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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

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**Effective Date: August 27, 2007**  
**Revised: July 24, 2008**  
**Revised: January 8, 2009**  
**Revised: March 10, 2011**

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**Number: K-0604**

## **Foster Home Licensing**

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**Purpose** To provide guidelines for the licensing, Annual Review, and investigation of Foster Family Homes (FFHs) in Orange County.

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**Approved** This policy was approved by Gary Taylor, Director of CFS, on March 10, 2011. *Signature on file.*

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**Background** The CFS Foster Care Licensing (FCL) Program facilitates the licensing process for prospective FFHs and completes the assessment required to determine whether an applicant for an FFH license meets the criteria for licensure. The FCL Program also completes Annual Reviews of licensed FFHs to ensure best practice and continued compliance with licensing regulations mandated by the State of California. Further, the FCL Program investigates complaints alleging licensing violations and quality of care issues, collaborating with an FFH to address licensing deficiencies and/or safety concerns, as appropriate.

The California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Community Care Licensing (CCL) Regulations, [Title 22, Division 6](#), Chapter 9.5 and [CDSS Evaluator's Manual](#) provide state guidelines and procedures for the licensing, Annual Review, and investigation of FFHs. This P&P incorporates information from these legal mandates. It is intended as a supplement and does **not** supercede either Title 22 or the Evaluator's Manual.

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**Legal Mandates** [CDSS CCL Section 80019.2](#) provides the legal authority for CFS to

complete a child abuse clearance check of all individuals subject to a criminal record review, prior to their residence in a previously licensed facility.

[CDSS CCL Section 89205](#) mandates that, "...no individual shall operate, establish, manage, conduct, or maintain a foster family home, or hold out, advertise, or represent by any means to do so, without first obtaining a current valid license from the licensing agency."

[CDSS CCL Section 89219.1](#) provides the legal authority for CFS to grant an exemption-exception from disqualification for a license or presence in a home of an individual with a criminal record-upon review of a criminal record transcript.

[CDSS CCL Section 89229](#) provides the legal mandate that an applicant for an FFH license may withdraw their application. Further, it mandates that CFS provide written consent for the withdrawal.

[CDSS CCL Section 89231](#) outlines the conditions that must be met for an FFH license to be issued.

[CDSS CCL Section 89242](#) provides the legal authority for CFS to suspend or revoke any license on any of the grounds specified in [Health and Safety Code Section 1550](#).

[CDSS CCL Section 89252](#) provides the legal authority and timeframes for CFS to jointly develop a Plan of Correction (POC), with foster parents, regarding deficiencies in compliance with an FFH license.

[CDSS CCL Section 89317](#) outlines the qualifications required for an applicant for an FFH license.

[CDSS CCL Section 89319](#) provides the legal mandate for completing a criminal record clearance and Child Abuse Index Clearance (CACI) regarding an applicant for an FFH license and any adult who will reside with the applicant upon placement of a foster child.

[CDSS CCL Section 89400](#) provides the legal mandate that, "A license is required prior to placement, but the license does not entitle the caregiver to placement of a child pursuant to Section 16507.5 of the Welfare and Institutions Code."

[CDSS CCL Section 89405\(a\)](#) provides the legal mandate for an FFH licensee to be trained in Cardiopulmonary Resuscitation (CPR) and first aid and for an FFH licensee to “complete a minimum of 12 hours of training prior to placement of child in the home and a minimum of eight hours of annual training...” Further, it provides the legal mandate, which permits, under specific conditions, granting criminal record exemptions for FFH applicants or licensees and those who may reside with them.

[CDSS CCL Section 89465\(b\)](#) provides the legal mandate for an FFH licensee to “be in good health” as verified by a health screening, including a test for tuberculosis.

[Welfare and Institutions Code Section 16507.5](#) provides that, “The granting of a community care license or approval status does not entitle the caregiver to the placement of a specific child or children. Placement is based on the child’s needs and best interests.”

[CDSS Evaluator’s Manual Section 3-0050](#) provides timeframes for submission of an application for an FFH license, by an applicant.

[CDSS Evaluator’s Manual Section 3-2325](#) provides the legal mandate to complete the investigation of a complaint regarding an FFH within 90 days.

[CDSS Evaluator’s Manual Section 2-6300](#) defines the types of information documented in any record or form utilized for evaluating an applicant for an FFH license or licensee that are public information.

[CDSS Evaluator’s Manual Section 2-6400](#) defines the types of information documented in any record or form utilized for evaluating an applicant for an FFH license or licensee that are personal information.

[CDSS Evaluator’s Manual Section 2-6500](#) defines the types of information documented in any record or form utilized for evaluating an applicant for an FFH license or licensee that are confidential information.

[CDSS Evaluator’s Manual Section 7-1500](#) outlines the conditions under which an individual who has been denied a criminal record exemption, or had a previous exemption rescinded, may request a copy of his/her own state and/or federal Criminal Offender Record Information (CORI) search response.

[All County Letter \(ACL\) 08-46](#) outlines the expanded list of non-exemptible crimes to comply with the criminal record background check requirements of the Adam Walsh Child Protection and Safety Act of 2006.

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## **POLICY**

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### **Recruitment of Applicants for FFH License**

CFS will recruit applicants for an FFH license that reflect the ethnic and racial diversity of the children for whom homes are needed. Recruitment will be focused on meeting the specific needs of children awaiting placement and employ:

- Strategies to reach all parts of the community
- Diverse methods of disseminating general information and child specific information
- Strategies for assuring timely access to the home study process (for those who pursue adoption)
- Strategies for training staff to work with diverse cultural, racial, and economic communities
- Strategies for addressing linguistic barriers
- Non-discriminatory fee structures

### **Applicant Qualifications**

Pursuant to [CDSS CCL Section 89317](#):

- A. Any adult shall be permitted to apply for an FFH license regardless of age, sex, race, religion, color, political affiliation, national origin, disability, marital status, actual or perceived sexual orientation, or ancestry.
- B. An applicant shall have the following qualifications:
  1. Ability to provide care and supervision appropriate to the type of children to be served, including ability to communicate with the children.
  2. Knowledge of and ability to comply with the applicable laws and regulations.
  3. Ability to maintain, or supervise the maintenance of financial and other records.
  4. Ability to direct the work of others when applicable.

## Application

A prospective applicant for an FFH license will be provided an Application Packet for a Foster Family Home License upon attending the Foster Care Application Workshop. The Foster Care Application Workshop **must** be completed **prior** to submitting an application for an FFH License. An applicant has six months from the date of attending the Foster Care Application Workshop to submit a completed Application Packet. An applicant who requests to submit a completed Application Packet **more** than six months after attending the Foster Care Application Workshop will be directed to re-attend the workshop before being permitted to submit an application for an FFH license.

