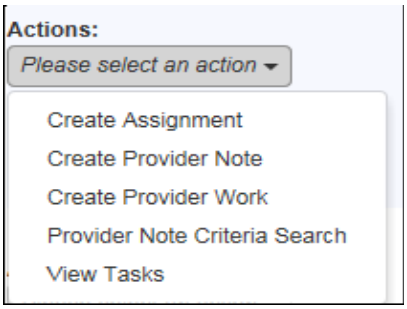
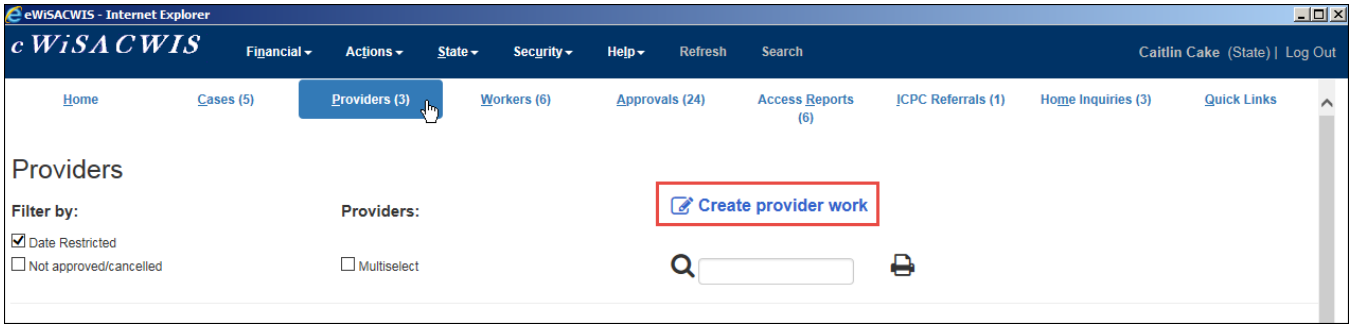
# Withdrawn Foster Home License

**Note:** In order to document a withdrawn license, an assignment to the provider is needed.

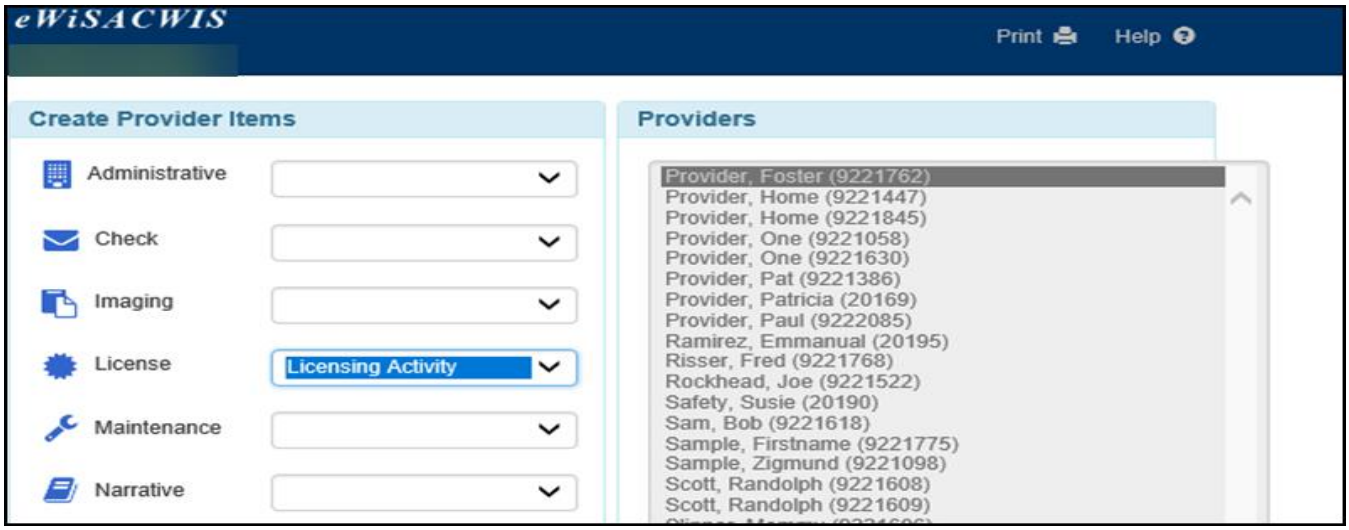
1. Once there has been a screened-in Home Inquiry, make sure the provider is listed on your desktop under the Providers expando. If the provider is not on your desktop, see your supervisor for assignment.



