LICENSING STANDARDS FOR FOSTER FAMILY HOMES
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SUBCHAPTER E: REQUIREMENTS FOR LICENSURE
PROCEDURES 402 LICENSING STANDARDS FOR FOSTER FAMILY HOMES

Section	
402.1	Purpose
402.2	Definitions
402.3	Effective Date of Standards (Repealed)
402.4	Application for License
402.5	Application for Renewal of License
402.6	Provisions Pertaining to Permits
402.7	Provisions Pertaining to the License
402.8	General Requirements for the Foster Home
402.9	Requirements for Sleeping Arrangements
402.10	Nutrition and Meals
402.11	Business and Employment of Foster Family
402.12	Qualifications of Foster Parents
402.13	Background Inquiry
402.14	Health of Foster Family
402.15	Number and Ages of Children Served
402.16	Meeting Basic Needs of Children
402.17	Health Care of Children
402.18	Religion
402.19	Recreation and Leisure Time
402.20	Education
402.21	Discipline of Children
402.22	Emergency Care of Children
402.23	Release of Children
402.24	Confidentiality of Information
402.25	Required Written Consents
402.26	Records to be Maintained
402.27	Licensing Supervision
402.28	Adoptive Homes
402.29	Director's Waivers
402.30	Severability of This Part
Appendix A	Renewal of Foster Home Licenses
Appendix B	Foster Youth Babysitting
Appendix C	Completion of Individual Licensing Summary
Appendix D	Submission of Family Foster Home Licensing Application
Appendix E	Request for Permit Protocol
Appendix F	Previous Licensing Violations And Enforcement History Review
Appendix G	License File Case Record Organization

These procedures are written as directives to licensing representatives/licensing workers to use when implementing **Rule 402, Licensing Standards for Foster Family Homes**, and determining issuance/non-issuance of foster family home license.

For initial or renewal licensing study visits, licensing representatives shall document compliance on form **CFS 590**, **Foster Family Home License Compliance Record**, hereafter referred to as the **CFS 590**.

For annual, semi-annual, or other visits, licensing representatives may document compliance on form **CFS 597-FFH**, **Family Foster Home License Monitoring Record**, hereafter referred to as the **CFS 597-FFH**, or the **CFS 597-C, Licensing Monitoring Record**.

Licensing representatives may continue using the **CFS 590** to document annual, semi-annual, or other visits at the discretion of the supervisory agency.

The licensing representative may carry out the instructions in these procedures to "document compliance on the **CFS 590**" by completing the **CFS 597-FFH** or the **CFS 597-C,** if appropriate.

NOTE: Spanish licensing materials, e.g. applications, forms, and letters, are available for foster parents for whom Spanish is the preferred language of communication. These may be ordered in the usual and customary manner.

Some sections of **Rule 402, Licensing Standards for Foster Family Homes** are self-explanatory and do not require a corresponding procedure. In such instances, that section of the procedure will be blank, with a designation of double equal signs (= =) in the margin.

SECTION 402.1 Purpose

SECTION 402.2 Definitions

= = "Adoptive placement"

"Adoption Only Home" means a home receiving only children whose parents' parental rights have been terminated or surrendered for the purpose of adoption only.

= = "Approved smoke detector" or "detector"

= = "Approved training"

= = "Background check"

= = "CANTS"

= = "Child"

= = "Child care assistant"

= = "Child care facility"

= = "Classifiable fingerprints"

= = "Common parentage"

= = “Complete application for foster family home license”

= = “Corporal Punishment”

= = "Department"

= = “Discipline”

= = “Educational advocacy training”

= = “Expanded capacity license”

= = "Foster family home"

= = "Full-time care"

= = “Godparent”

= = “In-service training”

= = "License"

= = "License applicant"

= = “Licensed Physician”

= = "Licensee"

"Licensing representative" means persons authorized by the Department under the Child Care Act of 1969 to perform licensing activities. This term is used interchangeably with the terms “licensing worker” and “family development specialist” in these procedures.

= = “Licensing Study”

= = “Member of the household”

= = "Minor traffic violation"

= = “Multi-purpose room”

= = "Permit"

= = “Petty offense”

= = “Relative”

= = “Reputable character”

= = "Respite foster care"

= = "Responsible"

= = "Specialized care"

= = "Supervising agency"

= = "Universal Precautions"

SECTION 402.3 Effective Date of Standards <u>(Repealed)</u>

SECTION 402.4 Application for License

a) Initial Application

An initial application for a foster family home license submitted to the Department must be a complete application as defined in Section 402.2. Applications submitted to the Department that are not complete or are not signed shall be returned to the applicant(s), within five working days of receipt, with a cover letter listing the items that are missing. The licensing evaluation process shall not be complete until the signed documents are received. Instructions on completing the application and related forms are on the back of each form.

Spanish licensing materials, e.g. applications, forms, and letters are available, for foster parent applicants for whom Spanish is the preferred language of communication. These are available on the SACWIS templates and may be ordered in the usual and customary manner.

All foster family home applications and related forms required for a license application shall be completed and signed by the applicant(s) and submitted to the Department. When the license applicants are married, both spouses must sign the **Application for Foster Family Home License (CFS-597A for non-relatives or CFS 597R for relatives)**.

The licensing representative shall review the application for completeness and accuracy, and verify its accuracy by checking available database resources. If the application is not signed (in the case of joint licensure, not signed by both licensees), incomplete, or inaccurate, it shall be returned to the applicant/licensee for completion within five working days of receipt. The licensing representative may make minor correction or clerical changes, but shall initial any such minor changes. The licensing representative shall document all findings on the **CFS 590**.

The licensing representative shall submit the following documents to the Central Office of Licensing (COoL), 406 E. Monroe Street, #60, Springfield, Illinois 62701, within 10 working days of receipt from the foster family home license applicant(s):

- **CFS 597A, Application for Foster Family Home License**; and

- **CFS 718, Authorization for Background Check** for each applicant and each adult member of the household and each 13- to 17-year old member of the household; fingerprinting receipt for each applicant and each adult member of the household.

License Application Entered in Data Information System – Department staff shall enter the date that all completed and signed license applications are received into the Department's licensing component of the computer data system within five working days of receipt. Department foster license applications are data entered by regional Department licensing staff, whereas private agency foster license applications are data entered by the Central Office of Licensing.

The licensing representative should refer to **Appendix D, Submission Of Foster Family Home License Application To Central Office Of Licensing**, for detailed discussion of completion and submission of the initial application process and review **Appendix F, Previous Licensing Violations And Enforcement History Review** if there is a new "initial" application for licensure from a previously-licensed (but not currently licensed) individual or individuals.

b) Contractors with the Department and State of Illinois Employees

Except as noted here, all Department contractors and State of Illinois employees must apply for licensure and supervision through a private agency. Foster parents contracted by the Department to provide support services to other foster parents may apply for licensure and supervision through the Department only when licensing and supervision is provided by Department staff in a region outside the contracted foster parent's region of residence and service provision. The licensing representative shall explain that Department or private agency staff with any significant working or personal relationship with the family cannot supervise the home and advise applicants to consult appropriate contract monitors and/or supervisors to ensure that no conflict exists. The licensing representative shall document the discussion on the **CFS-590**.

c) Criminal Background Check

The license applicant(s) and each adult member of the household must complete and sign a **CFS-718, Authorization for Background Check**. A fingerprint receipt for all adult members (18 and over) of the household must be included in the application packet.

Each member of the household ages 13 through 17 must complete and sign a Department of Children and Family Services **CFS-718, Authorization for Background Check**, authorizing a Statewide Automated Child Welfare System (SACWIS) check for child abuse and/or neglect and a check of the child sex offender registry.

d) Licensing Study/Family Home Study

1) Process

The licensing representative shall complete a licensing study of the foster family home within ninety calendar days from the date of receipt of the complete, signed application.

Licensed child welfare agencies shall submit an **Individual License Summary (ILS)**, completed by a qualified licensing representative/family development specialist, with the agency's recommendation for issuance of a license or denial of the application for license, to the Central Office of Licensing (COoL). Individual Licensing Summaries for Department of Children and Family Services foster family homes shall be submitted to COoL within five working days of receipt. (**Appendix C, Completion of the Individual Licensing Summary**, provides additional details.)

2) The initial licensing study shall include:

- Announced in-person home site interview with the applicant(s).
- Walk through of the home by the licensing representative to assure compliance with **Rule 402, Licensing Standards For Foster Family Homes**.
- Any non-compliance letter sent to the applicant/foster parent citing a licensing standard or Child Care Act violation. This letter, mailed within five workings days of the initial or renewal licensing study visit, gives a reasonable timeframe, usually within ninety calendar days from the date of receipt of the application, for the applicant/foster parent to come into compliance.
- Completion of the Pre-Licensure Foster or Adopt PRIDE and other approved training.
- Narrative Family Assessment (Home Study).
- Completion of the following forms:
  - **CANTS 22B, Acknowledgement of Mandated Reporter Status;**
  - **CFS 452-A, Acknowledgment of Compliance Part 402 Licensing Standards For Foster Family Homes;**
  - **CFS 452, Well Water Agreement** (if applicable);
  - **CFS 452-1, Water Temperature Agreement** (if applicable);
  - **CFS 452-2, Firearms Agreement** (if applicable);
  - **CFS 452-3, Corporal Punishment Agreement**;
  - **CFS 452-4, Child Supervision Plan Agreement**;

- **CFS 506-G, Foster Home Licensing Assessment**; and
- **CFS 590, Foster Family Home License Compliance Record**;

3) Withdrawal of the Application

The following procedures regarding the withdrawal of application are applicable to both the initial and any renewal application. If, at any time, the applicants choose to withdraw the application, they shall be permitted to do so. Requests for withdrawal of the license application may be oral or in writing. If done in writing, the applicants shall sign the requests. All requests for withdrawal of the application, including the date(s) the request was made and the reason(s) for the withdrawal, shall be incorporated into the foster family home licensing record file.

Confirmation Letter Required – Both written and oral requests for withdrawal of the application shall be confirmed by a letter to the applicants from the licensing representative with a copy put in the licensing file. The applicant's written request or written notification of oral request for withdrawal of application and the licensing representative's letter of confirmation shall be put in the corresponding section of the licensing file and placed in the closed records file.

Submit the Individual Licensing Summary – The supervising agency shall notify the Department of the withdrawal of application via a complete, signed Individual Licensing Summary (**ILS**), with an attached copy of the application withdrawal letter, submitted to the Central Office of Licensing. All completed and signed Individual Licensing Summaries received by the COoL shall be reviewed for accuracy and correctness and shall be data entered.

(See **Appendix C, Completion of the Individual Licensing Summary**, for further discussion.)

4) Denial of the License Application

Denials only pertain to initial applications that are not voluntarily withdrawn. Upon determining that the applicant cannot reasonably meet licensing standards, the supervising agency shall recommend the denial of the application on an accurately completed and signed Individual Licensing Summary (**ILS**), sent to COoL and the applicant, indicating the reasons for the denial request. The Central Office of Licensing shall data enter completed and signed Individual Licensing Summaries, which will generate a Denial Letter from COoL.

Recommendations for denial of license, including the date of the denial and the reasons for the denial, shall be recorded on the **CFS 590** and shall be incorporated into the foster family home licensing record file. (See **Appendix C, Completion of the Individual Licensing Summary**, for further discussion.)

e) New Application Required

1) Application Withdrawn

When an application for license has been withdrawn, the applicant(s)/licensee(s) have the right to reapply at any time. Any application after withdrawal shall be considered a new application.

2) Change in Licensed Foster Home

The applicant(s)/licensee(s) must submit a new application when there is a change in the name of the applicant(s)/licensee(s), the address of the foster family, or a change in the supervising agency under whose auspices the home operates.

A) Name Change

Determine the reason for the name change and obtain a copy of any legal documents supporting the name change for inclusion in the license file.

Unless the name change also means a change in the legal entity holding the license (example – divorce of married foster parents), the name change is to be entered on the licensing data system and a new license issued. No further action is necessary. If there is a change in the status of licensee, see subsection C that follows.

B) Address Change

When the address of the foster home changes, determine if the physical location of the foster home has changed or whether the address change is due to a new address system (such as occurs with the installation of 911 systems).

No Move – If the foster home has not moved to a new location, the change of address is to be entered on the licensing data system and a corrected license issued. No further action is necessary.

Move to Another Location – When a foster family Home plans to move to a new address, a new **CFS 597A** or **CFS 597R** must be completed, signed by the licensee(s) and submitted to the supervising agency at least 10 working days prior to the change of address in order for the current license to remain in effect. If the foster family home has submitted an application for the new license at least 10 working days prior to the change of address, the license for the previous address remains in effect until a decision is made on the new application for license at the new address. The licensing representative shall visit the home at its new address within 10 working days following the date of the foster home's move to determine

compliance with the standards related to the physical environment of the home, including presence of operable smoke detectors and appropriate sleeping arrangements, and verify that there is no change in the family's composition (i.e. Sections 402.8, 402.9, and 402.12.).

Compliance with these standards needs to be recorded on the **CFS 590** unless non-compliance with other standards or changes in family composition are noted during the visit. The licensing study shall be completed within 30 calendar days from the date the new application was received and a recommendation made regarding continued licensure.

See **Appendix C, Completion of the Individual Licensing Summary**, for further discussion.

C) Change in the Status of Licensees

When there is a change in the status of licensees, whether by marriage, physical or legal separation, divorce, or death, the ability of the foster parent(s) to continue providing foster care must be evaluated. Refer to Rules and Procedures 402.12, Qualifications of Foster Parents, and discuss with the applicant(s)/licensee(s) the requirements outlined under that section. If the change adds new household members, follow the background check protocol explained in 402.4(c). Document on the **CFS 590**.

The new application due to marriage, separation, divorce, or death of a spouse shall be filed no later than 30 calendar days after the date of marriage, separation, divorce or death of the spouse in order for the current license to remain in effect while the new application is being reviewed. Obtain proof of marriage, death, divorce, or legal separation and attach it to **CFS 597A** or **CFS 597R**.

See **Appendix C, Completion of the Individual Licensing Summary**, for further discussion.

D) Change in the Supervising Agency

When the foster parents want to transfer to another supervising agency, whether another licensed child welfare agency or between the Department and a licensed child welfare agency, a new application for license shall be filed to enable the receiving agency to conduct a complete licensing study. Under no circumstance shall one agency directly contact another agency's foster home, without the other agency's knowledge, to discuss any potential placement. Criminal and child abuse background checks need not be completed again. The receiving agency shall document their findings on the **CFS 590**.

The procedures for transferring family home licenses from one supervising agency to another, whether from the Department to a private agency, from private agency to the Department, or between two private agencies are as follows:

i) No Conflict Exists

The transfer of children's cases and foster parent licenses can have a detrimental effect on the children's services and permanency. Therefore, homes with a current valid license and no conflict between private agency staff and the foster parents should only transfer their license and children's cases for valid reasons, such as relocation of the foster home, and only with the approval of the Department's Agency Performance (AP) Monitors.

The steps for transferring the license and children's cases follow.

(1) The new agency contacts the foster family and children within 10 working days, reviews the foster family file, and obtains the following from the licensee:

- A new **CFS 597A or CFS 597R, Application for Family Home License**, to authorize the new agency to seek information necessary in order to assume supervisory responsibility; and

- A signed consent for release of information to request the licensing file (the licensing study and all related material).

(2) The new agency provides the consent for release of Information to the old agency to obtain:

- The complete licensing file, excluding reference letters.

- Complaint files, if applicable.

NOTE: The old agency does not submit an ILS to Central Office of Licensing to close the license. The license remains valid during the transfer process.

(3) The new agency sends to the Central Office of Licensing:

- A copy of the new application listing the new agency;

- Page 1 of the **CFS 590**, **Foster Family Home Compliance Record**, ensuring that a new site visit has occurred and that any additional information necessary has been obtained; and

- The **ILS** with the following:

  - Old agency name crossed out; new agency name and agency provider ID number written in;
  - TR (for transfer) replacing IL as the Central Office of Licensing recommendation;
  - New site visit date; and
  - Effective date of transfer (must be date of new site visit or later).

A new **ILS** will then be generated to the new agency reflecting their supervision of the home.

ii) Conflict Exists

Homes with a current valid license and any conflict between private agency staff and the foster parents should not transfer to another agency unless the conditions that follow are met. The transfer of children's cases and foster parents license can have a detrimental effect on the children's services and permanency. Resolution of the foster parent's dissatisfaction within the same agency is in the best interest of all parties. Transferring of license and children cases should be a last resort and only at the approval of the Department's Agency Performance (AP) Monitors.

Foster parents who are in good standing and not under licensing enforcement have the right to request that their foster home license and the cases of the children in their care be transferred to another supervising agency. A transfer of a child's case is considered a last resort and must be in the child's best interest.

The following shall be completed prior to the approval of a transfer:

- the foster parent shall send a written explanation of issues to the AP Monitor of the supervising agency and shall include:

  - nature of the complaint;
  - the issues and concerns as they related to the foster home and the best interest of the children;

- the steps that the foster parent has taken to resolve the situation, including, but not limited to, the participation of the Advocacy Office; and
- the outcome of the steps taken.

- Problem resolution efforts by the AP monitor shall be completed and recommendations shall be documented by the agency in the agency file and foster parents licensing file. The AP monitor shall request the foster home licensing file and the children's case file from the private agency to assist in the problem resolution and to obtain information about the current licensing status. Based on the file review, the AP monitor may determine that additional people should be part of the problem resolution. Problem resolution shall begin within five working days and should conclude within 20 working days of receipt of the written request for transfer from the foster parents.

- Problem resolution is considered successful when the issues were resolved to the satisfaction of both parties or the issues were resolved by transferring the case to another case manager within the same supervising agency.

- When problem resolution results in the recommendation of transferring a foster parent license and child case to another supervising agency, the AP monitor is responsible for assuring that all parties working with the case are notified of the situation resulting in the transfer and that the transfer is complete.

- In some instances, the AP monitor may determine by the file review that problem resolution is not appropriate and that additional intervention into the situation will be required. In these instances, the AP monitor shall determine the follow-up needed after consulting with his or her supervisor.

The AP monitor to the new agency shall identify cases that are being transferred to a new agency and should assist in the transfer process, which is the same as outlined under subsection (a) above.

[Refer to **Policy Guide 99.03, Approval for Transfer of Foster Home License and Children's Cases Between Private Agencies**, and **Appendix C, Completion of the Individual Licensing Summary**, for detailed discussion.]

E) License Revocation or Refusal to Renew a License

Licensee(s) whose license has been revoked or refused to be renewed by the Department are allowed to reapply after one full year has passed since finalization of the revocation/refusal to renew. The new application must be examined on the basis of any conditions or restrictions that may have been imposed at the time of revocation or refusal to renew the license. If the home is in reasonable compliance with the licensing standards and these conditions have been corrected, a license may be issued. (See **Appendix C, Completion of the Individual Licensing Summary**, for further discussion.)

f) A denied application may be resubmitted any time, but a licensee whose license has been refused for renewal or revoked may reapply only after a one-year waiting period.

SECTION 402.5 Application for Renewal of License

The renewal of a foster family home license begins six months before the expiration date of the current license and continues until the renewal is completed or until the license expires. Refer to **Appendix A, Renewal of Foster Home Licenses** for an explanation of all the requirements that apply to every foster home license renewal application and sample letters.

SECTION 402.6 Provisions Pertaining to Permits

= = a), b), c), d), e), f), g)

h) The licensing representative shall discuss the provisions pertaining to a permit with the applicant(s)/licensee(s) during the initial license study and during monitoring visits once the home qualifies for a license. The date and content of the initial discussion as well as subsequent discussions and timeliness set for compliance with the provisions shall be recorded on the **CFS 590**.

= = i)

SECTION 402.7 Provisions Pertaining to the License

= = a), b), c), d), e), f), g)

h) The licensing representative shall discuss the provisions or restrictions pertaining to license with the applicant(s) and document the date and content of the initial discussion on the **CFS 590**.

SECTION 402.8 General Requirements for the Foster Home

a) Health and Safety Standards

The cleanliness, ventilation, lighting and heating conditions of the home, as well as any observable fire or other hazards is documented on the **CFS 590**. Assessment of the above factors may be accomplished through observation, being conscious of foul odors and through discussion with the foster parents and children about daily activities and chores.

