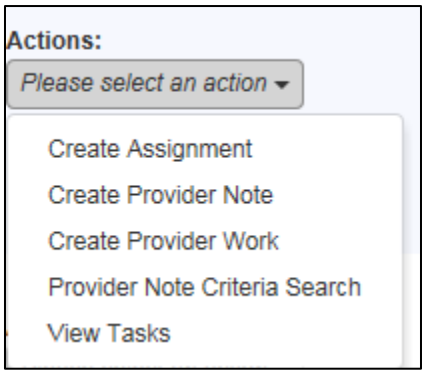
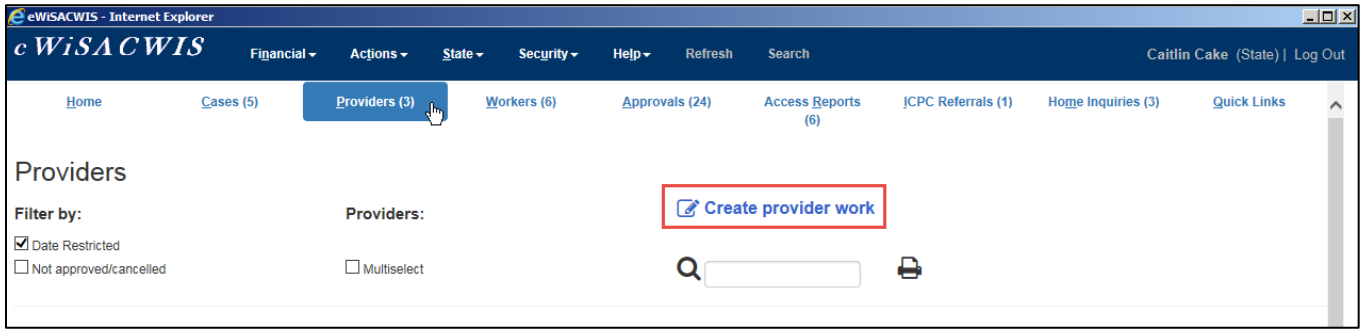
Denied Foster Home License

Note: In order to document a denied license, an assignment to the provider is needed.

