

Initial Two Year License for PPAI Applicants and for Relative Applicants

This process may be used to allow applicants who provide foster care only for the purpose of adoption through a PPAI agency to be licensed for an initial two year period or to allow applicants who provide foster care only to relative children for an initial two year period, if recommended by the licensing agency. **When submitting the 3324 form for the new license, mark as New and as Update - write in "2 year license for PPAI CFC" or "2 year license for relative CFC".**

In order for a two year license to be granted, the licensing agency must do an annual home visit with the license holder(s) on or before the one year anniversary date of the license. For example: if the initial effective date of the license was June 1, 2018, the annual visit must be completed on or before June 1, 2019. It is the licensor's responsibility to monitor the date the annual visit is due. Extensions **will not** be granted for the annual visit.

Documentation of the visit must be maintained in the agency file. Compliance with the requirements of this process will be monitored at Rule 4/Rule 13 reviews. Failure to make the annual visit in the timelines required and to maintain documentation will be cited on the Rule 13 Certification Review Report as non-compliance. This form may be used as a checklist to document compliance.

If a relative license holder decides they want to provide foster care to non-relative children at the annual visit or at any time after the annual visit, they must complete all relicensing requirements, including completion of a new application.

Name of license holder(s)

Date of initial license

Date of annual visit

At a minimum, the following activities must be completed. Items with * may be marked "N/A" if they are not applicable, all other items are mandatory:

_____ Individual facts sheets completed by license holders and all household members age 18 and older.

_____ Child foster care home safety checklist completed.

_____ Correction order issued for any items on the home safety checklist that were not in compliance.*

_____ Annual well-water test (if applicable) was completed.*

_____ Foster parent agreement form was reviewed.

_____ Each license holder completed 12 hours of annual training and 1 hour of FASD (if not done before the license was issued).

_____ A correction order issued if training was not completed as required.*

_____ If a foster child turned 18, the license holder completed all required documents and training* (see licensing checklist for requirements).

_____ Annual evaluation completed with the license holder(s). (Attached)

Annual Evaluation of Licensed Foster Home
(Completed jointly by license holder and licensing agency)
Minnesota Rules, part 2960.3100, subp. 1 (G), items 1-5

- 1) Review all foster placements in the past year and assess the impact and outcomes of the placement on the child, the child's family, the license holder, and development and implementation of the case plan.

- 2) Review any comments, suggestions, or concerns raised by the placing agencies and assess the implications for training and foster home policies and procedures.

- 3) Review any grievances, their outcomes, and assess the implications for training and foster home policies and procedures.

- 4) Review the ability of the license holder to care for children.

- 5) Develop a plan for the next year's foster care training and development.

Signature of Licensing Worker _____ Date _____

Signature of License Holder _____ Date _____

Signature of License Holder _____ Date _____