

North Carolina Division of Social Services Regulatory and Licensing

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 5159– Foster Home Change Request Application
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For the changes below, also include the corresponding forms/documentation:

Change of address

- DSS 1515 – Fire Safety Inspection Report
- DSS 5150 – Environmental Conditions Checklist
- DSS 5018- Water Hazard Assessment

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 to document changes in sleeping arrangements and bed space
- Adjust Capacity, Age Ranges, Genders for placements as needed to meet bedroom availability and rule
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If new household member is 18 years old or more :

- Complete Background Check Charts *in number 6*,
- 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.
- Foster parent to be removed is deceased, state the in cover letter.
- Other Adult household member’s signature is not needed
- Document on reason in cover letter and on DSS-5159 (question #10)

Change from “Family Foster Care” to “Therapeutic” foster care

- Justification: Document date foster parents completed training specific to therapeutic foster care

Change in capacity

- On DSS-5159 Complete change capacity to, number of children in the home, and document sleeping arrangements

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)