Cleanliness shall be defined as conditions of the home that provide a sanitary and healthy environment that benefits the growth and well being of individuals living in the home. The licensing representative must assess the surroundings and determine the difference between conditions that are created through every day living and filth that has been accumulated over an extended period where no efforts have been made to correct the level of cleanliness.

Unacceptable conditions are those that pose a threat to the health of a child including, but not limited to:

- spoiled food
- spoiled garbage
- animal or human feces
- extensive insect or rodent contamination
- unsanitary toileting conditions
- unsanitary eating conditions

A well-ventilated foster family home is one with adequate windows or cooling/heating systems or both that provide movement of air throughout the home and bring fresh outside air into the home. The licensing representative must discuss with the applicant/licensee the ventilation systems available in the foster home and document on the **CFS 590**.

Lighting shall be at a safe and appropriate level of light for the purpose of the room. For example, a room in which the children will be reading, completing home work or participating in activities that require light such as reading music, doing crafts, etc. shall be properly illuminated and provide additional lighting when needed (reading lamps, music lamps, etc.) Rooms that are used for lounging and viewing television may need less light. Kitchens should be well lit to assure safe and sanitary conditions.

Heating shall be safe and adequate to maintain a comfortable level of heat during the winter. The applicant/licensee who uses wood burning stoves as the primary source of heat shall explain the methods by which the heat is dispersed throughout the home and how the safety of the home is maintained and protected from fire. The wood-burning

stove shall be protected from contact by family members in the home with a fireproof barrier around the wood burner. If there are serious issues related to the safety of the heating system, contact the Office of the State Fire Marshall and request an inspection.

All safety items listed on the **CFS 590**, or the **CFS 597-FFH**, when applicable, shall be observed and documented on the form. The following basic questions address some examples of observed conditions that may raise safety concerns:

- Do homes accepting younger children (6 years and under) have all electrical outlets covered?

- Is there any visible electrical wiring that is not insulated?

- Are smoke alarms present and in working order? (See subsection (k) below for detailed discussion of smoke alarms.)

- Are swimming pools, wading pools, hot tubs, ponds, fountains, or any other possible water hazard, appropriately maintained and supervised? The licensing representative shall ensure that any foster family home applicant/licensee, whose home has any possible water hazard on the premises, sign form **CFS 452-5, Safety Plan for Pools, Hot Tubs, Ponds, and Other Potential Water Hazards.**

- Are children allowed free and unsupervised access to open rivers, streams, lakes, ponds, drainage ditches, culverts, or similar potential drowning hazards? Have the licensing representative and foster family home applicant/licensee discussed the need to supervise and restrict the foster child's access to potential water hazards, which include areas surrounding the family foster home, but not under the direct control of the applicant/licensee? Such hazards may include, but are not limited to, homeowner association and apartment complex pools, ponds, and drainage ditches.

- Is the kitchen clean, equipped for the preservation, storage, preparation, and serving of food, and reasonably safe from hazards? The licensing representative shall discuss with the applicant (when appropriate) the possible burn hazards of using microwaves to heat infant bottles.

- Are the garbage and refuge containers used to discard diapering supplies and food products clean?

- Is furniture and equipment kept in safe repair?

- Are walls and other surfaces free from chipped paint and free of lead based paints?

- Is hot and cold running water provided?

- Is insect and rodent control practiced?

- Are outside play areas well drained and free of animal feces, inoperable motor vehicles, chipped paint, broken glass, garbage, and inoperable/junked appliances?

When observable conditions in a foster family home may pose potential health or safety hazards for the children to be served, the licensing representative shall advise the applicant(s)/licensee(s) that the condition must be corrected before a license will be issued. If necessary, assistance from appropriate fire or public health authorities may be requested in evaluating the condition and establishing a corrective action plan. Some conditions may require a clearance from appropriate fire and/or public health department authorities before the license is issued or the corrective action plan removed. If the home has already been licensed, the deficiency is noted and a corrective action plan established to correct the condition within a reasonable period of time, which, barring an immediate safety risk, is most likely within 60 calendar days from the date the corrective action plan was established.

b) Unsafe Children's Products

A foster home licensed for children under 6 years of age may not use or have on the premises any unsafe children's product as described in the Children's Product Safety Act and Part 386, Children's Product Safety. Explain the necessity of disposing of unsafe children's products in these homes. The licensing representative shall discuss **Part 386, Children's Product Safety**, with the family and look in the foster home file to ensure that a current (within one year), signed, and dated original **CFS 583B, Certification of Inspection for Unsafe Children's Products,** is there. If there is no current **CFS 583B** in a foster family home licensed to care for children age 6 and under, the licensing representative shall explain that it is a licensing violation and determine if the foster family has the list of unsafe products or Internet access. Explain that they can usually access the Internet at their local library or that they can request a copy of the list by completing the form on the back of the **CFS-583B**. Give the foster parent the Internet address at:

http://www.idph.state.il.us/webapp/SRSApp/pages/index.jsp

for accessing the list of unsafe children's products compiled by the Department of Public Heath and leave a **CFS-583B** or give them DCFS's website at:

http://www.state.il.us/dcfs/cfs583b.pdf

to download a copy of the **CFS 583B**. Document on **CFS 590**.

c) Water Supply

Safe and Sanitary Water Supply

A safe and sanitary water supply shall be maintained. If a private water supply is used instead of an approved public water supply, the applicant shall supply written records of current test results indicating the water supply is safe for drinking at initial licensing. If nitrate levels exceed 10 parts per million, bottled water must be used for infants.

If coliform bacteria have contaminated the water, applicants may not use this water for cooking, bathing, hand or face washing, or drinking. The licensing representative shall document on the **CFS 590** how the applicant will obtain enough water to address the above needs.

The licensing representative shall note the type of water supply on the **CFS 590**. The licensing representative shall ensure that the foster family home applicant(s)/licensee(s) sign form **CFS 452-A, Acknowledgment of Compliance** and, if applicable, form **CFS 452, Water Agreement**. The licensing representative shall document this on the **CFS 590**.

Hot Water Regulation

Foster family homes that accept children under age 10 or children who are developmentally disabled are required to regulate the maximum hot water temperature to 115° Fahrenheit. The Department of Public Health already requires this maximum temperature control when new homes are constructed.

Hot water can cause scalding, i.e., second and third degree burns in which the skin blisters and swells. Skin does not return to normal but forms scar tissue on healing. Such burns may lead to permanent disability. Second and third degree hot water burns can occur at the following rates at the following temperatures:

110 degrees F	13	minutes
120 degrees F	10	minutes
127 degrees F	1	minute
130 degrees F	30	seconds
140 degrees F	6	seconds

There are effective mechanisms to regulate the maximum hot water temperature, but it may be difficult to retrofit a family home that has already been constructed. If the foster family resides in an apartment building or other multiple family dwelling, the foster family may not be able to have a water-regulating device installed. Nonetheless, the Department finds it important to protect children from scalds, even if it is not possible to achieve via mechanical means.

For all foster homes that accept children under age 10 or children who have a developmental disability, Department and child welfare agency licensing and family development staff are to check the maximum hot water temperature of the sinks, showers and tubs at the time of the initial licensing home study, at licensing renewal, at a change of address study, and at least annually. To measure water temperature the licensing representative shall open the hot water faucet, allowing the water to run for not less than five minutes, then place the thermometer under the water and hold the thermometer under the water for 90 seconds.

The licensing representative shall document water temperatures above 115 degrees Fahrenheit on the **CFS 590** and develop a corrective action plan.

In homes where foster parents are able to adjust the setting of the water heater, advise the foster parents to set the water heater at 115 degrees Fahrenheit. If the water heater does not have temperatures specified on the dial, advise the foster parents to set the water heater at the medium temperature level.

The licensing representative shall explain to foster parents that children can receive very serious burns from water that is above 120 degrees Fahrenheit and that infants and toddlers can receive serious burns at much lower temperatures and require close supervision around hot water sources. The licensing representative shall remind foster parents that water runs hottest in faucets closest to the water heater.

The licensing representative shall advise foster parents to test the water with their elbow to see if it is too hot before letting a child step in or placing a child in a tub or shower. Caregivers shall test the water in a sink with their elbow before placing the child in the water.

Children at high risk of scalding (children under age 10, children with developmental delays, children who are physically challenged) shall not run bath or shower water for themselves or other children.

The licensing representative shall remind the foster parents to advise other caregivers of these precautions.

Children may be removed from a foster home that cannot regulate its maximum hot water temperature if the foster parents does not agree to follow the above safety precautions to prevent scalding and burns.

The licensing representative shall ensure that the foster family home applicant(s)/licensee(s) sign form **CFS 452-A, Acknowledgment of Compliance** and, if applicable, form **CFS 452-1, Water Temperature Agreement**.

The licensing representative shall discuss hot water safety with foster parents and document the discussion on the **CFS 590**.

d) Portable Space Heaters

The licensing representative shall verify that portable space heaters are not used in rooms where children (foster children and non-foster children alike) are sleeping and, if used in other areas occupied by children, are separated by fire resistant partitions or dividers to prevent contact by the children. Document on the **CFS 590**.

For homes that do not have central heating systems, the licensing representative shall assess how the children will be kept warm in areas for sleeping and address privacy issues regarding closing doors verses heating the bedrooms.

e) Dangerous Household Supplies and Tools

The licensing representative shall verify that dangerous household supplies and dangerous tools are kept in a safe place, inaccessible to children under 12 years of age, during both use and disposal. Document on the **CFS 590**.

f) Prescription and Non-prescription Medication

The licensing representative shall verify that prescription and non-prescription drugs, including needles, are stored in a place that is not readily assessable to children under 12 years of age, when not being dispensed or immediately assessable due to medical necessity. This may be a container, cabinet, section of a room, or entire room, which is locked or otherwise inaccessible to children. The licensing representative shall advise foster parents to take precautions with used needles or any medical waste to ensure that children under 12 years of age do not have access to these materials during disposal. An asthma inhaler is one example of medication that must be immediately accessible due to medical necessity.

Asthma Medication in School

Provided certain requirements are fulfilled, children with asthma are permitted to carry asthma medication with them and use the medication while in school; while at a school-sponsored activity; while under the supervision of school personnel; or while attending before or after school activities, such as before-school or after-school care on school-operated property.

To meet the requirements of the School Code [105 ILCS 5/22-30] for the self-administration of medication, DCFS must provide written authorization for the self-administration of medication; and provide a written statement from the child's primary care physician containing:

- the name and purpose of the medication;
- the prescribed dosage; and
- the time or times at which or the special circumstances under which the medication is to be administered.

[See **Procedures 302.360, Health Care Services**, for further discussion of asthma issues.]

Document medication discussion on the **CFS 590**.

g) Guns, Rifles, and Ammunition

Guns, rifles, and ammunition shall be stored in a locked place, inaccessible to children. This may be a container, cabinet, section of a room, or entire room, which is locked and inaccessible to children. Ammunition and firearms shall be stored separately. Licensing staff shall observe the storage of these items and document the location on the **CFS 590**.

The licensing representative shall ensure that the foster family home applicant(s)/licensee(s) sign form **CFS 452-A, Acknowledgment of Compliance** and, if applicable, form **CFS 452-2, Foster Family Firearms Agreement**.

If any loaded gun is kept in the home, the licensing representative shall verify that the owner is a law enforcement officer and keeping the gun loaded is required by their law enforcement agency's policies. Secure the name and address of the law enforcement officer's agency, obtain a copy of the agency's policies, review them, and place them in the foster family home licensing record. Document on the **CFS-590**.

h) Household Pets

Licensing staff shall assess any safety issues associated with household pets. If questions arise from the types or conditions of animals in the home, consultation with supervisor and professionals such as veterinarians shall occur prior to approval of licensure. If issues pose a concern for the safety of children, such as the presence of allergens that affect the foster child, a protective plan shall be completed until the applicant/licensee addresses the concerns.

The licensing representative shall review certificates of inoculation for household pets that are required by Illinois law to have inoculations. Document on the **CFS 590**.

i) Telephone

The licensing representative shall verify that an operating telephone is on the actual premises of the foster family home. A telephone available in a nearby building or business owned by the foster family cannot be construed to be a telephone on the premises. If a cell phone is used as the primary phone, it must be available to all individuals in the home at all times. An adult maintaining the phone on his or her person or in an automobile is not acceptable. The applicant/licensee must provide a plan to maintain charged batteries or electrical devices to assure accessibility of the phone at all times. The licensing representative shall ensure that the foster family home applicant(s)/licensee(s) sign form **CFS 452-A, Acknowledgment of Compliance**. The licensing representative shall discuss this with the foster parent and document on the **CFS 590**.

j) Emergency Evacuation Plan

The licensing representative shall review the fire and emergency (including tornado protection plans) evacuation plan for the home.

Fire drills shall be conducted quarterly for the purpose of removing children from the home as quickly as possible. Tornado drills shall be conducted quarterly for the purpose of getting children accustomed to moving to a position of safety in the event of a tornado. Records shall be maintained of the dates and times that required drills are conducted. The foster family shall complete the **CFS 585-1, Fire Evacuation Plan**, to develop their fire evacuation plan**.**

Exit doors shall be kept clear of equipment and debris at all times.

The licensing representative shall ensure that the family has completed the **CFS 585-1, Fire Evacuation Plan,** and document the fire and other emergency evacuation plans, along with compliance with the requirement for periodic rehearsals of an emergency evacuation, on the **CFS 590**.

k) Smoke Detectors

The Smoke Detectors Act [425 ILCS 60/1] requires that every home have a smoke detector in operating condition on every level and outside of each sleeping area.

The Office of the Illinois State Fire Marshal recommends the regular inspection of smoke detectors, making sure that these alarms are operable by replacing the batteries in accordance with manufacturing requirements or whenever an alarm begins to "chirp" to signal the battery is low. Smoke alarms warn residents of a fire in time for residents to escape.

The licensing representative shall inspect foster family homes on all regular monitoring visits to verify the presence and proper operation of smoke detectors in these homes as described here.

The licensing representative shall verify that at least one smoke detector is present on every level of the home, including the basement and any occupied attic in the foster family home.

The licensing representative shall verify that a smoke detector is within 15 feet of the sleeping rooms of the children.

If a smoke detector is not present on each level of the home, instruct the foster parent to install one within five business days and notify their worker when completed. If the home is a rental unit, instruct the licensee to request the smoke detector from the owner or authorized agent of the owner.

The licensing representative shall have the foster parent verify that the smoke detector is operating properly by conducting a test of each smoke detector in the home as indicated in the smoke detector's operations manual or follow the instructions below if the instruction manual is not available. If the foster parent is not familiar with how to inspect the operation of a smoke detector, the licensing representative should take the necessary time to go though the proper steps for the inspection of smoke detectors in the operations manuals or the steps below:

Battery operated or electrically wired smoke detectors have a "test button" on the surface.

- Press the test button, holding it down for a few seconds.
- The smoke detector will "beep" continually until the test button is released, indicating proper functioning.

If the smoke detector does not "beep" when the test button is pressed:

- Release the test button;
- Open the cover of the smoke detector;
- Have the foster parent or relative caregiver replace the battery for a battery operated smoke detector*, or have them check the electrical connection for wired smoke detectors (wired smoke detectors also have a back-up portable battery); and
- Close the cover and perform the test again.

* If the foster parent does not have a new replacement battery, the licensing representative shall instruct them to get a replacement battery and report to their worker by phone within five business days. Document this on the **CFS 585.**

Recommendations and Instructions

The Licensing Representative Shall:

- **Recommend** to the foster parent that he or she check the battery of the smoke detectors monthly.
- **Recommend** replacement of smoke detectors over 10 years old.
- **Instruct** the foster parent that when the battery of the battery operated smoke detector is low, it will give out a small "beep" or "chirp" sound every so often indicating that the battery is low and needs to be replaced.
- **Instruct** the foster parent that they shall not use an open-flame device for testing because of the danger the flame poses.

- **Instruct** the foster parent to replace smoke detector batteries yearly. A good way to remember to change the batteries is to change them in spring or fall when the clocks are turned ahead or behind for daylight-savings time.

The licensing representative shall document the presence and the current inspection of the required smoke detectors on the **CFS 585, Documentation of Inspection of Smoke Detector in Foster or Relative Caregiver Home**, which can be found on the SACWIS "T" Drive and the Department's website or may be ordered in the usual manner.

Place the completed **CFS 585** in the foster family file and continue to inspect smoke detectors on subsequent monitoring visits.

Explain that non-compliance with the presence and proper operation of smoke detectors puts children at risk and shall be corrected as quickly as possible. Reasonable time for compliance may need to be given to foster parents living in rented homes or apartments where they have to coordinate with the landlord in order to comply. Document discussion and corrective action plan, if necessary, on the **CFS 590**.

l) Closet/Dresser Space

The licensing representative shall review this requirement with applicants/licensees to ascertain whether closet, storage, and dresser space is provided for each child, whether the provided space is adequate and in good repair, and whether space shared between two or more children is identified for the use of each child. Determine that the space given to the foster child(ren) is equitable to the space given to other household members. Document on the **CFS 590**.

m) Children's Privacy

The licensing representative shall review this requirement with applicants/licensees to ascertain whether the foster parent(s) understand(s) that "children's right to privacy" means that children's sleeping hours, toileting and dressing time may not be disturbed or abruptly interrupted by anyone (foster parent or others), without a good reason such as assisting children with bathing, toileting or dressing as needed. Document on the **CFS 590**.

SECTION 402.9 Requirements for Sleeping Arrangements

a) Separate Beds or Cribs

Each foster child shall be provided his own separate bed or crib, by the foster parent.

The licensing representative shall discuss with applicants/licensees and document on **CFS 590**.

b) Sexually Abusive Children

Foster children who exhibit sexually abusive behavior require a safety plan for the protection of the abusive child and other children in the home. This sexually abusive behavior may have been unknown or had not been exhibited before the child's placement. Foster parents are to notify the licensing worker and the child's caseworker at the first indication of sexually abusive behavior so that, when appropriate, a clinical assessment shall be completed and an appropriate safety plan developed. The safety plan may include requirements for changes in the sleeping arrangements and increased supervision of the children in the home.

While foster parents are waiting for guidance through assessment and consultation for a child who exhibits sexually abusive behavior, foster parents should provide closer supervision, especially in the bathroom and at night. Foster parents should not leave the sexually abusive child alone with others, particularly younger, smaller, or physically and/or developmentally disabled children. If necessary, the foster child's caseworker or the licensing worker will help create a protective to plan to keep other children safe and document and date the most recent safety plan on the **CFS 590**.

c) Sharing Rooms/Related Children of the Opposite Sex

The licensing representative shall review this requirement with applicants/licensees. If children under 6 years of age share a room with children of the opposite sex who are also under 6 years of age, ascertain that the children over 2 years of age are related to each other and that each child is provided with his or her own separate bed or crib. If any of the children will be 6 years of age in six months, discuss plans for sleeping arrangements when the oldest child attains 6 years of age. Approval for shared sleeping arrangements may be given when the children's safety is assured. Document on the **CFS 590**.

d) Sharing Rooms/Unrelated Children of the Opposite Sex

Whether related or unrelated, children under the age of two of the same or opposite sex may share a bedroom as long as each child is provided with his or her own bed or crib.

The licensing representative shall review this requirement with applicants/licensees. The licensing representative shall discuss the need for bedroom space to be available when unrelated children reach the age of 2. Approval for shared sleeping arrangements may be given when the children's safety is assured. Document on the **CFS-590**.

e) Sharing Rooms/Parenting Foster Children and Their Children

The licensing representative shall discuss this exception for parenting foster children with applicants/licensees.

f) Sharing Rooms/Adults

Children may share the bedroom with an adult when the following "emergency conditions" are met:

- the child needs frequent attention due to illness or some other temporary condition;
- the sleeping arrangement will be of limited duration;
- the foster home has available bedroom space for the child once the medical emergency no longer requires the child to share the bedroom with the adult; and
- the child has his or her own bed or crib in the adult's bedroom.

The licensing representative shall verify the reason and the length of time the child will be sharing the bedroom with the adult and the child's comfort level with the arrangement. Document on the **CFS 590**.

g) Sharing Room with Child Who Has Attained Age Eighteen

Approval may be given to allow children who have been sharing a bedroom and have their 18th birthday, to continue to share the same room when the children's safety is assured. Assuring the safety of children includes completing a background check, with fingerprints, on the 18-year-old. If the foster child that is under 18 years of age leaves the foster home, a new child cannot be placed in the same bedroom with the 18-year-old.