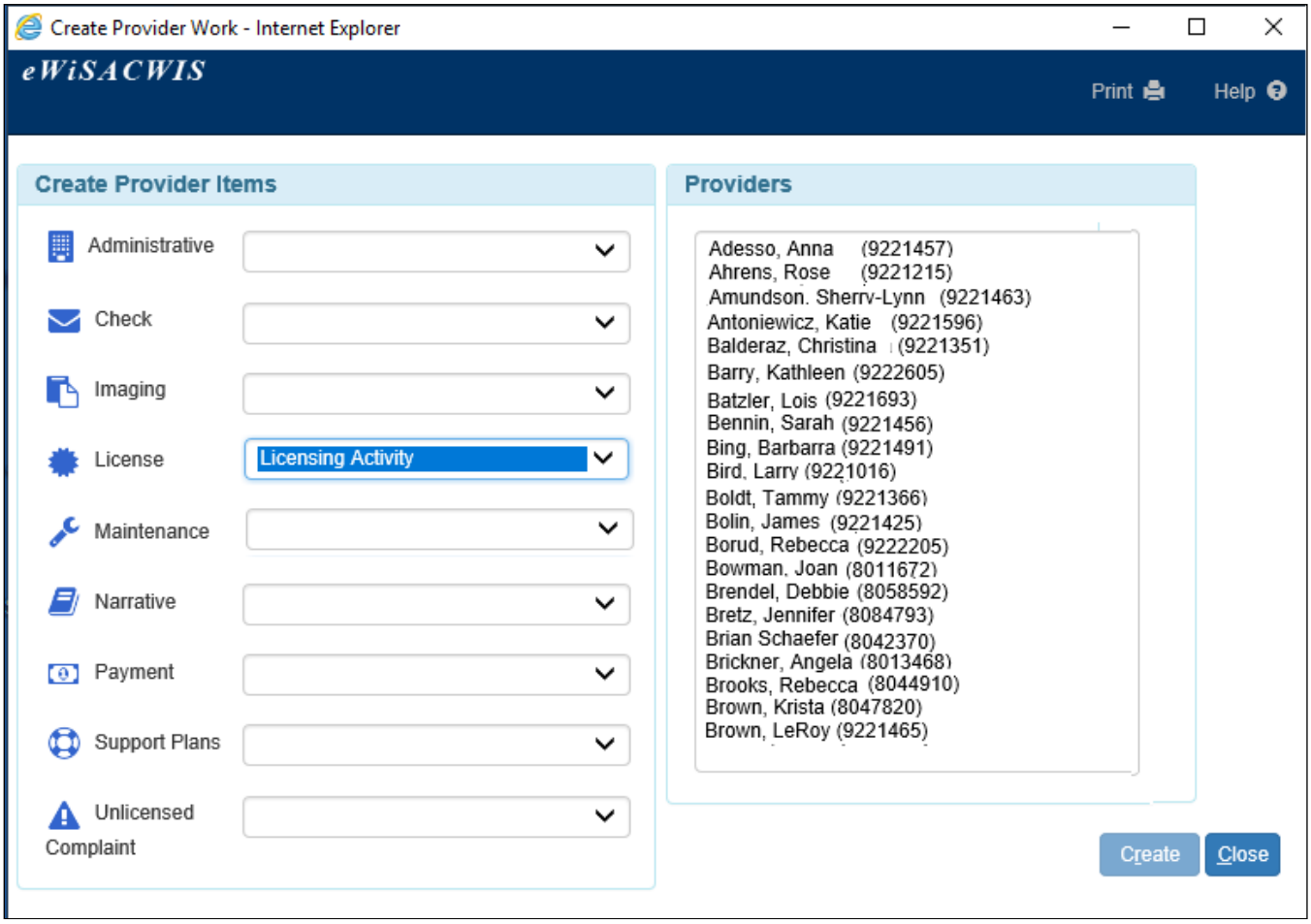
1. Once there has been a screened in Home Inquiry, make sure the provider is listed on your desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.



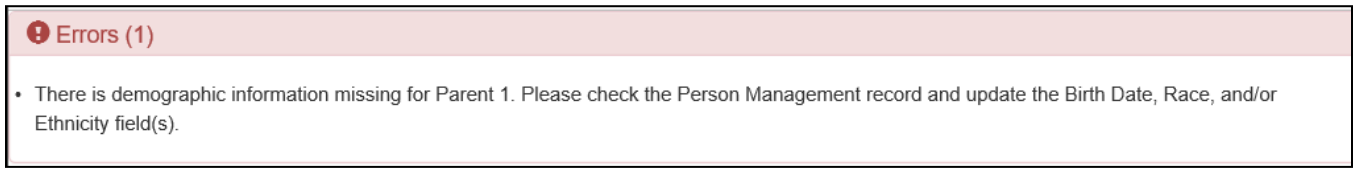
2. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink Create provider work or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page..



