

# North Carolina Division of Social Services Regulatory and Licensing

## The Perfect Relicense Packet

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

- Cover Letter
- DSS-5015 – Foster Care Facility License Action Request
- DSS-5157 – Foster Home Relicense Application
- DSS-1515 - Fire Safety Inspection Report
- DSS-5150 - Environmental Conditions and Health Regulations Checklist
- DSS 5018 – Water Hazard Safety Assessment
- DSS-5017 – Medical History Form (not for foster children)
- DSS-5156 – Request for Medical Information on foster parents and ALL household members (Minor children in the home, not foster children)

### 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.
- Do not fax any documents without prior approval from a licensing consultant.
- New RIL's (DSS-5268) are NOT required at relicense unless the license has expired for 30 days or more.
- 5157 Cannot be signed before all areas completed to include background results.
- 5157 Cannot write N/A under background check findings and dates. Must list out any findings or write no findings.

**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