

### **Licensing Process for Child Placing Foster**

1. Submit application, fee, and an electronic copy of your Policy and Procedure Manual based on Foster Care Rules (R501-12) and CORE rules (R501-2) with particular attention to R501-2-2.L.1-7. Manual must be approved by assigned licensor. If providing tracking or therapy, you must apply for an Outpatient Treatment license. Be sure to include program statement of purpose, description of services to be provided, and description of clients to be served.
2. Submit Office of Licensing Background Screening Application forms on all employees 18 years or older who will have access to clients, and on all foster parents, and persons 18 years or older that reside in the foster home. Background Screening must be done annually.
3. Certify foster homes.
4. Have files prepared on all foster homes.
5. Prepare following documents:
  - Business license
  - Organization chart
  - Evidence of Business Registration with the Department of Commerce
  - List of members of the Program's Governing Body
  - Evidence of Insurance (General Liability, Professional Liability, etc.)
6. Licensor will contact you to complete site and home inspections.