A prospective applicant will be provided written verification upon completion of the Foster Care Application Workshop.

The application for an FFH license must include the following completed forms to be accepted by the FCL Program:

- *Individual Applicant Information (LIC 215)*
- *Foster Family Home Application (LIC 283)*
- *Out-of-State Criminal Record Statement (LIC 508D)*
- *Emergency Plan for Foster Family Homes (LIC 610B)*
- Proof of control of property (e.g., rental/lease agreement, deed, property tax bill)
- Verification of completion of Foster Care Application Workshop

The following forms are to be included in the Application Packet and reviewed with the applicant during the pre-licensing in-home interview and facility review (described below):

- *Home Safety Checklist (F063-12-79E)*
- *Personal Rights, Children's Residential Facilities (LIC 613B)*
- *Applicant/Licensee Rights (LIC 9058)*

## Records Clearance

The FCL worker will obtain and review the records pertaining to Live Scan, CACI, out-of-state child abuse and neglect registries (if applicable), request that CCL check the Licensing Information System(LIS) (when applicable), Department of Motor Vehicles (DMV), Sex Offender Locator Database, and Licensing Administrative Action Records System (LAARS), for every:

- Applicant for an FFH license
- Adult (over 18 years of age) who resides with the applicant at the time the application for an FFH license is submitted
- Adult who resides with the applicant following licensure

Live Scan fingerprinting is to be completed pursuant to the CFS P&P [Live Scan Fingerprinting \(B-0115\)](#). Refer to [Attachment 7—Parties Subject to Live Scan Clearances](#) of CFS P&P [Live Scan Fingerprinting \(B-0115\)](#) for guidelines regarding parties subject to Live Scan. Live Scan fingerprinting will not be completed until the applicant has submitted a completed application for an FFH license.

The FCL worker will advise the applicant of the right to request a criminal record exemption.

When an applicant self-discloses a conviction on the *Criminal Record Statement (LIC 508D)* but the conviction does not show on the clearances result, the FCL worker will investigate the information and attempt to determine if a conviction actually occurred. Unless information from the investigation clearly indicates otherwise, the self-disclosed information will be processed/evaluated as a conviction, pursuant to guidelines outlined in the Policy Section entitled “Criminal Conviction Exemptions.”

**Sex Offender Locator Database (Megan’s Law)**

The FCL Worker will verify that no adults residing in the home of a prospective FFH are registered sex offenders, by completing a Name and Residential Address search using the [California Megan’s Law Sex Offender Locator Database](#).

**Out-of-State Child Abuse Clearances (Adam Walsh Act)**

Pursuant to [Senate Bill 703 \(Chapter 583, Statutes of 2007\)](#) and [The Adam Walsh Protection and Safety Act of 2006 \(Public Law 109-248\)](#) prior to licensure and approval of an FFH, the FCL Program will **request a check** of the Child Abuse and Neglect Registry maintained by any other states (includes U.S. territories), in which the following individual(s) has/have resided within the past five years:

- Applicant for an FFH license
- Adult who resides with the applicant at the time the application for an FFH license is submitted
- Adult who resides with the applicant following licensure

Identification of states in which an individual has resided within the past five years can be obtained from the *Out-of-State Criminal Record Statement (LIC 508D)*, completed by the applicant and all adults residing in their home as part of the application for an FFH license.

Prior to requesting a check of the child abuse and neglect registry of another state, the FCL worker or their designee (e.g., FCL Unit Clerk) will review the out-of-state index (refer to [Adam Walsh State Child Abuse Registry Contacts](#)) to determine if that state maintains a registry and to identify state specific forms/procedures, following all instructions provided by the state.

If the state does not maintain a registry, the FCL worker will proceed with the application process.

If the state maintains a registry and information obtained from the state's registry indicates a history of child abuse or neglect and the initial investigation documents are not provided, the FCL worker or their designee will contact the child protective agency with the case record and request the investigation documents and/or other available case-specific information.

### **Investigation and Evaluation of Child Abuse Records**

If information received from CACI or the Child Abuse and Neglect Registry of any state indicates a history of child abuse (e.g., substantiated or inconclusive findings), the following will be completed by the FCL worker **prior to approving an applicant** for an FFH license:

- Notify the individual of the possible match in writing utilizing:
  - *Notice of Out-of-State Child Abuse Investigation (F063-25-543)* and/or
  - *Notice of Child Abuse Investigation (F063-25-544)*
- Confirm that the person indicated in the report is the individual being cleared
- Conduct a field investigation consistent with [CCL Evaluator Manual Section 3-2710](#)
- Request that the individual provide a written explanation of the incident
- Obtain and review the initial investigation documents prepared by the investigating child protective agency
- Consider contacting potential witnesses

Some of the required background information may be obtained from CWS/CMS, when possible.

The FCL worker, in consultation with their SSSS and/or Program Manager, will review the facts of case and make a decision regarding the suitability of the home as an FFH using California standards and all information available.

Allegations are to be evaluated according to current practice and regulatory standards (e.g., would the allegation be substantiated by today's practice standards?).

When evaluating the incident, the FCL Worker will consider:

- The nature of the offense
- The evidence available
- The risk and harm to the child at the time
- Current or ongoing risk to any child who may be placed

A **legal consult** with CCL will be considered by the FCL worker prior to the denial of an application based upon child abuse records. If the decision is made to deny an application based upon child abuse records, refer to the section below entitled "Denial of Application."

If a review of child abuse and neglect registries (in-state or out-of-state) has been completed and a clearance granted, the FCL worker will utilize the *CACI/Out-of-State Child Abuse Investigation Conclusion (F063-25-545)* form and proceed with the application process:

**Note:** Do not process a criminal record exemption request for historical child abuse information from CWS/CMS, CACI, or out-of-state child abuse and neglect registries.

All documentation supporting compliance with child abuse and neglect registry checks, including out-of-state clearances, will be maintained on the Clearance Acco.

**Pre-Licensing  
In-Home  
Interview and  
Facility Review**

Upon the applicant having completed the application requirements outlined above, a pre-licensing in-home interview and facility review will be completed pursuant to the guidelines outlined in the Procedure section below.



**Issuance of License**

Pursuant to [CDSS CCL Section 89231](#), an FFH license will be issued upon:

- Completion of the FFH application
- Completion of an in-home interview and facility review by the assigned FCL worker
- Determination that all licensing requirements outlined in [CDSS CCL Title 22, Division 6](#), Chapter 9.5 have been met

The FFH license will be issued pursuant to the guidelines outlined in the Procedure section below.

