRKIN or relative placements pursuing licensure, as allowed by KSA 65-504(a)



# APPLICATION PROCESS

## On-site Survey & Regulation Compliance

- DCF assigns on-site visit by a Licensing Surveyor
- Licensing Surveyor coordinates with the home to complete an onsite visit within 15 days of assignment for a general Family Foster Home license or 30 days for an NRKIN/Relative Family Foster Home license.
- While on-site, Licensing Surveyor determines regulation compliance or non-compliance
  - ✓ Compliant with regulations
    - License Issued within 3 business days
  - ✓ Non-compliant with regulations
    - 5 days to become compliant or submit a Compliance Action Plan for Compliance as required by K.S.A. 65-513.
      - Licensing worker verifies corrections and compliance
      - License is issued within 3 business days



# APPLICATION PROCESS

## Exceptions to Regulations

A FFH may submit a request for an exception to a regulation in accordance with DCF Licensing procedures.

### KAR 30-47-804(e)(1)

(1) Any applicant or licensee may request an exception from the secretary. Any request for an exception may be granted if the secretary determines that the exception is in the best interest of a child in foster care and the exception does not violate statutory requirements.

# LICENSURE

## Issuance

- License will be mailed to Family Foster Home and email to sponsoring Child Placement Agency
  - License is valid for licensee and is address specific
  - License capacity includes age range and number of children
  - License is non-expiring, annual renewal is required

# QUESTIONS?

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