

## FOSTER HOME INITIAL LICENSING APPLICATION CHECKLIST

*An Initial application packet for a general foster care license*

### Please submit the following DCF forms

- FCL 401** Family Foster Home Application. Signed and dated. Include home phone and any previous license history.
- FCL 002** KBI/DCF Background check request Include ALL occupants of the home ages 10 and older, volunteers and employees. Provide DOB, race, gender and address for all person's age 10 and up.
- NOSF** (Notice of survey Findings)

### Please Attach the following with your application:

- Floor Plan** Self-Created Floor Plans for all levels of the home must include:
  - Linear measurements (e.g. 12'x11'6") of bedrooms and windows used for foster care.
  - Distance from floor to window in bedrooms used for foster care.
  - Wall, door and window locations for the entire home. If applicable, include basements not used as living space.
  - Purpose of each room (e.g. living room, kitchen, bedroom, etc.).
  - Who will be using each bedroom (e.g. foster parent, foster child, bio child, etc.). Foster parent bedroom space cannot be counted as capacity space for foster children. An infant sleeping in the bedroom of a foster parent is considered a temporary arrangement and the infant will need allotted bedroom space prior to turning on year old
- TRAINING CERTIFICATES** Include Certificates of completion for the following:
  - PS-MAPP, TIPPS-MAPP or DT
  - First Aid Certification
  - CPR Certification (if required)
  - Medication Administration
  - Universal Precautions
- OUT-OF-STATE REGISTRY CHECKS if applicable.** OSCARS if Applicable for any household Member age 18 and older who resided outside of Kansas during the past 5 years. Registry results must be included with the application.
- FINGER PRINTS** – Must be completed and submit with application or prior to application for all Foster Parents and Residents age 14 years of age and older.

**Family Assessments for INTITAL applications ONLY**



**Kansas Department For Children and Families**  
**Foster Care Licensing and Background Checks Division**  
**500 SW Van Buren St PO Box 1424 Topeka, KS 66601**  
**Fax (785) 296-8609**  
**Website: <http://www.dcf.ks.gov>**  
**Family Foster Home Application for Licensure**

**Strong Families Make a Strong Kansas.** The service you offer to children and youth is important to the community and will have a lasting impact on the children/youth in your home. It is also important to their families. Kansas child care laws and regulations are designed to reduce the predictable risks of harm to children and youth. By completing and submitting this application you are: 1) requesting a license to operate a family foster home and 2) affirming that you have read and agree to comply with all laws and regulations for family foster homes in Kansas.

<b>SECTION I. INTENT OF THE APPLICANT COMPLETE BELOW</b>			
Initial application (general care) Specific children (NRKIN, Relative Placement, ICPC)			
This application is for a family foster home that is currently licensed or approved, but we are:		Moving to a new location	Changing Ownership (example: adding or removing someone from the license)
Type of Licensure:	A license	An approval for a military base	An approval for an Indian Reservation
Capacity & Age range requesting: _____ Number of children _____ age range			
I/we have or have had a license or approval through KDHE or DCF:	Yes NO	If yes License # _____ Type of Care _____	

<b>SECTION II. APPLICANT INFORMATION. COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.</b>						
Applicant's Legal Name			Last	First	Middle	Work # ( )
						Cell # ( )
Spouse/Co-Applicant Legal Name			Last	First	Middle	Work # ( )
						Cell # ( )
Physical Address of Home (Street Address)				City		Zip Code +4
County	Phone Number ( )		Email Address			
Mailing Address of the Home (if different than above)				City		Zip Code + 4
This home is connected to:						
		Public Water	Public Sewer	Well Water *	Septic Tank/Lagoon *	
*If not on public water/sewer, annual approval of water supply and sewage disposal is required.						



**SECTION IV. FAMILY PREFERENCES:** The CPA Licensing Worker is to complete a written family assessment of the foster home, including a complete walkthrough survey and recommendations on this form to be in compliance with K.A.R. 28-4-802(d). The applicant(s) are willing to consider children with the following conditions or behaviors and agree with the licensing worker's recommendation for use:

I. Conditions Requiring Special Care	Yes	No	Conditional	II. Behavior Patterns	Yes	No	Conditional
Physical Disabilities				Colicky/Fussy			
Intellectual Disabilities				Temper Tantrums			
Learning Disability				Hyperactive			
Mental Disability/Illness				Bed Wetting			
Infectious Diseases				Extreme Shyness			
Non-Ambulatory				Extreme Fearfulness			
Medically Fragile				Lying			
Visually Impaired				Masturbation			
Hearing Impaired				Destructiveness			
Special Diet				Swearing			
Tube Feedings				Stealing			
Heart Defect				Running Away			
Diabetes				Aggressive/Hostile			
Epilepsy				Skipping School			
Allergies/Asthma				Smoking			
Speech Impediment				Sexually Active			
Encopresis				Eating Problem or Disorder			
Enuresis				Sexual Orientation/Gender Identification			
ADHD				Fire Setting			
Autism				Suicidal Thoughts/Threats			
Substance Abuse				Homicidal Thoughts/Threats			
Sexually Transmitted Diseases				Cruelty to Animals			
Pregnant				Aggressive/Hostile			
Other (Specify)				Self-Mutilation			