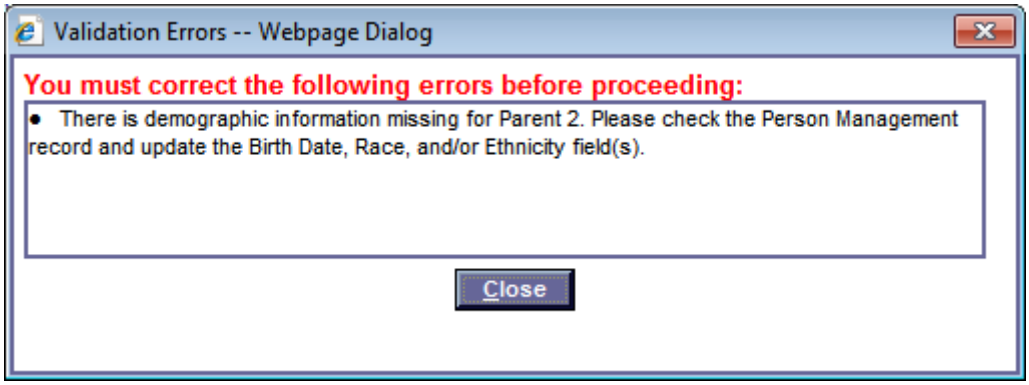

2. From the desktop, go to the Provider tab and click the Create Provider Work hyperlink Create provider work or select Create Provider Work from the Actions drop-down next to the specific provider to open the Create Provider Work page.




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



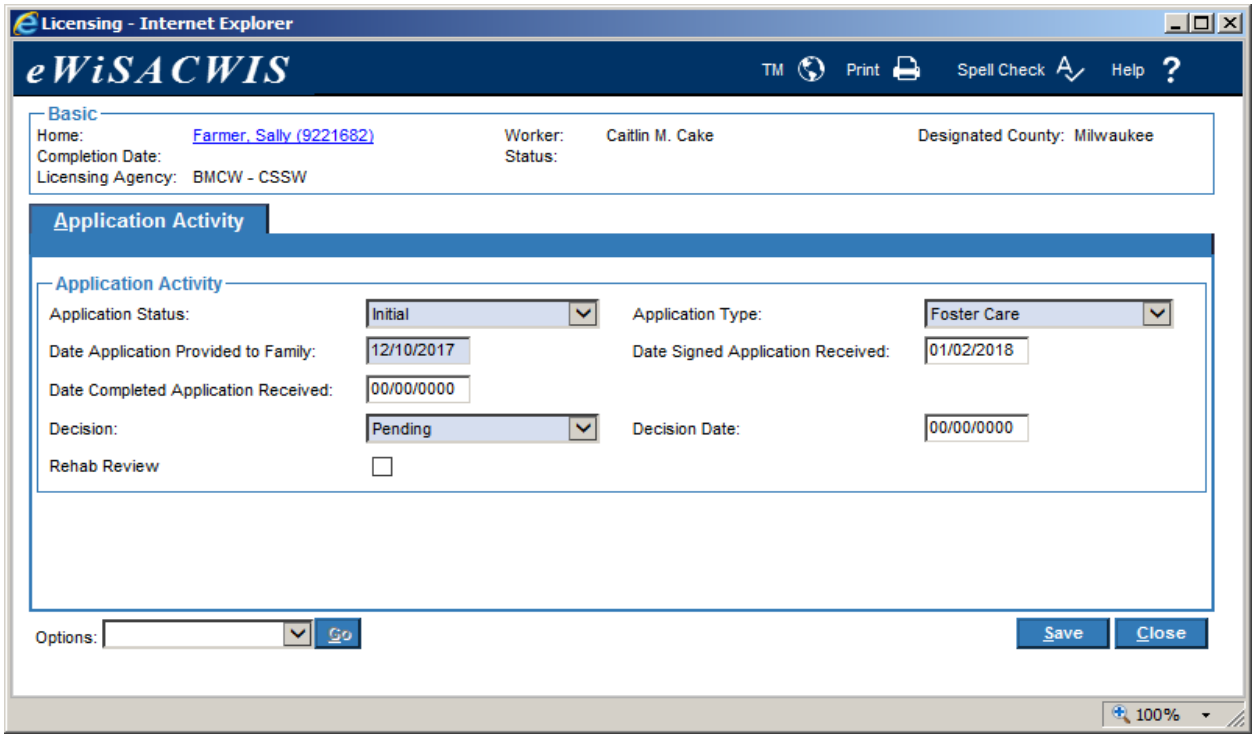
**Note:** The Birth Date, Race(s), and Ethnicity for Parent 1 and Parent 2 must be documented before a license can be created, otherwise a Validation Errors message will appear.



