



The Perfect Change Packet

Items you must send to the Licensing Authority for all changes:

- ✓ **Cover Letter**, include your contact information
- ✓ **DSS 5015**– Foster Care Facility License Action Request
 - ✓ Notate changes on this form using black ink
- ✓ **DSS 5157**– Relicense, Change & Termination Request Application

For the changes below, also include the corresponding forms/documentation:

- ✓ **Change of address**
 - ✓ **DSS 1515** – Fire Safety Inspection Report
 - ✓ **DSS 5150** – Environmental Conditions Checklist
- ✓ **Adding a new member to household** – document relation to foster parents in cover letter
 - ✓ **DSS 5017** – Medical History Form
 - ✓ **DSS 5156** – Request for Medical Information
 - ✓ **Complete Sleeping Arrangements Chart**, in Part III on DSS-5157 to document changes in sleeping arrangements and bed space
 - ✓ **If new household member is 18 years old or more :**
 - ✓ **Complete Background Check Chart**, Part I (1.) on DSS-5157
 - ✓ **TB test results** (can be documented on DSS-5156)
 - ✓ **DSS-5268 Responsible Individuals List (RIL) Information Request**
 - ✓ **Fingerprint Clearance Letter**
- ✓ **Removing a foster parent or adult household member**
 - ✓ Foster parent's signature needed for them to be removed from the license
 - ✓ Other Adult household member's signature is not needed
 - ✓ Document on reason in cover letter and on DSS-5157
- ✓ **Change from “Family Foster Care” to “Therapeutic” foster care**
 - ✓ Justification: Document training foster parents have received and ability to provide therapeutic care in cover letter
- ✓ **Change in capacity**
 - ✓ On DSS-5157 Complete Sleeping Arrangement Chart in Part III and complete Part I (#11) to document capacity

Things to remember:

- ✓ Fill in **all** required information, date all documents, and gather required signatures
- ✓ Please **do not fax** any documents without prior approval from a licensing consultant
- ✓ This form is NOT used for Revocations (use DSS-5279 Request for Revocation of a Foster Home License)