

DC Child & Family Services Licensing Requirements During COVID-19 Public Health Emergency
The D.C. Code of Municipal Regulations (DCMR) Title 29, Chapter 60, details the requirements for licensing resource homes in the District of Columbia. Due to the partial telework status of District Government agencies, the time for meeting non-safety related requirements may be extended up to 45 days after the end of the health emergency status.

All forms to be completed and documents to be provided will be submitted electronically in order to not delay licensing. In cases where an applicant does not have a computer or smart phone by which to submit required documents:

- Some are not safety-related and the submission date can be extended as indicated below.
- Some are safety-related and lack of submission will delay issuance of the license.

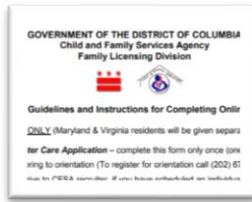
Training



Clearances



Forms



Documents



Inspections



TRAINING	Status
1. Certificate of completion for 30 hours of pre-service training	Virtual
2. CPR and First Aid Certification (Approved by CWTA)	Safety
CLEARANCES	Status
3. FBI Clearances (also for household members 18 and older)	Safety
4. Local police clearance/Out of State	Safety
5. Child Protection Register clearances/Out of State	Safety
6. 50 State and DC CPC/Out of State Police Clearances Form	Safety
PROSPECTIVE RESOURCE PARENT FORMS & DOCUMENTS (all to be submitted electronically)	Status
7. Basic Requirements to Maintain your Foster Care License	Extended
8. Responsibilities of the Foster Parent	Extended
9. Reporting and Investigating Allegations of Abuse or Neglect of a Child in Foster Care	Extended
10. Definitions of Child Abuse and Neglect	Extended
11. Backup Childcare Information Form	Extended
12. Childcare Center Form	Extended
13. Agency Policy on Discipline	Safety
14. Authorization to Release Information	Safety
15. Major Monthly Expense Form	Viability
16. Two (2) Current Pay Stubs or other proof of income (SSI, Tax forms, etc.)	Viability
17. Apartment/Home Verification Form or Mortgage Statement	Extended
18. Resource Parent Matching Tool	Extended
19. Family Picture/Pet Picture (4x6 or larger)	Extended
20. Copy of unexpired, government-issued picture identification for each applicant	Safety

21. Birth certificate	Extended
22. Verification of marital status	Extended
23. Verification of vehicle insurance, if applicable	Safety
24. Emergency Evacuation/Fire Escape Floor Plan	Safety
26. Out of State Clearance Tracking Form for Applicants	Extended
27. Family Development Plan	Extended
28. Board and Care Agreement	Extended
THIRD-PARTY FORMS & DOCUMENTS	Status
25. Three (3) personal references from relatives, neighbors, and employers or co-workers	Extended
26. Verification of current vaccinations for any pets in the home (<i>extended except for rabies</i>)	Safety
27. Official Clean Hands certification	Extended
28. Medical examinations for all adult household members, including TB tests	Safety
29. DC Health Universal Health Certificate for household members under 18-years old	Safety
30. Employment Verification/Reference Form	Extended
31. School Adjustment Report (or most current progress report) for school-age children in the home	Extended
32. Local/Out of State Police and FBI Clearances for back-up and all adult household members	Safety
33. Local/Out of State CPC forms for back-up and all adult and household members	Safety
34. Out of State Clearance Tracking Form for back-up and all adult household members	Extended
INSPECTIONS	STATUS
35. Lead-based paint certificate (for a child under six years of age to be placed in the home)	Safety
36. Fire inspection and certificate	Safety
37. Home Inspection and document	Virtual
CFSA DOCUMENTS/WORK PRODUCT	STATUS
38. Home Visitations/Interview of Prospective Resource Parents and report	Virtual
39. Home Study document	Electronic

Key Terms

- **Safety** means the home cannot be licensed without the requirement being met due to risk.
- **Viability** means the home cannot be licensed without the requirement being met because it is critical to determining the capability and capacity of the applicant to serve as a resource parent.
- **Extended** means that completion of this requirement is not safety-related and the license can be issued prior to submission. Most of these items are from third parties and outside of the applicant's control. However, the requirement for submission is not waived, rather the deadline for submission can be extended to within 45 days after the expiration of the public health emergency.
- **Virtual** means the requirement will be completed through video and/or telephonic means. If this is not feasible, the home cannot be licensed.

Notes

Any prospective resource parent that is unable to obtain the required documentation, clearances or inspections to complete licensure, will be closed in FACES prior to the 150 days and re-opened when all requirements are able to be met.