



North Carolina Department of Health and Human Services
Division of Social Services

2439 Mail Service Center • Raleigh, North Carolina 27699-2439
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

January 29, 2010

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

DEAR PRIVATE AGENCY DIRECTOR

SUBJECT: FOSTER HOME LICENSING FORMS 5016, 5157 AND 1515

Attached is a revised Foster Home License (Form [DSS 5016](#)), instructions for completing Form [DSS 5016](#) and revised Foster Home Relicense, Termination and Change Request Application (Form [DSS 5157](#)). These forms have been updated to reflect changes in administrative rules. The format has also been changed to reflect a more logical sequence of questions and the documentation needed. These forms have been piloted by two public agencies and two private agencies. Their suggestions have been incorporated. At the request of Foster Care Licensing Workers, we are making Forms [DSS-5016](#) and [DSS-5157](#) available in word format. The PDF versions are available on our website. Foster Care Licensing Workers should begin using the attached forms immediately. The Licensing Authority will continue accepting the old forms until February 28, 2010. Beginning March 1, 2010, the Licensing Authority will only accept the revised forms dated 02/10.

The Foster Home Fire Inspection Safety Report (Form [DSS-1515](#)) has been updated to reflect changes in administrative rules. This form is available on our website (<http://info.dhhs.state.nc.us/olm/forms/dss/dss-1515.pdf>). It is important that you make this form available to local fire inspectors. You will need to have a discussion with each fire inspector about the changes and make copies of the form available to them if requested. Please make sure foster parents have copies of the form dated 02/10. As an extra check, the foster parent can make sure the fire inspector is using the correct form when they come to inspect the foster home.

Please make sure this letter and the attached forms are distributed to your licensing social workers and other appropriate child welfare staff. If you have any questions about the revised forms and instructions please contact the Regulatory and Licensing Services office at 828-669-3388.

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse S. Johnson, Chief
Child Welfare Services

cc: Sherry S. Bradsher
Sarah Barham
Child Welfare Services Team Leaders
Children's Services Program Representatives
Local Business Liaisons
Regulatory and Licensing Services Consultants
Jack Rogers

CWS-02-10