



## The Perfect Relicense Packet

### Items you must send to the Licensing Authority:

- ✓ **Cover Letter**
- ✓ **DSS-5015** – Foster Care Facility License Action Request
- ✓ **DSS-5157** – Relicense, Change & Termination Request Application
  - ✓ **Complete all** items as indicated on DSS-5157 Part I **(items 1-20 for Relicense)**
- ✓ **DSS-5017** – Medical History Form
- ✓ **DSS-5156** – Request for Medical Information on foster parents and household members (not foster children)
- ✓ **DSS-1515** - Fire Safety Inspection Report
- ✓ **DSS-5150** - Environmental Conditions and Health Regulations Checklist.
- ✓ **Mail Packet in the Order Above. DO NOT STAPLE, Please Paper Clip.**

### Things to remember:

- ✓ Always send a cover letter including your contact information & complete all required information on forms
- ✓ **180 days:** Documents in the relicensure packet must be received within 180 days of the earliest dated document. This also applies to all criminal record and background check requirements.
- ✓ Relicense applications should be submitted up to 2 months prior to end of licensure period. This will allow time for corrections.
- ✓ **12 months:** Date of exam on DSS-5156 Request for Medical Information may be up to 12 months old at time packet is received
- ✓ **TB test NOT required** at relicensure, unless person is a new household member
- ✓ **Do not fax** any documents without prior approval from a licensing consultant
- ✓ **KEEP IN YOUR FILE:** - **Agency/Foster Parent Agreement - Discipline Agreement** – Local Court Record Check – Health Care Personnel Registry – NC Department of Corrections Check – Sex Offender and Public Protections Registry Check – Summary of Past 2 years – DSS-5280 Notice Foster Home Mandatory Criminal History Check