**“Placement Ready”**

A home may be licensed but is not “placement ready” (able to have placement of a child) until the licensee has met placement ready requirements, including completing PRIDE Training and submitting the following to the FCL worker:

- *Health Screening Report (LIC 503)*
- *Local Fire Inspection Authority Information (LIC 9054)*, if applicable
- *Child Abuse Report Requirement (LIC 9108)*
- TB test results (for all applicants, caregivers, and any adults regularly in the home)
- Verification of current first aid and CPR training
- *Foster Family Home Application (LIC 283)* indicating statement of financial resources to maintain the level of service required in an FFH

In addition to keeping the FCL SSSS informed, the FCL worker will follow the guidelines outlined in the Procedure section below to keep the following CFS staff informed about the licensee’s status in meeting placement ready requirements:

- Placement Unit Senior Social Services Supervisor (SSSS)
- Placement Matching Coordinator
- Concurrent Planning (CP) Senior Social Worker (SSW) (for foster parents requesting or willing to adopt)
- Adoptions SSW (for foster parents requesting or willing to adopt)
- Foster Care Liaison

The Placement Unit SSW will complete a Placement Ready Assessment to assess how the home can best be utilized for placement upon receiving notification that a licensee has met the requirements to be placement ready.

**Denial of Application**

An Application for License may be denied for an applicant's failure to provide satisfactory evidence that he or she can meet or conform to licensing requirements. The FCL worker will inform the applicant of the denial, including documenting the specific reasons for the denial, and advise the applicant of the appeal process by providing the applicant with *Notification of Initial Application Denial (LIC 192)*.

**Application Withdrawal**

Pursuant to [CDSS CCL Section 89229](#), an applicant for an FFH license may withdraw their application. Application withdrawal may occur under the following circumstances:

A. **Failure to Complete Application Process**

An application may be considered withdrawn if:

1. All of the information needed to complete the licensing process is not received within 120 days (90 days from completing the Foster Care Application Workshop, plus 30 days notification to applicant), **and**
2. It is apparent from the information already submitted that there is no basis for denial of the application.

The FCL worker will send the applicant a letter when notifying the applicant that the period of time allowed for submitting the completed application will expire within 30 days.

The FCL worker will send the applicant a second letter when notifying the applicant that the period of time to submit the completed application has expired.

An extension of the time limit for processing the application for an FFH license (beyond 120 days) may be granted if there are extenuating circumstances beyond the applicant's control, such as a home being under construction. Extenuating circumstances do not include situations in which further diligence on the part of the applicant could have resulted in completion of the application process. A decision shall be made by licensing staff within 120 days from receipt of an application to (1) extend the completion time based on

extenuating circumstances or (2) deem the application withdrawn.

**B. No Denial Action Pending**

A request for withdrawal of an Application for License may be accepted if there is no denial action pending against the applicant. The FCL worker will send a letter to the applicant upon accepting a withdrawal of an Application for License.

**C. Denial Action Pending**

A request for withdrawal of an Application for License will **not** be accepted if there is a basis for denial of the license or a denial action is already being taken. (Taking denial action establishes a legal record of the action regarding a foster care applicant.) Further, a *Statement of Facts (SOF) (LIC 9029A)* may be submitted to CCL if it is determined to be necessary to establish a permanent record of the denial.

The FCL worker will send a letter to the applicant when not consenting to the withdrawal of an Application for License.

**Criminal  
Conviction  
Exemptions**

Pursuant to [CDSS CCL Section 89219.1](#), upon review of a criminal record transcript, an exemption-exception from disqualification for a license or presence in a home of an individual with a criminal record-may be granted if:

- The applicant requests an exemption for himself or herself, **or**
- The applicant requests an exemption in writing for an individual associated with the home, **and**
- The individual with the criminal record presents substantial and convincing evidence that he or she has been rehabilitated and presently is of such good character as to justify the granting of a license or the individual's presence or residence in a licensed home

The FCL worker will complete and sign the [Caregiver Background Check Bureau \(CBCB\) Exemption Decision Worksheet \(Attachment 1\)](#) when reviewing an exemption request. The FCL SSSS will sign the *Exemption Decision Worksheet* when endorsing or rejecting the FCL worker's decision to grant a Simplified Exemption (described below). The FCL SSSS **and** Program Manager will sign the *Exemption Decision Worksheet* when either endorsing or rejecting the FCL worker's decision to grant either a Standard or Conditional Exemption (described below).

## Types of Exemptions:

### A. Simplified

A simplified exemption may be used for an individual convicted of one, non-violent misdemeanor that is more than five years old. A simplified exemption requires only an examination of the convicted person's criminal record. It does **not** require:

- Involvement of the individual
- Obtaining information from the original investigation
- Letters of reference for the individual

The following criteria must be met to approve a simplified exemption:

1. The individual does not have a demonstrated pattern of criminal activity.
2. The individual has no more than one conviction.
3. The conviction is a misdemeanor and is a crime that is nonviolent and does not pose a risk of harm to an individual.
4. The crime was **not** reduced from a felony to a misdemeanor.
5. It has been at least five consecutive years since completion of the most recent period of incarceration or supervised probation, or if the probation was informal, or unsupervised, it has been at least five years since the date of conviction.
6. There have been no serious arrests within the last three years.

Refer to [Attachment 2](#) for a list of crimes that may qualify for a Simplified Exemption.

### B. Standard

Required documentation to process a request for a standard criminal exemption includes:

1. Completed *Out-of-State Criminal Record Statement (LIC 508D)*.
2. Written statement signed by the individual describing the events surrounding each conviction including:
  - Approximate date of incident
  - Description of incident
  - Description of rehabilitative actions since the conviction to avoid further criminal activity
3. Documentation indicating that the individual's current or last period of probation was informal or that formal probation was successfully completed, including:
  - Minute Order
  - Court issued Judgement of Conviction
  - Probation Department letter
4. Written verification of completion of:
  - Training
  - Classes
  - Treatment/Rehabilitation
5. Three signed character references, including the telephone number and address of the person writing the reference. References are to be completed on the *Reference Request-Exemption form (LIC 301E)*. Character references must be current and cannot be from the individual's relatives or family members.
6. A copy of all police reports involving the crimes for which the individual was convicted, or a letter from law enforcement stating that a report no longer exists.

