

Guidelines: Licensed child foster care moves from one county to another county

Minnesota child foster care (CFC) law and rules do not allow a transfer of an existing CFC license from one county to another. The best case scenario when a family is moving from one county to another and wants to remain licensed for child foster care is as follows:

When foster children are in placement

Prior to moving:

1. The family notifies the county where they are currently licensed that they are planning to move to another county.
2. The current licensing county:
 - provides a new application to the family and gives them direction regarding submitting the application to the new county.
 - has the applicant sign a consent for release of information to provide the home study assessment, assessment updates if any, individual fact sheets and training record to the new county.
3. The current county licensing agency notifies the new county that a currently licensed CFC program is moving to their county.
4. The license holder/applicant sends the application for the new license to the new county of residence.
5. The new county makes a home visit to begin the licensing process and contacts the current county to request information related to their current license (information noted in item 2).
6. The new county completes the licensing process and when the family moves to the new county, the two counties coordinate to close the existing license and open the license in the new county (you may use the same process for this as described on the next page).
7. This scenario allows Title IV-E reimbursement to continue without interruption.

The licensing process in the new county of residence is essentially the same as it is for any new applicant – the following items must be completed:

- Application submitted to the new county of residence.
- New background studies for all required individuals in the home – must have clearance, or if there is a disqualification, a set aside or variance granted prior to licensure.
- Individual fact sheets for all applicants and adult household members.
- Home study assessment update if there is a copy of the existing home study assessment. If the home study assessment is not received, a home study assessment must be completed.
- Three references – if references are provided by the previous county, a variance may be considered.
- New statement of intended use.
- New foster parent agreement form.
- New emergency procedures.
- New CFC home safety checklist.
- New CFC licensing checklist.
- Review of training – orientation, SUID, AHT, mental health, CARS. Determine if any training is required.
- Review alcohol/drug and discipline policies, and grievance procedures – update if needed.

Situations that may impact the best case scenario:

1. The family does not let the current county know they are moving in a timely manner.
2. The family moves before contacting the current licensing county.
3. The family does not tell anyone they have moved.
4. The family does not submit the application in the new county.
5. The family is living in a temporary housing situation in the new county.
6. The purchase of the new home is pending, or rental of the new home is uncertain and the new county won't proceed with licensing until they know the family has moved.

The following process may be used for licensed child foster homes for any of the above situations (This allows Title IV-E reimbursement to continue without interruption):

1. Once it becomes known (either by the current or the new county) that a licensed CFC family is moving or has moved to a home in a different county, communication between the two counties must immediately occur.
2. The new county will accept the case as courtesy licensing for the existing CFC license.
3. The licensor in the previous county of residence will transfer the case file or if in electronic format, all pertinent licensing information to the new county.
4. The new county must complete the CFC home safety checklist for the new home as soon as possible. The family must also complete new emergency procedures.
5. The **new** county must submit both of the following forms at the same time:
 - The 3324 to update the address and the licensing worker. Mark as an update and sign, use your current licensor code. Information must be included on the 3324 that there is a change in licensors due to courtesy licensing for the previous county.
 - The preliminary information form (PIF) for the new license. An “in application” number will be assigned for the new license.
6. The new effective date of the current license should reflect the date the home safety checklist is completed. The expiration date remains the same.
7. If the license is due for renewal before licensing can be completed, the **new** licensing county may request a short extension. Use the normal process for this.
8. Once the “in application” number has been assigned, the **new** licensing county submits new background studies for all required individuals – studies are not transferrable from one county to another county.
9. The **new** licensing county must complete the licensing process on page one as soon as practicable. If renewal is due within the next three months, you may wait until closer to that date to complete the licensing process.
10. When the new license is complete, the **new** licensing county **MUST** contact the county of the existing license to let them know the new license is complete and they will be notifying DHS to close that license. They also must return the case file to the previous county. If the information was provided via copies due to electronic files, the information must be shredded.
11. The **new** licensing county then submits a 3324 form that includes the following:
 - Under “Action Type” check “New.” Make sure to include the “in application” number.
 - Also check “Close.”
 - Enter the closing date. This date should be one day before the effective date of the new license.
 - For the closing code, check “B” and also “H” and in the blank space write in the previous license number.
 - Complete all other applicable information.
 - Enter the effective date of the new license. This date should be one day after the closing date of the previous license.

Other factors that must be addressed:

1. If child/ren are in placement, the placing agency needs to determine if it is in the best interests of the child/ren to remain in their current placement. They must approve changes in schools or in case plans.
2. If the move is to a home that has other individuals living in it besides the foster family, NetStudy 2.0 background studies must be completed immediately on all new individuals age 13 and older.

When there are no children in placement

If a licensed child foster family moves to a different county and does not contact the licensing agency to inform them of the move, once it is known that the family has moved the license must be closed.