The licensing representative shall document on the **CFS 590**.

h) Use of Multi-Purpose Room as Bedroom

Refer to the definition in Section 402.2 for a clear understanding of the type of room that can be converted from a multi-purpose room to a bedroom. The multi-purpose room can be used as a bedroom when the children needing to be placed are siblings as determined by the case manager of the children. The multi-purpose room can be used when a case manager has determined that a child that is not of common parentage should be placed in the foster home based on the best interest of that child. Examples of determining the need for the placement based on the best interest of the child could be, but are not limited to:

- the child and the foster parents are familiar with each other through prior placement or involvement in the community;
- the foster parents have special skills such as medical training that are needed to care for the child to be placed;
- the child is from the same community and school district as the foster parents and other placements are not available in the geographical area; or

- the parent of the child requests that the foster parents be considered as a possible placement for his/her child.

Case managers are responsible for assessing the impact on the family system regarding the loss of the multi-purpose room for family activities. Also, the case manager needs to assess the impact on the foster child who is/will be sleeping in the multi-purpose room. The information from the assessment shall be provided to the licensing staff in writing prior to the approval of the use of the multi-purpose room. The licensing staff will be responsible for discussing with the foster parents the child's right to privacy and appropriate use of the multi-purpose room for any other activities during the time the room is used as a bedroom.

The supervising agency shall document the names and birth dates of the children who are using a multi-purpose room as a bedroom and shall note the other usage of the room. The supervising agency shall generate written approval to the foster parent for the use of the multi-purpose room as a bedroom. A copy shall be maintained in the licensing file. If the foster child leaves the placement, then the approval becomes invalid. Document on the **CFS 590**.

i) Room Size

Measure the room to determine the square footage of the room and then subtract the space for closets, wardrobes, armoires, and the like. Subtract 40 from this figure to determine the space available for the first child in the room. If more than one child is to be in the room divide the remainder by 35 to determine the maximum number of additional children the room can accommodate. Drop all fractions.

Approval may be granted to use a room smaller than the required square footage if it is determined to be in the best interest of the children using the room. When the children leave placement, the approval becomes invalid. Examples of conditions that would allow approval for limited space include, but are not limited to:

- accommodating a sibling group;
- accommodating a parenting foster child;
- for young children who have play areas other than the bedroom available;
- to prevent a disrupted placement based on the change in the foster family structure, i.e., the foster parent gives birth to a baby and the foster child has been in the home for a long period of time and adoption is a consideration; or
- the child’s special needs require he/she to be in close proximity of the foster parents bedroom for supervision purposes. For example, an infant on a monitor is allowed to share a room with another child closer to the foster parents’ bedroom.

Case managers are responsible for assessing the impact on the foster child who is/will be sleeping in a room smaller than the required size. The information from the assessment shall be provided to the licensing staff in writing. A family development or licensing supervisor must approve the use of the room smaller than the required size.

If the supervising agency approves a room smaller than the required size for use as a bedroom, document on the **CFS 590** the names and birth dates of the children for whom the approval was issued and the size of the room. The approval shall be forwarded in a letter to the foster parents indicating the children for whom the approval was given and that the approval is not valid for other children.

j) Ventilation

Where there is no outside window and an auxiliary means of ventilation is used, describe the type of auxiliary ventilation. Auxiliary means of ventilation may be provided through a central air-conditioning/heating system and regular cleaning of convectors as recommended by the manufacturers. The auxiliary ventilation system must pull fresh air from the outside into the room. Circulation fans, fans in doorways, and ceiling fans do not provide adequate ventilation when no outside window is available. Document on the **CFS 590**.

k) Beds and Bedding

On beds requiring springs and mattresses, look for sturdy construction and a good state of repair, e.g. no bumps, spillage, rips, tears, sags, or insect infestations.

On cribs, the licensing representative shall verify conformity with safety standards that minimize strangulation, entrapment, and other risks, including, but not limited to:

- no spaces between side slats larger than 2.375 inches (about the width of a 12-ounce soda can);
- no posts within the child's reach that protrude more than one-sixteenth of an inch;
- no loose-fitting sheets or soft bedding;
- no soft mattresses that can easily be dislodged;
- no more than one-half inch between the mattress and crib frame; and
- no splinters, splits, cracks, sharp edges, or rough surfaces.

The licensing representative shall discuss the position of the American Academy of Pediatrics that back sleeping is the best infant sleep position for protection against Sudden Infant Death Syndrome (SIDS). Remind caregivers to remove pillows, comforters, quilts, and other soft products from the crib.

On other kinds of beds, the licensing representative shall look for sturdy construction and a good state of repair and verify that the child's bed is not substandard compared to the beds of the rest the household.

Describe the condition of beds and whether the bedding is suitable for the season. Document on the **CFS 590**.

l) Change of Bed Linen

The licensing representative shall discuss with the applicants/licensees. Document on the **CFS 590**.

m) Waterproof Mattress Covers

The licensing representative shall discuss with applicants/licensees his/her willingness to purchase waterproof mattress covers, if needed, and that some foster children have enuresis and covering the bed mattress is advisable. Document on the **CFS 590**.

n) Comfortable/Furnished Rooms

The licensing representative shall discuss with the applicants/licensees. Document on the **CFS 590**.

o) Basements and Attics for Sleeping

A basement is a level that has a floor more than four feet below the exterior grade level (outside ground).

An attic is a room or space just below the roof of a house or building that must have a floor, if used as a sleeping room.

Basements and attics may be used for sleeping rooms for children when all of the following children and room requirements are met:

1) Child(ren) sleeping in basements or attics must be:

- mobile;
- capable of self preservation;
- able to follow directions; and
- adept enough to cope in an emergency with minimal assistance.

The age and maturity of the child(ren) must be carefully considered in making these determinations.

2) The licensing representative shall verify, from discussion with the child(ren) for whom the room is intended, that they are capable of handling an emergency evacuation situation. Document on the **CFS 590**.

3) The basement or attic sleeping room must have two exits with one leading directly to the outside with means to reach the ground level without traversing another room in the home, e.g. a basement window or attic window with a fire escape ladder.

If the second exit is an easily accessible outside window, it must have:

- an unobstructed opening;
- a means of opening it from the inside without special tools; and
- an opening large enough to accommodate an adult.

In the case of homes with bars on the windows, check with the fire department to determine if the windows provide an acceptable escape route in the event of an emergency.

The licensing representative shall discuss with the applicants/licensees and note on the license any limitations on the use of basement or attic. Document exits on the **CFS 590**.

4) If a basement or attic is used for sleeping, the supervising agency must give written approval for using the basement or attic and must specify any limitations to this approval in a letter to the foster family home. Such approval shall be given only after consultation with the appropriate safety authorities. Document on the **CFS 590**.

Approvals are valid only for currently placed child(ren) meeting the requirements set forth above. Any new children placed in the home must be evaluated using the above criteria before allowing them to stay in a basement or attic bedroom.

SECTION 402.10 Nutrition and meals

a) Three Balanced Meals

The licensing representative shall verify types of meals served through discussion with the children and applicants/licensees and, if necessary, through observation of meals. Document on the **CFS 590**.

b) Home-Raised Animals for Consumption

The provision of the Meat and Poultry Inspection Act does not require inspection by the Department of Agriculture of home-raised and custom slaughtered animals if they are eaten by members of the household and not sold for food consumption by humans outside the household. Foster children are considered "members of the household" and therefore the above exemption is applicable to foster family homes who may raise and slaughter their own animals. Document the non-applicability of this standard on the **CFS 590**.

The licensing representative shall discuss with the applicant/foster parent that proper food handling and cooking procedures as prescribed by the Department of Public Health need to be followed.

c) Special diets

The licensing representative shall verify that special diets are being observed through discussion with the children and the applicants/licensees. Document on the **CFS 590**.

d) Children's Nutritional Needs and Culture

The licensing representative shall discuss with applicants/licensees. Document on the **CFS 590**.

e) Meals Served

The licensing representative shall verify through discussion with the children and the applicants/licensees and if necessary from observation of meals. Document on the **CFS 590**.

f) Condition of Meals

The licensing representative shall verify through discussion with the children and the applicants/licensees and if necessary from observation of meals. Document on the **CFS 590**.

g) No Force Feeding

The licensing representative shall verify that there is no force feeding of the children through discussion with the children and the applicants/licensees and if necessary from observation of meals. Document on the **CFS 590**.

h) Children Assisting in Meal Preparation

If children assist in meal preparation, the licensing representative shall verify whether adult supervision is provided and document on the **CFS 590**.

SECTION 402.11 Business and Employment of Foster Parents

a) Commercial Rooming/Boarding House

The operation of a commercial rooming or boarding house on the premises is not permitted. If another individual moves into the licensed residence, regardless of whether the individual is paying for the living arrangement, the supervising agency shall be notified and the individual is subject to background checks and a determination by the supervising agency about the appropriateness of the living arrangement. Document on the **CFS 590**.

b) Business on the Premise

The licensing representative shall verify the type of business, if any, operating on the premises; how child care is provided while the business is being conducted; by whom it is conducted; written approval of the supervising agency; and conditions for the approval. The licensing representative shall ensure that the foster parents complete the **CFS 452-4, Business or Employment Related Child Supervision Plan**, and document on the **CFS 590.**

c) Employed Foster Parents

When both spouses or a single foster parent are employed outside the foster family home, the licensing representative shall verify that a child care plan has been documented on the **CFS 452-4, Business Or Employment Related Child Supervision Plan** and a copy given to the foster parent/applicant.

SECTION 402.12 Qualifications of Foster Parents

a) Marital Status

For the purpose of implementing Rule 402.12(a) and in order to clarify the single, married or separated status of applicants for foster family home license the following shall apply:

Who is a Single Applicant?

An applicant for a foster family home license is single when:

1) He/she has never been married.

2) He/she has been legally divorced and not remarried and presents court verification of his/her divorce.

3) He/she has been widowed and not remarried and presents verification of the spouse's death.

All applicants in the above categories are defined as single.

Who is a Married Applicant?

A married applicant is:

1) A man and woman living together as husband and wife whose marriage has not been dissolved through death, divorce, or other legal process and who presents verification of a valid marriage, solemnized and registered as provided in the Illinois Marriage and Dissolution of Marriage Act. (Common law marriages are not valid according to Illinois laws.)

2) A man and a woman with a valid marriage license with no intent to divorce but are temporarily separated due to the occupation of the spouse.

Both adult married applicants must meet the requirements in subsections 402.12(e), (k), and (l). These requirements are not waived regardless of the separated spouse's occupation.

Who is a Separated Applicant?

A separated applicant is:

1) A person who lives apart from the spouse to whom he/she is legally married, and has no intention of living together with the spouse.

2) The spouse who has been legally separated and has not reconciled with the separated spouse.

3) The spouse of an MIA (Missing in Action) who cannot or does not want to pursue legal separation or divorce because of uncertainty regarding the fate (pending or undetermined status) of the missing spouse.

Separated applicants may be considered for a foster home license provided:

1) They are in reasonable compliance with the licensing standards for foster family homes; and

2) They have been legally separated and present court evidence of their separation, or

3) They have been physically separated for at least one year and can prove their separation through:

- written separation agreement(s); or

- verification of addresses of both parties; or

- statements from three persons (ministers, neighbors, relatives) verifying the separation; or

- rent receipts, utility bills, tax return status/receipts, bank accounts, or other proof of the separation and separate residences of both parties; or

- school verification relative to parental responsibility for the couple's children, if any, and the address(es) of the responsible parent(s); or

- counseling receipts or other documentation verifying the separation; or

- separated applicants who are spouses of MIA's need only to present state department/military documentation relative to their MIA spouse; or

- separated applicants who have been jointly licensed with their separated spouse and who have demonstrated consistent compliance with licensing standards and ability to provide adequate care, may be considered for relicense earlier than one year following their separation (legal or physical) provided they demonstrate that they can continue meeting licensing requirements/standards and can continue to provide adequate care.

Document the licensee's martial status on the **CFS 590**.

When Applications From Separated Applicants May Be Denied

Initial applications for foster family home license and applications for renewal of license which are submitted by separated applicants shall be completed and evaluated according to Procedures 402.4 and 402.5. To be considered a single applicant, the separated applicant shall submit a signed and dated statement from the separated spouse indicating that he or she is no longer residing at that residence and does not want to be included in the application for license.

If the separated spouse cannot be located to attest to the separation, the separated applicant shall sign a statement verifying the inability to locate the separated spouse to secure a signed statement. The licensing representative shall verify the separation by checking the telephone directory and directory assistance, asking the landlord of the applicant whether the spouse is absent, contacting the local post office and utility companies to ascertain the whereabouts of the separated spouse.

In evaluating applications of separated applicants, particularly those who are not legally separated, consider the stability and safety of the home. If foster children may be at risk because of family violence, the pressures of overnight visitors, such as separated spouses, or if the home is determined unsuitable because of the disruptive relationship between the separated spouses, the application shall be denied. Document on the **CFS 590**.

The separated applicant shall be informed of the denial by correspondence.

b) Unrelated Persons

Explain to applicants/licensees that anyone living in the house is subject to the background checks and other requirements. When determining the appropriateness of an individual living in the home, the supervising agency should generally make no discrimination on the basis of race, sex, sexual orientation, creed, religion, color, marital or parental status, age, national origin, political affiliation and/or beliefs, handicap, military history, or any other immaterial factors. If unrelated persons are in the home, the licensing representative shall verify written approval of the supervising agency and document on the **CFS 590**.

c) Age and Maturity

If an applicant is thought to be under 21, the licensing representative shall verify the correct age by seeing the applicant's birth certificate, drivers license, passport, or other official documentation of their date of birth.

The licensing representative shall assess the responsibility, stability and maturity of foster parents through a review of character references and the foster parents' social history, personal and group interviews with the applicants/licensees, experiences with children and the way they deal with their day-to-day life and problems, and how they handle their own children, if any. Document on the **CFS 590**.

d) Capability to Provide Care

This subsection deals with the need to adequately assess the capabilities of the foster family. The assessment will result in a determination by the licensing staff of the age, number of children permitted and characteristics of children to be placed. For purposes of this subsection, "caregiver" means the foster parents or foster parent applicants. Complete the **CFS 604-1, Foster Home Utilization Assessment**, using the following to assist in assessing the capabilities of the foster family follows.

1) The evaluation of the caregivers' health, strength and mobility

- Health – the caregiver shall comply with the medical exam requirements of Section 402.14 and provide the licensing staff with a **CFS 604**, **Medical Evaluation of an Adult in a Foster or Adoptive Home**, indicating that the caregivers are free of communicable diseases and are physically capable of parenting a child(ren). The **CFS 604** must be signed by a

licensed physician, an advance practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advance practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by the supervising physician.

- Strength – the **CFS-604** may have limitations specified as to the amount of weight that the potential caregiver can lift if there are back problems, etc. The licensing representative shall assess the level of strength needed to care for the age range and characteristics of the children the caregiver will be serving in their home. For example:

  Will the caregiver be providing care for infants? If so is the caregiver capable of lifting an infant or toddler? This can be determined through observation and interviewing. Is the caregiver currently caring for younger children? Can the caregiver give examples of younger children for whom they have been responsible? Are there limitations on that care? The caregiver should be capable of lifting 20 to 30 pounds using proper body mechanics or assisting devices.

  Will the caregiver be providing care for a special needs child that needs to be lifted in and out of bed, bathtub, and so forth? If so, can the caregiver accomplish this alone? What assistance is needed to accomplish this for an older child? Is the caregiver willing and capable of arranging for that assistance?

- Mobility – the medical form from the doctor may have limitations specified. Can the caregiver with those limitations adequately care for a child? The licensing person may observe limitations. Does the caregiver need devices to assist in their own personal mobility? If so, will the use of the device also allow for the need to assist a child in movement and to keep up with the child's own movement? Will the limitations of the caregiver potentially put an at-risk child in a dangerous situation? For example, can the caregiver safely evacuate in case of fire? If not, are other caregivers available in the home to assist. Do the evacuation plans accommodate for the mobility limitations?

  The caregiver should be able to walk/maneuver, with or without an aid, a minimum distance of 50 feet without showing signs/symptoms of shortness of breath or rapid breathing.

  The caregiver should be able to demonstrate flexibility to bend, stoop, and reach or use a device to aid in these activities.

- Chronic Illness or other serious medical concern – If a licensing representative becomes aware that a foster caregiver's chronic illness or other serious medical concern that could affect caregiving has worsened; he or she should obtain a signed consent from the foster caregiver to consult directly with the treating physician to determine the foster caregiver's ability to continue providing foster care. The consent should be limited to issues relevant to caregiving. Licensing representatives should consult with their supervisors to decide when to discuss a foster caregiver's chronic illness directly with a treating physician. If the foster caregiver refuses to sign a consent, the licensing representative should consult with his or her supervisor to determine whether to initiate a licensing complaint addressing the foster caregiver's lack of cooperation and the supervising agency's compromised position in ascertaining whether the foster caregiver's medical condition limits caregiving capability.

2) Number and ages of children

The selection of the number, age and functioning level of foster children that the foster parent intends to care for should be a mutual agreement between the foster parent and supervising agency within the parameters of **Section 402.15, Number and Ages of Children Served**. This agreement comes by discussing with the foster parent the number of children that can safely be provided care, taking the current children and adults in the home into consideration.

The foster parent must be made aware that the Department rule for capacity based on age range and special needs was determined not only for the best interest of the children under their care, but also for the foster parent's best interest. The Council on Accreditation of Services for Children and Families and the Office of Inspector General gave input into the rules that govern capacity based on a great deal of knowledge gathered from Illinois and other states.

Use Section 402.15 to chart and determine the final capacity based on the following:

- The number of children under the age of 18 the foster parents are currently providing care on a full time basis. This means all children in the care of the applicant/licensee, including the foster parents' biological and adopted children, current foster children, children for whom the foster parents are legal or subsidized guardians, and any other related or unrelated children.

  Questions to ask:

  - What are the ages of the children?
  - Do any of the children have special needs that take additional caregiver time to meet? (If necessary, use Appendix C in Rule 402 to determine capacity.)

- The licensing representative shall determine the number of children under the age of 18 the foster parents are currently providing day care.

  Questions to ask:

  - What are the ages of the children?
  - Do any of the children have special needs that take additional caregiver time to meet? (If necessary, use Appendix B in Rule 402 to determine capacity.)

- The licensing representative shall determine the number of adults over the age of 18 who are functioning under the age of 18. Elderly adults or special needs adults can occupy a large amount of time and care from a caregiver. The supervising agency and the foster family may agree that the capacity of their home should be limited based on the needs of the adults requiring special care. It may be determined that the adults are limited in their care needs because they are out of the home a great deal of time. Establish the amount of time needed for the adult from the foster parent(s) and determine the capacity based on the ability of the foster parent to meet those needs. When in doubt about the extent of an applicant's apparent reduced capacity, the licensing representative may request a clinical consultation to assist in making this determination.

3) The characteristics, limitations and responsibilities of the caregiver

The characteristics, limitations and responsibilities of the caregiver are established collectively through the preceding questions, the **CFS-590**, the references, the medical forms, the training homework, the background check and interviewing the family and family members both together and individually. Determine that all members of the household are free from substance abuse collectively through the use of the references, background checks, medical forms, and observation and interviews.

- Licensing standards, per se, do not prohibit the use of alcohol. The type and frequency of use, storage, and other such factors, may be of casework concern based on the characteristics of specific children, but they are not a bar to licensing.

  Questions to ask:

  - What are your current beliefs and attitudes about using alcohol? Drugs?
  - Have you or anyone in your household ever had a problem as a result of using alcohol or drugs? Please explain.
  - Has any adult or child in the household been treated for substance abuse? What were the results of the treatment?

- Is there any family history of substance abuse on either side of the family?

Observations to consider:

- Alcohol abundantly available in the home, empty beer or liquor bottles or cans about the house or large amounts of liquor containers observable in garbage.
- Drug paraphernalia or smell of drugs is apparent in the home.
- Physical characteristics in adults or children in home such as the smell of alcohol, signs of I.V. drug use, e.g. "track marks", staggering, and so forth.

