

Frequently Asked Questions – Updated September 2021

Q: When submitting an application, either an initial or renewal, do I need to have all documents scanned into one packet?

A: No, if you are going to submit your application electronically, you can submit documents separately, we just ask that you put them in one e-mail.

Q: What do you mean by submitting documents electronically?

A: This is submitting the documents by e-mail, which will be listed at the top of the form you are submitting.

Q: Can I submit documents any other way, other than electronically?

A: Although it is preferred that documents are submitted via e-mail, you can also submit documents via fax at (785)296-8609 or by sending them to the following address:

Department for Children and Families
Foster Care Licensing
500 Van Buren
P.O. Box 1424
Topeka, KS 66601-1424

Q: Can I hand write the forms?

A: Although it is preferable that the forms are typed out, we will accept forms that are handwritten. Please ensure that the forms are legible.

Q: How often does a FCL002 need to be submitted by an agency or facility on a person?

A: An FCL002 is submitted prior to an individual working, residing or volunteering at a licensed facility. An FCL002 is submitted when an individual is no longer working, residing or volunteering at licensed facility. Once the staff person has been associated with your licensed facility, the licensing system automatically completes the annual background checks for CANIS, KBI. Once the fingerprints have been completed for the employee, that person is entered into the Kansas RAPBACK program through the KBI. The person remains in the RAPBACK system until we remove them. Therefore, no yearly prints are required as the check is ongoing. The person would be removed from the RAPBACK program when they are no longer working or volunteering at your facility.

Q: What needs to be submitted with an application packet?

A: Please review the application packet for that information, depending on whether you are submitting an initial or renewal packet will determine what information needs to be submitted along with the application itself. Below you will find the initial and renewal Family Foster Home applications as well as initial application for facilities and the initial and move application for Child Placing Agencies, just a reminder that renewal applications for facilities and Child Placing Agencies will be sent out from DCF which will contain a list of items to be returned in the renewal packet. The documents below are links, so by pressing Ctrl and clicking the FCL number you would like to look at it will open the document.

- [FCL401](#) Family Foster Home Application (Initial)
- [FCL401S](#) Family Foster Home Application in Spanish (Initial)
- [FCL402](#) Family Foster Home Renewal Application
- [FCL402S](#) Family Foster Home Renewal Application in Spanish
- [FCL051](#) Application for Facilities (Initial)
- [FCL651](#) CPA Application (Initial or Move)

Q: What is the supplemental form used for?

A: This is a form used if there is additional information that is needed to be added to other forms where there is not enough space available. The document below is a link, so by pressing Ctrl and clicking the name of the form it will open the document.

[Supplemental Form](#)

Q: When submitting a payment online, whose name goes into the individual name place?

A: Put the name that will match the paperwork, example if your CEO is listed as the main person, please list them on the payment information. Please see the "Online Payment Instructions" under Guidance Documents, or you can press Ctrl and name below and to document will open.

[Online Payment Instructions](#)

Q: When someone has lived in another state within the last five years, how does DCF ensure that there has been a background check with that other state?

A: The Child Placing Agency submits a copy of the out of state registry check along with the application.

Q: Do you have to be a licensed foster parent if you are taking care of your friends' child, who is not in custody?

A: There are a few different ways to care for children both in and out of DCF custody:

- A child who is 16 years of age or older who is placed in a home for less than 90 days, does not receive payment and is not placed in DCF custody, the provider does not care for any children who are in DCF custody and they do not care for any children who are placed in Kansas from another state who are going through the ICPC process.
- A child who is in DCF custody can be placed with a relative who does not have to be licensed home.

- A child who is in DCF custody can be placed in a Non-Relative placement, someone they are close with but not related to, who they can live with while they are working on the becoming a licensed foster home.

Q: What documents must a surveyor look at during a Family Foster Home renewal visit?