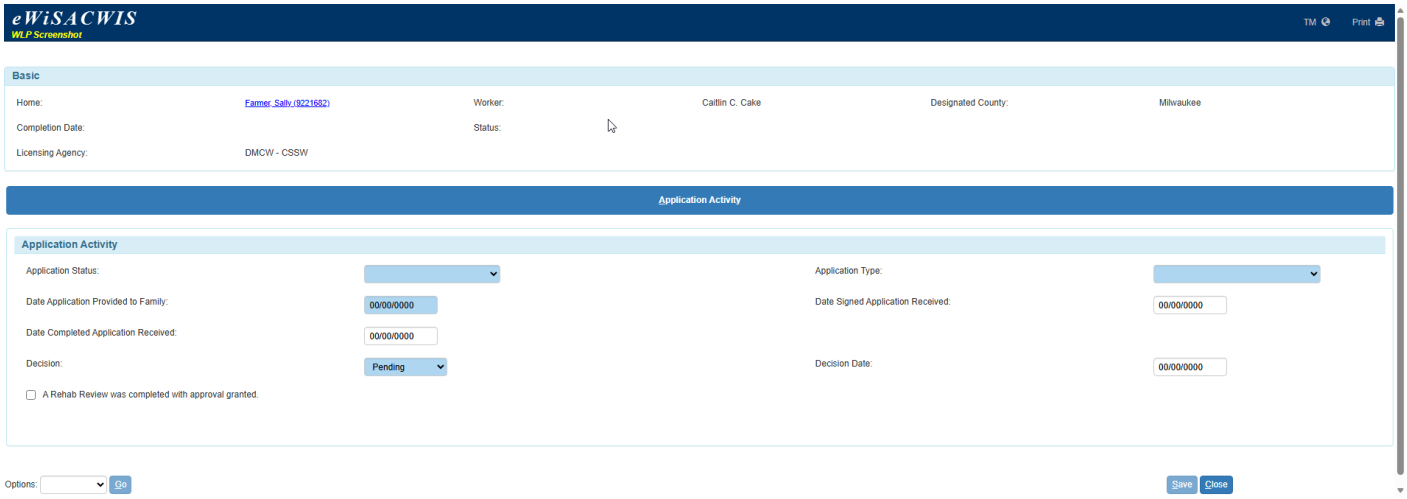
3. On the Create Provider Work page, select Licensing Activity from the License drop-down and select the appropriate Provider. Click the Create button to open the Licensing page.



Note: The Birth Date, Race(s), and Ethnicity for Parent 1 and Parent 2 must be documented before a license can be created, otherwise the Validation Errors message will appear.

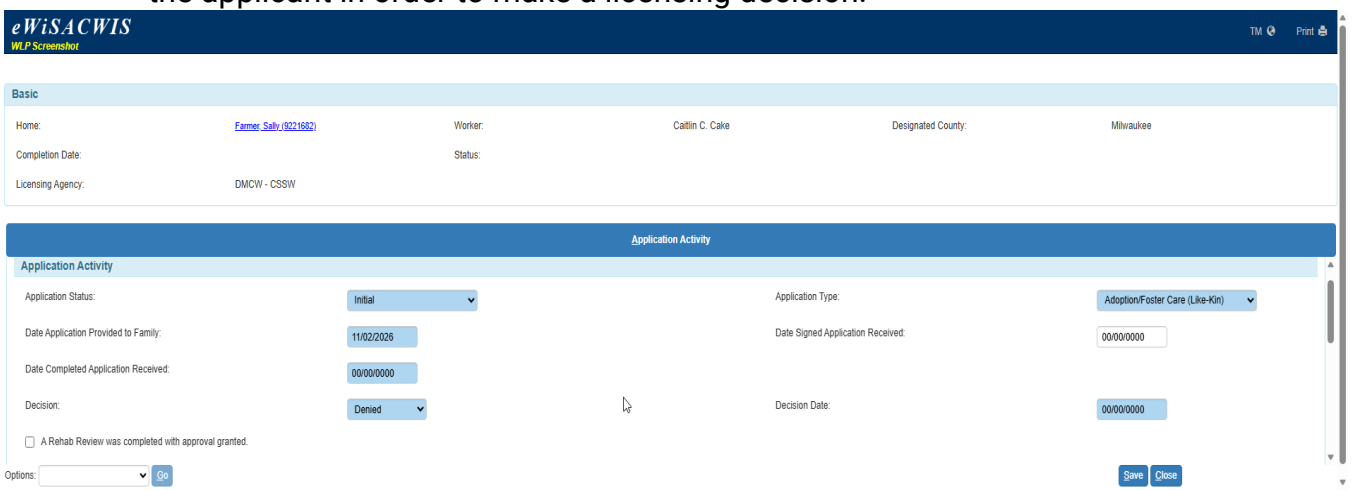


4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that may have been documented on the Home Provider page.

