

## **Exceptions to Regulations for Licensed Family Foster Homes**

### **I. Policy**

The Division may grant an exception to a specific regulation or any portion of a specific regulation.

*Rationale:* An exception to a regulation may be approved if it is determined that the exception is in the best interest of a child(ren) and does not violate any statutory requirements.

### **II. Procedure**

- 1) To request an exception to a regulation, the foster home's sponsoring agency must complete a "Request for Exception" form found here: ([http://www.dcf.ks.gov/Agency/GC/FCRFL/Documents/FCL\\_forms/FCL\\_408\\_FFHExceptionWorksheet.pdf](http://www.dcf.ks.gov/Agency/GC/FCRFL/Documents/FCL_forms/FCL_408_FFHExceptionWorksheet.pdf)), which should be submitted by fax to (785)296-5937. For urgent exception requests, whenever possible, it is helpful if an email is sent or a phone call made to the Division alerting that a Request for Exception will be submitted.
- 2) Common reasons for exception requests include, *but are not limited to*:
  - a) Placement of child(ren) causes the home to go over its licensed capacity
  - b) Square footage less than required for the period of the exception, due to over capacity
  - c) Age of child(ren) being placed is outside of the licensed age range
  - d) Placement of child(ren) results in more than 6 children total in the home under age 16
  - e) Child(ren) sharing bedroom(s) who are not age-mates
  - f) Child(ren) over 12 months of age still needing to sleep in licensees' bedroom
  - g) Child(ren) over 18 months of age still sleeping in a crib
  - h) Home has 6 children of their own under age 16 and wants to initiate or maintain licensure
- 3) Complete exception requests will be processed and determined to be approved or denied. Complete exception requests include, at a minimum: (Other documents may be needed.)
  - a) All 3 pages of the exception request
  - b) All pertinent blanks completed on the request, i.e., children's full names and ages, relationship to licensees, length of time in placement, reasons the exception is in the child's or children's best interests, other resources contacted for placement, extra supports and services, etc.
  - c) A legible floor plan, with bedrooms correctly numbered, room measurements, window measurements (including distance from floor to window sill) indicated for each bedroom used for foster care
  - d) Any therapist or physician recommendations for specific amenities required or any restrictions on placement, case manager approvals for placement of the child(ren) into the foster home (room-sharing)
- 4) Incomplete requests are denied due to missing information, but may be resubmitted in whole once the information is completed and attached, if necessary.
- 5) Exception requests will be processed and the CPA notified via email of approval or denial of the request within 2 business days.