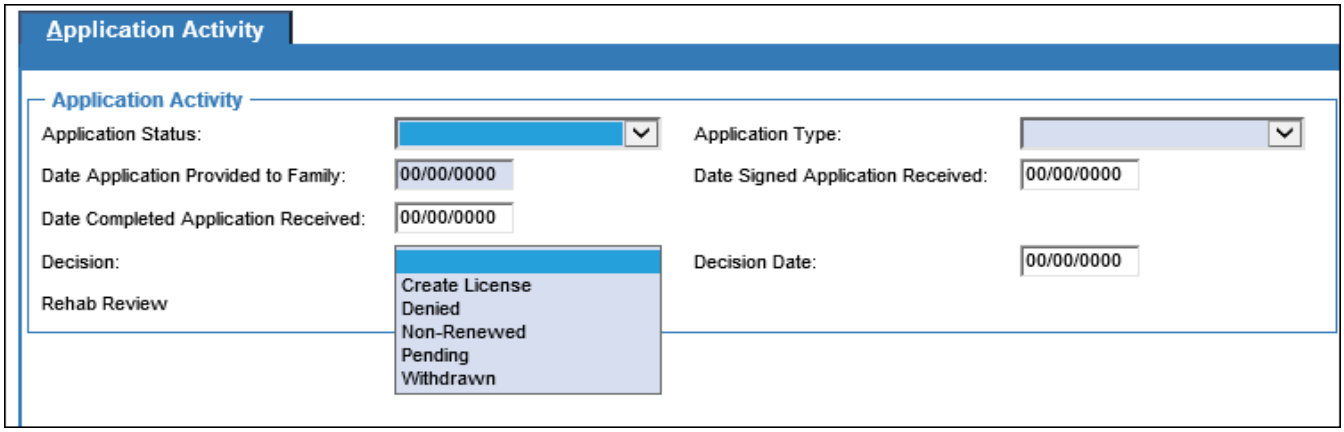

4. The Licensing page will open with the Application Activity tab. In the Basic group box, the Home field is a hyperlink to the provider's Home Provider page. Clicking the hyperlink allows you to update the Home Provider page. The Licensing page will then refresh to retrieve any updated information that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

