

Request to Close a Licensed Residential Facility or Child Placing Agency

Directions: Complete this form to close a licensed residential facility or child placing agency.

Submit the request to DCF.FCL@ks.gov.

Section 1. Facility or Agency Name

Name on License:		License Number
Physical Address	City	Zip

Section 2. Reason For Closure: (select one reason from the table below)

Select One Reason Closure Reason		Definition of Reason	Select One Reason Closure Reason		Definition of Reason
	Background Checks	Employee, owner has a prohibiting offense unable to expunge.		Children's Acuity Needs	Needs of children were unable to be met and maintained
	Closing business	Business no longer offers 24-hour child care or child placing services; Insufficient revenue, placements, referrals or resources to maintain operation of the business, unable to obtain a grant or contract with DCF		Conflicts or lack of support from child welfare partners	Unable to successfully partner and collaborate with Department for Children & Families, Child Placing Agency, Case management provider, court, to meet needs of children.
	Lack of community resources or support	Services and resources were not available in community to meet needs of children		Licensing regulations	Licensing regulations are too restrictive, time consuming, inconvenient or costly to maintain licensure.
	Providing Care that doesn't require a license	Providing care for youth 16 and older		Work Force Issues	Insufficient applicants for direct care positions, professional positions that meet agency requirements for employment; lack of training resources, support and pay to maintain employees.

Section 3. Signature: (select the box if you would like DCF to contact you)

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I would like to provide additional information and would like DCF Foster Care Licensing to contact me.

Authorized Representative Signature:

Date: