## Modifying a Provider's Foster Home License

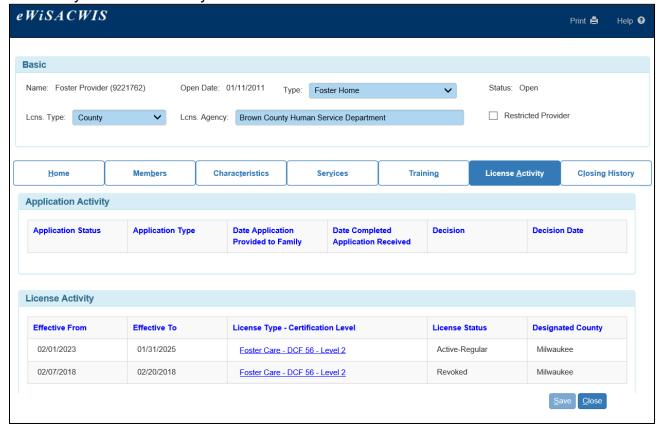
**Note:** In order to modify a foster home license, you will need an assignment to the provider record.

Note: Modifying a foster home license for an address change does not require the additional licensing actions process. In order to modify a license for an address change, you need to update the Create Physical Address page and that will create a pending license. Once you have updated the Create Physical Address page, skip to step 11. Please see the associated Change a Physical Address user guide.

1. Access the Active-Regular license either from your desktop or from the Home Provider page. From the desktop, click on the Providers tab.

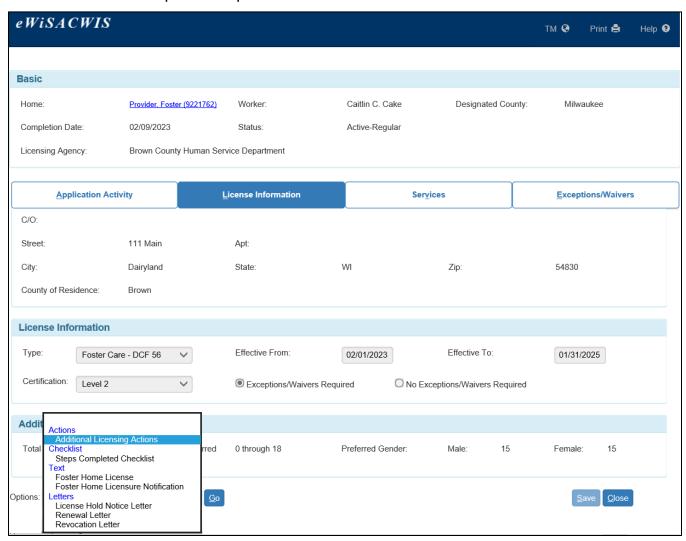


On the Home Provider page, access the License Activity tab and select the link for the license you wish to modify.

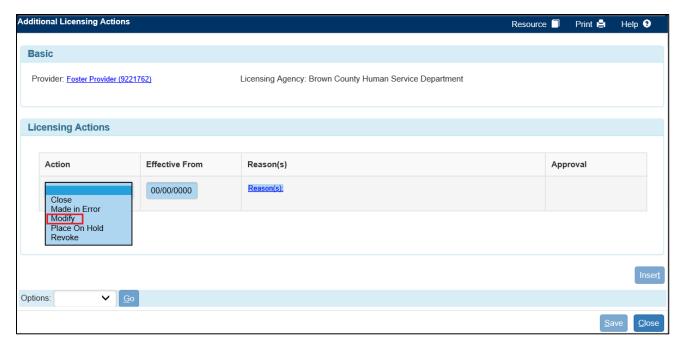


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2. On the Licensing page, click on the License Information tab. Select Additional Licensing Actions from the Options drop-down and click Go.

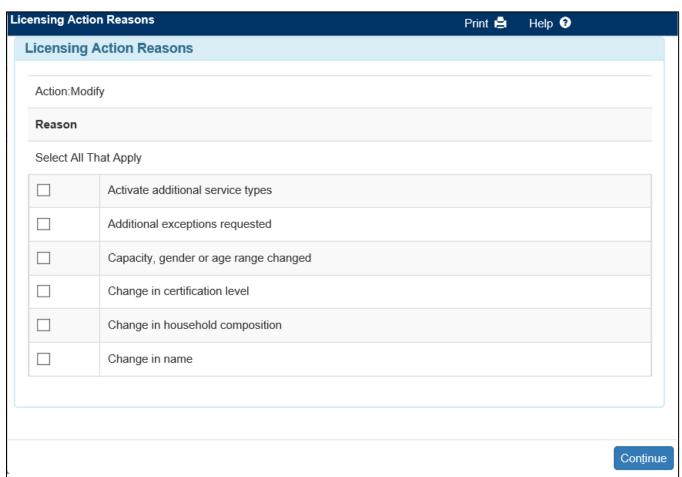


3. On the Additional Licensing Actions page, select Modify from the Action drop-down. This will automatically open the Licensing Action Reasons page.



4. On the Licensing Action Reasons page, select the appropriate reason(s) for modifying the license.

Note: A maximum of three reasons can be selected.



Here is a description for each reason:

Activate additional service types- additional services need to be added for your county

to your existing license. This option only needs to be chosen when services for the designated county need updating.

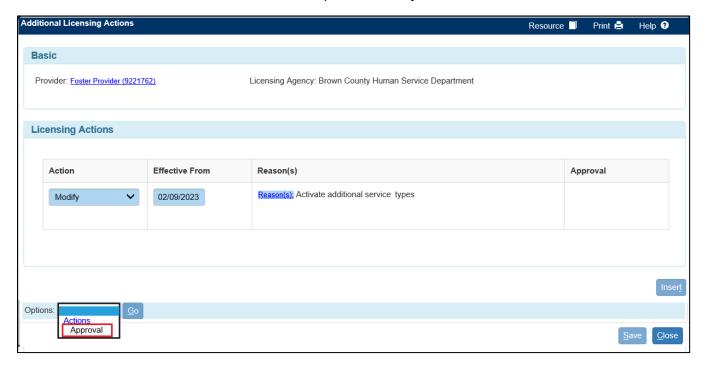
- Additional exceptions requested- exceptions are requested or no longer apply for a license.
- Capacity, gender or age range changed- when the number (either an increase or decrease in capacity), gender, or age of children who may receive care has changed.
- Change in certification level- the provider's certification level has changed (example: from Certification Level 2 to Certification Level 1).
- Change in household composition- a licensee (Parent 1, Parent 2, or Licensee) is added to or removed from the license, or the name of a licensee is changed.
- Change in name- a licensee (Parent 1, Parent 2, or Licensee) has had his or her name changed (due to marriage, divorce, etc.).

**Note:** An additional licensing action is not needed to modify the license for an address change. When a new physical address is documented, the license is automatically modified. Please see the Change a Physical Address User Guide.

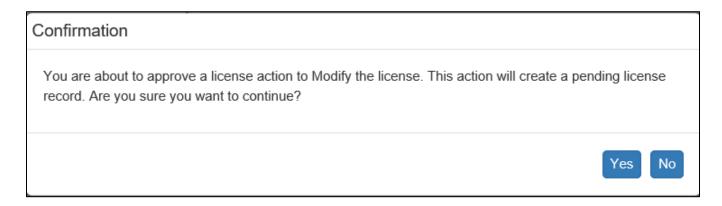
Click Continue to return to the Additional Licensing Actions page.

5. The reason(s) selected on the Licensing Action Reasons page will display. Enter the Effective From date.

**Note:** The Effective From date must be prior to today's date.

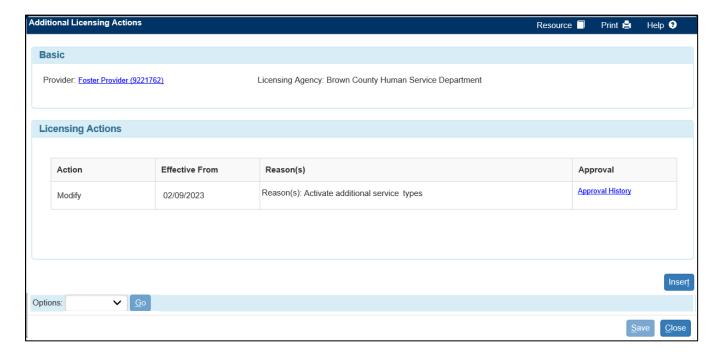


- 6. Since each licensing action has an effect on the status of the license, it must go through the approval process. Select Approval from the Options drop-down and click Go. Select the Approve radio button on the Approval History page and click Continue to return to the Additional Licensing Actions page.
- 7. Click Save on the Additional Licensing Actions page. You will receive the following message. Click Yes.