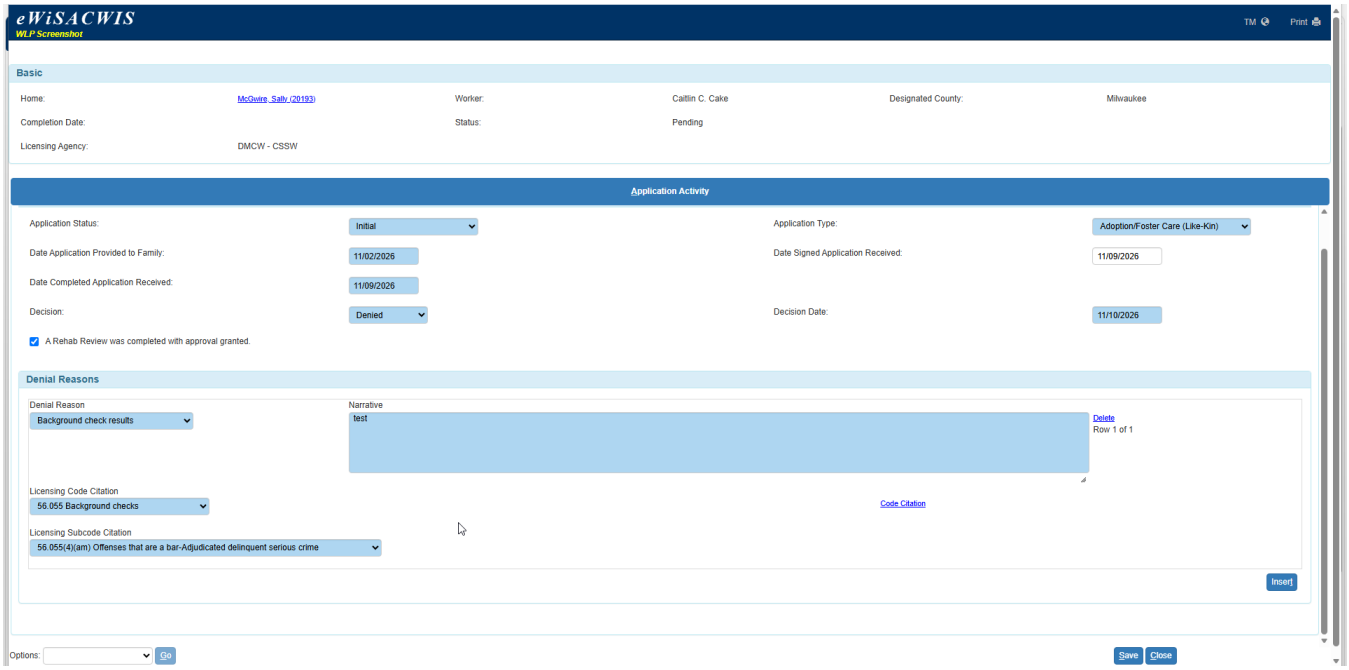


5. Select the Application Status, Application Type, and then document the Date Application Provided to Family and the Date Completed Application Received.

   Note: The Date Application Provided to Family refers to the date the paper application for foster care was provided to the family. The Date Completed Application Received refers to the date the licensing agency received the paper application, conducted interviews, completed background checks, and gathered all of the information from the applicant in order to make a licensing decision.

