



The Perfect New License Packet

Items you must send to the Licensing Authority:

- ✓ Cover Letter
- ✓ DSS 5015 – Foster Care Facility License Action Request
- ✓ DSS 5016 – Family Foster Home License Application – answer each item!
Answer N/A where indicated if needed.
- ✓ DSS 1515 – Fire Safety Inspection Report
- ✓ DSS 5150 – Environmental Conditions Checklist
- ✓ DSS 5017 – Medical History Form
- ✓ DSS 5156 – Request for Medical Information / TB test results (TB on 18 yo & up)
- ✓ DSS-5268 Responsible Individuals List (RIL) Information Request
- ✓ Fingerprint Clearance Letters for each applicant and household members 18 years old and up
- ✓ Mail Packet in the Order Above. DO NOT STAPLE, Please Paper Clip.

Things to remember:

- ✓ **Cover letter** always send with each packet
- ✓ **180 days:** Documents must be received within 180 days of the earliest dated document. (N/A to FBI Clearance Letter)
- ✓ **12 months:** Date of exam on DSS-5156 Request for Medical Information may be up to 12 months old at time application is received
- ✓ **On DSS 5016**
 - **Part I C. Criminal History & Background Check Information:** *If there is a criminal history and/or a CPS history, a letter of advocacy **signed by the Director or Agency Head** will be needed. It should state the agency's position regarding licensure of the individual, how they have overcome any negative history, and their ability to provide safe, nurturing care for children in foster care.*
 - **X. B. Part I. Mutual Home Assessment completed by SW,** thoroughly complete the **5 parts** of the assessment **(1) Family history** on each applicant; unacceptable – autobiographies, MAPP roadwork/profiles, will accept Pre-placement Assessment (Adoptive Home Study; needs to address 28 areas listed in 10A NCAC 70H) **(2) Assessment of 12 skills (3) Shared Parenting Assessment (4) Financial Ability Assessment (5) Dates and places of contacts** with family members.
- ✓ **TB Tests** – All adults (18 yo & up) in the household must have TB test; if they test positive, everyone in household must have TB test
- ✓ **Signatures** remember to get signatures needed on all forms
- ✓ **Do not fax** documents without prior approval from a licensing consultant
- ✓ **KEEP IN YOUR FILE:** - Agency/Foster Parent Agreement - Discipline Agreement – Notice of Mandatory Criminal History Check Requirement - Local Court Record Check - Nurse Aide I and Health Care Personnel Registry Check - NC Department of Corrections Check - Sex Offender and Public Protection Registry Check - Reference Letters – DSS-5280 Notice Foster Home Mandatory Criminal History Check