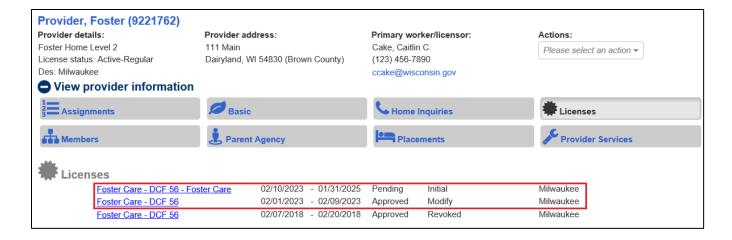


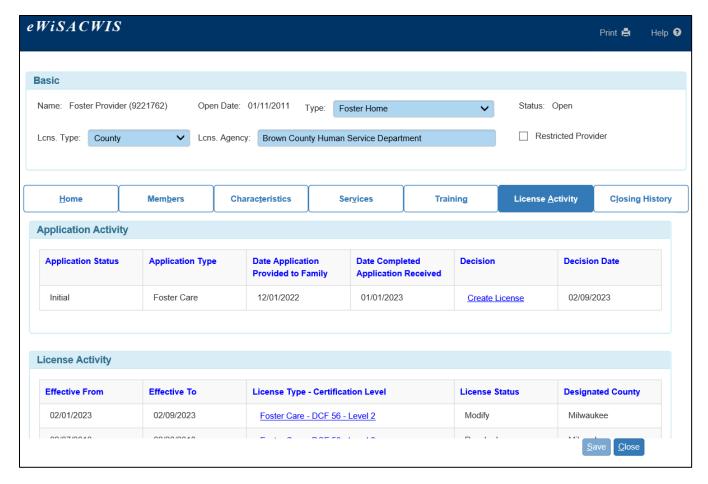
8. The Additional Licensing Actions page will update. Click the Close button.

**Note:** If the reason for modifying the license is for capacity, gender or age range changed; change in household composition; or change in name, you can click on the Provider hyperlink at the top of the page to access the Home Provider page.

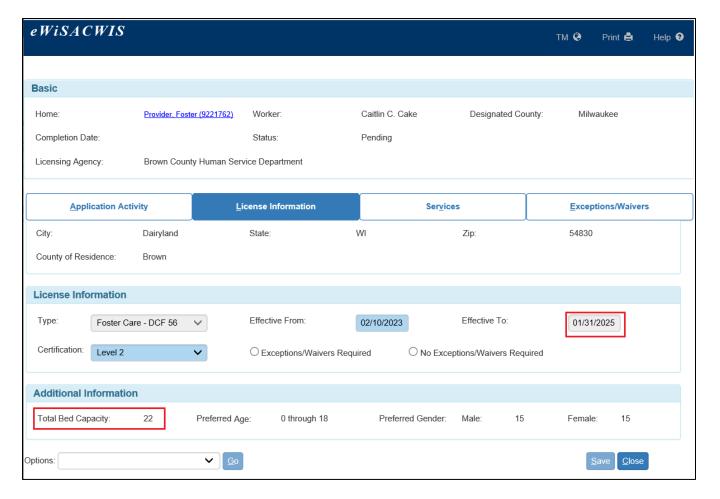


- 9. You will be returned to the Licensing page, click the Close button.
- 10. After refreshing the desktop, you will notice the license status shows Modify and a new Pending license exists. Access the Pending license either from the Licenses icon or from the Home Provider page.