The following criteria are to be evaluated when considering a Standard Exemption:

- Potential risk or threats to the child
- Rehabilitation, including:
  - Remorse
  - Acceptance of responsibility
  - Honesty regarding criminal history and the events

surrounding the arrest and conviction. (Obvious attempts to hide a criminal history, particularly when it involves denying the existence of a recent conviction may be a basis for an exemption denial)

- Integrity
- Education
- Employment
- Successful completion of probation or parole
- Status of required restitution

- Nature of the crime (if violent, severity of violence)
- Elapsed time since the violation
  - A minimum of 15 years since conviction of a violent crime or completion of formal probation (whichever is most recent) is desirable, but not mandatory
- Repeat violations, particularly of the same type of crime, require more elapsed time to warrant an exemption
- Patterns of behavior that may present a danger to the child
- Whether there was a victim and nature of harm to the victim
- Age when crimes were committed
- Whether there was impaired judgement due to being under the influence of drugs or alcohol
- Status of outstanding warrants. (**Note:** An exemption cannot be processed until the crime underlying the warrant is resolved. Do **not** approve an exemption request for an outstanding warrant.)
- Character references:
  - Consider the source
  - Contact character references to substantiate any questionable references
  - Failure to produce character references does not necessarily result in denial

C. **Conditional**

When an individual meets all other exemption approval criteria but there are concerns about the individual's ability to provide care in a specific area, an exemption with conditions may be approved.

Exemptions with conditions may apply to an FFH applicant or another adult in the household, and include, but are not limited to the prohibition of:

- Transportation of children placed in the home
- Handling of client monies
- Dispensing of medications
- Any child being left unsupervised with the individual

**Denial/  
Rescission of  
Exemption  
Request for  
Exemptible  
Crime**

- A. An applicant for an FFH license or an individual residing with an applicant whose request for exemption of an exemptible crime (criminal record exemption) is denied will be informed of the denial and their right to appeal the denial with one of the following Exemption Denial letters:
1. Deny Application (CBCB 5.0 Template 1) when an applicant for an FFH license has been denied a criminal record exemption and their application has been denied.
  2. License Revocation (CBCB 5.0 Template 2) when a licensee's spouse or dependent has been denied a criminal record exemption and the licensee has been referred for revocation.
  3. Exemption Denial Letter (CBCB 5.1) when the individual for whom the exemption is requested must be immediately removed from the home.
  4. Exemption Denial Letter (CBCB 5.11) when a denial has been reconsidered and upheld, and the individual must be out of the home.
  5. Exemption Denial Letter (CBCB 5.2) when the individual for whom the exemption is requested may remain in the home during the appeal process should the exemption denial be appealed.
  6. Exemption Denial Letter (CBCB 22) to notify an adult associated with the home that his/her request for a criminal record exemption has been denied.
- B. In the event that a criminal record exemption is rescinded, the individual will be informed of the rescission and his/her right to appeal the rescission with one of the following Exemption Rescission letters:

1. Exemption Rescinded Letter (CBCB 23) to notify the licensee when an adult associated with the home has had a criminal record exemption rescinded due to failure to comply with the conditions of the exemption.
2. Exemption Rescinded Letter (CBCB 23.1) to notify the licensee when an adult associated with the home has had a criminal record exemption rescinded following a secondary review of information submitted with the exemption request of an exemptible crime.
3. Exemption Rescinded Letter (CBCB 23.2) to notify an adult associated with the home that their criminal record exemption has been rescinded following a secondary review of information submitted with the exemption request of an exemptible crime.
4. Exemption Rescinded Letter (CBCB 23.5) to notify the licensee when an adult associated with the home has had a request for exemption of an exemptible crime denied and a prior criminal record exemption for this individual has been rescinded.

**Note:** All CBCB letters can be accessed in **Appendix H** at: <http://cclcd.ca.gov/pg396.htm>

**Release of  
Criminal  
Offender  
Record  
Information**

An applicant for an FFH license (or an individual residing with an applicant) whose request for exemption of an exemptible crime has been denied/rescinded, may request a copy of his/her own state and/or federal Criminal Offender Record Information (CORI) search response. A copy of the CORI search response will be provided to the individual to whom the search response pertains, or their attorney, when all of the following circumstances apply:

- The individual has been denied a request for exemption of an exemptible crime, or has had a criminal record exemption rescinded, based upon information contained in the CORI search response
- The individual, to whom the search response pertains, sends a written request to CFS Foster Care Licensing within 15 days of the date of the Exemption Denial letter specified above
- The individual signs and dates the written request, specifying an address to which the CORI search response will be sent



**Note:** The CORI search response provided upon request will be limited to the criminal record transcript (rap sheet) provided by the Department of Justice and/or Federal Bureau of Investigation, originally received in response to the submission of fingerprints (Live Scan), and will be unaltered in form or content.

**Non-Exemptible Crimes**

A list of state and federal non-exemptible crimes is provided in [Attachment 3](#). This list also outlines **Federal Five Year Ban Crimes**, felony convictions that are not eligible for a criminal record exemption if they have occurred within the last five years.

An applicant for an FFH license, FFH licensee or individual residing with an applicant or FFH licensee who has a conviction for any non-exemptible crime detailed in [Attachment 3](#) will be advised of denial of the application for an FFH license due to the individual's conviction for a non-exemptible crime. The individual will also be advised of the right to appeal the denial. The appropriate CBCB letter will be provided pursuant to the following guidelines:

Person with Record	Person Receiving Letter	Action	CBCB Letter No.
Applicant	Applicant	Deny Application	6.0 template 1b
Applicant's Spouse/Dependent	Applicant	Deny Application	6.0 template 1a
Licensee	Licensee	Revoke License	6.0 template 2
Licensee's Spouse/Dependent	Licensee	Revoke License	6.0 template 2a
Resident with Licensee	Resident	Revoke License	6.0 template 2b
Non-Client Resident with Licensee	Licensee	Exclude Non-Client Resident from Licensee's Home	6.1
Non-Client Resident with Licensee	Non-Client Resident with Licensee	Exclude Non-Client Resident from Licensee's Home	6.1c

**Plan of Correction (Corrective Action Plan)**

A Plan of Correction (POC), also referred to as a Corrective Action Plan (CAP), may be initiated during the Annual Review (described below) when a correctable deficiency in the home or property around the home (e.g., smoke alarm needs a new battery or cabinets need to be secured) is identified.

The Annual Review may be approved pending completion of a CAP. The CAP must be completed within 30 calendar days of the date of the Annual Review. However, a deficiency that is an imminent threat to the health or safety of a child must be completed immediately or the child will be removed from the home until the deficiency is corrected.

**Note:** For further information and a list of examples of regulations which, if not complied with, would constitute a deficiency, refer to [CDSS CCL Section 89252](#).

