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PROGRAM ACTIVITY: **Relative Caregiver Licensing Decision**

Revised June 16, 2010

PURPOSE

To establish a process of collaboration in completing the *Relative Caregiver Licensing Decision* form and ensuring documentation.

To establish a process of terminating Kinship payments for Kinship caregivers who took placement of a relative child on or after January 1, 2010 and decline participation in the licensing process.

BACKGROUND

The *Relative Caregiver Licensing Decision* form is completed in a joint effort by the assigned ongoing case manager (OCM) and the foster care and adoption (FCA) staff (permanency consultant or licensing specialist) to request court-ordered kinship payments continue after the initial four-month period when there is no foster home license.

Kinship payments can only be continued when the court continues to find a placement safe and appropriate for unlicensed kinship providers after considering the information contained in the *Relative Caregiver Licensing Decision* form and they:

- Received placement before January 1, 2010 and refused licensure,
- Received placement before January 1, 2010 and are unable to become licensed,
- Received placement after January 1, 2010 and were denied a foster home license, or
- Received placement after January 1, 2010 and were deemed unlicensable for a foster home license.

The FCA worker is responsible for completing Section I, II, III, IV, V, and VI. The OCM is responsible for completing Section VII.

PROCEDURE

1. The FCA staff will complete section I, II, III, IV, and V in eWiSACWIS within 5 days of the licensing decision being made.

Section I	Child Information
Section II	Relative Caregiver Information
Section III	Licensing Decision

- Must provide a detailed explanation as to why the kinship provider is unlicensable or being denied a license. *An explanation is not required for the kinship providers refusing to become licensed who received placement prior to 1/1/10.*



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Section IV Background Information

- Must provide a detailed list of each background clearing completed (including the date the clearing was submitted and received) on each adult household member and the results of each clearing. The results of each clearing shall not be directly correlated with which check garnered the information, but shall be done in a list format. Additional household members should be identified in respects to their relationship to the kinship provider.

Section V Assessment of the Safety and the Ability to Care for the Child.

- Must confirm the kinship provider's ability to meet the child's specific needs by describing the kinship provider's strengths and weaknesses. If there are any concerns/issues, a detailed description must be included on how each concern/issue has been addressed or will be addressed.
- Must provide a recommendation for the child to remain in the home of the kinship provider.

2. The OCM completes section VII within 5 days of receipt.

Section VII Assessment of the Safety and the Ability to Care for the Child.

- Must confirm the kinship provider's ability to meet the child's specific needs by describing the kinship provider's strengths and weaknesses. If there are any concerns/issues, a detailed description must be included on how each concern/issue has been addressed or will be addressed.
- Must provide a recommendation for the child to remain in the home of the kinship provider.

3. The FCA staff will print and sign the form (section VI), including a supervisor signature, and provide the OCM with the signed form within 2 days of receipt.

Documentation: Document completion of form as a case note on provider record.

4. The OCM will sign the form (section VII), including a supervisor signature, and submit the entire completed form to the presiding judge and legal parties at the next court hearing or permanency plan review for the case. The OCM will also provide the FCA staff and relative coordinator with a copy of the completed form signed by OOHC and Ongoing to keep in the paper case file/provider packet.

Refusal to be Licensed

If relatives refuse licensure and received placement after January 1, 2010, Kinship payments will cease four months from the date of placement. The following procedure applies:

1. The assigned out-of-home care specialist (Initial Licensing Mentor, Initial Licensing Specialist, Relative Foster/Adopt Mentor, Relative Foster/Adopt Specialist, Foster/Adopt Specialist) will send a letter to the relatives informing them that the kinship payment will end due to the refusal to be licensed. The letter will also



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refer the relatives to the assigned relative coordinator. A copy of the letter will be sent to the relative coordinator.

2. The relative coordinator will contact the relatives to support them. The relative coordinator will continue to work with the relatives to encourage them to be licensed.
3. The relative coordinator will send letters to the relative regarding ceasing kinship payment 30 days (if applicable) prior to payment ending and again 10 days prior to payment ending days warning them that the kinship payment will cease as of a specific date. The letters will contain information about **appeal rights** and be copied to the ongoing case manager.
4. If the relative continues to choose not to be licensed, the relative coordinator will:
 - Enter the non-payment unlicensed relative service strip under the provider.
 - Email the ongoing case manager notifying her/him that the placement strip for the child needs to be changed to reflect a unpaid unlicensed relative placement, effective no later than four months after the Kinship placement date.
 - Follow up to ensure that the placement strip has been changed.
 - Continue to be a support to the provider as needed. If in the future the provider is interested in becoming a licensed foster parent, assist with beginning the licensing process.

Additional Responsibilities to be Completed by FCA staff

Permanency Consultant

- The permanency consultant is responsible for completing the *Relative Caregiver Licensing Decision* form when determining the kinship provider is unlicensable after the completion of the *Unlicensed Caregiver Placement Evaluation*.
- The permanency consultant is responsible for submitting a referral to the relative coordinator that includes a copy of the *Relative Caregiver Licensing Decision* form.

Licensing Mentor

- The licensing mentor is responsible for completing the *Relative Caregiver Licensing Decision* form when determining the kinship provider is unlicensable after receiving a request for a foster study to be completed. In this situation, the kinship provider is not sent to a licensing specialist.
- The licensing mentor is responsible for submitting a referral to the relative coordinator that includes a copy of the *Relative Caregiver Licensing Decision* form.



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- The licensing mentor is responsible for providing the permanency consultant with a copy of the *Relative Caregiver Licensing Decision* form.

Licensing Specialist

(Initial Licensing Mentor, Initial Licensing Specialist, Relative Foster/Adopt Mentor, Relative Foster/Adopt Specialist, Foster/Adopt Specialist)

- The licensing specialist is responsible for completing the *Relative Caregiver Licensing Decision* form when determining the kinship provider is unlicensable or denying a foster home license.
- The licensing specialist is responsible for submitting a referral to the relative coordinator that includes a copy of the *Relative Caregiver Licensing Decision* form.
- The licensing specialist is responsible for providing the permanency consultant with a copy of the *Relative Caregiver Licensing Decision* form.