



The Perfect Termination Packet

Termination:

- ✓ **Cover Letter** - describing the reason for termination
- ✓ **DSS 5015** – Foster Care Facility License Action Request, check Termination at the top of the form
- ✓ **DSS 5157** – Foster Home Relicense, Termination and Change Request Application, complete the Part II of this form
 - ✓ Termination is a mutual agreement between the agency and the foster parent
 - ✓ Signatures – this form must be signed by at least one foster parent, social worker, and the agency head or his /her designee
 - ✓ If a foster parent signature is not provided, reason must be indicated on the 5157

The Perfect Revocation Packet

Revocation:

- ✓ **Cover Letter** – briefly document your request
- ✓ **DSS 5015** - Foster Care Facility License Action Request, check Revoke at the top of the form
- ✓ **DSS-5279** Request for Revocation of a Foster Home License
 - ✓ Complete this form where applicable
 - ✓ If CPS substantiation is involved, attach a copy of the CPS Case Decision Summary if available.
 - ✓ Provide evidentiary information to support and validate revocation request
 - ✓ All Signatures requested are required

Things to remember:

- ✓ Do not fax documents without prior approval
- ✓ Revocation is an adverse action. Foster parents have the right to appeal a revocation decision.