**Documented  
Alternative  
Plans (DAPs)**

A DAP may be completed **only** when an alternative plan is required to allow for:

- More than two children to share a bedroom
- A boy and a girl to share a bedroom
- An adult and a child to share a bedroom (requires Deputy Director approval)
- Making arrangements for telephone use when an applicant/licensee does not have a land-line telephone

The FCL SSSS will be consulted regarding other alternative sleeping arrangements, for which a DAP may be appropriate.

All DAPs must:

- A. Have a written request from the licensee.
- B. Have SSSS or Deputy Director approval, as appropriate.
- C. Have approval of the assigned SSW for any child placed in the home or who is to be placed in the home.
- D. Be documented on the *Documented Alternative Plans–Foster Family Home (Bedroom) (LIC 973)* or *Documented Alternative Plans–Foster Family Homes (Telephone) (LIC 974)*.
- E. Document information regarding:
  - Initial placement date (if children have already been placed in the home)
  - The appropriateness and timeframe of the plan (DAPs will be time limited), including long-range goals
  - Child compatibility (age and behavioral considerations)
  - Identification of sexualized behavior histories (if applicable)
  - Presence of other dependent children in the home
  - Whether the children that the DAP is being considered for are part of a sibling set
  - An explanation of why the plan will not have a detrimental effect on the child’s health and safety

**Note:** If the DAP request is made due to a child's medical condition, a doctor's note may be requested.

**Capacity  
Determination**

An FFH may be licensed to provide care for a maximum of six children. Licensing capacity may be increased to eight children when there is a large sibling set, which requires placement together. The following factors are to be considered when making the decision regarding capacity determination:

- A. The applicant's or licensee's ability to comply with applicable law and regulations.
- B. Any other household members, including but not limited to children under guardianship or conservatorship, who reside at the home and their individual needs.
- C. Homes which accept a minor parent and her child shall have the minor parent counted towards licensing capacity.
- D. Physical features of the home, including available living space, are sufficient to ensure adequate accommodations exist for all people who will reside in the FFH.
- E. Resources needed to assist the applicant or licensee with an increase in capacity.

A capacity reduction is to be considered based on the care needs of the other household members. If other members of the household have unusual or special needs, then capacity will be reduced by one for every household member whose special needs require care in an amount similar to that required by the foster children who would be placed in the FFH.

**Pool Fencing/  
Spa Covers**

Refer to the CFS P&P [Bodies of Water Enclosures/Covers \(K-0104\)](#) for requirements for enclosing and covering bodies of water.

**Annual Review**

An Annual Review is completed for any FFH licensee who intends to maintain their license, regardless of whether a child is placed in the home. The Annual Review is completed to ensure continued compliance with FCL regulations, including that the licensee has:

- A. Completed eight hours of SSA approved training.
- B. Current certification for First Aid and CPR.

The assigned FCL worker will complete the Annual Review pursuant to guidelines outlined in the Procedure section below.

**License  
Surrender**

The FCL Program will accept the surrender of an FFH license. In such instances, the FCL Program will send the licensee written consent of the surrender of the license.

If there is evidence which may support an administrative action, an administrative action is pending or planned, or there is a pending investigation, the FCL Program **may** consent to the surrender of the FFH license; however, any planned/pending administrative action will continue.

**Note:** The reason for continuing with the administrative action is to establish a legal record of action related to a facility. Through the listing of such actions, issued by the state, other licensing agencies can be informed of the situation and take appropriate action if the licensee was to apply for a license elsewhere.

**Complaint  
Investigations**

A. **Guidelines for Investigation**

Investigations of allegations of child abuse and neglect (pursuant to Division 31 regulations) in FFHs, Foster Family Agency (FFA) homes, and Group Homes will be completed by Investigators (Monitors) assigned to the Foster Care Investigations and Monitoring (FCIM) Unit, pursuant to CFS P&P [Abuse Investigations—Foster Care \(A-0101\)](#).

Investigations of complaints regarding a foster care provider's failure to comply with FCL regulations or their provision of appropriate quality of care (pursuant to Title 22 Regulations), will be initiated by the FCL Program within 10 calendar days of receiving the complaint. The complaint investigation will not exceed 90 days.

Home visits completed during the investigation of a licensing complaint may be unannounced. Further, the FCL SSSS will maintain a log of all complaint investigations.

B. **Joint Investigation**

Any child abuse referral investigated by FCIM, which is associated with an FFH, will result in a corresponding licensing complaint investigation by the FCL Program.

Whenever possible, the FCL worker handling a licensing complaint investigation will team with the FCIM Investigator to

conduct conjoint investigations of the child abuse report/complaint and confer on the findings. The allegations and findings of the dual investigations may vary based upon the differing regulation violations investigated.

C. **Enforcement Actions**

The action to be taken with a non-compliant foster care provider depends on any or all of the following factors:

- Severity of the problem
- Level of risk to the child placed in the FFH
- Efforts FCL worker or support staff have made towards working with the foster care provider to correct the area of non-compliance
- Foster care provider's degree of cooperation and ability to comply with FCL regulations

The most restrictive action, initiating an Administrative Action by CDSS to revoke the FFH license, may be required if less restrictive action is not appropriate or is not successful in bringing the foster care provider into compliance.

Complaints will be investigated and enforcement actions enacted pursuant to the guidelines outlined in the Procedure section below.

The FCL worker will immediately refer the case for Administrative Action when the violation places the child at imminent risk, including substantiated reports of physical abuse or sexual abuse.

The FCL worker will consult their SSSS to determine whether a Special Incident Report (SIR) should be completed and forward to the FCL Program Manager. For further information regarding the completion of an SIR, refer to [Social Services Agency \(SSA\) P&P Special Incident Report \(F-13\)](#).

**Note:** Any substantiated child abuse finding against an FFH will be presented for discussion at the next scheduled **legal consult** with CCL to determine the appropriateness of recommending an Administrative Action.

**License  
Suspension/  
Revocation**

Pursuant to CDSS CCL Section 89242 and Health and Safety (H&S) Code Section 1550, an FFH license may be revoked or suspended on the following grounds:

- A. Violation by the licensee of FCL regulations.
- B. Aiding, abetting, or permitting the violation of FCL regulations.
- C. Conduct which threatens the health, morals, or welfare of a child placed in a licensed FFH.
- D. Conviction of a licensee (or other person mentioned in H&S Code Section 1522), at any time before or during licensure, of a crime as defined in [H&S Code Section 1522](#).
- E. The licensee of any facility or the person providing direct care or supervision knowingly allows any child to have illegal drugs or alcohol.
- F. Engaging in acts of financial malfeasance concerning the operation of a facility, including, but not limited to, improper use or embezzlement of client moneys and property or fraudulent appropriation for personal gain of facility moneys and property, or willful and negligent failure to provide services.