When in doubt, the licensing staff can talk with the physician about the possibility of substance abuse or ask for additional references. Ask for a release to talk to the children's school or day care or other community people.

4) Supervision of the children in the home now

Supervision of the children currently cared for in the home can be assessed through observation, interviews with the current children in the home, and references.

5) Availability of child care assistants

Determine the number of foster parents in the home and the availability and qualifications of any child care assistants in the home through discussions and observations.

e) Background Checks

Criminal history background checks shall be completed on all adult members of the household and child abuse/neglect history checks shall be completed on all members of the household age 13 and over as required by 89 Ill. Adm. Code 385. All household members 13 and over must complete and sign authorizations (**CFS 718**) for a background check.

f) The licensing representative shall discuss with foster parents their ability to accept agency supervision, including but not limited to, their participating as a professional team member in service planning and allowing access to the child in the home by the agency licensing and casework staff.

g) Ability to Supervise Children

The licensing representative shall verify ability to adequately supervise children through observation, through direct interviews with the applicant(s)/licensee(s) and through interviews with persons placing and supervising children in the home. Document on the **CFS 590**.

h) Character References

The licensing representative shall obtain character references from persons unrelated to the applicant(s) at the initial licensing study and optionally for relicensing studies. Character references shall include persons who have known the foster parents for at least three years.

The licensing representative shall request that foster family home applicants who have been residents of Illinois for less then five years provide five unrelated references with at least two of these references from a previous residence state.

The licensing representative should contact character references by letter, using the **CFS 599-2, Reference On Behalf Of Foster Family Home Applicant(s)**; however, the representative may complete the **CFS 599-2** by contacting character references by other means, such as telephone, e-mail, or personal interview, and may include persons in addition to those identified by the applicant(s). Character reference entries shall be signed and dated. All character references, positive and negative, must be included in the assessment of the applicant's moral character.

Document on the **CFS 590**.

i) Respect/Support Child's Family

Foster parents are to support the children's relationship with their biological family by supporting visitation between foster children and family members, allowing letters and telephone contact between foster children and family members and by speaking positively about the child's family. The licensing representative shall discuss with applicants/licensees and document on the **CFS 590**.

j) Sufficient Financial Resources

Limited financial resources of foster family home license applicants do not disqualify them for a license insofar as they can provide the necessities for their family, which include food, clothing, shelter, and basic health care. The family's financial resources shall be ascertained by discussing their income and assets, the stability of the income, the cost of their necessities, and ability to manage. Applicants shall attest to their financial solvency on the **CFS 452-A** and the licensing representative should remind them not include board payments as part of their income. Document on the **CFS 590**.

k) Foster PRIDE Training

For initial licensure, all foster parents must participate in pre-licensure Foster PRIDE/Adopt PRIDE training or a pre-licensure foster parent training curriculum approved by the Division of Training and Development Services. The licensing representative shall discuss this training requirement with foster parents and document on the **CFS 590**.

l) Pre-placement Training

To accept unrelated foster children, licensed foster parents must complete pre-placement foster parent training approved by the Department. The licensing representative shall discuss this training requirement with foster parents and document on the **CFS 590**.

m) Sixteen Clock Hour Training

Licensed foster parents must complete 16 clock hours of approved training during the period between each licensure renewal. Acceptable training includes: foster parent conferences sponsored by the Department; other conferences approved by the Department; training provided by a licensed child welfare agency whose foster care program is COA accredited; materials borrowed from the Department's Foster/Adoptive Parent Lending Libraries; training toward first-aid, Heimlich maneuver, and/or cardiopulmonary resuscitation (CPR) certification; or other training approved in writing by the Department's Division of Training and Development Services. The licensing representative shall discuss this training requirement with foster parents and document on the **CFS 590**.

n) Expanded Capacity

A request for an expanded capacity foster home license must be completed on form **CFS 591**. An **ILS** must accompany the completion of this form with an amended capacity.

The request must be submitted to DCFS, Central Office of Licensing.

Foster homes caring for one or more children who require specialized care as defined in 402.2, do not qualify for an expanded capacity license.

o) Compliance

The statement describing how the foster family home complies or does not comply with licensing standards, any corrective action plans, and follow-up correspondence shall be put in an appropriate section of the licensing file.

Document compliance on the **CFS 597C**, unless the file contains a **CFS 597C** less than 30 calendar days old that already documents compliance.

SECTION 402.13 Background Inquiry

a) The licensing representative shall verify compliance with Rules and Procedures 385, Background Checks, of foster family home applicants.

b) All members of the foster family who transport foster children must submit to verification of their driver's license, automobile liability insurance, and driving records.

The licensing representative shall ensure that the **CFS 718, Authorization for Background Check** is completed on the following occasions and is sent to COoL and place the completed **CFS 688, Authorization Certification of Valid Automobile Insurance** in the foster family's licensing file.

- At initial application time;
- At renewal application time; and
- When a new member of the foster family home is added to the list of persons driving foster children.

When an applicant or member of the household states on the **CFS 718** that they will be transporting foster children, COoL will check the individual's driving record with the Secretary of State and will enter the results on the Department's **BC** system database, which will print out on the ILS as a valid, invalid, or restricted driver's license. The **CFS 688** placed in the file will verify automobile insurance liability. Document driver's license expiration dates on the **CFS 590**.

When an applicant or member of the household states on the **CFS 718** that they will not be transporting foster children, "N/A" will print out on the ILS.

Assessment of Suitability to Transport

The licensing representative shall inform the foster parent/licensees that a driver in the household cannot transport foster children when:

- The ILS shows an invalid or restricted driver's license;
- There is no **CFS 688** on file to verify automobile insurance liability; or
- The Illinois State Police's criminal background check shows convictions that put children at risk, including but not limited to, driving under the influence of alcohol (DUI).

In addition, the licensing representative shall ask all drivers transporting foster children to answer the following questions and document their responses to these questions in the **CFS 590**.

- Has your driver's license been revoked or suspended within the past three years for driving under the influence, manslaughter, or reckless homicide?
- Have you caused an accident that resulted in the death of any person within the past five years?

If the answer to either of these questions is "yes" or if the driver volunteers information about other violations on his or her driving record that indicate that he or she may put children at risk, the licensing representative shall discuss with the licensing supervisor to

determine if the violation precludes that driver from transporting children. The licensing representative shall discuss any driving violations and/or restrictions for transporting children with the foster parent/licensees and the driver in question. The licensing representative shall explain to prospective or current foster parents that any restrictions discussed primarily affect their suitability to transport foster children in their private vehicles. The Department may still issue or renew a family foster home license when the foster parents or any other member of the house has an invalid or restricted driver's license, but that person may not transport foster children in their own private vehicles until their driver's license is valid and unrestricted. The licensing representative shall document the discussion on the **CFS 590**.

Monitoring

The licensing representative shall check the most recent **CFS 590** before annual monitoring visits and, if the expiration date on the driver's license of any household member has passed, ask the foster parent if the license has been renewed. If the license in question is expired, the licensing representative shall remind the foster parent that the driver in question cannot transport foster children until the driver's license is renewed. The licensing representative shall document any expired driver's licenses on the **CFS 597-FFH** or the **CFS-597-C, Licensing Monitoring Record**.

During renewal visits, the licensing representative shall check the licensing file for ~~a~~ copies of signed **CFS 688**s for all household members transporting children. Document that signed copies of the **CFS 688** are in the file on the **CFS 590**.

= = c)

SECTION 402.14 Health of Foster Family

a) Communicable Diseases/Conditions

The licensing representative shall discuss this requirement with the applicants and verify through medical records that the applicant(s) and each member of their household have had a medical examination which indicates that they are free of communicable diseases, or physical and mental conditions that may affect their ability to care for children. Document on the **CFS 590**.

b) Medical Examinations

Medical examinations are required of all foster family home applicants and members of their household for initial license. The results of the medical examinations shall be recorded on form **CFS 600, Certificate of Child Health Examination**, **CFS 601, Certificate of Infant and Toddler Health Examination**, or for school age children on school medical forms, a copy of which shall be included in the licensing record, and form **CFS 604, Medical Evaluation of an Adult in a Foster or Adoptive Home**. All medical examinations of applicants, licensees and all other adult members (18 years of age and older) of the household in foster and adoptive homes are to be done in accordance with the requirements detailed on the **CFS 604, Medical Evaluation of an Adult in a Foster**

or Adoptive Home. This form is now part of the application and the renewal packets for foster and adoptive homes. Re-examinations must be done every four years. **However, annual re-examinations are required when a previous examination identified any conditions that are progressive in nature or any abnormal physical findings that would affect caring for a child.**

T.B. tests are required at initial licensure only; they do not have to be updated for renewal.

The licensing representative shall review medical examination records for all members of the household. Document compliance on the **CFS 590**.

c) Mental/Emotional Health of Applicants/Licensees

The licensing representative shall discuss with applicants/licensees whether there has been a history of mental illness or emotional disorders in the foster family and whether any member of the household is currently receiving mental health services. Document on the **CFS 590**.

d) Re-Examinations

Medical re-examinations of foster family home applicants and members of their household are required at least every four years from the date of the previous medical examination. At the time of the relicensing study, the licensing representative shall review medical examination/re-examination reports to verify the home continues to be in compliance with this section of the rules. Document on the **CFS 590**.

SECTION 402.15 Number and Ages of Children Served

a) Number of Children in a Foster Family Home

The licensing representative shall verify through discussion with the applicant(s)/licensee(s), and a check of database resources available to the Department, the number of children under the age of 18 in the home including the foster family's own children. Based on the ages of children in the home, the ability of applicants to provide care, and the space available, determine that the license capacity for a foster home is six children, unless all of the foster children are of common parentage (see definition) or a waiver of the maximum has been granted. Document on the **CFS 590**.

Although the maximum license capacity is <u>six</u> children (with the exceptions noted above), a lower capacity may be established for the foster home depending upon the number and configuration of bedrooms, the ages and special needs of the foster parents' biological or adopted children, the ages of children the foster parents seek to foster, the foster parents' employment schedule, and the age limitations.

Establish a license capacity that allows appropriate care for the special needs of children who may have physical or mental disabilities.

b) Ages of Children in Foster Care

The licensing representative shall verify that the number and ages of children receiving full-time care in the foster home do not exceed four under 6 years of age and two under 2 years of age unless there is a child care assistant to help provide care to the children, all of the children are of common parentage, or the DCFS Director has granted a waiver of the age requirements to facilitate an adoption. The licensing representative shall discuss the age requirements with applicants/ licensees. If child care assistants are used to support parent(s), the licensing representative shall verify the number of child care assistants and their name(s), age(s), hours of employment, and health clearances. Document on the **CFS-590**.

c) Expanded Capacity Provisions for Foster Family Care

An expanded capacity license must be issued before additional children may be placed in the home. Foster homes caring for one or more children requiring specialized care do not qualify for an expanded capacity license.

The expanded capacity license is valid only for the child(ren) for whom it was issued. When these children are no longer in placement in the foster home, then the license capacity is reduced to its previous capacity.

Each **CFS 591, Request for Expanded Capacity Foster Home License** form must include an Individual License Summary (**ILS**) amending the capacity and be submitted to DCFS, Central Office of Licensing, 406 East Monroe Street, Station #60, Springfield, IL 62701. Requests without the attached **ILS** and all required documentation will not be processed.

= = d) Foster Care Placement Made Before January 1, 1998

e) Adoptive Placements

1) If the foster parents are seeking a waiver to enable the adoption of a child beyond the maximum capacity of eight to effect an adoptive placement:

A) The licensing representative shall verify that a licensed child welfare agency or the Department plans to place an additional child in the home for the purpose of adoption. Document on the **CFS 590**.

B) The licensing representative shall review the child's case record or discuss with the child's caseworker whether this family is the most appropriate choice to meet the permanency needs of the child. Document on the **CFS 590**.

C) The licensing representative shall review the foster home's compliance with licensing standards and evaluate the ability of the foster parent(s) to accommodate an additional child.

Specific areas to review are:

- the home's physical ability to serve additional children;
- the emotional stability and capability of the foster family to accept an additional child(ren); and
- the foster family's capability to continue meeting licensing standards once additional child(ren) is/are placed in the home.

D) If the foster family is able to care for an additional child and the adoption worker is recommending an adoptive placement in this home, request for waiver of the maximum capacity of the foster family home on a **CFS 402-1, Waiver of Licensing Standards for Foster Family Homes**, in accordance with the guidelines in 402.29. Document the date the waiver was requested on the **CFS 590**.

= = 2) Ages of Children

f) Independent Foster Homes

The licensing representative shall discuss with applicants/licensees to ascertain they understand requirements. Document on the **CFS 590**.

SECTION 402.16 Meeting Basic Needs of Children

a) Equitable Treatment

"Equitably" means justly, fairly, impartially. It should not be construed to mean equally. The licensing representative shall discuss with applicants/licensee. Document on the **CFS 590**.

b) Supervision/Protection of Children

The licensing representative shall discuss this requirement with applicants/licensees. When necessary, interview children about the care and supervision they receive. The licensing representative shall discuss factors for deciding if children are capable of being left without direct adult supervision, including, but not limited to, such elements as age, environment, time of day, maturity, and other psycho-social issues. When a babysitter is needed for a few hours to care for a foster child, the foster parent may select the babysitter. A SACWIS check for child abuse and/or neglect check is not necessary, but the foster parent or relative caregiver shall use good judgment in selecting an individual that is an adequate caregiver, taking into consideration the ages and number of children to be supervised, the length of time care is expected, and any special needs of the children.

The foster parent or relative caregiver shall leave an emergency telephone or pager number where he or she may be reached. Whenever possible, a responsible adult who can be physically on site within 10 minutes should be identified that the babysitter can call upon. [See Policy Interpretation 99.22 for further discussion.] The licensing representative shall review written plans for supervision while foster parents are working, when applicable. The licensing representative shall discuss foster parents' role as mandated reporters under the Abused and Neglected Child Reporting Act. Document on the **CFS 590**.

c) Expanding Learning Possibilities

The licensing representative shall discuss with the foster parents the need to facilitate the child's engagement in interest exploration in a variety of ways that will familiarize the child with the arts, sciences, humanities, and athletics. This may include, but is not limited to, visits to museums, libraries, botanic gardens, concert and theatre performances, local and regional travel, including commercial and recreational areas, and regularly reading books of fiction and non-fiction to the child, as well as providing the child with such books for his or her own reading.

Foster parents should support the child's pursuit of his or her area(s) of interest through class study and additional opportunities. The child shall be given the opportunity to enroll in any available class that provides progressive, challenging and stimulating study of his or her interest area(s). In addition to promoting regular attendance in such classes, foster parents should provide emotional and material support to facilitate the child's ongoing involvement in interest exploration and development in any way possible. Foster parents should attempt to instill an expectation of success in the foster child's pursuit of these endeavors.

In regions where the Department's Statewide Opportunities for Arts and Recreation (S.O.A.R.) program, formerly Pathways to Development, is available, foster parents shall encourage the foster child's enrollment in this program, which provides not only classes but also additional opportunities for interest exploration and development.

If necessary, the licensing representative shall interview children to assure they are given the opportunity to develop and expand their learning possibilities.

d) Opportunity for Social Relationships

The licensing representative shall discuss family rules and their ability to accommodate transportation and other needs with applicants/licensees. If necessary, the licensing representative shall interview children to assure they are given the opportunity to develop social relationships as required. Document on the **CFS 590**.

e) Overnight Visits

Overnight means the child is spending the night in someone else's home, another licensed child care facility, or another location previously approved by the supervising agency. Foster children are part of the foster family and must be treated equitably with other children in the home. Foster parents should exercise the same amount of care to decide if a foster child can visit a friend or relative overnight as they do or would do with other children in the home.

The decision to allow an overnight visit is specific to each situation and depends on the age, maturity, and behaviors of the foster child as well as the foster parent's knowledge of the home the child will be visiting. If the foster parents do not know the family the foster child will be visiting, they should get as much information as possible from neighbors, school personnel, and others to determine the appropriateness of allowing an overnight visit. If in doubt, the foster parent should consult the child's caseworker to help with the decision.

The intent here is to protect the foster children from abuse, neglect, exploitation, or other harm while they are visiting friends or relatives overnight. While it is especially important for foster parents to be vigilant due to the greater risks involved with overnight visits, the foster parent is also required to provide the foster child with an opportunity to develop social relationships. Overly intrusive gestures, such as requesting that relatives and friends submit to background checks before a child can spend the night, present obstacles to developing "normal" social relationships. Most parents would never think of asking relatives and friends of their biological children to submit to background checks.

While due care must be exercised before giving permission for the foster child to visit overnight with friends or relatives of the child or foster parent, background checks of all the adults in the home to be visited are not required.

The licensing representative shall discuss overnight visits with foster family and document the discussion on the **CFS 590**.

[See Policy Interpretation 2001.12 for detailed discussion.]

Extended Trips and Out-of-State Travel

Extended trip means a trip of duration longer than 72 hours made at the discretion of the supervising agency, during which the child(ren) will be under the care and supervision of the foster parent(s), staff of the supervising agency or other person(s) approved by the supervising agency. Out-of-state travel means travel outside the boundaries of the State of Illinois for any period of time.

For extended trips or out-of-state travel, form **CFS 432, Guardian's Consent for Out-of-State Travel or Extended Trips**, shall be completed and entered in the child's case record with copy maintained by the foster family.

f) Personal Allowances/Working Foster Children

The licensing representative shall verify children receive personal allowances. The licensing representative shall review breakout of board payment so that the foster parent is aware that personal allowance is distinct from clothing and other allowances. If children are allowed to work, the licensing representative shall verify that the foster family home maintains form **CFS 588, Consent to Work**. See **Appendix B, Foster Youth Babysitting**, for further discussion. The licensing representative shall discuss the foster parent's role in assisting children with money management. Document on the **CFS 590**.

g) Personal Belongings/Assistance to Handle Money

The licensing representative shall assure that the child's personal belongings acquired by or given to the child during placement such as; clothing, books and school items, medications, Medicaid Card, toys, gifts, private collections, lifebook materials and photographs, child's private savings, allowances and other personal items, follow the child's placement and are returned to the child when the child changes placement or leaves DCFS care. Foster parents are required to send all of the child's belongings with the child to the next placement.

In cases where the foster parent or facility refuses to return personal items or funds claimed by the child, the caseworker shall exhaust all efforts, including mediation by the supervisor. If no agreement is reached, a list of the child's personal belongings should be developed prior to contacting the Advocacy Office for Children and Families. The Advocacy Office may take further actions in retrieving the child's personal belongings

The licensing representative shall discuss with applicants/licensees. If necessary, the licensing representative shall interview children to assure that they are aware of their personal property rights and are assisted in the handling of their spending money. Document on the **CFS 590**.

h) Hazardous Tasks/Household Duties

A hazardous task is any task or act that has a strong potential to produce physical or emotional harm to the child. The licensing representative shall verify compliance through discussion with applicant(s)/licensee(s), interviews with children, when necessary, and observation in the home. Document on the **CFS 590**.

i) Notification to Supervising Agency

The licensing representative shall discuss with applicants/licensees to make certain that they understand and observe this requirement and discuss with them the need for immediate notification to on-call staff when an emergency occurs after normal working hours and ascertain that they understand how this is accomplished. Document on the **CFS 590**.

SECTION 402.17 Health Care of Children

This section of the rules refers to the health care of foster children. The licensing representative shall verify compliance through review of dental and medical examination reports of the foster children in care, and discussion with foster parent(s), the supervising agency and others involved with the health care of the children that they have documentation of the following where applicable:

a) Annual Check-Ups

The licensing representative shall discuss with foster parents the requirement that each foster child must have a medical and dental check-up once a year or upon medical or dental recommendation. Document on the **CFS 590**.

b) Sickness or Accident

The licensing representative shall discuss with foster parents the need for immediate medical care in the event of an illness or accident. Document on the **CFS 590**.

c) Immunizations and Tests

The licensing representative shall discuss with foster parents the need for immunizations and tests and the religious and medical exemptions to this subsection. Document on the **CFS 590**.

d) Keeping Supervising Agency Informed

The licensing representative shall discuss with the foster parents to ascertain that they understand this subsection and know the contact person within the agency. Document on the **CFS 590**.

e) Prescription Drugs/Medicines

Prescription drugs and/or medicines are given to the foster child(ren) only according to a physician's prescription or authorization. The licensing representative shall review the medical log and document on the **CFS 590**.

f) Inform Substitute Caretaker Re: Medical Requirements

The licensing representative shall discuss with the foster parents to ascertain that they understand this subsection. Document on the **CFS 590**.

g) Contagious Diseases

The licensing representative shall discuss the need for observing Universal Precautions and temporarily isolating any child who has, or is suspected of having, a serious contagious disease from other children until:

- it is medically determined that the illness is not a contagious disease;
- it is medically determined that the illness is a contagious disease that is no longer contagious; or
- the supervising agency, after consultation with a licensed physician, has approved a plan for appropriate care and protection of other household members.

