

KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

Bureau of Child Care and Health Facilities
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LICENSED/APPROVED FAMILY FOSTER HOME APPLICATION PACKET

THIS PACKET IS USED FOR INITIAL AND RENEWAL APPLICATIONS. IT IS PROVIDED TO THE SPONSORING CHILD PLACING AGENCY FOR USE WITH THE FOSTER FAMILY APPLICANT(S).

FOUR FORMS IN THE PACKET ARE TO BE COMPLETED BY THE CHILD PLACING AGENCY LICENSING STAFF. THEY ARE PROVIDED IN THE PACKET FOR THE CONVENIENCE OF THE CHILD PLACING AGENCY AND PLACED AT THE BACK OF THE PACKET. THESE FORMS ARE:

- CCL 403 LICENSED & APPROVED FAMILY FOSTER HOME SURVEY
- CCL 411 FINGERPRINT-BASED CHECK OF CRIMINAL HISTORY/OUT OF STATE CHILD ABUSE/NEGLECT REGISTRY
- CCL 653 RECOMMENDATION FOR USE BY CPA & INTENT TO PLACE (INITIAL APPLICATIONS ONLY)
- CCL 654 CONTINUED RECOMMENDATION FOR USE BY CPA (RENEWAL APPLICATIONS ONLY)

INITIAL APPLICATION:

The Family Foster Applicant(s) complete the **application form (CCL 401), floor plan and KBI/SRS Background Check Request form (CCL 002)** for submission to KDHE. They will complete the Sample Menu (CCL 404) and the Vehicle Safety Maintenance Check (CCL 005) and will have the Health Assessment form (CCL 009) completed by their physician. These forms, including a copy of the KBI/SRS Background Check Request form, will be kept on file at the foster home. The applicant(s) may also complete the Self-evaluation Checklist (CCL 405) in preparation for the initial survey.

The child placing agency licensing worker will complete the family foster home assessment and will conduct a walkthrough survey of the home. A Notice of Survey Finding (CCL 657) will be completed to inform the applicant(s) and KDHE of compliance issues. The family assessment will be kept on file at the child placing agency. **The Licensed & Approved Family Foster Home Survey form (CCL 403) and the original Notice of Survey Finding form (CCL 657) will be submitted to KDHE with the completed application, floor plan, KBI/SRS Background Check Request (CCL 002), Fingerprint-based Check of Criminal History/Out of State Child Abuse/Neglect Registry (CCL 411), fingerprint results (if available at time of application, Recommendation For Use by CPA & Intent to Place (CCL 653), and copies of PS-MAPP or Deciding Together, first aid, universal precautions and medication administration training certificates.**

RENEWAL APPLICATION:

The family foster home licensee(s) complete the **application form (CCL 401)** indicating a renewal, **KBI/SRS Background Check Request form (CCL 002)** and the Vehicle Safety Maintenance Check (CCL 005).

The child placing agency licensing worker will complete the family foster home annual reassessment and will conduct a walkthrough survey of the home. A Notice of Survey Finding (CCL 657) will be completed to inform the licensee(s) and KDHE of compliance issues. The annual reassessment will be kept on file at the child placing agency. **The Licensed & Approved Family Foster Home Survey (CCL 403), the original Notice of Survey Finding (CCL 657), renewal application, KBI/SRS Background Check Request form (CCL 002), Continued Recommendation for Use by CPA (CCL 654), and a training report for each foster parent (a minimum of eight hours of training is required annually for each foster parent)** will be submitted to KDHE by the child placing agency.

KDHE FOSTER CARE FORMS:

One copy of current KDHE forms is enclosed for your use. Please make copies of these forms. Additional forms are available on the KDHE website at www.kdheks.gov/kidsnet. Destroy all unused copies of out-of-date forms.