

CHANGE NOTICE FOR MANUAL

CHANGE NUMBER 03-2013

DATE: MARCH 11, 2013

MANUAL: CHILD WELFARE SERVICES - FOSTER HOME LICENSING

TO: COUNTY DIRECTORS OF SOCIAL SERVICES AND
DIRECTORS OF CHILD PLACING AGENCIES

ATTENTION: CHILD WELFARE PROGRAM ADMINISTRATORS,
MANAGERS, SUPERVISORS, AND WORKERS; ALL
FOSTER HOME LICENSING WORKERS

RE: AMMENDMENTS TO THE FOSTER HOME LICENSING
MANUAL TO INCLUDE: TABLE OF CONTENTS, SECTION
.0700, SECTION .1100, CHAPTER VII, AND CHAPTER IX

EFFECTIVE: IMMEDIATELY

I. BACKGROUND | CHANGE INTENT

The Foster Home Licensing Manual was last issued July 1, 2012 (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-94/man/>). Revisions have been made in several sections of the manual to use consistent language when referring to requirements for individuals 18 years of age and older. Clarifications have been made to policies related to required applicants, weekly supervision for therapeutic foster parents, exterior setting and safety, licensing visits and reporting juvenile convictions. Revisions have been made to update General Statute 131D-10.6C and information related to household members who enter the United States on a VISA. The manual replaces guidance for licensing foster homes that has been provided in memos, webinars, Supplemental Guide to Foster Home Licensing and foster home licensing training.

II. SPECIFIC CHANGES

A. Table of Contents

- Page 2, Item VI, clarification related to individuals 18 years of age and older.
- Page 2, Item VIII, adds reference to household members who enter United States on a VISA.

B. III Section .0700

- Page 3, clarification related to individuals 18 years of age and older

C. VII Section .1100

- Pages 36-39 clarification related to Required Applicants.
- Page 46 clarification related to Weekly Supervision of Therapeutic Foster Parents.
- Pages 57-59 clarification related to Exterior Setting and Safety.
- Pages 59-60 clarification related to Licensing Visits.
- Pages 60 and 61 clarification related to individuals 18 years of age and older.
- Page 63 clarification related to Reporting Juvenile Convictions.

D. VIII Miscellaneous

- Page 3, Item B updates changes to G.S. § 131D-10.6C (Foster Parent Registry) effective October 1, 2012.
- Page 7, Item I adds guidance related to Household Members Who Enter United States on a VISA.

E. IX Guide to Completing Foster Home Licensing Forms

- Pages 3, 14, 15, 22 and 27 clarification related to individuals 18 years of age and older.

III. INSTRUCTIONS

Please note the above changes to the Foster Home Licensing Manual (<http://info.dhhs.state.nc.us/olm/manuals/dss/csm-94/man/>) and begin using the revised manual immediately.

Please note that the Foster Home Licensing Manual is available on-line as PDF documents only. Previously, the North Carolina Division of Social Services has maintained both “on-line” versions of its manuals along with PDF versions. Beginning with this manual, only the PDF versions will be available at:

<http://info.dhhs.state.nc.us/olm/manuals/manuals.aspx?dc=dss>.

Navigation between sections of this manual will require users to use the “Back” button of their browser to return to the Table of Contents for this manual to select the next session to be read.

Questions related to the Foster Home Licensing Manual should be directed to the Licensing Authority Program Consultants at 828-669-3388.

OBSOLETE	USE
NORTH CAROLINA DIVISION OF SOCIAL SERVICES	NORTH CAROLINA DIVISION OF SOCIAL SERVICES
FOSTER HOME LICENSING MANUAL (CHANGE 02-2012 EFFECTIVE JULY 2012)	FOSTER HOME LICENSING MANUAL (CHANGE 03-2013 EFFECTIVE MARCH 2013)

Sincerely,



Kevin Kelley, Section Chief

cc: Sherry Bradsher
Jack Rogers
Hank Bowers
Kathy Sommese
Child Welfare Team Leaders
Local Business Liaisons