A: When a surveyor goes to the home for an annual renewal, they must look at the following:

Conduct file review of all resident records:

- Annual training hours- look for written documentation verifying training. This could be a list of training hours on a spreadsheet from the CPA worker, certificates, training reports completed by foster parents. (live webinars can be counted as face-to-face hours)
- Verbally confirm that foster parent(s) have valid driver license and current insurance
- Verbally confirm that first aid kit(s) are still in vehicles with appropriate items
- For any new resident look for: background checks, fingerprints, health assessment, immunization, TB (as required by regulation)
- Residents that have turned 14 in prior year need fingerprints
- Residents than have turned 10 in prior year need KBI and CANIS
- Confirm that pet vaccinations current; account for any new pets and vaccinations on file.
- Confirm fireplace inspection done yearly if used.
- Confirm yearly well water testing for drinking water. (home kits can be used if they document the nitrate levels)
- Confirm the pool/hot tub PH level records as applicable per regulation.
- Look at the fire and tornado drill sheet for the previous year, the emergency numbers posted, the license which is posted and any safety plans or exceptions.

Conduct file review of all children's records:

- Confirm current health assessment, immunization, TB are on file as required by regulation
- Confirm medication administration records are on file as required by regulation.
- Ask if any current foster children engage in self-care at the home if yes, confirm the plan is on file.
- Review child's records for critical incident reports. If there are none, it would be marked as reviewed. If there are incident reports on file, it is marked as compliance.
- Reviewing children's records: if the file does not contain a current case plan, placement agreements, past health/dental documentation, court documents, release of information, medical consent. Ask the licensee if they have requested the documents. If the Licensee and/or CPA have requested the records the home is compliant. If licensee and /or CPA have not requested the home is not in compliance.

Q: How often should the PS-MAPP course be updated, if at all?

A: If it has been more than five years since you took the course it is recommended that you take the PS-MAPP Update. If you were a foster parent and then did not keep you license and want to become licensed again, if your PS-MAPP course is more than 5 years old, you will need to take the PS-MAPP Update before you will get your license.

Q: I have a pool and it is up against my house, so I only have it fenced in on three sides, what do I need to do?

A: The swimming pool would not be in compliance. An exception may be requested to meet the intent of the regulation in an alternative manner.

Q: What is a “Swim Spa” considered, a pool or a hot tub? It is half pool, half hot tub. Example was seen and it is 18 ½ feet long, 7 ½ feet wide and 51 inches from ground level but one side butts up to a deck. There is also a hot tub cover on it with latching straps that lock.

A: This would be considered a hot tub.



Q: Are small trampolines or rebounders allowed?

A: An exercise rebounder can be used by a child in foster care with a signed high-risk form. An exception would not be needed. A safety/supervision plan would be needed on file, stating that the rebounder would not be accessible to other children in care and the child who is approved to use it will be supervised 100% of the time he/she is using it.

Workout Rebounders which are allowed:



Mini Trampolines are prohibited. An exception may be requested.



Q: Where I live there are cats everywhere, I sometimes feed them, but they are not mine, what am I supposed to do?

A: A cat that lives primarily out-of-doors, in a feral or semi-feral condition does not require vaccination as they were not considered pets as the cat avoids human contact.

Q: I am a licensed Foster Parent, and we amended our license to increase our capacity, does this change our renewal date?

A: No, renewal dates are changed with the issuance of an initial license, this generally occurs with a change in program type such as a move, initial application or change of ownership processed as an initial application. If there is an amendment or a correction to a license the renewal date does not change.

Q: As a Foster Parent, I am concerned to have a foster child in my home who has COVID-19 because they can get me, my spouse, my children or my other foster children sick so is there anywhere where they can go while they have the virus? I am also concerned with being held liable for them due to the seriousness of the virus.

A: At this time there isn't a plan to create a place for foster children who have COVID-19, that we know of. At this time there have not been a lot of concerns regarding foster children having the virus and foster parents or placements not taking them due to having COVID-19, so we are hopeful that trend continues, especially with more people getting vaccinating the number of people who are becoming infected continues to go down.

Q: I have taken the Safe Sleep course and they recommend a pack and play, is this something that can be used for foster children?

A: According to the Regulations for Licensing Family Foster Homes for Children K.A.R. 28-4-821(h) Sleeping arrangements: Each child in foster care less than 12 months of age shall sleep in a crib. For the purposes of a nap, the child may sleep in a playpen. Each crib and each playpen shall meet the following requirements:

- (1) If a crib or playpen is slatted, the slats shall be spaced no more than 2 3/8 inches apart.
- (2) Each crib shall have a firm mattress fitted so that no more than two fingers can fit between the mattress and the crib side when the mattress is set in the lowest position.

