

## TEMPORARY LICENSING OF FOSTER HOMES FOR KIN

When a child must be removed from the custody of a parent or caregiver, the placing social worker shall be responsible for identifying, contacting, interviewing and preliminarily screening any relatives who might be willing and able to care for the child until the parent is able to resume parenting.

*Because it is often necessary to remove children from their homes on an emergency basis, CFSA has instituted a process for temporary licensure of foster homes for kin. The purpose of this process is to achieve significantly expedited licensure for the kinship caregivers, which can facilitate the immediate placement of children in the least restrictive, most familial settings.*

Based on the information collected by the placing social worker, it is the responsibility of the Family Licensing Division (FLD) to determine whether to grant or deny a temporary license.

1. The placing social worker shall perform a preliminary assessment of each relative and his or her home environment within 15 days of identifying the applicant.
2. Based on the preliminary assessment of the child's relative, the placing social worker shall determine whether the potential applicant may be an appropriate temporary foster parent for the child and, if so, refer the potential applicant to the FLD program manager for possible licensure. A referral is made by completing the Temporary Licensing Packet (TLP) and hand-delivering it to the FLD program manager or designee. (See the on-line TLP packets for [DC](#) and [Maryland](#).)
3. The referral packet shall include all of the following information:
  - a. The placing social worker's clinical assessment narrative.
  - b. Completed and signed foster parent application for temporary licensure.
  - c. Completed and signed application for a full license to operate a foster home (for Maryland homes only).
  - d. Results of Child Protection Register checks, made in accordance with [29 DCMR § 6008](#), for the applicant and all individuals 18 years of age or older residing in the home (see the *Child Protection Register form and instructions in the TLP*).
  - e. Results of NCIC checks for the applicant and all individuals 18 years of age or older residing in the home. A live scan will be conducted within seven (7) days after the receipt of an NCIC records check (see the *NCIC form and instructions in the TLP*).
  - f. Completed and sworn *Relative's Affidavit* (when applicable to attesting a relationship between the child and a non-relative interested in being a kinship caregiver).
  - g. Results of the assessment of the potential applicant's willingness and ability to provide a safe and secure environment for the child.
  - h. Results of the safety assessment of the applicant's home, including information concerning lead hazards (see the [Temporary Licensing of Foster Homes for Kin policy](#)).
  - i. Letter stating the applicant's intent to satisfy Foster Parent Training requirements (see CFSA's [Resource Parent Training policy](#)).
4. The placing social worker shall submit the completed TLP to his or her supervisor for approval. Upon approval, the social worker shall submit the TLP to the FLD program manager no later than 15 days from the initiation of the preliminary assessment.
5. The FLD program manager shall determine whether to grant or deny the temporary license no later than two business days of receipt of the complete referral.
6. CFSA may issue a temporary license to operate a foster home only if applicant meets the criteria listed under Procedure A of the [Temporary Licensing of Foster Homes for Kin policy](#).
7. The temporary license shall expire 150 days from the date of issuance. During that time, the full licensing process, including foster parent training, shall be completed.
8. If the FLD program manager denies the temporary license, he or she (or a designee) shall notify the applicant in writing of the Agency's decision and the reason for denial. The FLD program manager or designee shall notify the placing social worker no later than two business days of receipt of the completed TLP. *Note: the applicant does not have the right to appeal the decision to deny a temporary license. The applicant may still apply for full licensure.*