



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

952 Old U.S. Highway 70, Black Mountain, North Carolina 28711

Telephone: (828) 669-3388 ■ Fax: (828) 669-3365

Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Sherry S. Bradsher, Director
919-733-7033

February 9, 2007

Dear County Director of Social Services

Dear Private Agency Director

ATTENTION: CHILD WELFARE SUPERVISORS AND LICENSING STAFF

SUBJECT: FOSTER HOME LICENSING

The Division is committed to providing an expeditious process of licensing foster homes that will benefit workers, agencies and ultimately children needing care. Please join us toward the goal of licensing homes more quickly and efficiently without sacrificing accuracy or omitting crucial information. Several issues need clarification in order to process applications timely and accurately. These issues relate to: Organization of Licensing Materials, Revocations and Reports Related to Incidents of Child Abuse and Neglect.

ORGANIZATION OF LICENSING MATERIALS

Each question asked on the application forms for a new license, renewal, change, termination or revocation is information needed to review and approve your request. Please be reminded of the tools that have been provided to assist you in applying for a licensing action. The Perfect Licensing Packets should be reviewed when submitting your action requests. Utilization of the tools, guidance and forms will assist the Division in reviewing and processing licensing actions in a timely manner and reduce the volume of packets being returned and held pending. ***The Perfect Licensing Packet, Perfect Re-Licensing Packet, Perfect Change Application, and Perfect Transfer Packet*** are located at the following website: (<http://www.dhhs.state.nc.us/dss/licensing/misc.htm>). Many applications for licensing actions are being submitted on outdated forms. The most recent forms can be located at the following website: (<http://info.dhhs.state.nc.us/olm/forms/forms.aspx?dc=dss>). Use of the current forms will reduce errors and omissions.

Mutual Home Assessments (DSS 5016–revised 06/01/05) are required for new applications and must be completed by a social worker and contain the following:

1. **A Family History:** A narrative of the applicants' family including information about parents and siblings, past marriages, family support systems and relationships, significant familial events, losses and coping mechanisms, type of discipline experienced as a child, experiences of abuse/neglect, etc.
2. (<http://facility-services.state.nc.us>, click on Regulated Facilities Listing) **An Assessment of the 12 skill areas:** Documentation of how the licensing professional knows that the

applicant has mastered each skill. Please number and list each skill area and document strengths and needs in each skill area.

3. **Dates and locations of contacts** with each family member.

REVOCATIONS

In order to request a **revocation** we will need specific information about incidents or circumstances leading to your request. If a foster parent violates rules, is substantiated for abuse or neglect or is convicted of a crime we ask that you recommend revocation. Revocation requests are staffed with division management and child welfare attorneys. Revocation affords more long term protection for children as opposed to allowing a foster home license to expire or making a decision to not place children in the home. A form for requesting a revocation is located at the following web site (<http://www.dhhs.state.nc.us/dss/licensing/misc.htm>).

REPORTS

The Work First/CPS Policy Team is in the process of updating Chapter VIII Protective Services, Section 1416, Investigative Assessments in Out of Home Living Arrangements. Child protective service reports are to be made to the county department of social services where the child is found. Agencies are also required to submit information to the Licensing Authority responsible for licensing the facility. Please note that the addresses for the respective Licensing Authorities have changed. Please mail reports related to family foster care, therapeutic foster care and group homes licensed by the Division of Social Services to: Regulatory and Licensing Services, NC Division of Social Services, 952 Old US 70 Highway, Black Mountain, NC 28711. Please mail reports related to facilities licensed by the Division of Facility Services to: Division of Facility Services, Complaint Intake Unit, Mail Service Center #2711, Raleigh, NC 27699-2711. Websites for identifying agencies and/or facilities licensed by the respective divisions are listed below.

Questions related to foster care licensing should be directed to Rhoda Ammons and Tara Foster at 828-669-3388 or by e-mail (Rhoda.Ammons@ncmail.net or Tara.Foster@ncmail.net).

Sincerely,



Esther T. High, Acting Chief
Family Support and Child Welfare Services Section

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WEBSITES:

Facilities licensed by the Division of Social Services can be found at:

<http://www.dhhs.state.nc.us/dss/licensing/listings.htm>

Facilities licensed by the Division of Facility Services can be found at:

<http://facility-services.state.nc.us>, click on Regulated Facilities Listing

cc: Sherry Bradsher
Jo Ann Lamm
Sarah Barham
Children's Program Representatives
Family Support and Child Welfare Services Team Leaders
Local Business Liaisons
Work First Representatives
Regulatory & Licensing Service Consultants

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