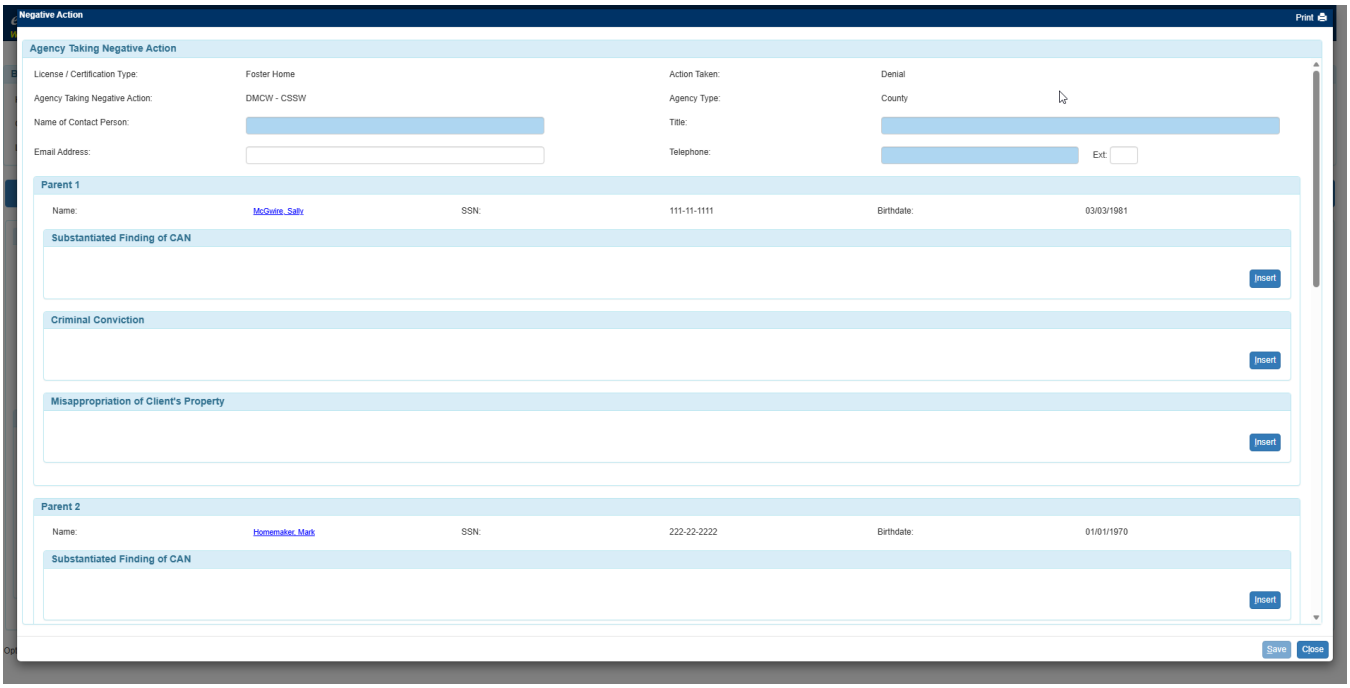


6. In the Decision drop-down, select Denied. Enter the Decision Date.



7. In the Denial Reasons group box, select the Denial Reason, enter Narrative for the denial reason, and select the Licensing Code Citation and licensing Subcode Citation. If you are unsure of the exact code citation, select the Code Citation hyperlink. This will bring you to the DCF 56 Administrative Code. If additional code citations exist, click the Insert button.

8. Selecting the following combination of citations: “Licensing Code Citation: 56.055 Background checks” and “Licensing Subcode Citation: 56.055(1)(a), 56.055(1)(am), 56.055(1)(b), 56.055(1)(c), 56.055(1)(d), or 56.055(5)”, and the save button selected the Negative Action page automatically pops-up and must be completed prior to approval.



9. Selecting certain Licensing Subcode Citations will require the documentation of a Negative Action. After selecting a Licensing Subcode Citation of 56.055(4)(a), 56.055(4)(am), 56.055(4)(b), 56.055(4)(c), 56.055(4)(d), 56.055(5) and the Licensing page with Denied decision is saved, the Negative Action page will automatically be displayed.