Document discussion on the **CFS 590**.

SECTION 402.18 Religion

a) Protection of Children's Religious Beliefs/Rights

The licensing representative shall discuss with applicants/licensees. If necessary, the licensing representative shall interview children to assure that their religious rights are respected. Document on the **CFS 590**.

b) Consent to Religious Instruction

The foster family home shall make religious instruction available to all children in its care in the faith of the children's choice or that of their parent(s) or guardian. The licensing representative shall verify that copy of **CFS 589, Consent to Religious Instruction and Church Attendance** or a similar form created by the supervising agency regarding consent to religious instruction and church attendance is maintained by the foster family. Document on the **CFS 590**.

c) Attendance of Religious Services

The licensing representative shall discuss with applicants/licenses their role in ensuring that children have access to services of their faith. The licensing representative shall interview children, if necessary, to assure that they are not prevented from attending religious services of their choice or in accordance with their parents' consent specified on the **CFS 589** form. Document on the **CFS 590**.

SECTION 402.19 Recreation and Leisure Time

The licensing representative shall discuss family rules and their ability to accommodate transportation and other needs with applicants/licensees. The licensing representative shall verify through interviews with children, if necessary. Document on the **CFS 590**.

SECTION 402.20 Education

a) Educational Plan

The licensing representative shall verify that there is an educational plan for the child(ren) and that the applicant(s)/licensee(s) are supporting this plan. Document on the **CFS 590**.

b) Extra Curricular Activities

The licensing representative shall verify compliance with this rule through discussion with applicant(s) /licensee(s) and, when necessary, interviews with the children. Document the **CFS 590**.

c) Appropriate Grade Placement/Educational Evaluation of Children

The licensing representative shall verify through discussion with applicant(s)/licensee(s) and, when necessary, the children and the school. Document on the **CFS 590**.

d) School Supplies/Materials and Equipment

The licensing representative shall verify through discussion with applicant(s)/licensee(s) and, when necessary, the children and the school. Document on the **CFS 590**.

SECTION 402.21 Discipline of Children

A goal of family foster care is to give children a safe, nurturing environment where they can experience physical and emotional growth, and feeling of security and positive self-esteem. Physical punishment is an unacceptable tool for providing these conditions.

a) The licensing representative shall review with the applicants the capacity and age range of the current foster family home license. The licensing representative shall discuss with the foster parents their current discipline practices regarding the license age range. Foster parents should be able to articulate developmentally appropriate, non-physical disciplinary techniques that they use to meet the goals of effective discipline. The licensing representative shall discuss family rules and expectations for the age range cited on the license and document this discussion on the **CFS 590**.

b) Children placed with foster families may have experienced no discipline at all; harsh punishment; or a variety of caregivers with different approaches to discipline.

The licensing representative shall review this section and the discipline plan with the foster parent. Foster parent shall identify the family disciplinarian(s). The foster parents will identify who, other than themselves, has been given the authority to discipline the foster children. Document on the **CFS 590** this discussion and the identified individuals.

c) Corporal punishment, which means any type of physical punishment, discipline, or retaliation inflicted upon any part of the body of the child, is clearly prohibited. This includes slapping, hitting, punching, spanking, shoving, pinching, or any type of action geared toward inflicting pain or body discomfort upon a child. Corporal punishment also includes smacking a child's hands, shaking a child, or placing a noxious substance, including but not limited to Tabasco sauce, soap, or pepper, in a child's mouth. Corporal punishment may involve the use of an instrument such as a paddle, belt, or switch or using ones hands. Any form of public or private humiliation, including, but not limited to, verbal abuse, threats, or derogatory remarks about a child or a child's family is also prohibited.

The licensing representative shall review this section and the discipline plan with the foster parent, ensuring that all applicants complete the **CFS 452-3, Acknowledgement Of Understanding Concerning Prohibition Of Corporal Punishmen**t.

Document on the **CFS 590**.

d) Foster parents shall not punish a foster child by withholding a meal or part of a meal.

The licensing representative shall discuss and review this with the foster parents. Reference Section **402.10, Nutrition and Meals**, if necessary. The licensing representative shall document discussion of this section on the **CFS 590**.

e) The licensing representative shall review with foster parent the current visitation plan(s) for the foster child(ren) and review and discuss this section with the foster parents and, if necessary, the child(ren)'s caseworker to ascertain the foster parent's cooperation with the visitation plan,. Document on the **CFS 590**.

f) Foster parents shall not punish a foster child by withholding clothing or sleep.

The licensing representative shall discuss and review this with the foster parents. Reference to subsections 402.8(j) and 402.16(a), if necessary. Interview the foster children, if necessary. Document on the **CFS 590**.

g) The licensing representative shall review with the foster parents 'time out' discipline procedures (when it is used; and how long a child is in time out; age of the child.) Isolated 'time out' is never appropriate for children under the age of 2. The licensing representative shall discuss and document foster parent's comments and 'time out' procedures on the **CFS 590**.

h) The licensing representative shall discuss with the foster parent that temporary restraint means holding the child on the foster parent's lap or sitting beside the foster child with the foster parent's arm around the child's shoulder, or holding the child's hands. Foster parents may not use restraint holds such as basket holds, holding a child against a wall or floor, or any other restraint that carries similar risk. Any type of restraint must be age appropriate. Touching a child may escalate the undesired behavior; and may not be appropriate for early adolescents and teenagers.

The intent of this subsection is that a **person** can hold a child to prevent the child from hurting himself or others. Objects cannot be used to restrain a child. A beanbag chair is an example of an object that should not be used in restraint of a child.

The National Health and Safety Performance Standards defines corporal punishment as pain or suffering inflicted on the body (e.g., spanking). The weight of a beanbag chair with an adult pushing down on the chair could cause pain or suffering, especially if a child's limb is in an awkward position under the beanbag chair. An adult would not have the opportunity to know if a child's limb was pinned in an awkward position if the adult was not holding the child so that all body parts were visible.

Training in restraint techniques is available and should be utilized by a foster parent if restraint is necessary for the control of children in the foster parents care.

Any use of restraints should be reported as an Unusual Incident.

Part 384, Behavior Management, does not apply to Foster Family Homes.

The licensing representative shall document the discussion on the **CFS 590**.

i) The foster parent may withhold 50 percent of a foster child's personal spending money, but none of a foster child's clothing allowance money.

The licensing representative shall review this section with the foster parents. Reasonable restitution for damages would be the cost of the replacement of the item or 50 percent of the foster child's allowance for nine months, whichever is less. Foster parents will obtain estimates or prices of the actual replacement of the item. Advise the foster parent of their access to the funds described in **Administrative Procedures #13, Foster Parent Reimbursement Program**, and, if necessary, assist the foster parent in applying for these funds.

The licensing representative shall review and document the family rules and document that the foster child has been notified of the family rules; the discipline associated to the breaking of the family rules; and the ability for the restitution of the foster child's personal spending money.

When a foster child's spending money has been reduced the foster parent shall set this money aside and shall not use these funds. If the foster child moves from the foster family home prior to the foster child's earning back the personal spending money, the foster parent shall insure that the child's money is sent along with the foster child to the new placement. The licensing representative shall document the discussion and plan on the **CFS 590**.

j) The licensing representative shall review the foster family's discipline plan, review age range on foster family home license, and discuss with the foster parents that special or additional chores used as discipline must be age appropriate. The licensing representative shall document the discussion and plan on the **CFS 590**.

k) The licensing representative shall review the foster family's discipline plan, review the age range on the foster family home license, and discuss temporary removal of privileges as discipline with the foster parents. The removal of privileges shall never be used as discipline for children under the age of 3. The licensing representative shall document the discussion and plan on the **CFS 590**.

SECTION 402.22 Emergency Care of Children

The licensing representative shall discuss with applicants/licensees the requirement that the supervising agency must be notified whenever there is an emergency requiring the foster parent(s) absence from the home so that appropriate childcare arrangements for the children can be made. Document on the **CFS 590**.

[See 402.16(b) for further discussion of supervision of children.]

NOTE: Arrangement for the care of a child or children must be made with a licensed foster home if the child will remain there for more than 24 hours or if the arrangements are considered respite, pre-placement or placement (if the **CFS 906** is changed from their home). When the child is returned to their home, the placement clearance desk must be called if the emergency care is longer than 24 hours. SACWIS checks for child abuse and/or neglect checks and sex offender registry checks must be completed on individuals that are not considered placements, pre-placements or respite.

SECTION 402.23 Release of Children

The licensing representative shall discuss and review with the applicants/licensees the authorizations (if any), which may have been given to them by the supervising agency regarding the release of children. Document on the **CFS 590**.

SECTION 402.24 Confidentiality of Information

The licensing representative shall discuss and review with applicants/licensees to ascertain that they understand and observe this requirement. Document on the **CFS 590**.

The licensing representative shall discuss **Part 431, Confidentiality of Personal Information of Persons Served by the Department of Children and Family Services**, with the foster parents and the need to follow the law as it relates to other foster parents. [Refer to Policy Interpretation 2000.15 for discussion of confidentiality between foster parents.] Document on the **CFS 590**.

SECTION 402.25 Required Written Consents

a) Where consents are required, the foster parent(s) are responsible for insuring that all the facts known to the foster parent(s) relating to the need for a consent shall be given to the person(s) whose consent is required. The licensing representative shall discuss residual parental rights, such as consent for religious instruction, and so forth, with applicants/licensees. Document on the **CFS 590**.

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SECTION 402.26 Records to be Maintained

a) Review of Records

The licensing representative shall review all records maintained by the foster parent(s) to ascertain that all records required in (1) to (12) of this section are maintained. Document on the **CFS 590**.

b) Training Records

The licensing representative shall review all training records maintained by the foster parent(s) to ascertain that all required records are maintained~~.~~ and document on the **CFS 574-1, Foster Parent Training & Development Log and** the **CFS 590** or the **CFS 597**, if applicable..

c) Inspection and Confidentiality of Records

The licensing representative shall discuss with applicants/licensees to ascertain that they understand the confidential nature of the records about the foster child(ren). Document on the **CFS 590**.

SECTION 402.27 Licensing Supervision

Licensing supervision relates to the consistent observation and monitoring of the foster family home by the licensing representative to document continuing compliance with licensing standards and any conditions imposed on the issued license.

Monitoring Visits

During the interval(s) between the initial licensing study and license renewal(s), the licensing worker visits the foster family home to determine continued compliance with licensing standards and adherence to provisions pertaining to the license. Prior to monitoring visits, the licensing worker contacts the caseworker of each foster child presently placed to obtain his or her perspective of the foster home, and the quality of care and services provided to foster children placed there.

Discussions should include, but not be limited to, the caseworker's knowledge, awareness, or observation of:

- The use of corporal punishment;
- Unsafe conditions in the home;
- Poor, unsafe, or unsanitary sleeping conditions; or
- Household members unknown to the licensing worker.

The licensing worker's contact may be in-person or by telephone, e-mail, or any other means, allowing the caseworker the opportunity to raise any concerns. Caseworkers should contact the licensing worker for the home anytime a problem or concern arises, not waiting until the licensing worker requests input before a monitoring visit. Monitoring visits shall be made with or without prior appointment – as determined by the licensing representative in consultation with the supervisor. Monitoring visits may be made at any time during the day and, when the situation warrants it, during the night. Monitoring visits shall not interfere with the caregiver's attending to the immediate needs of the child, such as leaving the home to take the child to a medical appointment. Document all findings on the **CFS-597-C, Licensing Monitoring Record**.

Monitoring visits shall include, but are not limited to:

- Sixty day monitoring after initial licensing;
- Semi-annual monitoring visits; and
- Annual monitoring, which licensing representatives have a 60-day window around the anniversary date of the license, 30 calendar days before to 30 calendar days after the license anniversary date, to complete.

The licensing representative shall discuss with the applicants/licensees the supervising agency's responsibility to supervise and monitor the foster home. Document on the **CFS 590**.

SECTION 402.28 Adoptive Homes

Adoptive homes shall be licensed as a foster family home prior to the placement of a child for the purpose of adoption.

There are two types of adoptive homes:

Adoption Only Homes
Legal Risk Adoptive Homes

Adoption Only Homes provide a home for children who are legally free for adoption and are placed in an adoptive home. Applicants who are licensed for the purpose of adoption only are required to attend adoption training as provided by the supervising agency.

Legal Risk Adoption are placements for children who are not legally free but have passed a legal screening and may be placed in a home interested in adoption of the child.

Applicants who indicate an interest in legal risk adoptive homes must meet the training requirements of subsection 402.12(k).

SECTION 402.29 Director's Waivers

When it is in the best interest of the foster child, the Director of DCFS may waive any requirement in this Part, as long as the waiver complies with the Child Care Act, ANCRA, or any other applicable law. Verbal waivers may be given, but will be followed up in writing. The licensing representative shall ensure that written notification of any waiver under this section, with an explanation of the waived provision and the basis for the best interest determination, is sent to the child's parents (unless their parental rights have been terminated), the State's Attorney, and the child's attorney.

Waiver Process

Only a licensing worker or placing worker may request a waiver. The waiver request is submitted to the Director using the **CFS 402-1, Waiver of Licensing Standards for Foster Family Homes**.

Obtain approval from the caseworker of the children for each child placed in the home, as well as the case management supervisor for each caseworker.

For DCFS Licensed homes, the following signatures are required:

Case management staff is required to obtain the signature of the Regional Administrator for their region.

Licensing staff is required to obtain the signature of their Licensing Manager.

For Private Agency licensed homes, the following signature is required:

The Deputy Director of the Division of Monitoring and Quality Assurance or his/her designee.

The licensing or family development worker and his or her supervisor and the child's worker and his or her supervisor must sign the **CFS 402-1**. Send the signed **CFS 402-1** to the Director's Office at:

Director's Office
Foster Home Waiver
406 East Monroe Street, Station #70
Springfield, IL 62701

If the number of specialized children in the waiver request exceeds levels allowed in Section 402.15, DCFS Clinical may be requested to review the request and make recommendation to the Director's Office.

Waiver requests must be specific to each child in care. Two or more children can be listed on the **CFS 402-1**, but there must be an explanation of how the placement meets the best interest of each child.

Upon approval, the Director's Office will immediately notify the licensing representative and Placement Clearance Desk (if the waiver is for expanded capacity) and send written notification to the licensing worker, the child's worker, the foster home, the child's natural parents (unless parental rights have been terminated), the State's Attorney, and the child's attorney.

An approved expanded capacity from the Director is child specific. Should the composition of the foster home change; the licensing agency must reduce the licensed capacity to comply with Section 402.15.

== SECTION 402.30 Severability of This Part

APPENDIX A
RENEWAL OF FOSTER HOME LICENSES

a) Definitions

"Adoption Only Home" means a home receiving only children whose parents' parental rights have been terminated or surrendered for the purpose of adoption only.

"Adoptive placement" means a living arrangement with a family that is directed toward establishing that family as the child's legal parents. To be considered an adoptive placement, the child must be placed in a licensed foster family home or a license-exempt relative home for purposes of adoption and:

- be legally free (parental rights have been terminated or both parents have surrendered their parental rights); or
- be placed in a legal risk adoptive placement that has passed legal screening as described in 89 III. Adm. Code 309, Adoption Services for Children for Whom the Department of Children and Family Services is Legally Responsible.

"Godparent" is a person who sponsors a child at baptism or one in whom the parent(s) have entrusted a special duty which includes assisting in raising the child if the parent cannot raise the child. The worker shall verify the godparent/godchild relationship by contacting the parent(s) to confirm the fact that they did, in fact, designate the person as the godparent. If the parents are unavailable, the worker should contact other close family members to verify the relationship. If the person is considered to be the child's godparent, in order for placement to occur, the same placement selection criteria as contained in **89 Ill. Adm. Code 302.60, Placement Selection**, must be met. If the godparent is not a licensed foster parent, all the conditions currently in effect for placement with relatives in **89 Ill. Adm. Code 301.80, Relative Home Placement**, must be met.

"Relative," for purposes of placement of children for whom the Department is legally responsible, *means any person,* 21 *years of age or over, other than the parent, who:*

- *is currently related to the child in any of the following ways by blood or adoption: grandparent, sibling, great-grandparent, uncle, aunt, nephew, niece, first cousin, first cousin once removed (children of one's first cousin to oneself), second cousin (children of first cousins are second cousins to each other), godparent (as defined above), great-uncle, or great-aunt; or*
- *is the spouse of such a relative; or*
- *is the child's step-father, step-mother, or adult step-brother or step-sister.*

Relative also includes a person related in any of the foregoing ways to a sibling of a child, even though the person is not related to the child, when the child and its sibling are placed together with that person. [20 ILCS 505/7(b)]

"Unrelated, unlicensed placement" means the placement of a child under age 18 for whom DCFS is legally responsible with a person who is not a licensed foster parent and who is not a relative of the child, as defined above. This includes persons who were never licensed as foster parents and persons who once held a foster family home license but the license was revoked, the Department refused to renew the license, or the license expired and the foster family did not file a timely, complete application for license renewal.

b) General Requirements

1) Early Identification of Barriers

DCFS and POS agency licensing staff are responsible for the early identification of potential barriers to getting foster parents relicensed and to work to resolve those barriers. Licensing workers shall take appropriate proactive measures to keep the licenses of foster parents and related caregivers from expiring.

2) Timely Renewal of Foster Home Licenses

Each foster home license should be renewed on or before the license expiration date.

Note: While filing a complete and timely application for license renewal prior to the license expiration date will keep the home's license in force, it is expected that the vast majority of homes will have completed the entire relicensing process **on or before the license expiration date.**

3) Requirements for Adoptive Placements

Illinois law requires that a person adopting an unrelated child in Illinois under age 18 be licensed as a foster parent at the time of the adoption. Therefore, if a licensed foster parent is in the process of adopting an unrelated child under age 18 and the foster home license is due to expire before the adoption consummation date, the foster parent must submit a timely and complete application for license renewal.

If a licensed foster parent is in the process of adopting a related child and the foster home license is due to expire before the adoption consummation date, the foster parent is not required to complete and submit a timely application for license renewal if she/he does not want to do so. However, his/her board payment will be reduced to the standard of need rate at the time the license expires.

4) Removing Unrelated Children Under Age 18 from Unlicensed Foster Family Homes

DCFS policy prohibits the placement of children under age 18 in unlicensed foster homes when the children are not related, as a relative is defined in 89 III. Adm. Code 402, Licensing Standards for Foster Family Homes. That same policy

applies to situations where the foster home *was* licensed but becomes unlicensed for some reason. (Check with the Central Office of Licensing to verify whether the foster parent holds a valid license or submitted a complete and timely application for renewal of their license before determining whether the home is no longer licensed.) Any unrelated child under age 18 who is in placement in an unlicensed home that did not submit a complete and timely application for license renewal must be removed from that home. All such removals shall follow DCFS policy and procedures, including providing the **CFS 151-B, Notice of Change of Placement.**

When an unrelated child is removed from an unlicensed home, casework staff shall follow the guidelines set forth in Procedures 300, Appendix F -*"Casework Responsibilities in Minimizing the Effects of Separation and Loss in Substitute Care"* to ease the transition for the child. This shall include an assessment of any language or communication needs that must be considered when locating another placement for the child.

5) Requirements for Staffings

The 30 day staffings required in these procedures shall include:

- the caseworker,
- the casework supervisor,
- the appropriate licensing worker, and
- the foster parent(s) whenever possible.

6) Waiver of Presumption of Unsuitability

An indicated perpetrator of any of the child abuse or neglect allegations identified in Section 385.50 is presumed by the Department to be unsuitable to reside in a foster family home.

