

**Foster Care Licensing****24-1-1****Policy**

The Department of Children and Families (DCF) must ensure that all persons entrusted with the care of a child entering into DCF care will be licensed through a comprehensive process in accordance with state and federal statutes.

**Purposes of  
Licensing  
DCF  
Caregivers**

DCF has comprehensive licensing procedures for foster parents and other caregivers to ensure that:

- candidates comply with federal and state licensing requirements
- children and youth in the system receive excellent parenting through a committed, developmentally informed relationship with the adults caring for them
- children achieve permanency in a timely manner.

**Who May  
Apply for a  
License**

A person qualifies to apply for a foster care license if the person:

- is a resident of Connecticut
- is 21 years old or older
- has a sufficient source of income to meet expected household needs
- has adequate space to house one or more children
- is compliant with all other requirements in accordance with foster care regulations.

An undocumented person who otherwise meets the regulatory requirements may be licensed as a caregiver for purposes of relative or fictive kin care if the person has obtained an Individual Tax Identification Number (ITIN).

**What  
Checks are  
Required**

As a requirement of the licensing assessment process, the following historical and pending searches of adult household members are required:

- state and national criminal history record checks
- national fingerprint-based checks
- Connecticut state police check
- child protective services history.

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**Foster Care Licensing****24-1-1****What Checks are Required,**  
continued

If an individual moves into the licensed home before the license expires, that individual must submit to the licensing background checks except for the national fingerprint-based check. The national fingerprint-based check shall be required for any new household member at the time of license renewal.

**Legal Reference:** C.G.S. section 17a-114

**Waivers**

An applicant or licensed caregiver shall comply with all state regulations unless a waiver for a specific requirement of a regulation has been granted by the Commissioner or the Commissioner's designee.

No waiver shall be granted for non-compliance with a statutory requirement or a safety related regulation.

**Cross reference:** DCF Policy 24-1, Foster Care Services Overview

**Issuing a License**

A license to provide foster care shall be granted when the applicant meets all the requirements.

The caregiver license shall be assessed every two years for renewal. DCF may reassess and revoke a caregiver's license at any time.

**Cross reference:** DCF Practice Guide 24-1, Foster Care Services

**Employee License**

A DCF employee who wishes to become a licensed caregiver shall complete the licensure process through a Child Placing Agency, (CPA) to mitigate any conflict of interest between the employee and DCF. All DCF employees are required to meet the same licensing criteria as other license applicants.

An employee shall not receive a placement of a child in care that is managed by the current office where the DCF worker is employed. Any exceptions/approvals shall be approved by the office director.

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**Foster Care Licensing****24-1-1****Transfer of License**

Transferring a licensed caregiver from or to a CPA agency to DCF requires a transfer conference and must include the following:

- current criminal and CPS background checks
- home study addendum
- a copy of the caregiver record.

The CPA and Foster Care Division (FCD) teams attend this meeting to effectuate the transfer. The licensing renewal period will remain the same.

**Maintaining a License**

Caregivers must comply with the applicable federal and state statutes and regulations. The caregivers are to complete post licensing training within the two-year licensing renewal period.

The training requirements include:

- CPR certification
- two (2) trauma related trainings
- two (2) crisis intervention related trainings
- race & culture (social)
- seven (7) elective trainings (one of the electives shall be a race/culture/social equity topic.)

The training may include classes, conferences, symposiums, literature review, on-line courses or other types of training.

Individuals entrusted with the care of a child with complex needs (medical, behavioral or developmental) shall complete the recommended trainings to meet the child's needs.

**Cross reference:** DCF Practice Guide 21-5, Health Care Standards and Practice for Children and Youth in Care

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**Foster Care Licensing****24-1-1****Non-Compliance with Licensing Standards**

A caregiver license may be suspended or revoked if the licensed caregiver fails to comply with applicable federal and state statutes, regulations and standards.

**Cross reference:** DCF Policy 22-1-1, Special Investigations Unit

Reports of alleged regulatory violations not related to abuse or neglect shall be assessed by the FCD within five (5) business days. Need a continue page here

DCF shall provide written notification of the allegation, the findings, and the right to request an administrative hearing to the licensed caregiver.

A licensed caregiver has up to 20 business days to respond to the allegations and offer a plan to remedy the violation.

Complaints and concerns about licensed caregivers approved by private child placing agencies are handled by the approving CPA.

**Cross Reference:** DCF Policy 22-2, Intake; DCF Policy 6-5, Administrative Hearings