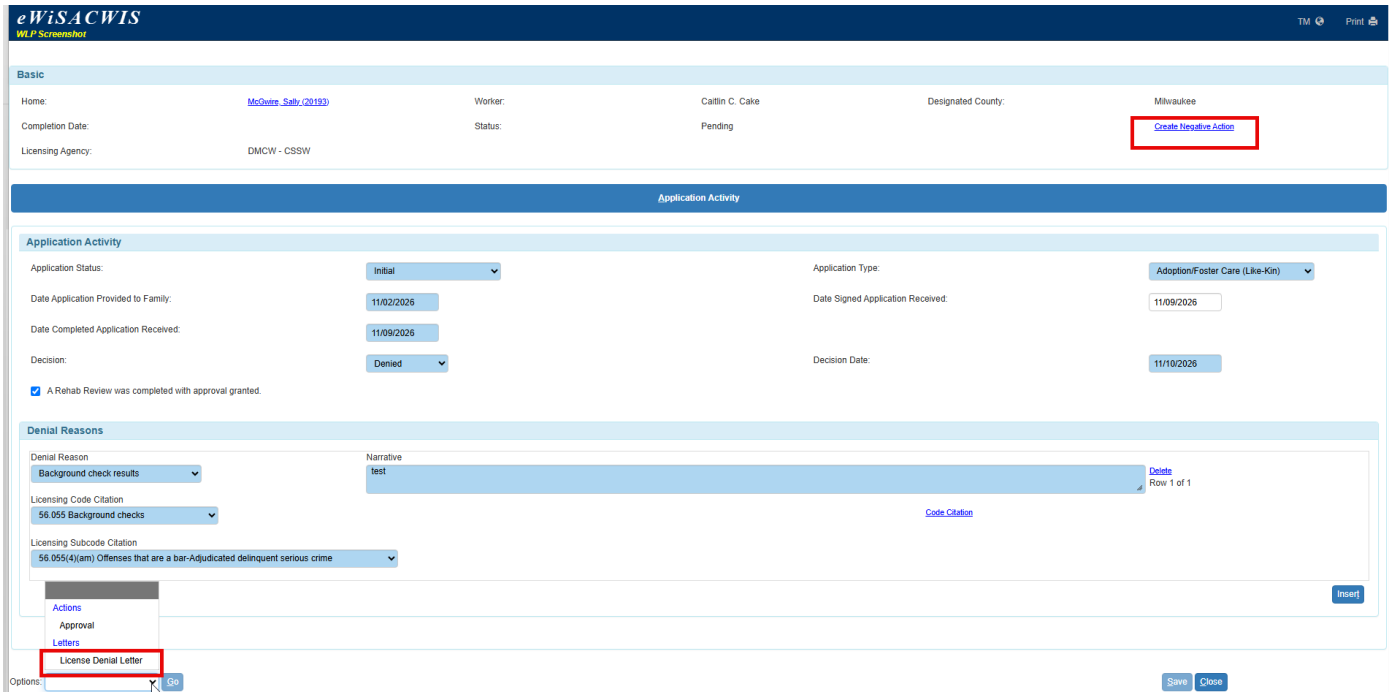
   Enter the Name, Title, Email Address, and Telephone number of the contact person for the Negative Action. For each person with a role of Parent 1, Parent 2, or Licensee click the Insert button in the applicable group box(es) to document the Substantiated Finding of CAN, Criminal Conviction, and/or the Misappropriation of Client's Property. Click Save and Close to return to the Licensing page.

   After the Negative Action page has been completed and the Denial is approved, DCF will receive the Negative Action notice electronically.