III. Special Considerations	Yes	No	Conditional	IV. Information about the household	Yes	No
Gang Involvement				Non-smoking		
Criminal History				Smoking, but not in the house or car		
Minor Parent with Child				Animals		
Sexual Perpetrator				Dogs		
Human Trafficking Victim				Cats		
Sexual Abuse Victim				Other Pets (Specify)		
Service Animal						
Other (Specify)						
<b>V. Indicate any comments of the applicant(s) regarding the above issues.</b>						
<b>VI. List special skills or experience the applicant(s) may have.</b>						
<b>VII. Recommendation for use:</b>						
Number of Children _____						
Age Range _____ to _____						
Gender:      Male                  Female						
<b>Type of Placements (check all that apply)</b>						
Pre-adoption						
Emergency/temporary Care						
Maternity Care						
Therapeutic						
ICPC						
Juvenile Offender						
Specific Child(ren) Only						
Respite Care						
Mother and Child						
Sibling Group						
Child in Need of Care						
Private Placement						

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**SECTION V. TRAINING COMPLETE ALL INFORMATION REQUESTED. PLEASE PRINT.**

**K.A.R. 28-4-806** requires foster parents to provide evidence of child care experience and knowledge of child care methods which will enable any child to develop his or her potential.

**APPLICANT NAME:** \_\_\_\_\_

- MAPP/DT**
- FIRST AID**
- MEDICATION ADMINISTRATION**
- UNIVERSAL PRECAUTIONS**

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**SECTION VI. AGREEMENTS AND AUTHORIZED SIGNATURE(S) READ EACH STATEMENT AND SIGN THE APPLICATION WHEN COMPLETED**

<b>A. The references listed have been checked and are on file with the CPA</b>	<b>Yes</b>	<b>No</b>
<b>B. Reported income sources/amounts have been verified and documented</b>	<b>Yes</b>	<b>No</b>
<b>C. Fingerprints have been received and forwarded to DCF for Fingerprint-Based check</b>	<b>Yes</b>	<b>No</b>
<b>D. Child Abuse/Neglect Registry requests have been submitted to each state where the household members, 18 or older, have resided in the past 5 years</b>	<b>Yes</b>	<b>No</b>
<b>E. We certify that the following family preparation and assessment process and training has been completed</b>	<b>Yes</b>	<b>No</b>

Information which I/we have provided above is true to my/our best knowledge. I/We have selected this agency as my/our sponsoring agency for purposes of licensure, placement and supervision. I/We understand the Fingerprint-Based Check and Child Abuse/Neglect Registry results will assist in the determination for full licensure.

I/We, the undersigned am [are the persons] named as the applicant(s) listed in Section II.

I/We have read the laws and regulations governing the operation of this facility and it is the intention of this applicant to comply.

I/We understand that I/we are responsible for meeting and maintaining compliance with all applicable child care licensing laws and regulations at all times.

I/We affirm that my/our sponsoring child placing agency's policy on discipline will be followed.

I/We understand that a new application may take up to 90 days for processing by DCF, once DCF receives a complete application.

I/We understand that I/we are not authorized to provide services related to family foster care prior to receiving a Temporary Permit or License from DCF.

In accordance with Kansas Statutes Annotated 44-1009, I/we shall not refuse service to any person for reason of race, religion, color, sex, physical handicap, national origin or ancestry.

I/We understand that placement requires prior receipt of license and compliance with licensing statutes and regulations.

I/We affirm that I/we will not use any illegal substances, abuse alcohol by consuming it in excess amounts, or abuse legal prescription and/or nonprescription drugs by consuming them in excess amounts or using them contrary to as indicated.

I/We affirm that residents or guests will not smoke in the family foster home, in any vehicle used to transport the child, or in the presence of the child in foster care.

I/We affirm that my/our sponsoring child placing agency's policy on prudent parenting will be followed.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Spouse/Co-Applicant Signature                      Date

I, sponsoring agency licensing worker has completed a written family assessment, including a complete walk-through survey, of this foster home. Copies of the narrative and the walk-through survey report are on file at the child placing agency office. The family preferences contained in this form are based on the written assessment, walk-through survey and the preliminary screening and have been reviewed with the applicant(s). The fingerprints of the applicant(s) have been received and forwarded to KBI for the Fingerprint-Based Check and Child Abuse/Neglect Registry requests have been submitted to each state where the household member, 18 or older, have resided in the past 5 years.

The child placing agency has determined that, after receipt of a license to provide family foster care, we will place children in this home and will provide services to support compliance with licensing statutes and regulations.

\_\_\_\_\_  
Signature of Child Placing Agency Licensing Worker                      Date

\_\_\_\_\_  
Printed Name                      Phone #                      Email Address