



The Perfect Transfer Packet

Items you must send to the Licensing Authority:

- ✓ 2 Cover Letters – discuss if there are foster children in the home and whether or not the guardian is in agreement with the transfer
 - ✓ 1 from the receiving agency
 - ✓ 1 from the previous agency - Must state they are aware of the transfer
- ✓ 2 DSS 5015s – Foster Care Facility License Action Request
 - ✓ New DSS 5015 from your agency with new information
 - ✓ Turnaround (preprinted) DSS-5015 from the previous agency – for termination
- ✓ Mutual Home Assessment Summary from New Agency
 - ✓ A narrative documenting that your agency has become acquainted with the foster family and information regarding their fostering experience and abilities

Things to remember:

- ✓ New agency should gather required information and send in as **one single packet to the State**
- ✓ **Effective Dates:** Packets received on or before the **20th** of the month will be effective the 1st day of the next month. Those received after the 20th of the month will be effective the 1st of the following month; example: packet received on August 15th will be effective with the new agency September 1st, and terminate from the originating agency August 31st. Packets received August 21st or later will be effective October 1st.
- ✓ If you are requesting any change as a part of the transfer you must include a DSS-5157 with the information required for the change.
- ✓ Keep **all** other documents from the previous agency, along with any criminal record checks, background checks, Agency Agreement, etc. in your file