



Frequently Asked Questions (FAQs)

Closing and Reopening Your Resource Home

As a resource parent, you may encounter a situation which limits your time or ability to foster and requires the closure of your foster home for a period of time. The situation may be planned such as home renovation, extended travel, or a new birth. Other situations that may necessitate the closure of your resource home might be unexpected and include, but are not limited to, a health crisis, personal family issue, or storm damage to the home. In some cases, your resource parent support worker may recommend closure for underutilization. We recognize that life events occur and want you to be informed about the process for closing and reopening your resource home.

What is the definition of a Closed Home?

While the term “closed home” is sometimes used generically to describe a home that is not a placement option, there are four distinct circumstances for such homes:

1. *Unavailable* – this is a temporary closure of the home with a specified date for the home to accept placements. Homes are typically made unavailable when a resource parent has a short-term placement limitation such as a planned trip, outpatient medical procedure, or visiting relative or guest staying in the home.
2. *Closed* – this is a closure of the home with the ability to re-open to accept placements again during the period while your license is valid/unexpired. Closure of your home does not mean you give up or lose your foster care license unless you move out of the District, to a new home, or your license expires.¹ Closure means that you will not be asked to accept a placement until or unless the home is ready to re-open on a mutually agreed-upon date. While closed, the resource parent support and re-licensing workers will not be in regular communication with you and your home will not be monitored for compliance.
3. *License Suspended* – CFSA may immediately suspend a license, due to an investigation or any condition that may pose a threat to the health or safety of foster children, for a period not exceed thirty (30) days, with an extension of up to 30 additional days, to remedy the safety issue before the home is eligible to accept placements again.
4. *License Revoked* – this is a permanent closure and the home is not eligible to accept placements again unless there is a hearing to overturn the revocation or upon the Director’s written approval.

What does Underutilization mean?

Underutilization is when a foster home’s bed capacity is not being used to its full potential. If a resource parent is unresponsive to placement requests or has refused to accept a placement for a period of 90 days or more, the assigned resource parent support worker will contact the resource parent to assess their ongoing commitment to foster. If it is determined that the resource parent is temporarily unable to accept placements, but wishes to continue fostering, the worker may recommend the home be closed.

What do I do if I want to close my home?

If no child is in your home, notify your support and relicensing workers to explain the circumstances for the closure request and provide an expected re-opening date if you are able. If a child is in your home, notify the child’s social worker and both your support and relicensing workers. Please give at least 10 days’ notice for another placement to be identified for the child. You will also want to review your licensing file to see if training hours, documents or clearances may expire while your home is closed.

¹ The foster care license is tied to the home so moving to a new home requires new inspections and an update to the home study but all unexpired clearances will transfer.

What do I do if I want to reopen my home?

A resource parent whose home has been closed may request to reopen their home at any time; however, for licensing purposes, there are certain parameters and training requirements that you must meet prior to the reopening of your home:

- If your home has been closed for LESS than six (6) months **AND**, there are six (6) months or MORE until your last license expires, you **DO NOT** have to complete training hours prior to re-opening.
- If your home has been closed for LESS than six (6) months **AND**, there are LESS than six (6) months until your license expires, you must complete any remaining training hours needed to total 30 hours of in-service training prior to being reopened.
- If your home has been closed for six (6) months or MORE, **AND**, there are LESS than six (6) months until your license expires, you **MUST** complete any remaining training hours needed to total 30 hours of in-service training prior to being reopened. Additionally, your relicensing specialist will request a required Home Study Update for you.
- If your home has been closed for six (6) months or MORE, **AND** there are six (6) months or MORE until your last license expires, you **DO NOT** have to complete training prior to being re-opened; however, your re-licensing specialist will request a required Home Study Update for you.
- Once training hours have been determined and, if applicable, fulfilled, your relicensing specialist will conduct a home visit within 10 days of the determination or fulfillment of your training requirement.
- Additionally, your relicensing specialist will review your file to determine if any documents or clearances need to be updated.

Example A: A tree falls on your home. There is damage and you make a request to close your home. Your home is closed in January and you contact your relicensing specialist two months later in March to re-open. You have 10 hours of in-service training and your license expires in December. You have nine (9) months left on your license. You may reopen without immediately completing the remaining 20 in-service training hours.

Example B: A tree falls on your home. There is damage and you make a request to close your home. Your home is closed in January and you contact your relicensing specialist two months later in March to re-open. You have 10 hours of in-service training and your license expires in July. You have four (4) months left on your license. You **MUST** complete the remaining 20 hours of in-service training prior to your home being reopened.

Example C: A tree falls on your home. You have extensive damage and you request to close your home until the repairs are completed. Your home is closed in January and you contact your relicensing specialist eight months later in September to re-open. You have 10 hours of in-service training, and your license expires in December. You have four (4) months left on your license. You **MUST** complete the remaining 20 hours of in-service training and have a home study update completed prior to your home being reopened.

Example D: A tree falls on your home. You have extensive damage and you request to close your home until the repairs are completed. Your home is closed in January and you contact your relicensing specialist eight months later in September to reopen. You have 10 hours of in-service training, but your license does not expire until next October. You have thirteen (13) months left on your license. You may be reopened without immediately completing the remaining 20 hours of in-service training; however, a home study update must be completed prior to your home being reopened.

For additional questions about closing or reopening your home,
contact your assigned resource parent support worker or relicensing specialist.