The FCL worker will complete and submit the following forms to CDSS CCL when requesting revocation of an FFH license:

- *County Licensing Administrative Action Personnel Flagging Attachment (LIC 9011A)*
- *Statement of Facts (LIC 9029A)*
- *Statement of Facts Preparation Checklist (LIC 9029B)*
- *Complaint and Type A Violation Log (LIC 9216)*

**Licensing  
Records**

- A. **Retention**  
Other than criminal record clearances, all FFH licensing records regarding a licensee (every form completed from the time a licensee applied for an FFH license) are to be kept for five years after the expiration of the license when there have been no issues of concern regarding the home. Licensing records are to be kept for 15 years when:
  1. The license was denied or revoked based on a substantiated report of child abuse, neglect, or molest.
  2. The license was denied or revoked based on the denial of and exemption request for a misdemeanor or felony conviction involving the licensee(s).

3. There was insufficient evidence for denial or revocation action to be taken, but two or more complaints of abuse or neglect were received during the period of licensure, and the FCL worker and SSSS have concerns about the quality of care which was provided.

Refer to the CFS P&P [Live Scan Fingerprinting \(B-0115\)](#) for guidelines regarding retention and discard of criminal record clearances.

Highly sensitive case records will be filed in locked file cabinets located in the FCL SSSS's office. The FCL SSSS will ensure that these files are locked at all times.

**B. Filing and Inspection**

The contents of FCL records are to be filed on separate accos according to the following classifications of information:

1. Public

Pursuant to CDSS Evaluator's Manual Section 2-6300, public information is any information, in any record or form, which consists only of names, addresses, telephone numbers, and other factual data. Public information cannot reflect or convey in any reasonable way, anything detrimental, degrading, or threatening to an individual's reputation, rights, benefits, privileges, or qualifications. Any information that is not considered personal or confidential as defined below will be categorized as public information.

Public information is open to inspection by the public during normal working hours. A written request to review the records is required.

2. Personal

Pursuant to CDSS Evaluator's Manual Section 2-6400, personal information is any information that relates to an individual in any record maintained by CFS, including but not limited to information regarding an individual's education, financial transactions, medical history, employment history, marital history, and credit references.

Personal information is open to inspection by:

- The individual who is the subject of the record
- An individual requesting information who has obtained the written consent of the individual who is the subject of the record
- CFS employees if such disclosure is relevant and necessary to their official duties

3. Confidential

Pursuant to CDSS Evaluator's Manual Section 2-6500, confidential information includes specific information contained in the CFS file that is not accessible to the subject of that information.

Confidential information is open to inspection only if the individual requesting the information has a legitimate basis for requiring the information **and** the Community Care Licensing state office of the Chief Counsel approves the request.

Refer to [Attachment 4](#) for the list of records and forms which are filed under each of these categories.

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## REFERENCES

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### Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Abuse Investigations-Foster Care \(A-0101\)](#)
- CFS P&P [Live Scan Fingerprinting \(B-0115\)](#)
- CFS P&P [Bodies of Water Enclosures/Covers \(K-0104\)](#)
- CFS P&P [AFCARS \(E-0110\)](#)
- CFS P&P [Placement Holds \(K-0119\)](#)
- [SSA P&P Special Incident Report \(F-13\)](#)
- [Attachment 1—CBCB Exemption Decision Worksheet](#)
- [Attachment 2—Examples of Crimes That May Qualify For a Simplified Exemption](#)
- [Attachment 3—Non-Exemptible Crimes/Federal Five Year Ban Crimes](#)
- [Attachment 4—Foster Home Licensing Filing Guide](#)
- [Adam Walsh State Child Abuse Registry Contacts](#)



- [CWS/CMS Data Entry Standards—Foster Home Licensing Instructions](#)

**Other Sources** Other printed references include the following:

None.

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## REQUIRED FORMS

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**Online Forms** Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

<b>Form Name</b>	<b>Form Number</b>
<a href="#">Notification of Initial Application Denial</a>	LIC 192
<a href="#">Individual Applicant Information</a>	LIC 215
<a href="#">Foster Family Home Application</a>	LIC 283
<a href="#">Reference Request-Exemption</a>	LIC 301E
<a href="#">Health Screening Report</a>	LIC 503
<a href="#">Out-of-State Criminal Record Statement</a>	LIC 508D
<a href="#">Emergency Plan for Foster Family Homes</a>	LIC 610B
<a href="#">Personal Rights, Children’s Residential Facilities</a>	LIC 613B
<a href="#">Complaint Report</a>	LIC 802
<a href="#">Facility Evaluation Report</a>	LIC 809
<a href="#">Facility Review Tool–Foster Family Home</a>	LIC 860C
<a href="#">Prelicensing In-Home Interview</a>	LIC 861
<a href="#">Documented Alternative Plan–Foster Family Homes (Bedrooms)</a>	LIC 973
<a href="#">Documented Alternative Plan–Foster Family Homes (Telephone)</a>	LIC 974
<a href="#">County Licensing Administrative Action</a>	LIC 9011A
<a href="#">Personnel Flagging Attachment</a>	
<a href="#">Statement of Facts Summary Sheet</a>	LIC 9029A
<a href="#">Statement of Facts Preparation Checklist</a>	LIC 9029B
<a href="#">Local Fire Inspection Authority Information</a>	LIC 9054
<a href="#">Applicant/Licensee Rights</a>	LIC 9058
<a href="#">Proof of Corrections</a>	LIC 9098
<a href="#">Complaint Investigation Report</a>	LIC 9099
<a href="#">Statement Acknowledging Requirement to Report Child Abuse</a>	LIC 9108
<a href="#">Noncompliance Conference Summary</a>	LIC 9111
<a href="#">Facility Compliance Plan</a>	LIC 9112
<a href="#">Complaint and Type A Violation Log</a>	LIC 9216

<a href="#">Home Safety Checklist</a>	F063-12-79
<a href="#">Foster Home Status Advisement</a>	F063-25-495
<a href="#">Letter in Response to CORI Request</a>	F063-25-535
<a href="#">Out-of-State Child Abuse/Neglect Report Request</a>	F063-25-LIC198B
<a href="#">Notice of Out-of-State Child Abuse Investigation</a>	F063-25-543
<a href="#">Notice of Child Abuse Investigation</a>	F063-25-544
<a href="#">CACI/Out-of-State Child Abuse Investigation Conclusion</a>	F063-25-545
<a href="#">Adam Walsh Act Facsimile Cover Sheet</a>	F063-25-546
<a href="#">Adam Walsh Act Cover Letter—State Request</a>	F063-25-547

**Hard Copy Forms**

Forms listed below must be completed in hard copy (including multi-copy NCR forms). ***For reference purposes only***, links are provided to view these hard copy forms, where available.