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

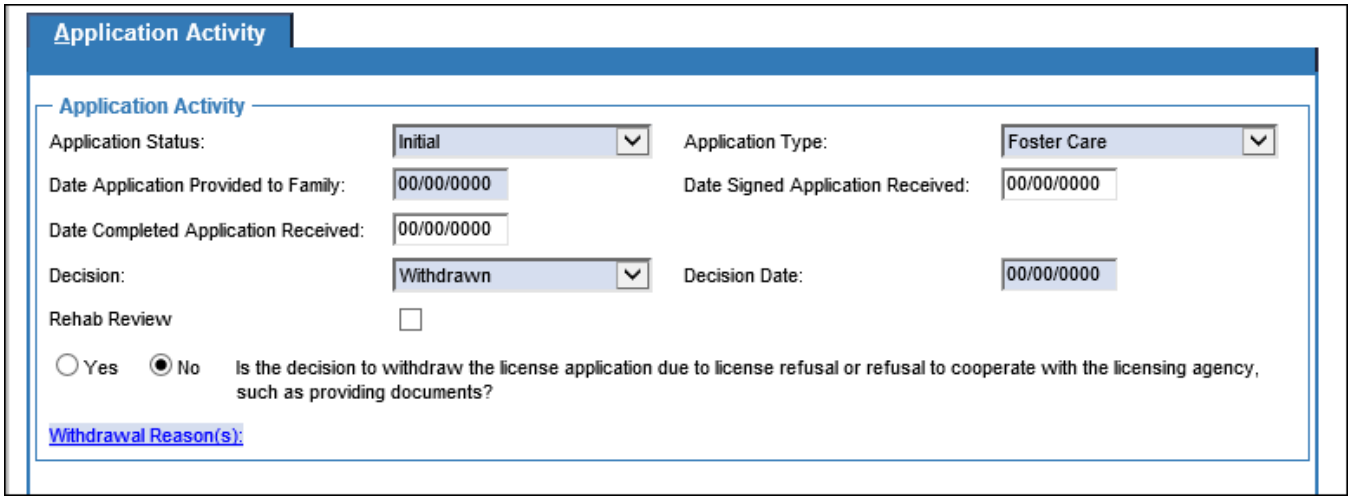
**Note:** The Date Application Provided to Family refers to the date the paper application for foster care was provided to the family. The Date Completed Application Received refers to the date the licensing agency received the paper application, conducted interviews, completed background checks, and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



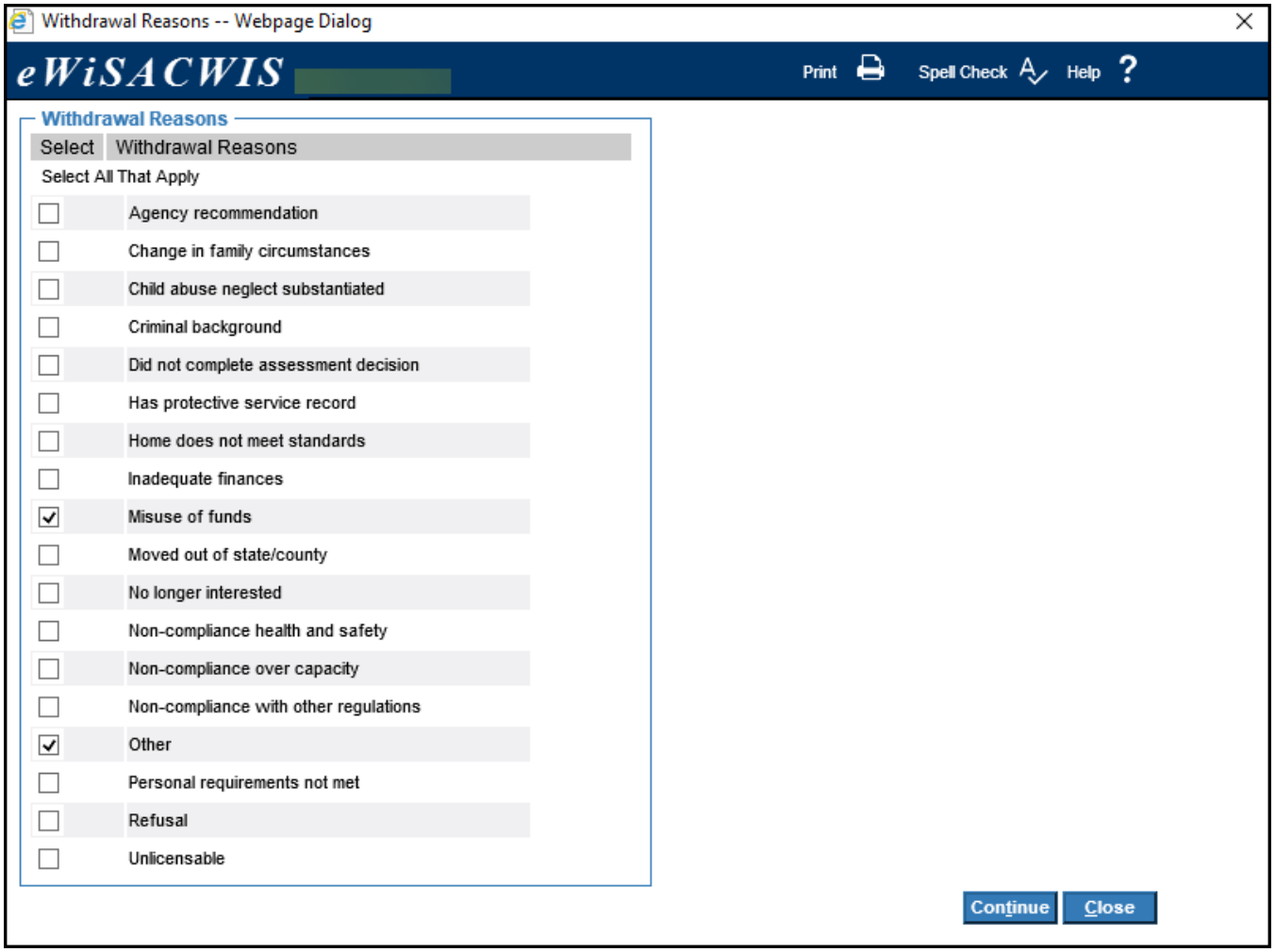
6. In the Decision drop-down, select Withdrawn and document the Decision Date.