Foster parents may request a waiver of this presumption of unsuitability on behalf of anyone residing in the household, including, but not limited to, former foster children adopted by or under the guardianship of the foster parents:

- to allow the individual to remain in the home; or
- to renew the foster home license with the individual living in the home.

[See **Section 385.50, Child Abuse or Child Neglect,** for further details.]

c) Process to Ensure Timely Submission of Foster Family Home Applications for License Renewal

1) Six Months Prior to Month of License Expiration

The Central Office of Licensing (COol) sends a printout listing all of the foster homes whose licenses will expire in the month that is six months in the future.

The list is region specific and a copy is sent to the:

- Regional Resource Managers;
- Regional Administrators;
- The Administrator of the Agency Performance Teams (APT); and
- The Foster Home Renewal Liaison for each private agency.

2) Cumulative Printout

Each month, COol sends to Regional Resource Managers, Regional Administrators, the APT Administrator, and the foster home renewal liaison for each private agency, a cumulative printout that includes three categories of foster homes:

- Foster homes whose licenses will expire within the next five months who have not yet filed an application for renewal;
- Foster homes that have filed a timely application for renewal and the renewal application is still pending. In other words, an Individual License Summary (ILS) showing a final disposition on the application for license renewal has not been entered into the system; and
- Foster homes whose licenses expired because no timely application for license renewal was filed.

Homes with expired licenses will remain on the printout until the licensing worker submits an ILS with a recommendation to "Close/Expire" the license. If the home was a licensed home caring for related children, the licensing worker must submit special documentation (see Section (f) on page 11 below) with the ILS.

3) Five and One-Half Months Prior to Month of License Expiration

The Central Office of Licensing sends a foster home license renewal application packet directly to foster parents whose licenses will expire in five and 1/2 months. The cover letter (see page 13 below) spells out the consequences if the foster parents fail to file a complete and timely application for renewal and/or fail to become relicensed.

If a foster parent submits a complete application for renewal to the **licensing worker** on or before the license expiration date, the **licensing worker** shall give to the foster parent a signed, dated **CFS 505, Receipt for Complete Application to Renew a Foster Family Home License.**

4) Sixty Days Prior to License Expiration Date

The Central Office of Licensing (COol) sends to each foster parent who has not yet filed an application for license renewal a letter (see page 14 below) that spells out the consequences of the foster parent's failure to file a complete and timely application for license renewal and/or failure to become relicensed.

The Regional Resource Manager or the private agency renewal liaison shall:

- use the cumulative printouts from the Central Office of Licensing to note the homes where a renewal application has not been filed; and

- alert the appropriate licensing worker for each such home.

The **licensing worker** shall immediately notify (in writing or via e-mail) the **caseworker** for each child in placement in each home that:

- the home's license will expire on *x* date (the **licensing worker** shall give the specific expiration date) and the foster parent has not filed an application for license renewal; and

- all unrelated children under age 18 must be removed from the home if the foster parent does not file a complete application for license renewal on or before the license expiration date.

The **caseworker** for each child placed in the home shall contact the foster parent and encourage him/her to file a complete application for license renewal before the license expiration date.

5) 30 Days Prior to License Expiration Date

A) Convene Staffing

The **licensing worker** shall check the most current cumulative printout from COol. For each home where a complete renewal application has not yet been received, and where there is an unrelated child under age 18 in placement, the **licensing worker** shall immediately convene a staffing with the **caseworker** and casework supervisor for each unrelated child under age 18 to make plans to move the child if the foster parent does not file a complete renewal application on or before the license expiration date.

If the foster parent files a complete application for license renewal **on or before the license expiration date**, the home will remain in "licensed" status until the renewal application is dispositioned or until after the renewal application disposition date passes and no final disposition has been entered on the system. If the foster parent files a complete renewal application after the license expiration date, the home will not be considered to be licensed while the application is pending. The application will be treated as a new or "initial" application for licensure and all unrelated children under age 18 will be removed from the home. The foster parents' payment rate for any children left in the foster home will be reduced to the standard of need rate.

The **caseworker** for each child shall note in the case record:

- Date and time each staffing held
- Name(s) of children discussed
- Names and titles of persons attending
- Details of the plan to move the children
    - When;
    - Where;
    - Who will move the children; and
    - How to minimize any trauma to the child caused by the move.

Within **two business days after the staffing,** the DCFS or private agency casework supervisor shall notify the Regional Administrator of the plans that were developed to remove the unrelated children under age 18 from the home --in the event that the foster parent fails to file a complete application for license renewal on or before the license expiration date.

Court Ordered Placements

If the placement of an unrelated child under age 18 was court ordered, the DCFS or private agency **placing worker** shall notify the DCFS regional counsel so that legal staff can move to vacate the order. Such notification shall be documented in the case file.

B) No Additional Placements of Unrelated Children under age 18 in the Home

No additional unrelated children under age 18 shall be placed in a foster home where a complete application for license renewal has not been filed 30 days prior to the license expiration date.

Note: The *Placement Clearance Desk* will place these homes on "hold" for placement of additional unrelated children under age 18 until the foster parents are relicensed or the renewal is issued.

6) After License Expiration Date --Homes with No Renewal Application on File

In situations where the Department has not received a complete application for license renewal on or before the license expiration date, the **removal of unrelated children under age 18** shall occur:

A) Notice to Caseworker for Unrelated Child(ren) Under Age 18

On the **first business day after the license expiration date,** the **licensing worker** shall inform the **caseworker** for each unrelated child under age 18 in the home that the foster parent failed to submit a complete application for license renewal on or before the license *expiration date* and that the home is, therefore, unlicensed.

B) Notice to Caregiver of Intent to Remove Unrelated Children Under Age18

Immediately upon receiving notice from the licensing worker that the home is now unlicensed, the caseworker for each unrelated child under age 18 in the home shall implement the previously- made plan to remove the child by sending a **CFS 151-B, Notice of Change of Placement** to the now unlicensed caregiver.

The **caseworker** shall:

- Ensure that the removal date specified in the Notice is at least 14 calendar days after the date of the Notice; and

- Send the Notice at least 14 days prior to the removal date specified in the Notice.

  The **caseworker** sends a copy of the Notice to:

  - the guardian ad litem;
  - the child's attorney;
  - the child’s parent (unless parental rights have been terminated); and
  - the Regional Administrator.

d) Process for Dispositioning Timely Applications for License Renewal

The process for helping foster parents file a complete and timely application for license renewal is hinged on the **license expiration date**. The process for deciding whether to renew the foster family home license hinges on the **renewal application disposition date** --which is exactly 12 months after the license expiration date.

1) Time Frame

If a complete application for license renewal is submitted on or before the license expiration date, the licensing worker shall have up to 12 months, from the license expiration date to disposition the application, i.e. make a final recommendation via an Individual Licensing Summary (ILS).

Note: While a timely renewal application may remain "pending" for 12 months, after the license expiration date, it is expected that the majority of renewal applications will be dispositioned within **75 days of the date on which the renewal application was filed.** In other words, an Individual license Summary (ILS) with a final disposition will be data entered into the computer database.

2) Cumulative printout

Using the **cumulative printout** (see (c)(2) on page 4 of this Appendix) that contains, among other things, the names of the foster parents who filed a completed application for license renewal on or before the license expiration date, the **licensing worker shall**:

- note which renewal applications have a **renewal application disposition date** in the next **six months**; and

- take every proactive measure possible to disposition each application before the **renewal** application disposition date.

3) 60 Days, prior to Renewal Application Disposition Date

COol sends to the foster parent applicants a letter which advises, them that they must complete all requirements for license renewal and their application for license renewal must be dispositioned within 60 days, (no later than the **renewal application disposition date**) or the Department will "refuse to renew" their license. The letter (see pages 17 and 18 below) shall also describe the consequences if they fail to complete all requirements for license renewal on or before the **renewal application disposition date.**

The Regional Resource Manager, or private agency renewal liaison shall:

- use the cumulative printouts from COol to the homes for which the assigned licensing worker has not yet sent an ILS with a final recommendation to the Central Office of Licensing; and

- check with individual licensing workers to determine the reasons why the applications have not yet been dispositioned. In each case where the licensing worker has not made a final recommendation to COol because the foster parent applicants have failed to complete all of the requirements for license renewal, the licensing worker shall immediately notify the caseworker and casework supervisor for every unrelated child in placement in the home that:

  - the foster parents have not completed all of the requirements for license renewal; and

  - all unrelated children under age 18 must be removed from the home if the foster parents fail to complete all license renewal requirements on or before the **renewal application disposition date** and the foster parents do not file a timely appeal (see below).

    The **caseworker** for each unrelated child placed in the home shall contact the foster parent and encourage him/her to complete all of the requirements for license renewal before **the renewal application disposition date.**

4) 30 Days Prior to Renewal Application Disposition Date

A) Staffing

The **licensing worker** shall check the most current cumulative printout from COol. For every home with an unrelated child under age 18 in placement where the foster parents still have not completed all of the requirements for license renewal, the licensing worker shall immediately convene a staffing with the caseworker and casework supervisor for each unrelated child to make plans to move the child after the renewal application disposition date if the foster parents do not complete all licensing requirements before the **renewal application disposition date**.

Note: If the foster parents do not complete all requirements for license renewal on or before the **renewal application expiration date**, the licensing worker sends the ILS with the final recommendation to refuse to renew the application by mail or fax to COol. The home will be unlicensed effective the day after the **renewal application disposition date**.

The **caseworker** for each child shall note in the case record:

- Date and time staffing meeting held
- Name(s) of children being discussed
- Names and titles of persons attending
- Details of the plan to move the children
    - When;
    - Where;
    - Who will move the children; and
    - How to minimize any trauma to the child caused by the move.

Within **two business days after the staffing,** the **DCFS** or **POS** agency casework supervisor shall notify the Regional Administrator of the plans that were developed to remove the unrelated children under age 18 -- in the event that the foster parent fails to complete all requirements for license renewal before the **renewal application disposition date**.

B) Court Ordered Placements

If the placement of an unrelated child under age 18 was court ordered, the DCFS or private agency placing worker shall notify the DCFS regional counsel so that legal staff can move to vacate the order. Such notification shall be documented in the case file.

C) No Additional Placements of Unrelated Children Under Age 18 in the Home

No additional unrelated children under age 18 shall be placed in a foster family home where the foster parents have failed to complete the license renewal process by the **renewal application disposition date.**

Note: The *Placement Clearance Desk* will place these homes on "hold" for placement of additional unrelated children under age 18 until the foster home is relicensed.

5) After Renewal Application Disposition Date

In situations where COol has not received an ILS with a final recommendation to "issue license" on or before the *renewal application disposition date,* the following shall occur:

A) Removal of Unrelated Children Under Age 18

i) Notice to Caseworker for Unrelated Child(ren) Under Age 18

On the first business day after the renewal application disposition date, the licensing worker shall inform the caseworker for each unrelated child under age 18 in the home that the foster parent failed to complete all requirements for license renewal before the **renewal application disposition date** and that the home is, therefore, unlicensed.

ii) Notice to Caregiver of Intent to Remove Unrelated Child(ren) Under Age 18

Immediately upon receiving notice from the licensing worker that the home is now unlicensed, the caseworker for each unrelated child under age 18 in the home shall implement the previously-made plan to remove the child by sending to the now unlicensed caregiver a **CFS 151-B, Notice of Change of Placement.** The caseworker shall:

- Ensure that the removal date specified in the Notice is at least 14 calendar days after the date of the notice; and

- Send the Notice at least 14 days prior to the removal date specified in the Notice.

  The caseworker sends a copy of the Notice to:

  - the guardian ad litem;
  - the child's attorney;
  - the child’s parents (unless parental rights have been terminated; and
  - the Regional Administrator.

e) Appeal Process Outcomes

Granting of Foster Parents' Appeals

1) For Foster Parents Filing a Complete and Timely Application for License Renewal

If it is determined in the appeal process that the foster parents did, in fact, file a complete application for license renewal on or before the license expiration date, the following shall occur:

- the **licensing worker** shall submit the renewal application to COol; and
- COol shall reinstate the renewal application with a "timely" date (same as license expiration date).

2) For Foster Parents Completing Requirements for License Renewal

If it is determined in the appeal process that the foster parents did complete all requirements for license renewal before the *renewal application disposition date*, the following shall occur:

- the **licensing worker** shall submit the ILS with a final recommendation to COol no later than **five business days after receiving notification of the outcome of the appeal**; and
- COol shall reinstate the renewal application with the original renewal application date.

f) Licensed Relatives--Special Documentation Requirements

If a licensed relative fails to submit an application for license renewal on or before the license expiration date or fails to complete all of the requirements for license renewal by the renewal application disposition date, the **licensing worker** shall submit the following documents to COol **within five business days after the license expiration date or renewal application disposition date, as applicable:**

- an ILS recommending that the license be "closed/expired";
- a signed copy of the **CFS 578-6, Rationale For Not Submitting A License Renewal Application**, from the foster parent indicating why he/she did not apply for license renewal or complete all of the requirements for license renewal, as applicable; and

- a signed copy of the **CFS 578-7, Reason For Expired Renewal Application**, from the licensing worker explaining why the foster parent did not apply for license renewal or complete all of the requirements for license renewal, as applicable.

If the **licensing worker** is unable to get the signed statement from the previously-licensed relative foster parent, the **licensing worker** shall include in his/her written statement (which is attached to the ILS) a statement to the effect that the relative foster parent was asked to provide the written explanation and refused to do so.

In such cases, COol sends to the relative foster parent a letter advising him/her that the **licensing worker** has submitted documentation that he/she was asked to provide a written statement as to why he/she did not file a complete and timely application for license renewal or complete all of the requirements for license renewal, as applicable, and that he/she refused to provide the written explanation.

g) Monthly Status Reports

COol shall provide a monthly status report for the preceding month to the following persons for use in monitoring DCFS and private agencies' performance:

- DCFS Director
- Deputy Director, POS Monitoring Division
- Deputy Director, Operations Division
- Regional Administrators
- APT Administrator

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LICENSING STANDARDS FOR FOSTER FAMILY HOMES
June 25, 2007 – P.T. 2007.15

[Letter sent 5 1/2 months before license expire month]

Date:xxxxxxxxxx

License ID: xxxxxxxx
License Expiration Date: xxxxxxxxxx

Dear Foster Parent:

Your current foster home license will expire on the date noted above *(License Expiration Date).* Illinois law does not allow unlicensed caregivers to care for unrelated DCFS wards under age 18. Illinois law also permits only licensed foster homes to receive the full foster care payment rate. To remain licensed, to be paid at the full board rate, and to be eligible to continue to care for unrelated children under age 18, you must file a timely and complete application for license renewal.

There are several important deadlines in the license renewal process. You should contact your licensing worker as soon as possible to begin the renewal process. All of the documents and forms which you must complete in order to apply for license renewal are enclosed with this letter. Make sure that you follow the instructions, that you complete all of the forms, and that you provide all of the required information to your licensing worker as soon as possible to ensure timely renewal.

You or some other adult (age 18 and above) living in your home may need to be fingerprinted so that the Department can conduct a comprehensive background check. If you were previously fingerprinted for purposes of licensing and if your fingerprints are on file with the Illinois State Police, you will not need to be fingerprinted again. **Please do not get fingerprinted unless your licensing worker tells you that your fingerprints are <u>not</u> on file with the Illinois State Police.** The Central Office of Licensing has notified your licensing worker if you need to be fingerprinted. Anyone who needs to be fingerprinted should call 1-800-377-2080 for an appointment.

You and every person age 13 and above living in your home (except DCFS wards) must also complete an Authorization for Background Check form so that the Department can check the Illinois Child Abuse and Neglect Tracking System (CANTS), and the Illinois Sex Offender Registry. Make sure everyone completes and signs the Authorization form.

Your license depends on your working closely and cooperatively with your licensing worker to fulfill all requirements for license renewal. Some of the requirements include: (a) completing all required forms and submitting them to your licensing worker as soon as possible before your current license expires; (b) submitting updated medicals and other required information to your licensing worker by the deadlines which your licensing worker has set; and (c) completing all other licensing requirements.

Thank you for your cooperation. It is very much appreciated. If you have any problems or questions regarding the renewal packet, please contact your licensing worker for assistance.

[Letter sent 60 days before license expire month]

Date: xxxxxxxxxx

License Expiration Date: xxxxxxxxxx

Dear Foster Parent:

A few months ago, the Department sent you a letter with a license renewal packet reminding you that it is time to renew your foster family home license. The letter told you that you needed to do three things: (1) contact your licensing worker; (2) submit a complete renewal application package to your licensing worker as soon as possible before your current license expires; and (3) complete all other licensing requirements.

The Department can only accept a "complete and timely" application for renewal which involves more than simply submitting one form. A "complete" application for renewal includes:

1) submitting Authorization for Background Check forms for every person age 13 and over living in the home (except for DCFS children); and

2) having every adult (age 18 and above) whose fingerprints are not already on file with the Illinois State Police fingerprinted.

All of this takes time, so it is important that you not delay submitting your application for license renewal to the last minute. **If you have had trouble contacting your licensing worker or submitting your application for renewal, please call the DCFS Ombuds Office at 1-800-232-3798 right away.** The Ombuds Office will take the necessary information from you so that the Central Office of Licensing can assist you with your problem.

It is very important that you submit your application for licensing renewal before your current license expires. Under Illinois law, only relatives or licensed foster homes may care for foster children, and only licensed foster homes may receive the full foster care payment rate. **If you do not submit a timely and complete application for renewal of your license before the date on which your current license expires, your foster care payment will be reduced to the Standard of Need rate and any unrelated children** under age 18 **in your care will be removed.**

You are an important part of the child welfare team and the Department wants you to continue as a licensed foster home. Your commitment to children who have been abused or neglected is very much appreciated. Please make sure that you submit your application for license renewal before your current license expires -and that you call the Ombuds Office if you are experiencing difficulty in contacting your licensing worker or submitting your renewal application.

Thank you.

[Letter sent a few days after the license expiration date]

Notice of Rate Reduction for Failure to Submit
a Timely Application to Renew Foster Home License

Date: xxxxxxxxxx

Dear Former Foster Home License Holder:

You no longer have a valid foster family license because your foster family home license recently expired and you did not file a timely and complete application for license renewal. If you filed a renewal application that was incomplete and you have questions about why it was incomplete, please contact your licensing worker.

You are still caring for one or more DCFS wards in your ~home for which you have been paid at the full foster care board rate. Illinois law does not allow DCFS to pay the full foster care rate to a caregiver unless the caregiver holds a valid foster family home license. Therefore, your payment rate will be reduced from the foster care board payment to the a standard of need" rate effective the date on which your foster family home license expired.

Appeal Process

You have the right to appeal this decision to reduce your payment rate only if you submitted a complete application for license renewal to your licensing worker on or before the expiration date of your license.

If you choose to appeal, your request must be in writing and must be mailed within 45 days of the date of this notice to:

Administrative Hearings Unit
Rate Reduction Appeals
406 East Monroe Street, Station 71
Springfield, IL 62701

You must attach to your appeal letter a photocopy of this notice and evidence that you submitted a complete application for license renewal to your licensing worker on or before the expiration date of your license.

If you appeal, a determination that you complied with the following will be made before you are scheduled for a formal hearing:

1) You currently hold a valid Illinois foster family home license; or

2) Your foster family home license did not expire because you filed a complete application to renew your foster family home license on or before the license expiration date.

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Your appeal request must be postmarked within 45 days of the date at the top of this letter. If your appeal request is postmarked within ten days of the date at the top of this letter, DCFS will not reduce your payments until your appeal is fully processed. If your appeal is denied, DCFS will be entitled to recover the amount it overpaid you during the appeal process. DCFS may recover the overpayment by reducing your future monthly payments by $25 per child per month.

If unrelated children were removed from your home because you are unlicensed, and you appeal the removal of the children, any decisions in your appeal of the removal may affect the outcome of your payment reduction appeal.