Form Name	Form Number
<a href="#">Issuance Memo: Day Bus Voucher/Student Bus Pass/Monthly Bus Pass/Petty Cash</a>	F063-04-57
Caregiver Social History	(Maintained in and used by FCL Program)

**CWS/CMS Forms**

The following required forms may **only** be obtained in CWS/CMS. ***For reference purposes only***, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

**Brochures**

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

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## PROCEDURE

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<b>Required Actions— FFH License Application</b>	The following actions must be completed when processing an FFH license application.	
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Actions</b>
<b>FCL Worker</b>	<b>1.</b>	Provide Application Packet for a Foster Family Home License at FCL Application Workshop.
<b>FCL Unit Clerk</b>	<b>2.</b>	<p>Enter information from completed application into CWS/CMS, including required data for Adoptions Foster Care and Analysis Reporting System (AFCARS) pursuant to CFS P&amp;P <a href="#">AFCARS (E-0110)</a>.</p> <p><b>Note:</b> Refer to <a href="#">CWS/CMS Data Entry Standards—Foster Home Licensing Instructions</a> for information on creating a new placement home notebook and a county license case.</p> <p><b>3.</b> Schedule and complete Live Scan pursuant to the CFS P&amp;P <a href="#">Live Scan Fingerprinting (B-0115)</a>.</p> <p><b>4.</b> Assign case to FCL worker.</p> <p><b>5.</b> Access <a href="#">California Megan’s Law Sex Offender Locator Database</a> using link provided and complete the following:</p> <ul style="list-style-type: none"> <li>a. Run a search of residential address, FFH applicant, and all adults in home to verify there are no registered sex offenders in home.</li> <li>b. Print out results of search and file in applicant Clearance Acco.</li> </ul> <p><b>6.</b> Review <i>Out-of-State Criminal Record Statement (LIC 508D)</i> to identify all out-of-state child abuse and neglect registry clearances required and complete the following, as applicable, when state(s) maintain registry:</p>

- a. Review [Adam Walsh State Child Abuse Registry Contacts](#) to identify state specific forms, notarization requirements, processing fees, and acceptable methods of transmission of request:
  - If notarization required, contact CFS Reception Desk for a list of available county employee certified notaries
  - If processing fees required, complete *Issuance Memo (F063-04-57)* to request petty cash
    - In Justification section, reference Health & Safety Code § 1522.1(b) and note turn-around required within 24 to 48 hours
    - Forward to Accounting (Building 122)
- b. Obtain signed *Out-of-State Child Abuse/Neglect Report Request (LIC 198B)* or equivalent specified by state(s) from which clearance check is requested.
- c. Submit request for out-of-state clearances following procedures identified in the [Adam Walsh State Child Abuse Registry Contacts](#).
  - Via **Facsimile**, utilize:
    - *Adam Walsh Act Facsimile Cover Sheet (F063-25-546)*
    - *Adam Walsh Act Cover Letter— State Request (F063-25-547)*
    - *Out-of-State Child Abuse/Neglect Report Request (F063-25-LIC198B)* or equivalent
  - Via **Certified Mail**, utilize:
    - *Adam Walsh Act Cover Letter— State Request (F063-25-547)*
    - *Out-of-State Child Abuse/Neglect Report Request (F063-25-LIC198B)* or equivalent

- d. Subsequent requests for out-of-state clearances will be indicated as such (e.g., stamped), and re-submitted every 14 days until state(s) respond(s) to clearance request.
  - If no reply has been provided following a second request, forward a copy of all subsequent requests to individual who has federal oversight of the Adam Walsh Act (refer to the U.S. Administration for Children and Families, <http://www.acf.hhs.gov>)
- e. Document initial and subsequent requests on **FCL Adam Walsh Act Out-of-State Clearance Log**, located on *s30-apps* server and accessible via Desktop.

**FCL Worker**

- 7. Complete the following, as appropriate, regarding evaluation of **child abuse and neglect registry clearances**:
  - a. If there are no records pertaining to individual requiring clearances, proceed with application process.
  - b. If CACI or out-of-state registry clearances indicate a possible history of child abuse, evaluate child abuse history information pursuant to policy information above in section entitled "Investigation and Evaluation of Child Abuse Records."
  - c. Document all contacts related to investigation and evaluation of child abuse records, print the contacts out, and file along with all relevant hardcopy information on the Clearance Acco.
- 8. Review *Out-of-State Criminal Record Statement (LIC 508D)* and records clearance information, as detailed in the Policy sections entitled "Records Clearance" and "Criminal Conviction Exemptions."

Refer to [Attachment 3](#) to verify that the criminal record transcript does not contain a conviction for a state or federal non-exemptible crime.

For further information, refer to the Policy section entitled “Non-Exemptible Crimes.”

9. Complete pre-licensing in-home interview and facility review, utilizing:
  - a. *Pre-licensing In-Home Interview (LIC 861)* to evaluate ability, willingness, and readiness of foster care applicant to meet needs of a child.
  - b. *Facility Review Index Foster Family Home (LIC 860C)* to assess applicant’s home.
  - c. *Facility Evaluation Report (LIC 809)* required for every licensing visit.
  - d. *Caregiver Social History* (maintained in and used by FCL Program).
10. Make determination whether to issue license. Consult with SSSS as necessary.
11. Upon completion of all licensing requirements, request the FCL Unit Clerk to issue the *Foster Care License (LIC 203)*.
- FCL Unit Clerk** 12. Issue *Foster Care License* to FCL worker.
- FCL Worker** 13. Update license status of applicant in CWS/CMS (within the same calendar month license is provided), using procedures outlined in [CWS/CMS Data Entry Standards—Foster Home Licensing Instructions](#).
  - License Issuance Date will coincide with the date the license is provided to the applicant
- FCL Unit Clerk** 14. Mail *Foster Care License* to licensee.
- FCL Worker** 15. Send *Foster Home Status Advisement (F063-25-495)* indicating that licensee has not yet met requirements to be placement ready to:
  - Placement Unit SSSS
  - Placement Matching Coordinator
  - CP SSW

- Adoptions SSW
- Foster Care Liaison

16. Monitor licensee’s progress in completing requirements to be placement ready.
17. Upon confirming that licensee has met requirements to be placement ready, send second *Foster Home Status Advisement* to the CFS staff listed in Step 15 above.