- (3) The crib corner post extensions shall not exceed 1 1/16 inch.
- (4) When the crib is in use, the drop side of the crib shall be secured in the up position.
- (5) No pillow, quilt, comforter, blanket, bumpers, or other soft product that could cause suffocation shall be used in the crib or the playpen when a child who is less than 12 months of age is sleeping in the crib or playpen.

Relatives caring for children who are in foster care, who chose to become licensed, may request an exception for this regulation otherwise it shall be followed, and children should only be allowed to nap in pack and plays and they must meet the above standards.

Q: Will Partnership Development Plans be utilized, or will the Compliance Action Plan take the place of that?

A: The licensing division requires the compliance action plan for areas of non-compliance cited by the regulatory agency. A CPA could choose to enter into a partnership development plan with a family as a separate action. An agency might choose to do that when there were areas of consultation provided or based on a CPA's monthly visits.

Q: If a relative wants to become a licensed foster home for their relatives who are in DCF custody do they have to have the pre-service training, which is MAPP or an equivalent training, completed prior to getting licensed? Does this include relatives who take ICPC placements?

A: DCF Foster Care Licensing has been accepting applications for Family Foster Home Relative Care since February 2021. The application may be submitted with the waiver requesting the Pre-licensure Preparatory training be waived. The applications we have received that included a waiver request have been granted and the process is fully implemented.

The Relative family will need to complete the pre-service training, MAPP or an equivalent training, as the annual training. The family will have 1 year following the issuance of the license. For example, a Family Foster Home receives the license approval in May 2021, they will have until 5-31-2022 to complete the training. Yes, this does include families who take ICPC placements; this includes all relative applicants who have submitted and been granted an approved waiver.

Q: What qualifies as a relative when it comes to licensing purposes?

A: Below is the definition taken from the Prevention and Protection Services (PPS) Manual and is what Kansas is using to define relative:

PPM 5234 Definition: For purposes of notification of DCF custody and placement, DCF defines a relative as follows:

1. A person who can trace a blood tie to a child. Persons related by blood may include, but is not limited to, a parent, grandparent, sibling, great-grandparent, uncle or aunt, nephew or niece, great-great grandparent, great uncle or aunt, first cousin, great-great-great grandparent, great-great uncle or aunt, or similar relation. Termination of parental rights does not alter or eliminate the blood relationship to relatives.

2. A person who is or was related to the child through marriage or previous marriage (terminated by death or divorce). This includes, but is not limited to, stepparents, step-grandparents, step-aunts, step-uncles or similar relation.
3. Legally adoptive parents and other relatives of adoptive parents as designated in groups (1) and (2).
4. Grandparents of siblings and birth parents and grandparents of half-siblings.
5. Adoptive parents and grandparents of siblings or half-siblings.
6. A court-appointed guardian or permanent custodian of a sibling or half-sibling.

Q: I was wondering if motion detectors are allowed in a foster child's bedroom?

A: There is nothing in the regulation that prohibits motion detectors if they do not violate privacy.

Q: What should be done when a family foster home is set to renew, or the family moves and need to complete the application but one of the licensee's is deployed and unable to sign or complete their training hours?

A: If one of the licensee's is deployed and there is no way to get the signature for the move or renewal application, there should just be a notation that the person is deployed. Training hours could be met through a Corrective Action Plan that indicates when training hours will be completed.

Q: When it comes to foster children playing on the large inflatable bouncy structures such as bouncy houses or castles, what are the rules?

A: Foster children will be allowed to play on them, but a high-risk form will need to be filled out and following regulation will need to be followed: K.A.R. 28-4-823(b)(3): Play equipment shall be located in an area free from hazards, be age-appropriate, and be in good repair. The play equipment shall be placed far enough away from potential hazards, including trees, structures, fences, and power lines, to minimize the risk of injury while the play equipment is in use. Equipment that is broken, hazardous, or unsafe shall not be used. Swings and climbing equipment shall be anchored and shall not be used over hard-surfaced materials, including asphalt, concrete, and bare, hard-packed dirt.

Updated and New as of September 2021

Q: Where can fingerprints be done at?

A: DCF currently has the following locations where fingerprints can be completed, which is listed below. To set up an appointment send an e-mail or call the location you would like to be fingerprinted at to set up an appointment. Some CPA's and law enforcement centers also do fingerprints as well. The chart is updated.

