



# Iowa Department of Human Services

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## GENERAL LETTER NO. 12-B-AP-49

ISSUED BY: Bureau of Child Welfare and Community Services  
Division of Adult, Children and Family Services

SUBJECT: Employees' Manual, Title 12, Chapter B, Appendix, **FOSTER FAMILY HOME LICENSING APPENDIX**, Contents (pages 1 and 2), revised; page 14, revised; pages 14a and 14b, new; and form 470-5404, *Foster Home Licensing Corrective Action Plan*, new.

### Summary

Chapter 12-B-Appendix is revised to add form 470-5404, *Foster Home Licensing Corrective Action Plan*. This form will provide a plan to assist the foster family in meeting all licensing standards to prevent the denial or revocation of a foster family home license.

### Effective Date

Immediately.

### Material Superseded

This material replaces the following pages from Employees' Manual, Title 12, Chapter B, Appendix:

<u>Page</u>	<u>Date</u>
Contents (page 1)	July 24, 2015
Contents (page 2)	November 13, 2015
14	August 6, 2010

### Additional Information

Refer questions about this general letter to your area social work administrator.

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**Foster Home Licensing Corrective Action Plan, Form 470-5404**

Purpose	<p>The <i>Foster Home Licensing Corrective Action Plan</i> is a form used to document the corrective action plan. Its purpose is to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of their foster family home license.</p>
Source	<p>Complete this form on line using the template available in the public state-approved forms folder on Outlook. This form may also be printed from the sample in the manual.</p>
Completion	<p>The <i>Foster Home Licensing Corrective Action Plan</i> is completed when:</p> <ul style="list-style-type: none"><li>◆ The Department licensing worker engages the foster family and other team members in developing this action plan,</li><li>◆ The foster family does not meet licensing standards, or</li><li>◆ Has issues that may negatively impact foster children.</li></ul> <p>Take into consideration the circumstances, the foster family's history, their willingness to take responsibility and make adjustments, and other relevant factors when deciding whether or not to complete a corrective action plan (CAP).</p> <p>The foster family may document their responses to the corrective action plan on the form.</p>
Distribution	<p>Keep the original. File the signed form in the licensing case file. Provide a copy of the signed form to:</p> <ul style="list-style-type: none"><li>◆ The foster parents,</li><li>◆ The recruitment and retention provider and,</li><li>◆ To other team members, as needed.</li></ul>



## Foster Home Licensing Corrective Action Plan

A corrective action plan is designed to assist the foster family in meeting all licensing standards and to prevent the denial, revocation or suspension of the foster family home license.

Foster Parents Name	Date
Address	Phone
License Renewal Month	License Capacity
Corrective Action Plan Start Date	Corrective Action Plan End Date

### Reasons Corrective Action Plan is Necessary

List the conditions that need to change to improve parenting skills and abilities to foster the children in their home and come back into compliance with licensing standards.

**Concerns:**

**Legal reference:** 441 Iowa Administrative Code (IAC)  
Iowa Code

**Conditions that need to change:**

**Action steps** (List for each step who, what, where, when, how, and monitoring plan.):

This Corrective Action Plan has been reviewed with the foster parents. The foster parents' signatures below signify their understanding of the plan and agreement to cooperate with the action steps in order to remain licensed as a foster home. Non-compliance may result in the denial or revocation of the foster home license.

**Foster parent response to CAP** (include time and date):

Foster Parent	Date
Foster Parent	Date
IKN Worker/Supervisor	Date
DHS Licensing Worker	Date
DHS Licensing Supervisor	Date
DHS Social Work Administrator	Date

**Notice of Adverse Action**

DHS has the authority to remove children from a foster home for whom they have custody or a voluntary placement agreement because of unsafe conditions.

If the conditions are unable to be corrected and rise to the level of requiring immediate action to assure the safety, health or welfare of a child placed in the home, DHS has the authority to suspend a license, deny re-application or revoke the license.

The foster family has a right to appeal any adverse action DHS takes regarding their license.

Data

Complete the:

- ◆ Names of the licensees.
- ◆ Date.
- ◆ Address and phone number of the home.
- ◆ License renewal month.
- ◆ Licensed capacity of the foster family home.
- ◆ Start and end date of the corrective action plan.
- ◆ Concerns that led to the corrective action plan.
- ◆ Legal references.
- ◆ Conditions that need to change.
- ◆ Action steps.

**Foster Parent Post-Adjudication Hearing Report, Form 470-4614**

Purpose	The <i>Foster Parent Post-Adjudication Hearing Report</i> is a form that the foster family can elect to fill out to provide information to the court about the welfare of the foster child in their care. Foster parents have a right to attend court hearings but are not required to attend.
Source	Foster parents may print the form from the sample in the manual. The recruitment and retention contractor will give the form to a foster parent who does not have Internet access to print the form.
Completion	This form is an elective for the foster parents and is not mandated to be completed. A foster parent may complete this form by hand or type in the responses and may add attached pages for any narrative that does not fit on the form.
Distribution	The foster parent may submit the report to the foster child's attorney, the child's Department social work case manager, the juvenile court judge, and other attorneys who are a part of the case, as all parties are entitled to a copy. Keep a copy in the child's case file.
Data	If the foster parents attend the court hearing, they may be called to testify about the information in this report.