

## 1733 LICENSE CLOSURES

Chapter: **Foster Care Providers**

Section: **Licensing**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive: **12-07**

Effective Date: **September 2012**

Scheduled Review Date:

Approved:

Handwritten signature of Maggie Bishop in black ink.

Maggie Bishop, 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 2104** and **FORM 2369**

Bridges' Screen(s) and Attachment(s):

### Purpose

This policy outlines the procedures followed by staff when closing a foster home license, in accordance with the Foster Family Care Licensing Requirements, He-C 6446.

### Policy

- I. Foster parents may request a closure of the Foster Family Care License at any time. If a child/youth in care is in placement at the home, prior notifications must be made to DCYF as outlined in He-C 6446.24.
- II. Violations of the Foster Family Care Licensing Requirements (He-C 6446) may require revocation of the license and immediate removal of children/youth in care. See He-C 6446.25 and 6446.27.
- III. The reasons for the closure of a license may include:
  - A. Changes in the family's composition, finances, or residence;
  - B. Problems with working with the child(ren)/youth or the child(ren)/youth's family;
  - C. Relationship with CPSW or JPPO;
  - D. Specific child(ren)/youth left the foster home;
  - E. Adoption of child(ren)/youth in care; and
  - F. Failure to return license renewal information.

### Procedures

- I. Requested Closures
  - A. When the foster parent(s) requests closure of the license or does not wish to renew the license, the Resource Worker must make the necessary changes on the "Foster Family Care License" (Form 2369) and complete the "Resource Care Enrollment/Change" (Form 2104).
  - B. The record must be submitted to the DCYF District Office Supervisor for signature.
  - C. The Resource Worker must forward the "Foster Family Care License" (Form 2369) and the "Resource Care Enrollment/Change" (Form 2104) to the Foster Care Unit at State Office.

- D. A letter that includes the effective date of the closing must be prepared and sent to the foster parent(s) that may include:
    - 1. Recognition for their dedication, sacrifice, cooperation, and stamina while providing care to child(ren)/youth in the state's custody;
    - 2. If possible, specific examples of their caring; and
    - 3. If applicable, suggestions to assist DCYF in other meaningful ways, such as providing training, respite care, serving on a recruitment and retention team, or mentoring an adolescent in the Independent Living Program.
  - E. A closing summary must be written for the record that includes a brief foster parent history and the reason for closing.
- II. If the foster parent(s) fails to return the license renewal information, the Resource Worker must send a letter of closure to the foster parent(s) and follow the procedures in part (I).
- III. License Revocations. See [Policy Item 1732, Revocation of a License](#).