

### **Preparation for currently licensed agencies and facilities**

- We are requesting each facility and agency review and update plans for how your facility or agency will address COVID-19 to ensure continued operation and provision of services in a manner that will reduce the risk of spreading the virus.
- All plans that will require an exception to a regulation shall be submitted to DCF.FCLEExceptions@ks.gov. Please include in the subject line: COVID-19 operational plans.

### **Continued Operations**

The following essential tasks will continue to be completed and processed during the closure of the DCF offices statewide March 23, 2020 to April 6, 2020.

- LICENSING APPLICATIONS — The following applications will continue to be processed. All applications should be submitted to the DCF.FCL@ks.gov inbox.
  - » Initials – Only complete applications will be processed for initials. A complete application requires the CPA verify the home is compliant with the regulations and has copies of all required records on file. The CPA shall have completed an onsite inspection and shall maintain documentation in the families file. Upon receipt of the completed initial application, a temporary permit may be issued once name-based background checks have been completed and returned. Fingerprints and compliance with all regulations is required prior to a full license being issued. An onsite survey visit will be completed by the Foster Care Licensing Surveyor within 60 days of the issuance of the temporary permit.
  - » NRKIN – The CPA shall have completed an onsite inspection and shall maintain documentation in the families file. A temporary permit may be issued once name-based background checks have been completed and returned. Fingerprints and compliance with all regulations is required prior to a full license being issued. An onsite survey visit will be completed by the Foster Care Licensing Surveyor within 60 days of the issuance of the temporary permit.
  - » Moves – Applications for moves will be processed for existing licensed family foster homes and an virtual onsite survey completed by the CPA will be accepted, if there are children in placement or, the family has been placed on quarantine or the family has answered yes to any of the screening questions:
    - *Has anyone in the home traveled within the last 14 days to/from a state or country identified as a hot spot?*
    - *Has anyone in the home been exposed to an individual diagnosed with COVID-19?*
    - *Is anyone in the home showing signs of illness including: a fever greater than 100 degrees; cough; and/or shortness of breath?*

The CPA shall maintain documentation in the families file. A temporary permit will be issued once name-based background checks have been completed and returned for any new resident. Fingerprints (if applicable for new resident) are and compliance with all regulations is required prior to a full license being issued. An onsite survey visit will be completed by the Foster Care Licensing Surveyor within 60 days of the issuance of the temp permit.

- » An instructor led first aid class may be completed virtually (web ex, zoom) during the COVID-19 pandemic.
- » Exceptions and amendments will continue to be processed. Please submit to: DCF.FCLEExceptions@ks.gov.

- **BACKGROUND CHECKS** — No DCF fingerprint services will be available during this time due to the pandemic. The following essential background checks will continue to be processed:
  - » Child Abuse/Neglect Central Registry (CANIS)
  - » Adult Protective Services Registry (APS)
  - » For licensing and other provider purposes:
    - We will continue to process for name-based KBI criminal history, Child Abuse/Neglect Central Registry and Adult Protective Services Registry checks. Submit completed FCL 002 forms to [FCL002@ks.gov](mailto:FCL002@ks.gov).
    - Contingency clearance will be granted upon clearance of initial checks. When applicable, fingerprints will still be required and will be collected later, before full clearance or a full license is granted.

During this closure you may reach Division Director by emailing [Scott.Henricks@ks.gov](mailto:Scott.Henricks@ks.gov).

*The Foster Care Licensing and Background Checks Division will continually update the ongoing operational plans and send updated notifications as needed.*