**Placement SSW**      18. Complete Placement Ready Assessment.

<b>Required Actions— Annual Review</b>	The following actions must be completed when completing an Annual Review.		
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Actions</b>	
FCL Worker	1.	Mail letter to foster care provider to schedule home visit for Annual Review one year from date of issuance of <i>Foster Care License</i> .	
	2.	Complete a <b>scheduled</b> home visit.	
	3.	During home visit, review and complete <i>Facility Evaluation Report (LIC 809)</i> and <i>Facility Review Index Foster Family Homes (LIC 860C)</i> to ensure continued compliance with all licensing requirements.	
	4.	During home visit, review child’s records, to ensure they include a current copy of the following: <ul style="list-style-type: none"> <li>• <i>Agency-Foster Parent Agreement (F063-25-156)</i></li> <li>• <i>Appraisal/Needs and Services Plan-Page 1 (F063-28-286)</i> and <i>Appraisal Needs and Services Plan-Page 2 (F063-28-287)</i></li> <li>• <i>Personal Rights-Children’s Residential Facilities (LIC 613B)</i></li> <li>• <i>Authorization for Medical Care (F063-28-13)</i></li> </ul>	
	5.	Enter date Annual Review completed on ID page of foster care provider’s case in CWS/CMS, using procedures outlined in <a href="#">CWS/CMS Data Entry</a>	

[Standards—Foster Home Licensing Instructions.](#)

(**Note:** Once date is entered, the date of the next Annual Review will populate.)

**If foster care provider does not respond to contact attempts or cannot be located:**

6. Make at least one telephone call to licensee each day for three consecutive business days.
7. Mail an appointment letter to licensee specifying date and time home visit for Annual Review will occur.
8. Attempt home visit.

**If licensee fails to meet for scheduled visit:**

9. Request revocation of license pursuant to policy outlined in “License Suspension/Revocation” section of this P&P.

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<b>Required Actions— Plan of Correction</b>		The following actions must be completed when initiating a Plan of Correction, also referred to as a Corrective Action Plan (CAP).	
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Actions</b>	
FCL Worker	1.	Set a date with foster care provider for each area to be corrected. ( <b>Note:</b> All CAPs are to be completed within 30 calendar days.)	
	2.	Provide assistance to foster care provider to complete CAPs when appropriate (e.g., provide information for completing first-aid, CPR, and required training classes).	
	3.	Document CAPs on <i>Facility Evaluation Report (LIC 809)</i> .	
	4.	Verify completion of CAPs by either: <ul style="list-style-type: none"><li>• An in-home visit, or</li><li>• Foster care provider providing <i>Proof of Corrections (LIC 9098)</i></li></ul>	



**If required corrections are not made within 30 calendar days:**

- |                             |  |
|-----------------------------|--|
| <b>Placement Unit Staff</b> | <ol style="list-style-type: none"> <li>5. Notify Placement Unit staff, providing <b>Hold Advisement</b> pursuant to CFS P&amp;P <a href="#">Placement Holds (K-0119)</a>.</li> <li>6. Place hold on FFH pursuant to CFS P&amp;P <a href="#">Placement Holds (K-0119)</a> using procedures outlined in <a href="#">CWS/CMS Data Entry Standards – Placement Holds</a>.</li> </ol> |
|-----------------------------|--|

<b>Required Actions— Complaint Investigation</b>	The following actions must be completed when investigating a complaint regarding an FFH.		
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Actions</b>	
FCL Worker	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol>	<p>Document complaint on <i>Complaint Report (LIC 802)</i>.</p> <p>Notify Placement Unit staff, providing <b>Hold Advisement</b> pursuant to CFS P&amp;P <a href="#">Placement Holds (K-0119)</a>.</p> <p>Investigate complaint.</p> <p>Provide copy of <i>Complaint Investigation Report (LIC 9099)</i> with documented allegations to foster care provider.</p> <p>Document findings on <i>LIC 9099</i>.</p> <p>Notify Placement Unit staff, providing <b>Hold Advisement Follow-Up</b> pursuant to CFS P&amp;P <a href="#">Placement Holds (K-0119)</a>.</p> <p>Provide second copy of <i>LIC 9099</i> with documented investigation findings to foster care provider.</p>	

**Required Actions— Enforcement Actions** The following actions must be completed when facilitating enforcement actions against a foster care provider who fails to comply with licensing regulations.

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Actions</u>
FCL Worker	1.	Complete <i>Facility Compliance Plan (LIC 9112)</i> .
FCL SSSS	2.	Review <i>Facility Compliance Plan</i> .
	3.	Complete Sections C and D of <i>Facility Compliance Plan</i> .
	4.	Consult with state legal consultant with CDSS, if necessary.
FCL PM	5.	Review <i>Facility Compliance Plan</i> .
	6.	Complete Section E of <i>Facility Compliance Plan</i> .
FCL Worker	7.	Send foster care provider letter explaining <i>Facility Compliance Plan</i> to avoid Administrative Action.
FCL Worker, SSSS, PM	8.	Attend Compliance Meeting.
	9.	Sign <i>Facility Compliance Plan</i> during Compliance Meeting.
FCL Worker	10.	<b>If continued non-compliance:</b> Notify foster care provider of Non-Compliance Conference via telephone or letter.
FCL Worker, SSSS, PM	11.	Attend meeting with foster care provider to discuss unresolved non-compliance issues.
	12.	Explain to foster care provider that referral for Administrative Action is next step if non-compliance issues are not resolved.
FCL Worker	13.	Complete <i>Noncompliance Summary Conference (LIC 9111)</i> and sign with foster care provider.

14. Monitor facility for compliance pursuant to terms agreed upon during Noncompliance Summary Conference.
15. Initiate Administrative Action if continued non-compliance.

<b>Required Actions— Request for Criminal Offender Record Information</b>	The following actions must be completed when a copy of the Criminal Offender Record Information (CORI) search response has been requested by an individual who has been denied a criminal record exemption.	
<b><u>Staff Responsible</u></b>	<b><u>Step</u></b>	<b><u>Required Actions</u></b>
FCL Worker	1.	Photocopy CORI search response state and/or federal criminal record transcript (rap sheet).
	2.	Mail copy of CORI search response along with a dated <i>Letter in Response to CORI Request (F063-25-535)</i> addressed to individual to whom record pertains, or their attorney.
	3.	File original written request for CORI search response, along with a copy of <i>Letter in Response to CORI Request</i> , on Exemptions Acco. Refer to <a href="#">Attachment 4</a> .