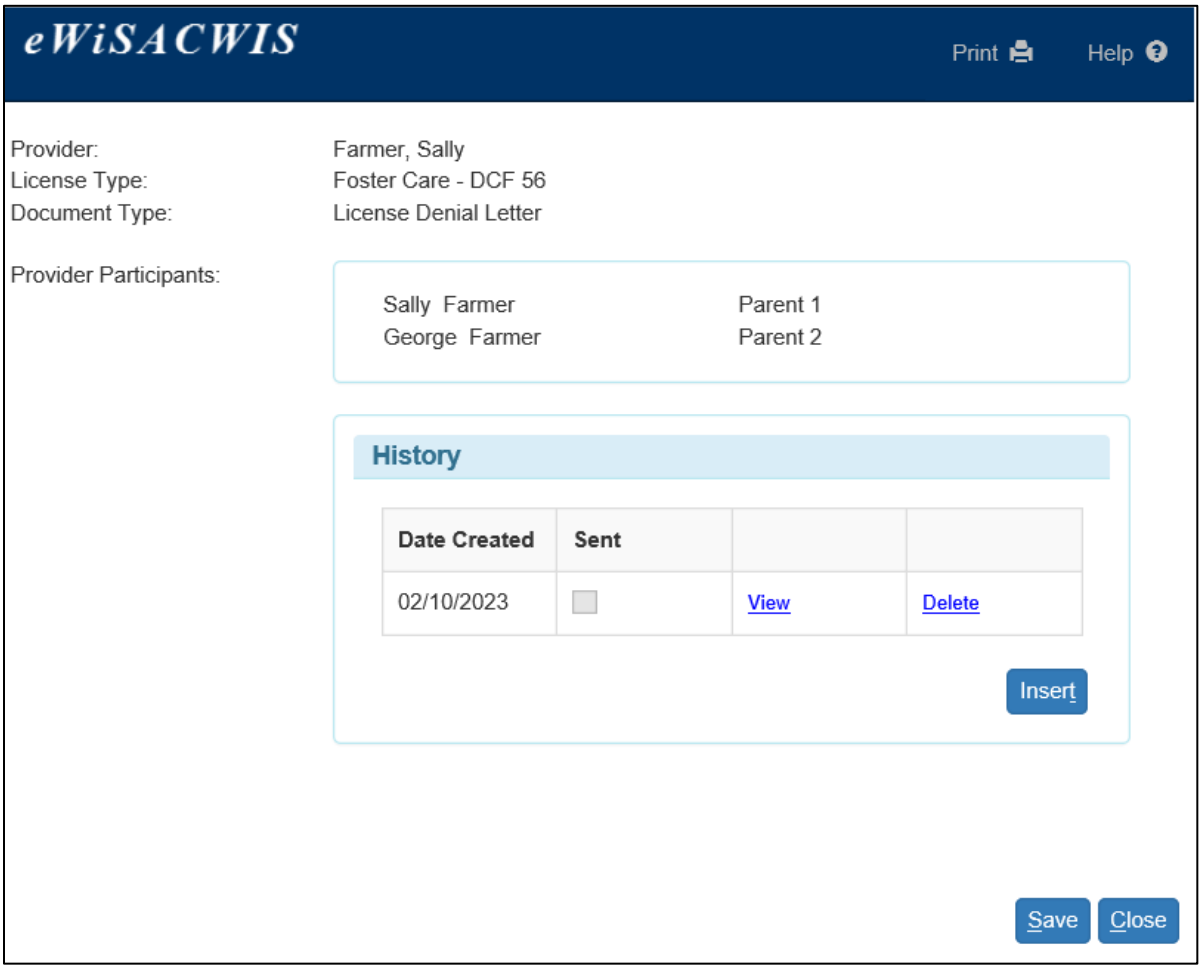
   Note: The Negative Action page can be updated at any time after the approval.