[Letter sent 60 days before renewal application disposition date]

Important Notice About Your Application for License Renewal and Your Monthly Payments

Date: xxxxxxxxxx

Renewal Application Disposition Date: xxxxxxxxxx

Dear Applicant for Foster Home License Renewal:

DCFS records show that you submitted an application for the renewal of your foster home license approximately one year ago, but that all of the requirements for renewal of your license have not yet been completed. If you do not complete all requirements for license renewal shortly, DCFS will refuse to renew your license and you will then be unlicensed. This is a serious matter for two reasons. First, Illinois law does not allow DCFS to place children under the age of 18 in unlicensed homes unless the children are related to the caregiver. Second, Illinois law does not allow DCFS to pay the full foster care rate to a caregiver who is not licensed as a foster parent.

The possible reasons why your license renewal has not yet been issued are:

1) you, your spouse, and/or a person residing in your home have not completed one or more of the requirements for license renewal; or
2) your licensing worker has not completed all of the activities she/he is required to carry out.

You must work with your licensing worker to complete all licensing requirements and your licensing worker must submit an Illinois Licensing Summary (ILS) to the Central Office of Licensing before the **Renewal Application Disposition Date** shown at the top of this letter or the following will happen:

1) DCFS will refuse to renew your license;
2) your monthly payments for children left in your home will be reduced to the "standard of need" rate; and
3) all unrelated children under age 18 will be removed from your care in accordance with Illinois law and Department rules and procedures.

What You Should Do

Contact your licensing worker immediately and work with him or her to determine:

- what has not been done;
- who is responsible for completing each item (you, your spouse, another person living in your home, your licensing worker, etc.); and
- the deadline for getting each thing done.

--over ---

Where to Submit Missing Documents and Information

Make sure you submit any missing documents or information directly to your licensing worker.

What Happens If the Deadline Is Missed

As noted above, you and your licensing worker must complete all requirements for license renewal and your licensing worker must submit a final Individual Licensing Summary (ILS) to the Central Office of Licensing **before the renewal application disposition date** noted at the top of this letter or the following will happen:

DCFS will refuse to renew your foster family home license and you will be unlicensed; all unrelated children under age 18 will be removed from your home in accordance with Illinois law and DCFS rules and procedures; and your monthly payments for any children who may be left in your home will be reduced to the standard of need rate.

If you still wish to become licensed after all of these actions are taken, you must start the licensing process all over.

Notice to Your licensing Worker

Your licensing worker has received a monthly printout showing your renewal application in "pending" status since the time you filed your renewal application. Your licensing worker will also be notified that this letter has been sent to you, and she or he will be asked to work with you to complete all requirements for license renewal and submit a final disposition of your license **before the renewal application disposition date** shown at the top of this letter.

What Will Happen If Your Renewal Application Is Denied

If DCFS refuses to renew your foster home license, DCFS will send you written notification that:

1) DCFS has refused to renew your license;
2) your monthly payment for children left in your home will be reduced to the "standard of need- rate; and
3) all unrelated children under age 18 will be removed from your home in accordance with Illinois law and DCFS rules and procedures.

The written notices will also inform you of your right to appeal the Department's actions; and give you instructions for filing an appeal.

What To Do If You Have Questions

If you have questions about anything in this notice, please contact your licensing worker.

[Letter sent a few days after renewal application disposition date]

Notice of Refusal to Renew Foster Family Home License
And Reduction in Foster Care Payment Rate

Date: xxxxxxxxxx

Renewal Application Disposition Date: xxxxxxxxxx

Dear Former Foster Family Home License Holder:

You submitted an application to renew your foster family home license approximately one year ago but you did not complete some or all of the remaining requirements to renew your license. Under Illinois law, only licensed foster parents may receive full foster care board payments.

The Department sent you a letter notifying you that you had to complete all requirements for license renewal and your licensing worker had to submit a final Individual License Summary (ILS) to the Central Office of Licensing **on or before the Renewal Application Disposition Date** noted at the top of this letter. The letter told you what would happen if the final ILS was not submitted to the Central Office of Licensing in a timely manner:

1) that DCFS would refuse to renew your license;
2) that your payments for children left in your home would be reduced to the standard of need rate; and
3) that all unrelated children under age 18 in your care would be removed from your home.

The records of the DCFS Central Office of Licensing show that you did not complete all license renewal requirements and that your licensing worker did not submit a final **ILS on or before the Renewal Application Disposition Date. Therefore:**

1) your foster family home license will not be renewed; and
2) the payment rate for the children in your home will be reduced to the standard of need rate effective the **renewal application disposition date** (noted at the top of this letter).

Appeal Process

You have the right to appeal these decisions. If you choose to appeal, your request must be in writing and must be mailed within 45 days of the date of this notice to:

Administrative Hearings Unit
Rate Reduction Appeals
406 East Monroe Street, Station 7
Springfield, IL 62701

-over-

You must attach to your appeal letter a photocopy of this notice and evidence that you completed all requirements for license renewal on time.

If you appeal, a determination that you complied with the following will be made before you are scheduled for a formal hearing:

1) You completed all of the requirements for license renewal and your licensing worker submitted a final ILS to the Central Office of Licensing on time; or

2) You completed all of the requirements for license renewal and your licensing worker, through no fault of yours, failed to submit a final ILS to the Central Office of Licensing on time.

Your appeal request must be postmarked within 45 days of the date at the top of this letter If you mail your request even sooner and it is postmarked within ten days of the date at the top of this letter, DCFS will not reduce your payments until your appeal is fully processed. If your appeal is denied, DCFS will be entitled to recover the amount it overpaid you during the appeal process. DCFS may recover the overpayment by reducing your future monthly payments by $25 per child per month.

APPENDIX B
FOSTER YOUTH BABYSITTING

In accordance with **Section 402.16(f)**, foster youth may earn spending money. Babysitting is a common option for earning money for many adolescents.

The following considerations should be taken when determining if a foster youth should be allowed to baby-sit:

a) About the Foster Youth

1) Age of Baby-sitter

There is no law that defines the age at which a child may baby-sit. Foster parents or relative caregivers and the youth's caseworker must assess the maturity and capability of the foster youth. Depending on the maturity level, youth of age 13 years and older are usually considered responsible enough to care for other children for a limited time. Foster youth shall not be allowed to baby-sit overnight.

2) Maturity

Maturity to be able to baby-sit may be determined when the foster youth:

- Knows what to do and who to call if a problem or emergency arises;
- Is capable of recognizing and avoiding danger and making sound decisions;
- Has demonstrated the ability to understand, interact and anticipate the needs of children before ever being allowed to provide care unsupervised;
- Is physically capable of taking care of and protecting the children;
- Knows that a child should never be hit, or spanked and how to discipline appropriately if needed;
- Is able to supervise the children at all times, and understands the importance of not leaving the children alone at any time;
- Can be counted on to give a trustworthy report of any incidents in the home;
- Is able to follow directions;
- Does not talk on the phone while baby-sitting unless in an emergency; and
- Is able to take messages and report them.

3) Training

When available, foster youth should be trained in First Aid and Cardio Pulmonary Respiratory (CPR) Techniques, and instructed never to shake a baby. The American Red Cross, local hospitals, 4-H Clubs, local junior and high schools, fire departments and the Cooperative Extension Services often offer these trainings. If such a course is not available, the foster parent or relative caregiver should make sure the foster youth is aware of what to do in an emergency and general child care issues.

It is recommended that the youth have some prior exposure to children with adult supervision before being placed in a responsible role as a caretaker of younger children.

4) Limitations

Foster youth with serious mental health, developmental or behavioral issues, such as youth with SACY plans and youth in substance abuse treatment, should not be allowed to baby-sit.

b) Arrangements and Other Considerations

The first time a foster youth is to baby-sit, the foster parent must request a consultation meeting with the youth's caseworker to determine the maturity level of the foster youth and the preparation or training of the foster youth. The caseworker should also consider the effects of past physical or sexual abuse, exposure to domestic violence and other trauma experienced by the foster youth and any other concerns or limitations on baby-sitting. Documentation of this meeting and outcome should be made in the child's case file.

1) Baby-sitting Non Ward Children

If the children to be baby-sat are in another home, the youth's foster parent or relative caretaker should meet with the parents of the children to be baby-sat for the first time. Arrangements concerning points 4 and 5 below and others, such as payment to the foster youth, should be discussed.

2) Baby-sitting Other Foster Children Living with the Youth Sitter

If the children to be baby-sat are foster children in the foster parent's or relative caretaker's home where the youth lives, initial approval of each child's caseworker is needed. Foster youth should be paid the usual and customary baby-sitting wages for the community. Foster youth should not be forced nor required to care for other children in the foster or relative caretaker home on a daily basis.

Foster youth shall not baby-sit another foster child unless approval has been given by each child's caseworker.

3) Baby-sitting Other Foster Children Living in Another Foster Home

If the children to be baby-sat are foster children living in another foster or relative caretaker's home, the youth's foster parent should notify the foster youth's caseworker.

The foster youth's caseworker shall:

- Contact the caseworker of the foster children in the home to be baby-sat and assess whether the foster youth is able to provide an adequate level of care for the children.

- Approve or disapprove the baby-sitting arrangement the first time. Subsequent baby-sitting arrangements of the same children may not need the approval of the caseworker again.

- Assure that the foster youth does not baby-sit another foster child unless the child's caseworker has given approval (i.e. the caseworker for the foster youth who will be baby-sitting and the caseworker for the children who will receive the care).

The foster parent who uses a foster youth in a babysitting capacity should pay the foster youth for the service.

4) Age Considerations and Other Limits

Special care should be given to the age and number of children to be baby-sat and children with special needs. It is recommended that a foster youth be at least four years older than the oldest child for whom the foster youth will be baby-sitting.

The foster parent or relative caretaker should assure that the number of children to be baby-sat by the foster youth is not beyond his or her capability for care. Caring for an infant child requires greater effort and attention than an older child. Foster youth should not baby-sit more then one child under 2 years old, and no children under 6 months.

The foster parent or relative caretaker must know the length of time care is to be provided and any special needs of the children for whom the foster youth will be baby-sitting.

The baby-sitting arrangement should not put the youth in technical violation of curfew laws or interfere with other activities and responsibilities, such as school attendance and scheduled visitations.

Foster youth should not baby-sit children with serious mental health, medical conditions, or severe asthma; children requiring the administration of medication; children with communicable diseases or illness, such as flu, strep throat, etc. and children with developmental or behavioral issues.

5) Home Arrangements

Babysitting could be a learning opportunity for the foster youth in developing responsibility and maturity. Foster parents or relative caretakers should make sure that the following arrangements are made for the foster youth before baby-sitting takes place:

- The foster youth is given, in writing, a list of emergency phone numbers and persons to contact in case of an emergency. The list should contain phone numbers of where the parents can be reached, and the phone numbers of the fire department, police department, poison control center, the family doctor and hospital, and a neighbor or relative who may be contacted in an emergency.

- The foster youth is given a tour of the home and is shown the location of the phones, first aid supplies, fire extinguishers, flashlights, and extra blankets. In addition, the youth should be informed of safety precautions that have to be taken. Baby gates, child resistant locks, home security alarms, smoke alarms, carbon monoxide detectors, electrical outlet covers, toilet locks and other safety devices are to be identified.

- There is an adult nearby who has agreed to be contacted and can be physically available within ten minutes in the event of an emergency. If the adult is not the foster parent or relative caregiver, confirmation with this adult of the agreement to help the foster youth in case of an emergency must be made prior to the actual baby-sitting date.

c) Summary

Foster youth may baby-sit children if:

- The foster youth is at least 13 years old.

- The foster youth is at least 4 years older than the child he/she is baby-sitting.

- The foster youth does not baby-sit more than one child under 2 years old, and no children less than six months of age.

- The foster youth does not have serious mental health, developmental or behavioral issues, such as a SACY plan or the foster youth is in substance abuse treatment.

- The foster youth has the maturity and capability to supervise the children.

- The children for whom the foster youth will be baby-sitting have no serious mental health, developmental, physical or behavioral conditions.

- There is an adult readily available in case of emergency.

- The foster youth knows what to do and who to call if a problem or emergency occurs.

- The foster youth does not baby-sit for more than 5 hours at any one time.

A foster youth may baby-sit for another foster child only when the caseworker for the foster youth who will be baby-sitting and the caseworker for the children to be supervised have approved the initial arrangement.

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APPENDIX C
COMPLETION OF INDIVIDUAL LICENSING SUMMARY

DCFS Supervised Foster Family Homes

The Individual Licensing Summary (ILS) has been designed for the worker to use when making a recommendation to the Department's Central Office of Licensing (COoL) regarding the disposition of a license application, amendments to an existing license, or official closure of a license. The ILS is a two-page carbonless form on computer paper. The Central Office of Licensing generates the ILS form and sends four copies of the form to the worker of record after data entry of the **CFS 597A or CFS 597R.**

The ILS shows information from the various licensing data entry screens. Each screen contains certain types of information. The screen codes are: **PR** for Provider Registration, **LC** for Licensing information/activity, and **BC** for Background Check requirements. The two-page form contains pertinent identifying information related to the applicants, additional household members subject to background checks, and various areas for the worker to insert information regarding licensing activity. Page 1 of the ILS draws information from three database screens: PR-02, LC-02, and LC-06. Page 2 draws information from six database screens: PR-02, BC-03, BC-04, BC-05, LC-04, and LC-05. Each of these sections of the ILS will be discussed in detail in an effort to assist the licensing worker and supervisors to complete and appropriately document recommendations to the Central Office of Licensing.

Upon receipt of an ILS, the worker should review the form for accuracy and completeness. The worker needs to ensure that the spelling of individual names and street names is correct and that all of the information required to make a licensing decision is included and accurate. The ILS must be an accurate reflection of the applicants, including but not limited to, their exact location, when they applied, and other persons who will be part of the licensing study.

INDIVIDUAL LICENSING SUMMARY – PAGE 1

PR-02 Screen

This section of the ILS includes the Provider ID number, names of the applicants, social security numbers, the location and mailing address of the residence, and the phone number for the residence. Except for the Provider ID number, which is generated by the database, the information on this screen is taken directly from the application. If it is not correct, the worker must make the appropriate corrections directly on the ILS prior to submission to COol. **Failure to correct inaccurate information may result in an invalid license being issued.**

LC-02 Screen

This section includes information about the Department's region/site/field or the child welfare agency of supervision and the Local Area Network (LAN) code. In the case of private agency foster homes, the Provider ID of the agency that is responsible for licensing and monitoring the foster home will appear. The section also includes information on the license sequence, the type of facility that is applying for a license, the date of the application, and the license status. Various codes are used to show the license status on the ILS and to show the worker what the ILS is to be used for. Most ILS forms will have one of the following status codes:

Status Code	Description
06	Pending application on an ILS for initial license
12	Pending renewal of an existing license
14	Pending address change from a current licensee
01	License Issued following worker recommendation

The ILS also has information on the license begin and end dates, which are blank until a license is issued. The fields that deal with sequence, status, date, and the type of facility are completely computer generated. The worker must not write additional information or change existing information in any way.

The lower half of the LC-02 screen contains "fields/sections" that are to be completed by the licensing worker. This will reflect the conditions of the license, once a recommendation has been made and acted upon. Information on this portion of the ILS should be the result of decisions made by/with the applicants during the licensing study. For foster family homes, the following field must be completed by the licensing worker:

Field	Description
AGE RANGES	Prescribed ages of children to be served in the home
DAY CAPACITY	The license capacity (maximum number of foster children the home can accept)
AREA USED	Area of the family home that will be used for child care, e.g., entire home, second floor apartment, entire home--excluding basement for sleeping, and so forth.

NOTE: When working with the family to determine the capacity, if the number of the family's own children, under 18 years of age, and the proposed number of foster children exceed six, the worker must request an expanded capacity prior to making a recommendation to license the home.

A license cannot be issued without information specifying the conditions of the license. The remaining fields in this section are for use with other facility types and should be left blank.

LC-06 Screen

This section of the ILS indicates the scheduled site visit dates. Monitoring must occur to determine ongoing compliance with the licensing standards. One a license is issued, the annual dates will be preprinted and will correspond to the effective date of the license and annually thereafter for the life of the license.

INDIVIDUAL LICENSING SUMMARY – PAGE 2

PR-02 Screen

Page 2 of the ILS starts by repeating the Provider ID number, the names of the applicants, and social security numbers. The worker must ensure that both pages are for the same individuals before submission.

BC-03 Screen

This section of the ILS identifies all individuals in the family home who are subject to background checks. This includes all persons 13 years of age and older. The name of an individual appears on the ILS only after COol has received the **CFS 718, Authorization for Background Check**. The worker must check the information to ensure that all persons are identified and that any individual 18 years of age or older has been fingerprinted.

BC-04 and BC-05 Screens

This section provides the date of the Statewide Automated Child Welfare System (SACWIS) check for child abuse and/or neglect and the date all applicable individuals were fingerprinted. The status of the check will appear.

For initial license recommendations, all persons age 13 to 17 listed on the BC-03 must have a SACWIS clearance and all listed persons 18 years of age or older must have SACWIS, criminal history, and sex abuse registry clearances.

For license renewal recommendations, both applications must have updated SACWIS and clearances and all other individuals, 18 years of age and older, in the home must have been fingerprinted so that their background check can be updated.

If the applicants or another individual in the home have an indicated SACWIS or criminal history record, assess the information in accordance with **Section 385.60, Criminal Convictions and Pending Criminal Charges** of **Rule 385, Background Checks**, before making any recommendations regarding the application.

LC-04 Screen

This section must be completed by the licensing worker. The home study date must reflect the most recent date the worker was at the home and completed the licensing study. If there were multiple visits for the purpose of determining compliance with the licensing standards, the worker must use the most recent date when full compliance was achieved. If the family has moved and filed an address change application, the date of the visit must be noted in the address site visit section. While family homes do not routinely need fire clearances, it may be necessary to have an inspection from the Office of the State Fire Marshal before approving certain arrangements, such as requesting the use of the basement for sleeping.

LC-05 Screen

This section is used to make the recommendation, to the Department regarding the disposition of the application or license. This section contains space for the recommendation code, the recommendation date, a certification that a licensing study has been completed and documented, and space for the licensing worker and the worker's supervisor to sign. It is imperative that the worker and the supervisor review all material related to each ILS before submitting a recommendation. Part of the review must include assurances that all information required to establish conditions of the license, if applicable, have been written in the appropriate space.

Incomplete material will be returned to the worker and may cause a delay in utilization of the home as a resource.

NOTE: The ILS is intended for use by licensing workers and supervisors of licensing staff within the Department and in licensed Child Welfare Agencies. **The signatures of both the worker and the supervisor are always required.** Additionally, the licensing worker and the assigned supervisor must have successfully passed the examination over the Child Care Act and Part 402, Licensing Standards for Foster Family Homes, before performing licensing studies in family homes or making licensing recommendations. The worker and supervisor must have obtained his or her Individual Licensing Personnel ID number from COol before making any licensing recommendations to the Department.

The recommendation code represents the worker's final decision regarding the disposition of the application. When all required work has been completed, one of the following codes must be used in order to relay, via the ILS, the decision of the worker and supervisor to the Central Office of Licensing. The worker and supervisor must sign and include their License Personnel ID numbers next to the signatures. **Recommendations submitted by persons who do not have a valid Licensing Personnel ID number will be returned unprocessed.**

ILS RECOMMENDATION CODES

AW – Application Withdrawn

This code is used when the applicants have requested the withdrawal of their application. The individual is no longer interested in completing the licensing process. This is a voluntary action on the part of the applicant. The action may occur at any time while the application is pending. Documentation, in the form of written correspondence or a written statement from the applicants, confirming their desire to withdraw the application, must be attached to an ILS when the worker or supervisor is recommending AW. [See Section P402.4(d)(3).]

IP – Issue Permit

This code is used to recommend that a permit be issued when the home is in compliance with the requirements set forth in Section 402.6. A permit is valid for two months and is non-renewable. **NOTE:** A permit may be issued to a foster family home only with the personal written approval of the Director of the Department. Any request for a permit must be sent to the Central Office of Licensing in accordance with the directions in **Appendix F, Request for Permit Protocol**.