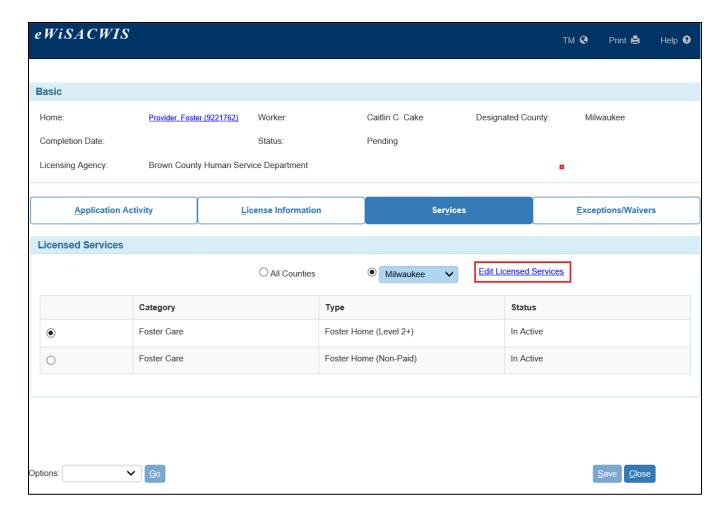




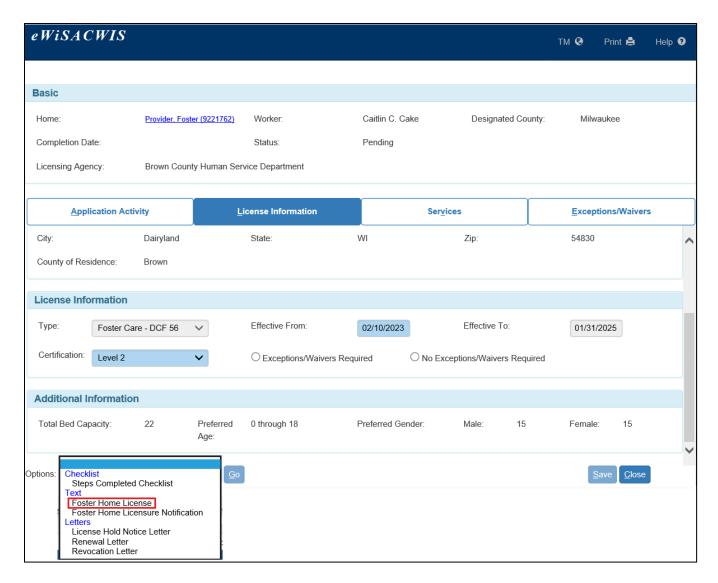
- 11. On the Licensing page, the Application Activity tab will copy over all information from the original license. Click on the License Information tab. If the reason for modifying this license was capacity, gender or age range changed; change in household composition; or change in name, you can update the Home Provider page if you have not done so already. Clicking the provider's name in the Basic group box will open the Home Provider page.
- 12. After you have saved and closed the Home Provider page, you will return to the Licensing page. The License Information tab will update with the capacity, gender, age, and licensee(s) changes.



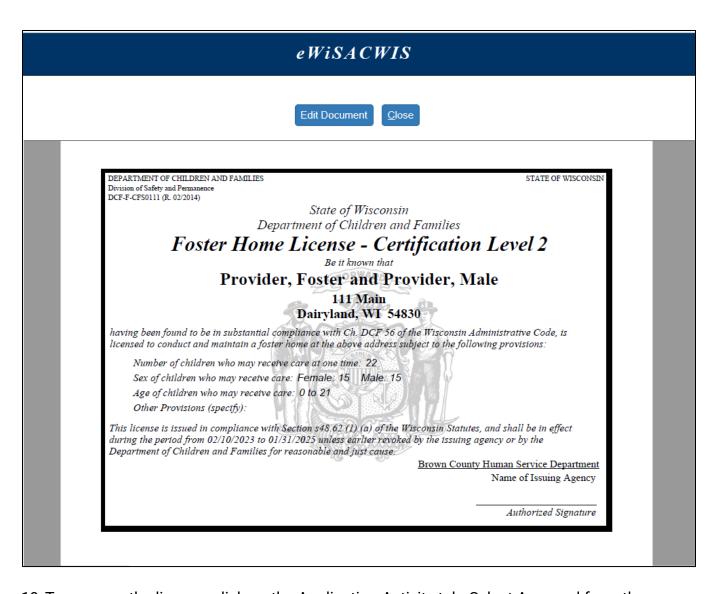
- 13. You will also notice on the License Information tab that the Effective To date is the end date of the original license.
- 14. If there were any exceptions or waivers documented on the original license, the exceptions/waivers will display on the Exceptions/Waivers tab. If there were no previous exceptions/waivers, the Exceptions/Waivers tab will be blank. Select either the Exceptions/Waiver Required or No Exceptions/Waiver Required radio button
- 15. Click on the Services tab. All services previously documented will copy over to this tab. If you need to add additional services, click on the <a href="Edit Licensed Services">Edit Licensed Services</a> hyperlink.



- 16. If applicable, click on the Exceptions/Waivers tab and update accordingly.
- 17. Click the License Information tab. Under Options, select the Foster Home License option to create the Foster Home License and click Go.



18. Enter any additional information on the Foster Home License. When you are finished, save and generate the PDF, print the license, and click the Close button to return to eWiSACWIS.



19. To approve the license, click on the Application Activity tab. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue. Back on the Licensing page, click Save and then Close.

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