7. Once Withdrawn is selected, the question, "Is the decision to withdraw the license application due to license refusal or refusal to cooperate with the licensing agency, such as providing documents?" will appear above the Withdrawal Reasons page hyperlink. Select the Yes or No radio button and click the Withdrawal Reason(s) hyperlink.

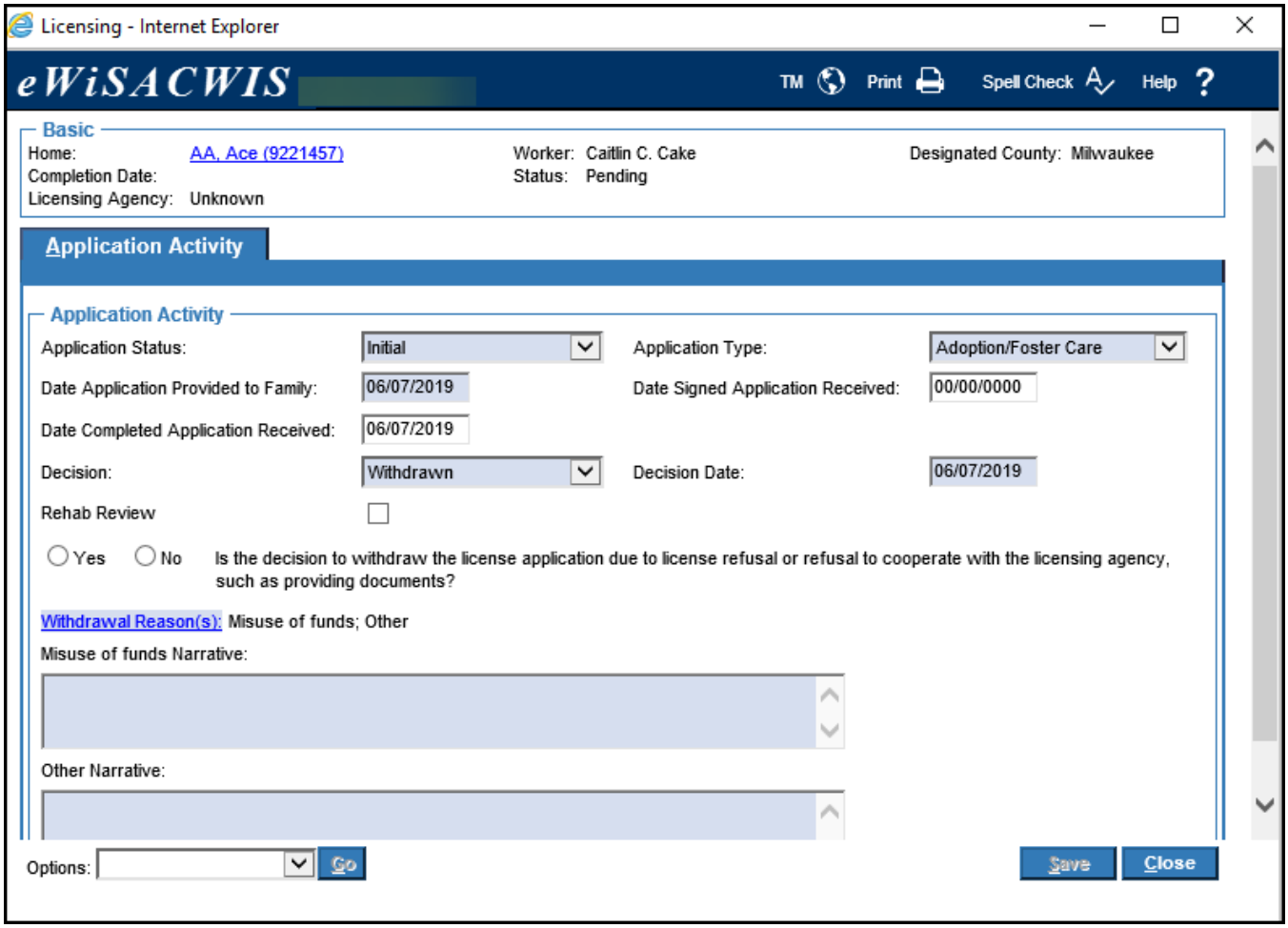