DCF Fingerprint Locations					
Contacts					
Office	Contact Person	Phone	Email	Address	Note
Topeka	Staff Line	785-368-6314	DCF.FPTopeka@ks.gov	500 SW Van Buren, Topeka, KS 66605	
Over.Park	Jasmine Johnson	913-942-3233	DCF.FPOverlandPark@ks.gov	8915 Lenexa Dr, Shawnee, KS 66214	
Wichita	Michelle Dial-Dewey	316-337-6352	DCF.FPWichita@ks.gov	2601 Oliver, Wichita, KS 67210	
Hays	Summer Reece	785-221-5445	DCF.FPHays@ks.gov	2250 E 22nd St, Hays, KS 67601	<u>Ink Print Only</u>
Garden City	Kelli Hernandez	785-506-9952	DCF.FPGardenCity@ks.gov	1710 Palace Dr, Garden City, KS 67846	<u>Ink Print Only</u>
Chanute	Karry Reeves	620-902-6502	karry.reeves@ks.gov	203 E 21st St, Chanute, KS 66720	<u>Ink Print Only</u>
Hutchinson	Lori Hurst	785-249-8840	DCF.FPHutchinson@ks.gov	1700 E 11th Ave, Hutchinson, KS 67501	
Salina	Lori Hurst	785-249-8840	DCF.FPSalina@ks.gov	901 Westchester Dr #A, Salina, KS 67401	
Manhattan	Cassidy Precht	785-213-5803	DCF.FPManhattan@ks.gov	2709 Amherst Ave, Manhattan, KS 66502	

You may continue to submit fingerprint cards to our office by sending completed FP1020, the waiver form and fingerprint card to:

DCF Backgrounds
 PO Box 1424
 Topeka, KS 66601

Q: I have a saltwater pool which does not require chlorine, do I need an exception to K.A.R. 28-4-824(b)(4)?

A: Saltwater pools do require testing and have test strips specifically manufactured for them. Saltwater pools generate chlorine slowly over time therefore an exception isn't required but testing is.

Q: I have my conceal carry permit, am I able to conceal and carry my gun?

A: When a person has a conceal carry permit and the weapon is not on their person, the weapon shall be in locked storage in accordance with the regulations, K.A.R. 28-4-820(g), and the ammunition stored in separate locked storage.

Q: I have a taser, what do I need to do?

A: A taser is classified as a weapon, therefore, the taser either needs to be locked up or under direct supervision of the foster parent when in use.

K.A.R. 28-4-820(g)(1): No child in the home shall have unsupervised access to any of the following:

(A) Firearms, ammunition and other weapons

(4) all archery equipment, hunting and fishing knives, and other weapons shall be kept in a locked storage compartment.

Q: My home has a lagoon for sewage, what are the regulations regarding that?

A: According to K.A.R. 28-4-820(b) Sewage disposal. If a private sewage disposal system is used, the system shall meet the requirements specified in K.A.R. 28-4-55. Below you will find K.A.R. 28-4-55 Acceptable sewage disposal systems for child care homes, but the Kansas Department of Health and Environment regulates lagoons. The lagoon would need to meet the state/county requirements.

28-4-55 Acceptable sewage disposal systems for child care homes.

(A) The home shall be connected to a public sewer system whenever such a system abuts the property or can be made to abut the property at a reasonable cost. (B) Properly located, constructed and operated septic tank-soil absorption systems, approved by the department, may be used for homes located in areas where a public sewer system is not available. Environmental health services bulletin 4-2, a manual of recommended standards for locating, constructing and operating septic tank systems for rural homes, shall be used as a guide in approving these systems. (C) The home may be connected to any properly located, constructed and maintained waste stabilization ponds approved by the department where a public sewer system is not available and where soil is not suitable for use of a septic tanksoil absorption system. Environmental health services bulletin 4-2, a manual of recommended standards for locating, constructing and operating septic tank systems for rural homes, shall be used as a guide in approving these systems. (D) The home may use any existing system that is functioning properly and is not discharging onto the surface of the ground, into a ditch or watercourse or into an underground fresh water aquifer and is not in violation of any public health or water pollution regulation adopted by the state board of health. (E) The home may be permitted to use other types of sewage disposal systems provided prior approval for use of such a system is obtained from the chief engineer of the state department of health.