

## LICENSED/APPROVED FAMILY FOSTER HOME APPLICATION PACKET

THIS PACKET IS USED FOR INITIAL AND RENEWAL APPLICATIONS. IT IS PROVIDED TO THE SPONSORING CHILD PLACING AGENCY FOR USE WITH THE FOSTER FAMILY APPLICANT(S).

FOUR FORMS IN THE PACKET ARE TO BE COMPLETED BY THE CHILD PLACING AGENCY LICENSING STAFF. THEY ARE PROVIDED IN THE PACKET FOR THE CONVENIENCE OF THE CHILD PLACING AGENCY AND PLACED AT THE BACK OF THE PACKET. THESE FORMS ARE:

FCL 403	LICENSED & APPROVED FAMILY FOSTER HOME SURVEY
FCL 411	FINGERPRINT-BASED CHECK OF CRIMINAL HISTORY/OUT OF STATE CHILD ABUSE/NEGLECT REGISTRY
FCL 653	RECOMMENDATION FOR USE BY CPA & INTENT TO PLACE (INITIAL APPLICATIONS ONLY)
FCL 654	CONTINUED RECOMMENDATION FOR USE BY CPA (RENEWAL APPLICATIONS ONLY)

### INITIAL APPLICATION:

The Family Foster Applicant(s) complete the **application form (FCL 401)**, **floor plan and KBI/DCF Background Check Request form (FCL 002)** for submission to DCF. They will complete the Sample Menu (FCL 404) and the Vehicle Safety Maintenance Check (FCL 005) and will have the Health Assessment form (FCL 009) completed by their physician.

These forms, including a copy of the KBI/DCF Background Check Request form, will be kept on file at the foster home. The applicant(s) may also complete the Self-evaluation Checklist (FCL 405) in preparation for the initial survey.

The child placing agency licensing worker will complete the family foster home assessment and will conduct a walkthrough survey of the home. A Notice of Survey Finding (FCL 657) will be completed to inform the applicant(s) and DCF of compliance issues. The family assessment will be kept on file at the child placing agency. **The Licensed & Approved Family Foster Home Survey form (FCL 403) and the original Notice of Survey Finding form (FCL 657) will be submitted to DCF with the completed application, floor plan, KBI/DCF Background Check Request (FCL 002), Fingerprint-based Check of Criminal History/Out of State Child Abuse/Neglect Registry (FCL 411), fingerprint results (if available at time of application, Recommendation For Use by CPA & Intent to Place (FCL 653), and copies of PS-MAPP or Deciding Together, first aid, universal precautions and medication administration training certificates.**

### RENEWAL APPLICATION:

The family foster home licensee(s) complete the **application form (FCL 401)** indicating a renewal, **KBI/DCF Background Check Request form (FCL 002)** and the Vehicle Safety Maintenance Check (FCL 005).

The child placing agency licensing worker will complete the family foster home annual reassessment and will conduct a walkthrough survey of the home. A Notice of Survey Finding (FCL 657) will be completed to inform the licensee(s) and DCF of compliance issues. The annual reassessment will be kept on file at the child placing agency. **The Licensed & Approved Family Foster Home Survey (FCL 403), the original Notice of Survey Finding (FCL 657), renewal application, KBI/DCF Background Check Request form (FCL 002), Continued Recommendation for Use by CPA (FCL 654), and a training report for each foster parent (a minimum of eight hours of training is required annually for each foster parent) will be submitted to DCF by the child placing agency.**

### DCF FOSTER CARE FORMS:

One copy of current DCF forms is enclosed for your use. Please make copies of these forms. Additional forms are available on the DCF website at <http://FosterLicensing.dcf.ks.gov>. Destroy all unused copies of out-of-date forms.