8. On the Withdrawal Reasons page, select the withdrawal reason(s) from the options available. Click Continue.



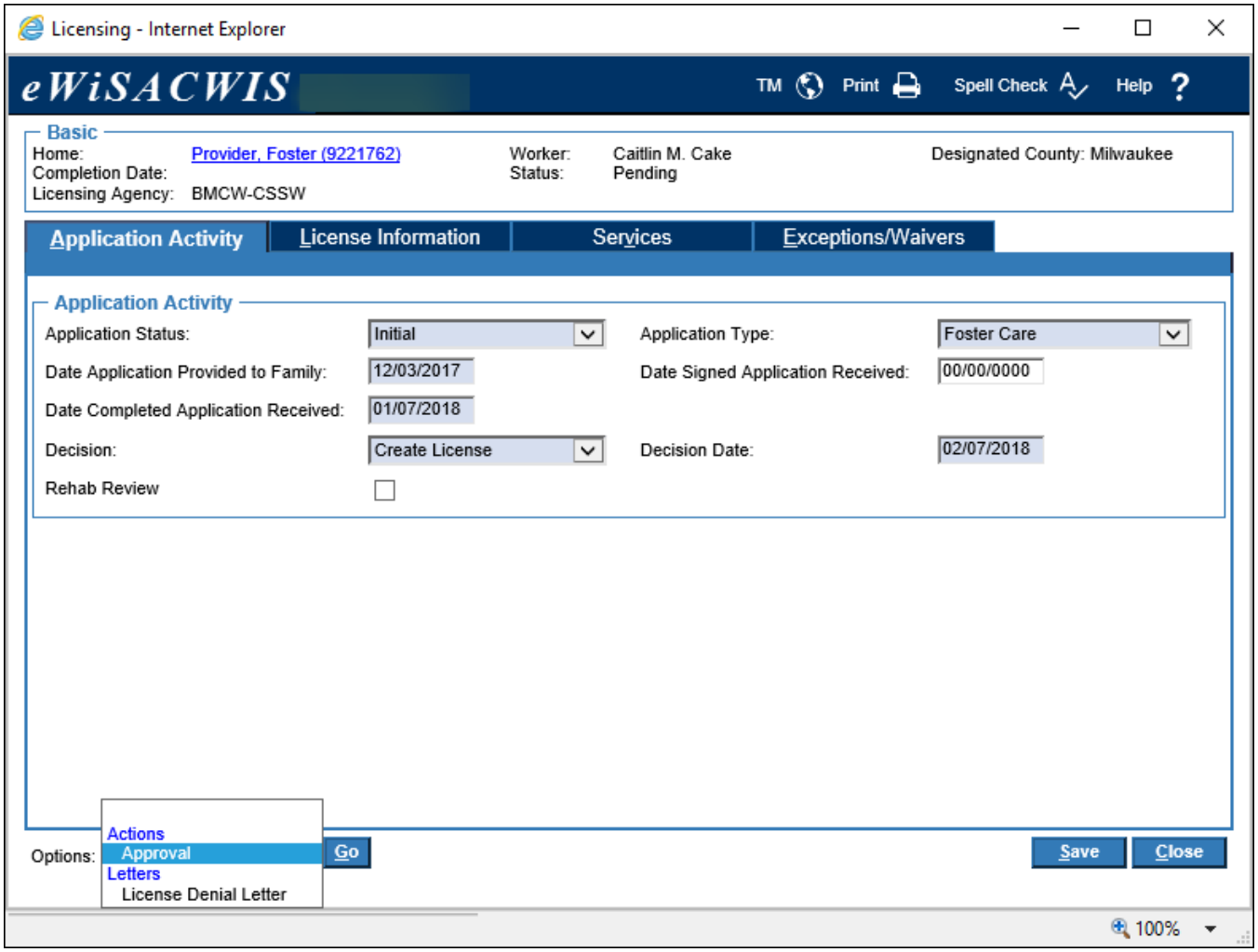
9. Once the Withdrawal Reason page is closed, narrative boxes will appear under the Withdrawal Reason(s) hyperlink for each withdrawal reason selected. Narrative must be provided for each withdrawal reason in order to save the page.