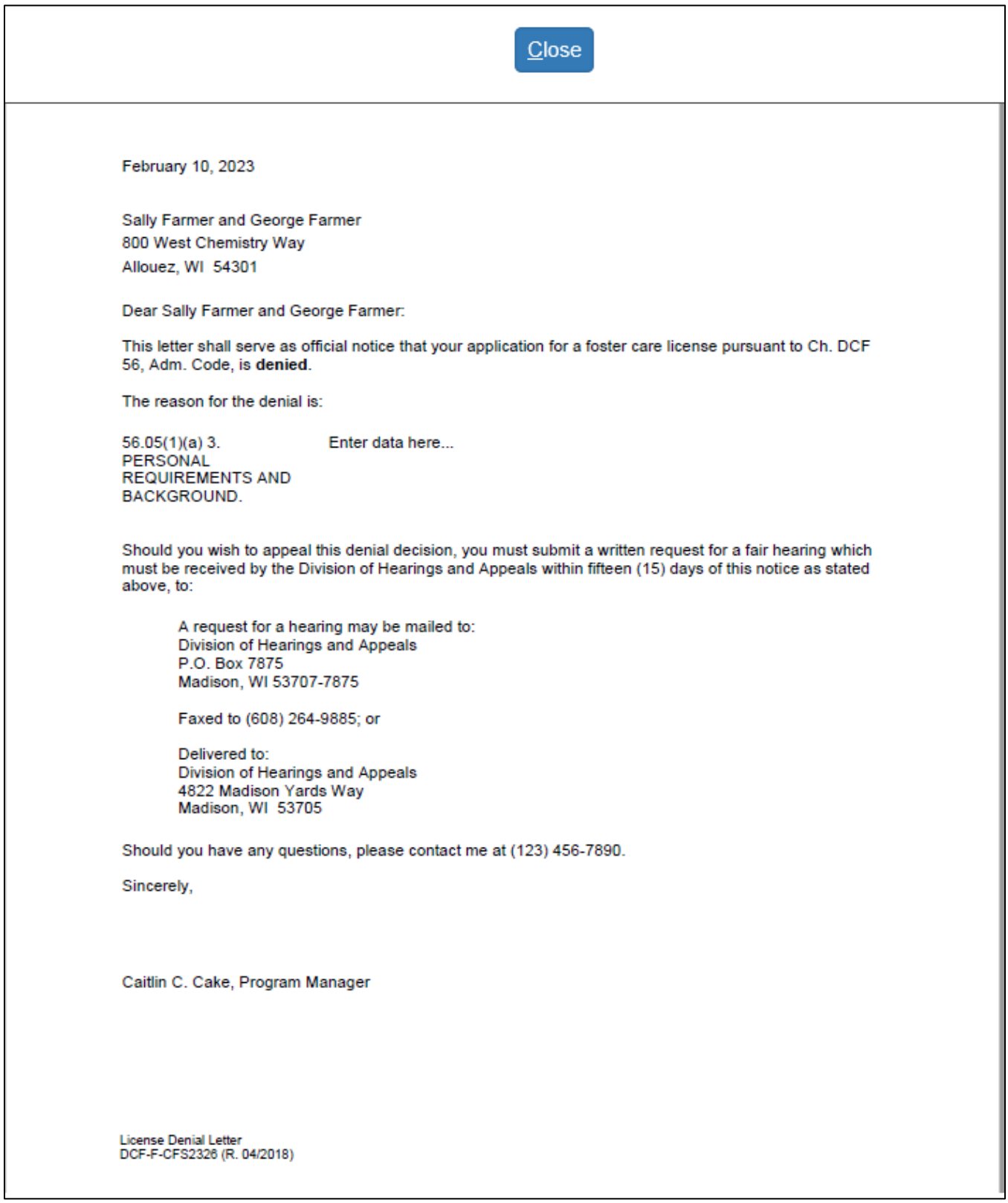
10. After Denial Reasons have been entered, select the License Denial Letter from the Options drop-down and click Go. This will open the License Notification page.

    Note: There is a Negative Action hyperlink at the top right of the page. Clicking this hyperlink takes you to the Negative Action page.



11. On the License Notification page, click the Insert button. Then click the Edit hyperlink to open the letter.





Note: The Licensing page must first be saved before the reason for denial information will pre-fill.

12. Click Close. This will return you to the License Notification page. Check the Sent checkbox, if applicable. Click Save. Click Close to return to the Licensing page.

13. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue. Back on the Licensing page, click Save and Close.

