



## Frequently Asked Questions (FAQs)

### Renewing Your CFSA Resource Home License

Maintaining the foster home license in good standing is one of the most important responsibilities of a resource parent. There are a variety of elements that are reviewed over the course of the licensing period to ensure the home's suitability for fostering children – from clearance documentation and training hours, to the physical environment and the ability to provide a nurturing, supportive environment in the home.

#### ***How often do I have to renew my license?***

In DC, a foster home license expires after two years. Monitoring of your license is an ongoing process and your assigned licensing specialist will be conducting compliance inspections of the home on a quarterly basis. Additionally, your relicensing specialist will reach out to you within 120 days of your license expiration date specifically to prepare for renewal. Please note that if your circumstances change during your licensing period (e.g., a new adult moves into the home or you are planning to move to another home) you must inform your licensing specialist as soon as possible so that appropriate updates or revisions to your license can be made.

#### ***What is required for license renewal (A.K.A. relicensing)?***

Relicensing involves ongoing assessment of the resource parent and other household members, collection and review of all licensing documentation, and consultation with social workers, resource parent support workers and staff from CFSA's Child Welfare training Academy (CWTA).

In general, resource parents must fulfill the following requirements:

- ▶ Provide a safe and hazard-free environment.
- ▶ Have the commitment, time, and ability to provide quality care, guidance, and support to children, including support of their permanency goals.
- ▶ Be willing to function as a member of the child's planning and permanency team alongside other stakeholders, including but not limited to the child's birth parents, social workers, guardians *ad litem* (GALs), and attorneys.

Specifically, relicensing requirements include but are not limited to:

- ▶ Up to date criminal record check for each resident of the foster home who is 18 years of age or older<sup>1</sup>
- ▶ Up to date Child Protection Register (CPR) check for each resident of the foster home who is 18 years of age or older<sup>1</sup>
- ▶ Verification of an identified back-up caregiver that meets Chapter 60 requirements

<sup>1</sup> Clearances are not required for youth age 18 and over in the home who are in foster care, but are required for youth in guardianship or who have been adopted.

- ▶ Evidence of sufficient income to meet the reasonable living needs of their family without relying on foster care board and care payments (CFSA uses the current year's Federal Poverty Index based on household size to evaluate the sufficiency of income)
- ▶ A clean hands certification obtained from the DC Office of Tax and Revenue for each resource parent obtained within 90 days preceding the expiration date of the current license<sup>2</sup>
- ▶ A medical examination (including a TB screening) is required every 24 months by a physician for each resource parent and all other household members
- ▶ Valid, unexpired First Aid and CPR certification by the American Red Cross or the American Heart Association for each resource parent
- ▶ A current vaccination record for every pet in the foster home
- ▶ A new fire and lead inspection, if you move to a new residence
- ▶ Thirty hours of in-service training

***What if I don't have all the requirements completed before my license expires?***

It's important to prepare for license renewal in advance. If a license cannot be renewed because of outstanding requirements, the home becomes unlicensed and placing a child the home would be a violation. According to the DCMR Chapter 60, § 6030.3, the documentation required for license re-evaluation and renewal shall be provided by the foster parent to the agency at least thirty (30) calendar days before the expiration of the current license.

- ▶ If all renewal requirements are not submitted within thirty (30) calendar days before the expiration of the current license, the license status will be changed to "unavailable" in the CFSA database to allow time for meeting the requirements. The resource parent will be advised of the status change, and no new children will be placed in the home until the renewal requirements are met.
- ▶ Once all outstanding renewal requirements are received, the license will be renewed and the status will be changed to "available" in the CFSA database.
- ▶ If the license expires without the requirements met, the home may be closed and considered "inactive" until the requirements are met. Please note that if your home is closed for six months or more, additional steps are required prior to re-opening.

***Where can I find the requirements for renewing my foster home license?***

Title 29 of the District of Columbia Municipal Regulations (DCMR), Chapter 60 Foster homes: 6030.1, provides the requirements for license renewal and can be accessed at <https://www.dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=29-60>.

For additional questions about renewing your license, contact your assigned relicensing specialist.

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<sup>2</sup> The Clean Hands Law (DC Official Code §§47-2861 through 47-2866) requires an applicant for a license, contract or permit to not owe more than \$100 to the District government.