IL – Issue License

This code is used to recommend that a license be issued. IL is used under the following circumstances:

> **IL – Initial License** – the applicants have never been or are not currently licensed, (or the worker is ready to issue a full license after a permit) and required background checks/clearances have been completed and appear on the ILS. The licensing worker has completed a licensing study and documented compliance on the **CFS 590, License Compliance Record**. The licensing file has been reviewed and contains all required documentation confirming full compliance with applicable rules, the worker has specified the conditions of the license on Page 1 of the ILS, and the worker and supervisor have signed the ILS certifying that all licensing activity has been completed and recommending a license be issued. The ILS must be submitted to the Central Office of Licensing. **NOTE:** If the applicant is seeking an expanded capacity, a **CFS 591, Request for Expanded Capacity Foster Home License**, accompanied by an ILS must be submitted to COol.
>
> **IL – Renew License** – the applicants have a valid license and the worker has conducted a renewal study to determine on-going compliance with the applicable rules. A renewal study is a full review of each standard and includes a determination that the composition of the family has not changed and that the rules related to appropriate child care (402.11(b) and (c), 402.12(d)(5), 402.15(b), 402.16(b) and (e), and 402.22) continue to be met. The licensing worker must document the renewal study on the **CFS 590, License Compliance Record**.

The worker must specify the conditions of the license on the ILS and submit only after review by the supervisor and signatures of both worker and supervisor have been obtained. The ILS must be submitted to the Central Office of Licensing.

IL – Address Change – the applicants had a valid license at a previous address. The supervising agency was notified of the address change before the move, an address change application has been submitted for data entry, and the worker has completed a licensing visit to the new address. The licensing worker must make an assessment of the new residence by evaluating the standards that relate to the home environment and must document compliance on the **CFS 590, License Compliance Record**. The file must contain room measurements and documentation that health and safety issues were evaluated for compliance. The worker must specify the conditions of the license to be issued at the new residence and submit the licensing file for review by the supervisor. The worker and supervisor must sign and date the ILS prior to submitting it to the Central Office of Licensing. **NOTE:** A recommendation to IL an address change application will not give the license a new begin date.

AL – Amend License

This code is used when the conditions of the license change. Recommendations to increase capacity require a visit to the licensed home and documentation that the home is in full compliance. This recommendation is used under the following circumstances:

AL – Amend Capacity – this occurs when a licensee requests an increase or decrease in the capacity of their home. The worker must make a visit to the home to determine that the available space will accommodate the increase or that a decrease in capacity will be sufficient to bring the home into compliance. For example, decreases often occur because of a child being born to the licensee necessitating further review of other compliance factors at the time of the site visit. Appropriate documentation to support the amendment must be included in the licensing file. Using the ILS (which shows Issued License), the licensing worker must specify the change in capacity, the site visit date, and the recommendation date. The ILS must be signed by the licensing worker and the supervisor and submitted to the Central Office of Licensing.

AL – Amend Area Used – this occurs when the licensee requests that space not previously used be included on the license. The worker must make a visit to assess changes to, or additions to, existing space available for child care. This may be the result of remodeling or readjustment of existing space. Appropriate documentation to support the amendment must be included in the licensing file and the worker must document the specified changes in the area used and the site visit date and recommendation date on the ILS. The ILS must be signed by the licensing worker and the supervisor and submitted to the Central Office of Licensing.

AL – Amend Age Range – this occurs when the licensee requests the ability to take children that are younger or older than allowed by the current license. The worker must make a visit to the licensed home to determine that the licensee has the necessary

equipment, space, and ability to provide care for the ages requested. Documentation to support the changes must be included in the licensing file and the change in age ranges, the site visit date, and the recommendation date must be written on the ILS. The licensing worker and the supervisor must review and sign the ILS prior to submission.

DL – Deny License

This code is used only when making a recommendation to deny the application of individuals who have never been licensed or are not currently licensed. This code cannot be used at the time of renewal. The licensing worker may recommend denial of the license application only after the applicants have failed to meet the requirements of the applicable standards and the applicants cannot or will not make corrections to meet the requirements. Before recommending denial of an application, the worker must provide documentation, via written correspondence to the applicants, specifying the violations that exist, what the applicant must do to correct the violations, and the timeframe for correction. The licensing worker must show evidence that attempts to assist the applicant were made and that denial of the license application is the result of failure to comply with standards. A copy of this correspondence to the applicant and any other documentation demonstrating the worker's effort to resolve the outstanding issues must be attached to the ILS, which must be signed by the worker and the supervisor and submitted to the Central Office of Licensing.

TR – Transfer

This code is used to request the transfer of the licensing supervision of a currently licensed foster home. Before recommending a transfer, the licensing worker must receive an application completed by the licensees, which serves as a request to transfer along with the signed Consent to Release the licensing file to the "new supervising agency"/DCFS team. Once the file is received, it must be reviewed to ensure that all required material is present. The licensing worker must complete a site visit to ensure continuing compliance with applicable rule. The worker must specify the "receiving agency" by marking through the private agency name and printing the DCFS assigned worker's Region, Site, and Field (R/S/F). Information on the ILS must include the date of the site visit, and the recommendation code (TR) and the recommended effective date. The licensing worker and supervisor shall sign and date the ILS, including their Licensing Personnel ID numbers, before submitting the ILS to the Central Office of Licensing. (A new license will be generated showing the "supervising agency"/DCFS team's R/S/F.)

CS – Close Surrender

This code is used when the licensees have made a request to close their license. This is a voluntary action on the part of the licensee when they choose to no longer provide child care services and the license is still valid. The worker, when discussing with the licensee the meaning of a surrender, must emphasize that the individuals may no longer provide care that is subject to licensure, that they must put their request in writing, and must return the copy of the license certificate to the worker. A copy of the correspondence and any other documentation confirming the licensee's request to close the license must be attached to the ILS, which the worker and supervisor shall have signed and dated, including their Licensing Personnel ID numbers, before

submission to the Central Office of Licensing. **NOTE:** If the licensees are caring for related foster children, the worker must advise the caregiver that future payments will drop to the standard of need rate.

CE – Close Expired

This code is used to close a license that is no longer valid because it has expired. This code should be used if the licensees fail to respond before expiration or indicate that they are not interested in renewing their license and the licensing worker has verified that there are no children in placement that would cause the home to be subject to licensure. Written correspondence must be sent to the individuals notifying them that the license has expired and that the file has been closed. A copy of the correspondence must be attached to the ILS, which has been signed and dated by the worker and the supervisor, including their Licensing Personnel ID numbers, and submitted to the Central Office of Licensing. **NOTE:** If the licensees have failed to complete a timely renewal application and there are foster children in the home, the worker must follow the notification procedures regarding failure to submit a timely renewal application set forth in **Appendix A, Renewal of Foster Home Licenses**.

RR – Refuse to Renew License

This code is used ONLY as an enforcement action that has been reviewed and approved by the Central Office of Licensing Enforcement Unit. This action occurs as a result of a renewal application being filed and the worker, during the licensing study, finding and documenting conditions/violations of an extremely serious nature. These conditions/violations cannot be corrected or the applicant may demonstrate an unwillingness to correct them, necessitating aggressive enforcement action. In all cases the worker and supervisor MUST submit the entire Refusal to Renew the License enforcement packet through the DCFS Regional Resource Manager. DO NOT submit the material directly to the Central Office of Licensing.

RL – Revoke License

This code also is used ONLY as an enforcement action that has been reviewed and approved by the Central Office of Licensing Enforcement Unit. This action may occur any time while the license is valid. This action is the result of extremely serious violations that the licensee cannot correct or has demonstrated an unwillingness to correct. Enforcement action is an aggressive action on the part of the Department. In any action designed to take a license back from the licensee, the licensee has Due Process Rights. This means that they can appeal the recommendation. In all cased the worker and supervisor MUST forward the recommendation for enforcement action, complete with the Revocation Packet, to the DCFS Regional Resource Manager. DO NOT submit the material directly to the Central Office of Licensing.

The ILS and the above respective recommendation codes represent the worker's and the supervisor's direction to the Central Office of Licensing regarding the outcome of licensing activity. Only the codes listed here may be used to facilitate data entry of an ILS. It is incumbent upon administrators, managers, and supervisors to ensure that licensing staff and their immediate supervisors are always familiar with the codes and other facets of the ILS.

APPENDIX D
SUBMISSION OF FAMILY FOSTER HOME LICENSE APPLICATION TO CENTRAL OFFICE OF LICENSING

The completion of an application for license reflects a willingness on the part of an applicant to enter into a legal relationship with the Department and to fully participate with the supervising agency in the assessment of their suitability to be licensed. The licensed child welfare agency accepting the application has a vested interest in ensuring that all material received from the applicant is accurate and complete. **A thorough review of the entire application packet must occur before forwarding it to the Central Office of Licensing for data processing.**

Please review these instructions and submit material accordingly.

THE APPLICANT MUST:

1. Complete the **CFS 597A** or **CFS 597R** by doing the following:

    a. Print names and social security numbers in the appropriate spaces.
    b. Print complete address, including county, and the mailing address, if different.
    c. Provide home phone number (and work number when appropriate).
    d. Answer questions 1-5 on the **CFS 597A** and questions 1-3 on the **CFS 597R**. **NOTE:** Ensure that an explanation is included on or with the application packet if any household member has been convicted of anything, other than a minor traffic offense. If more than one person in the household has been convicted, be specific regarding each individual's name and conviction information.
    e. Read the declaration statements I through VI on the **CFS 597A** and Section VIII, Certification on the **CFS 597R**; these establish the framework for cooperation and agency supervision.
    f. Sign and date the application.

2. Complete the **CFS 718, Authorization for Background Check**

    Ensure that each individual, 13 years of age and up, residing in the household, fully completes all identifying information. **Signatures and dates are required on both the front and back of this form.**

    NOTE: Foster children are NOT required to compete the **CFS 718**.

LICENSING STANDARDS FOR FOSTER FAMILY HOMES
June 25, 2007 – P.T. 2007.15

THE AGENCY LICENSING WORKER MUST:

Review all application material for completeness and accuracy, paying particular attention to:

1. Ensure that all questions are answered and identifying information, including social security numbers for all household members, is complete.
2. Ensure that all persons in the household have been identified and, if 13 years of age or older, they have completed an authorization form (**CFS 718**).
3. Ensure that all individuals in the home 18 years of age or older are fingerprinted. **Note:** This does **not** include foster children continuing in placement beyond age 18.
4. Complete the top portion of the **CFS 597A, Application for Family Home License,** or **CFS 597R, Application for Foster Family Home License for Relative Caregiver.** Type or print the name, address, telephone number, and the supervising agency's Provider ID#.
5. Complete Section 4 of each individual's **CFS 718** and ensure that the name of the licensing worker and a contact phone number is included on each form.

Additionally, please note:

New Entity - If there is a change in the name, marital status, etc. of the licensed entity, the individuals must file a new application. This requires a complete application packet, including a newly signed and dated **CFS 597A** or **CFS 597R**, and new **CFS 718s** for all members of the household 13 and up.

NOTE: Do not have individuals who were previously fingerprinted for licensing purposes, reprinted, unless notified to do so by the Central Office of Licensing.

Address Change - The licensee must complete a new Application form (**CFS 597A** or **CFS 597R**). The agency must forward the application for data entry to the Central Office of Licensing. An Individual Licensing Summary (ILS) will be generated back to the agency for completion of the recommendation to issue the license to the new address.

Transfer of Agency of Supervision - A copy of the Application form (**CFS 597A** or **CFS 597R**), which the licensee filed with the agency, must accompany the Individual Licensing Summary in order for the Central Office of Licensing staff to complete the data entry to transfer the supervision of the license.

APPENDIX E
REQUEST FOR PERMIT PROTOCOL

The following protocol is to assist in requesting a permit in accordance with **Part 402, Licensing Standards for Foster Family Homes**. A two-month permit may only be issued with the personal written approval of the Director of the Department. Submit the items that follow to the Central Office of Licensing.

a) A signed form **CFS 504-1, Request for Foster Family Home Permit**, (copy attached) detailing the reason for the permit request. The **CFS 504-1** must clearly state how waiting for issuance of a license will have a detrimental effect on the child to be placed with the family. Delay in the receipt of background clearances is not by itself a sufficient reason to request a permit. The **CFS 504-1** follows the guidelines established in **402.6, Provisions Pertaining to Permits**, and must clearly state:

1) An application for license has been completed and is pending;

2) The required Authorization for Background Check forms have been completed in accordance with **Part 385, Background Checks,** and classifiable fingerprints have been obtained from the applicants;

3) A complete licensing study has been conducted and documented. The licensing worker has determined reasonable compliance with all applicable standards, except those standards specified on the **CFS 504-1**;

4) The home has sufficient space, furnishings and equipment; and

5) The applicants have signed the Statement of Foster Family License Applicant(s), if background check results have not been received.

b) The ILS with the recommendation code "IP" (issue permit) and Page 1 of the **CFS 590, Foster Home License Compliance Record**. **NOTE:** Leave the recommendation date bank. The date will be completed by the Central Office of Licensing concurrent with the approval of the Director of the Department.

Send all material to:

Department of Children and Family Services
Central Office of Licensing
406 East Monroe, Station #60
Springfield, IL 62701

Or fax to (217) 524-3347. Direct additional questions to (217) 785-2688.

NOTE: The permit will not be backdated and is not considered "in effect" until approved by the Director of the Department of Children and Family Services.

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APPENDIX F
PREVIOUS LICENSING VIOLATIONS AND ENFORCEMENT HISTORY REVIEW

a) Data Enter Initial Application

1) For Purchase of Service (POS) Foster Homes

After entering the prospective foster home application into the database, the Central Office of Licensing data entry staff shall check the PR-04 screen for all current and previous licensing-related provider ID numbers.

For each current/previous licensing-related provider ID number, the Central Office of Licensing data entry staff shall check the LC-07 screen to determine if any previous/pending enforcement action exists such as:

- Previous denials (code 08);
- Previous revocations (code 04) and refusals to renew (code 10);
- Pending revocations/refusals to renew (code 09); and
- Previous "Surrenders with Cause" (code 33).

2) For DCFS Foster Homes

After entering the prospective foster home application into the database, the Department's field data entry staff shall check the PR-04 data screen for all current and previous licensing-related provider ID numbers.

For each current/previous licensing-related provider ID number, DCFS field data entry staff shall check the LC-07 screen to determine the existence of any previous/pending enforcement action such as:

- Previous denials (code 08);
- Previous revocations (code 04) and refusals to renew (code 10);
- Pending revocations (code 09) and refusals to renew (code 09); and
- Previous "Surrenders with Cause" (code 33).

b) Notification to the Central Office of Licensing Enforcement Unit

1) For POS Foster Homes

If the Central Office of Licensing data entry staff finds any record of previous or pending enforcement actions on the applicant, they shall notify the Chief of the Central Office of Licensing Enforcement Unit of the findings via e-mail.

2) For DCFS Foster Homes

If DCFS field data entry staff find any record of previous or pending enforcement actions on the applicant, they shall notify the current licensing supervisor and the Chief of the Central Office of Licensing Enforcement Unit of the findings via e-mail.

c) Provide Background Information to Licensing Supervisor

The Manager of the Central Office of Licensing Enforcement Unit shall complete the **CFS 50-A, Notice of Previous Enforcement Action**, with background information and send it to the DCFS licensing supervisor (via e-mail) or the POS licensing supervisor/contact (via US Mail). A blank **CFS 50-B, Rationale for Recommending Foster Home Licensure Despite Previous Enforcement Actions,** shall be attached to the **CFS 50-A**.

Note: If a different Central Office of Licensing enforcement notice was previously sent to the licensing supervisor, a copy of the same shall be attached to the **CFS 50-A**.

The Chief of the Central Office of Licensing Enforcement Unit shall flag the new initial application in the database.

d) Licensing Representative Requests Information from Previous Licensing Entities

Upon receiving the **CFS 50-A** from the Central Office of Licensing Enforcement Manger, the licensing representative shall:

- Contact all licensing entities previously associated with the applicant(s);
- Request all relevant information, as authorized by applicant in the **CFS 718, Authorization for Background Check**, regarding previous licensing and placement activity, including enforcement actions (dates, reasons, etc.), removal of children from home (initiated by the agency or foster home), and licensing violations;
- **Review and assess** all information received; and
- On form **CFS 50-B**, document the assessments made of the information received from previous licensing entities; or
- On form **CFS 50-B,** document the non-receipt of requested information and follow-up attempts to secure the information.

Note: The licensing representative shall not make any recommendation regarding the current application (i.e., to either issue a license or deny the application) until the licensing representative has received and reviewed/assessed the information obtained from previous licensing entities, or has documented the attempts of contact the agency to secure the information on the **CFS 50-B**.

e) Licensing representative and Supervisor Submit Recommendation

1) Recommendation to "Issue License"

If the licensing representative and licensing supervisor, after reviewing all of the information from the previous licensing entities, determine that it is appropriate to submit a recommendation to "Issue License", the licensing representative and supervisor shall complete a **CFS 50-B, Rationale for Recommending Foster Home Licensure Despite Previous Enforcement Actions**.

Note: The Central Office of Licensing will not process any recommendation to "Issue License" for an application that has been flagged in the data base without a properly completed **CFS 50-B**.

2) Recommendation to "Deny Application"

If the licensing representative and licensing supervisor, after reviewing all of the information from the previous licensing entities, determine it is appropriate to submit a recommendation to "Deny Application," the licensing representative and supervisor shall submit the following information to the Central Office of Licensing (the **CFS 50-B** is not required):

A) A completed Individual License Summary (ILS) that includes:

- The letters "DL" in the recommendation section;
- The recommended effective date;
- The licensing representative's ID#, signature and date of signature; and
- The licensing supervisor's ID#, review/approval signature and date.

B) The following documentation must be attached to the ILS:

- Copies of correspondence sent to the applicant(s) informing them of the decision to recommend that the application be denied;
- Documentation that the applicant was given an opportunity to correct the conditions, if correctable; and
- Copy of the correspondence and other documentation that supports the recommendation to deny the application.

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APPENDIX G
LICENSE FILE CASE RECORD ORGANIZATION

a) Section I -Application Documentation

This section contains all information needed to process a Foster Home License

- License Receipt
- Individual License Summary (CFLC 2040)
- Application for Family Home License (CFS 597A)
- Authorization for Background Checks (CFS 506F)
- Foster Home Motor Vehicle Insurance Certification (CFS 688)
- Fingerprint Receipt

b) Section II – Site Visits/Provider Contact Information

This section contains information needed when contact is made with a License Foster Home

- Case Entry Form (CFS 492)
- Foster Home Licensing Monitoring Record (CFS-597-FFH)
- Foster Family Home License Compliance Record (CFS 590)

c) Section III – Correspondence Information

This section contains information that relates to the License Foster Home from other sources

- License Recommendation Correspondence
- Complaint Investigation Correspondence
- Background check results/assessments of CANTS/criminal history
- Other Correspondence

d) Section IV – Support Documentation

- Financial Assessment
  Only a verification of foster parents income is required
- Medical Reports (Two Renewal Periods)
- Reference Letter on Behalf of Foster Home Applicant (CFS 599-2)
- Other supporting documentation

e) Section V- Consent Agreements

- Well Water Assessment (CFS 452)
- Well Water Test Results
- Water Temperature Agreement (CFS 452-1)
- Veterinary Certification
- Prohibition of Corporal Punishment Agreement (CFS 452-3)
- Foster Home Motor Vehicle Insurance Certification (CFS 688)
- Child Supervision Plan Agreement (CFS 452-4)
- Fire Evacuation Plan (CFS 585-1)
- Acknowledgement of Mandated Reporter Status (CANTS 22B)
- Foster Family Firearms Agreement (CFS 452-2)
- Smoke Detector Inspection (CFS 585)
- Acknowledgement of Compliance (CFS 452-A)

f) Section VI- Documentation of Assessment

- Foster Home Assessment (CFS 506-G)
- Initial Inquiry (CFS 542)

g) Section VII- Ongoing Training and Development

- Training Logs and other training documentation (CFS 574-1)
- Documentation of Certifications
- Pride Connections
- Trainers Notes
- Adopt Pride/Foster Pride Pre-Service or Relative Pre-Service Training

h) Section VIII- Utilization History

- Foster Home Utilization Assessment (CFS 604-1)
- Listing of Children Currently in Placement
- Request for Expanded Capacity (CFS 591)
- Placement Hold Request (CFS 2011)
- Director's Waiver (CFS 402-1)
- Licensing Summary on Foster Family Home (CFS 590-A)

i) Section XI- Support Service

- Foster Parent Support Specialist Notes
- Infant Care Equipment Grant
- Respite Information

j) Section X- Historical Section

This section contains all licensed information from the previous two renewal periods.

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