Note: Click the Withdrawal Reason(s) hyperlink to return to the Withdrawal Reasons page to update withdrawal reasons.

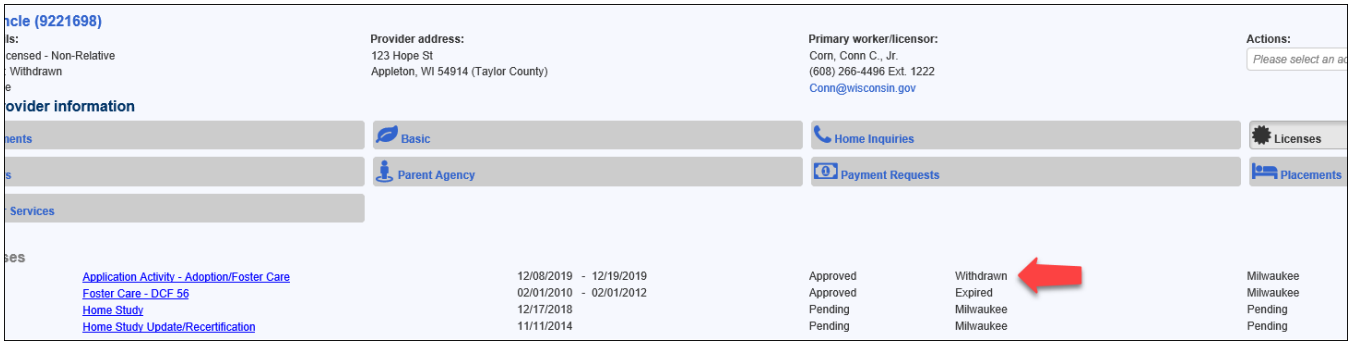


9. Click Save.

10. After completing all required fields and clicking save, approve the decision by selecting Approval from the Options drop-down and click Go.




11. On the Approval History page, select the Approve radio button in the Approval Decision group box and click Continue.

12. To send the license for supervisory approval, click Save on the Licensing page.

13. Below is an example of how a withdrawn license will look from the desktop.