



To:




From: Diane Bloecker, Licensing Chief
Division of Safety and Permanence
Bureau of Permanence and Out-of-Home Care



Re: **LICENSE CONTINUATION PROCESS**

In order to maintain your current license, please follow the directions on the CONTINUATION PROCEDURE sheet.



License Continuation Date: 

REQUIREMENT: Continuation materials and fee(s) are due **30 days** prior to the license continuation date. Background Information Disclosure Forms and fees are due **at each license continuation**.

Based on your present capacity of , your license fee is \$  .

License Fee:



Caregiver Background Check Fee (\$10.00 per person):



Total Amount of the Check or Money Order:



Payment in the form of a check or money order should be made payable to the “Department of Children and Families.”

PLEASE RETURN THIS PAGE WITH YOUR CHECK.