

WHAT IF YOU DISAGREE?

If you disagree with the findings, discuss it with the foster care surveyor. If you are still dissatisfied, you may request a Program Review of the findings.

- Submit a request for a Program Review in writing 15 calendar days from the date on the NOSF. You should mail requests to the address at the top of the NOSF, or email requests to DCF.FCL@ks.gov.
- Remember to provide your name, address, telephone number, license number and email address.
- Provide a list of each finding that you believe is in error. Include the K.A.R. and K.S.A. number(s), letter(s) and a description of the noncompliance area noted on the NOSF.
- Give a brief explanation as to why you believe the finding is inaccurate.
- Provide any additional information or documentation that will help with the Program Review.

Each Program Review will be completed within 30 days of when we receive the request, unless otherwise noted. You will receive the results of the Program Review, in writing.

HELPFUL REMINDERS

It is important to read any information that the Foster Care Licensing & Background Checks division provides. If you have questions about any of the information, please call us. We are here to assist you.

Nothing in this brochure is in any way intended to, nor does it, provide legal advice. If you have legal questions, please consult an attorney.

Foster Care Licensing &
Background Checks Division
500 SW Van Buren
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Topeka, KS 66601

DCF Foster Care Surveyor

Website: www.dcf.ks.gov
DCF.FCL@KS.gov

KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES



WHAT FOSTER PARENTS NEED TO KNOW

*FOSTER CARE LICENSING &
BACKGROUND CHECKS DIVISION*

*INVESTIGATIONS OF
REGULATORY COMPLAINTS*



WHY IS LICENSING INVOLVED IN THIS PROCESS?

The Foster Care Licensing Division (FCL) is guided by official regulations and statutes of the State of Kansas. These laws are designed to keep children safe.

Part of our role is to issue licenses for families to provide care to children in their homes. Sometimes, we get concerns of a foster home not following the licensing regulations. When a concern is filed about a foster home not following regulations, we are mandated to investigate.

THE ROLE OF PREVENTION AND PROTECTION SERVICES (PPS)

PPS investigates allegations of abuse and neglect. The FCL division investigates concerns of compliance with licensing regulations. Occasionally, PPS, law enforcement and the FCL division complete the investigation jointly and share information, to reduce duplication of effort. Both PPS and the FCL division will make separate findings. Even if PPS's finding is "Unsubstantiated" the FCL division may find that there are areas of noncompliance with regulations. The agency is not able to release the name of the person who has made the report.



WHAT TO EXPECT

The DCF foster care surveyor will provide official identification and explain the purpose for the visit.

The foster care surveyor will complete an environmental inspection and will need access to the entire premises, indoors and outdoors.

The foster care surveyor will review the family foster home records and records of the children in foster care.

If there are serious health and safety hazards present, the foster care surveyor will require the areas of noncompliance to be corrected at the time of the survey.

As part of the investigative process, the foster care surveyor may take photos of the licensed premises to document areas of regulatory noncompliance.

The foster care surveyor will conduct interviews with individuals who have knowledge or information relevant to the complaint allegations.

The foster care surveyor will discuss areas of regulatory noncompliance and provide a notice of survey findings (NOSF) upon completion of the onsite inspection.

When the foster care surveyor has completed the investigation of the complaint allegations (usually within 60 days), and has determined whether or not regulatory violations occurred, the licensees and their sponsoring child placing agency will receive a copy of the NOSF with their findings.

Any areas of noncompliance must be addressed within five days of the date of the NOSF. Licensees will work with their sponsoring child placing agency to devise a plan to correct any areas of noncompliance.

WHAT HAPPENS AFTER THE FINAL NOSF IS RECEIVED?

Any areas of noncompliance, related or unrelated to the complaint allegations will be listed on the final NOSF, citing the applicable regulations.

If only consultations for regulations are listed, that indicates the surveyor discussed conditions in your home that could potentially lead to regulatory violations in certain situations, and that you were not cited at the time for noncompliance.

If there were no areas of noncompliance, the final NOSF will indicate that no violations were found and that the investigation is completed.

If the surveyor's findings indicate regulatory violations that seriously impact children's health, safety or welfare while placed in your foster home, further legal enforcement action on your license may be initiated by the division and the Kansas Department for Children and Families.

These actions could include an emergency suspension of your foster care license and/or revocation of your license.