


1700 FOSTER HOME LICENSE INQUIRES	
Chapter: Foster Care Providers	Section: Recruitment
	New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 02-13 Approved: Effective Date: September 30, 2002 Scheduled Review Date:
	DCYF Director
Related Statute(s): RSA 169-C, and RSA 170-E Related Admin Rule(s): He-C 6446 Related Federal Regulation(s):	Related Form(s): FORM 2152, FORM 2360, FORM 2361, FORM 2374, FORM 2376, FORM 2377, and FORM 2377A Bridges' Screen(s) and Attachment(s):

Purpose

Individuals interested in receiving information about foster family care contact DCYF. This policy outlines the procedures followed by staff when conducting an inquiry response, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

Policy

- I. Initial Contact
 - A. DCYF staff must respond to any contact made by an individual for obtaining information about the foster care program and foster family care licensing. The contact may be a telephone call, mail, e-mail, or face-to-face meeting.
 - B. Within 2 working days, the Foster Care Worker must respond by mailing the inquiry packet, "On Becoming a Foster Parent" (Form 2377) to the interested individual.
 - C. The brochure "How to become a Foster Parent in New Hampshire" (Form 2376) is a triple page form available for distribution for general education at public forums, fairs, booths, and information sessions. This form may also be sent with references to provide additional information to the individuals who are writing letters of references for applicants.
 - D. The rack card, "Become a Foster Parent" (Form 2374) is a single one-third sheet, which gives the telephone numbers and addresses of the District Offices where applicants may obtain information about foster family care. This form may be distributed to physician's offices, veterinarians, retailers, libraries, and other areas where information may be made available to potential applicants.
 - E. The poster "Are you ready to make a difference in a child's life?" is a single full sheet, which prompts the reader to call the foster care program and lists a central telephone number. Posters may be distributed to public bulletin boards in the community including grocery stores, churches, and community centers. During foster parent training, each participant may be given a poster and asked to post it in his or her community
- II. For telephone contacts, the foster care worker must:
 - A. Engage the caller by developing a rapport and answering the caller's concerns and questions;

- B. Explain the foster care program in NH;
- C. Complete the "Applicant Information" (Form 2377A);
- D. Send the Inquiry Packet with a self-addressed stamped envelope, business card, and a personalized cover letter; and
- E. Place the caller's name on a list for an invitation to Foundations for Fostering training.

III. Initial Home Visit

- A. An initial home visit is scheduled, if not previously arranged, when the "Applicant Information" has been returned to the foster care worker.
- B. An initial home visit consists of the following:
 - 1. Review of the Inquiry Packet materials, including the Applicant Information;
 - 2. Respond to the questions of the potential applicant; and
 - 3. Detail the requirements for licensure, including an explanation of the family assessment, autobiography, fire and health checks, medicals for all household members, the central registry and criminal checks, references, Foundations for Fostering training, and ongoing training.
- C. The Foster Care Worker must observe the home and its surroundings. If the potential applicant is engaged and offers a tour of the home, the worker is to conduct a minimal check for safety including whether:
 - 1. The home has space for a child, including private sleeping quarters;
 - 2. Kitchen and bath facilities are adequate for the household;
 - 3. The home appears to be clean and comfortable;
 - 4. Pets are in the home; and
 - 5. Weapons and firearms are securely stored.
- D. Meet and engage any other household members who may be present and inquire about their understanding of foster family care.
- E. If the potential applicant appears to meet basic requirements for licensure, the Foster Care Worker provides the paperwork necessary to begin the licensing process, including the fire (Form 2361) and health (Form 2360) inspection forms, the criminal records authorization, and "Medical Information Statement" (Form 2152).
- F. Notify the applicant of the decision to issue a license within 120 days of the completed application.
- G. Denial of an application is in accordance with [ITEM 1732 Revocation of License](#), Denial of Application and He-C 6446.27.

- H. License issuance and enrollment of providers in Bridges is described in [ITEM 1850 Enrollment of Providers](#).