

North Carolina Division of Social Services Regulatory and Licensing

The Perfect Termination Packet

Termination:

- Cover Letter - describing the reason for termination and standing of home with agency at time of termination.
 - Include worker's contact information.
- DSS 5015 – Foster Care Facility License Action Request, check Termination at the top of the form
- DSS 5160 – Foster Home Termination Application
- Termination is a mutual agreement between the agency and the foster parent.
- Signatures-This form must be signed by ALL foster parents and social worker.
- 10A NCAC 70E .0707 states that “The licensing authority shall terminate a license before the end of the two-year license period if requested by the foster parents” Our office cannot terminate a license without a termination request signed by the licensed foster parent(s). If you are unable to obtain the foster parents' signature thoroughly document your attempts in their file. The family's license will terminate at the end of their licensing period.

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.