

Foster Care Children Licensing Standards
Service Chapter 622-05

**North Dakota Department of Human Services
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Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Table of Contents

Foster Care for Children Licensing Standards 622-05

Definitions 622-05-05

Licensing Policies and Procedures 622-05-10

Application to Provide Family Foster Care - Annually 622-05-10-05

Licensing Data 622-05-10-10

DHS Liability Coverage 622-05-10-10-05

Child Restraints/Safety Belts 622-05-10-10-10

Licensing Requirements 622-05-15

Gathering Information From Foster Parents or Family Members Who
Have Been Treated for Any Social or Emotional Problems 622-05-15-05

Physical Health 622-05-15-10

Family Foster Home Study 622-05-15-15

Family Evacuation Disaster Plan 622-05-15-16

Licensed Relative Family Foster Care 622-05-15-17

Home Study Related to Interstate Compact Cases 622-05-15-20

Background Check for Adults in Foster Home 622-05-15-25

Annual Licensing Requirement 622-05-15-30

Policy on Licensing Agency Staff 622-05-15-35

Adoption of Foster Child by Foster Parents 622-05-15-40

Multiethnic Placement Act/Interethnic Adoption Provision (MEPA - IEP)
622-05-15-45

Licensing 622-05-20

Licensing Files 622-05-20-05

Family Foster Care Licensing Changes 622-05-20-10

Family Assessment Process - PRIDE 622-05-20-15

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Purpose of Family Assessment 622-05-20-15-05

Study Process 622-05-20-20

Information Meeting (Individual or Group) 622-05-20-20-05

Responsibility for the Foster Care Study 622-05-20-20-10

Family Interviews 622-05-20-20-15

Information to be Obtained about the Family 622-05-20-20-20

Dual Licensure - Family & Adult Foster Care 622-05-20-20-25

Physical Characteristics of Home 622-05-25

Housing 622-05-25-05

Transfer of License 622-05-25-10

Type of Home 622-05-25-15

Bedroom Requirements 622-05-25-20

Doors 622-05-25-25

Safety 622-05-25-30

Milk Supply 622-05-25-30-05

Water Supply 622-05-25-30-10

Fire Prevention and Safety 622-05-25-35

Nutritional Needs 622-05-25-40

Personal Characteristics of Foster Families 622-05-30

Appropriate Behavior Towards Foster Children 622-05-30-05

Discipline 622-05-30-05-05

Child Neglect and Abuse Reports 622-05-35

Agency Supervision 622-05-40-05

Ability to Maintain Confidentiality 622-05-40-10

Willingness to Participate in the Foster Care Child & Family Team
622-05-40-15

Concurrent Planning 622-05-40-20

Life Books 622-05-40-25

Cooperation in Securing Services for the Child 622-05-40-30

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Involvement with Court When Appropriate 622-05-40-35

Notice Regarding Participation in Court Hearings and Right to be Heard
622-05-40-40

Involvement in Training 622-05-40-45

Acceptance of Foster Child's Family 622-05-40-50

Native American Foster Families on the Reservation 622-05-45

Affidavit of Compliance with Licensing Requirements in Lieu of License
for Foster Care 622-05-45-05

Cultural Preferences 622-05-45-10

Role of the Agency/Foster Parents/Guardian 622-05-50

Agency 622-05-50-05

Foster Parent 622-05-50-10

Parents/Guardian 622-05-50-15

Child (when appropriate) 622-05-50-20

Legal Rights 622-05-55

Grievance Procedures for Foster Parents 622-05-55-05

Time Frame for Filing a Grievance 622-05-55-05-05

Informal Meeting 622-05-55-05-10

Request for Formal Hearing 622-05-55-05-15

Formal Hearing 622-05-55-05-20

Hearing Decision 622-05-55-05-25

Denial or Revocation of License 622-05-55-05-30

Confidentiality 622-05-55-05-35

Motor Vehicle Operation by Youth in Foster Care 622-05-60

Notice/Acknowledgment (Foster Parents) of Receipt of Information
Related to Operation of Motor Vehicles by Youth in Foster Care, DN 310
622-05-60-05

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Pet Vaccination 622-05-65

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Foster Care for Children Licensing Standards 622-05

Definitions 622-05-05

(Revised 2/15/2014 ML #3398)

[View Archives](#)

1. Authorized Agent

Authorized agent means the county social service board, unless another entity is designated by the department.

2. Department

Department means North Dakota Department of Human Services (NDDHS) including its regional human service centers.

3. Supervising Agency

Supervising agency means the agency or person having care, custody, and control of the foster child as ordered by a court of competent jurisdiction or the designee of that agency or person.
([NDAC 75-03-14-01](#))

4. Applicant

Individuals who have completed, signed, dated, and submitted to the agency an application form to provide foster care in a manner and form prescribed by the Department.

5. Director

The Executive Director of the Department.

6. Foster Care for Children

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Foster care for children means the provision of substitute parental child care to those children described in North Dakota Century Code 50-11; and includes the provision of food, shelter, security and safety, guidance and comfort on a twenty-four hour basis, to one or more children under twenty-one years of age to safeguard the child's growth and development and to minimize and counteract hazards to the child's emotional health inherent in the separation from the child's family. Foster care may be provided in a foster family home, group home or residential child care facility.

7. Foster Family Home

Foster family home means an occupied private residence in which foster care is regularly provided by the owner or leasee thereof to no more than four children, unless all the children in foster care are related to each other by blood or marriage, or unless the department approves otherwise for the placement of siblings, in which case the limitation in this subsection does not apply.

8. Group Home

An occupied private residence, in which foster care is regularly provided for more than four, but less than ten, unrelated children.

9. Foster Home License

The document issued by the Department which authorizes the applicant to provide foster care subject to the limitations as specific on the license; i.e. a license limited to a specific child(ren), age group, sex of child(ren), for a one-year period or less.

10. License Capacity

The maximum number of foster children who can live in a foster home at any given time.

11. License Requirement

No person may furnish foster care for children for more than 30 days during a calendar year without first procuring a license to do so from the department. The mandatory provisions of this section requiring

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

licensure do not apply when the care is provided in: ([NDCC 50-11-01.](#))

- a. The home of a person related to the child by blood or marriage.
- b. A home or institution under the management and control of the state or a political subdivision.
- c. A home or facility furnishing room and board primarily to accommodate the child's educational or career and technical education needs.

(NOTE: Public funds may be used only if the home is licensed or approved. NDCC 50-11-03.2.)

12. Permanency Planning

Permanency planning occurs during Foster Care Child & Family Team meetings. Foster Care Child & Family Team meetings develop procedures that are followed during the time a placement is being planned for the child, during the time a child is in foster care, and until the child has achieved reunification or an alternate permanent plan. This includes returning to the parent(s), adoption, guardianship, relative care, or another planned permanent living arrangement. Permanency plans are developed in accordance with DHS Manual Chapter 624-05.

13. Provider

The licensed family or person providing foster care to children. The provider is responsible for meeting and maintaining minimum licensing requirements and to follow the policies of the supervising agency, working in cooperation with the agency.

14. Relative

- a. The child's grandparent, great-grandparent, sibling, half-sibling, aunt, great-aunt, uncle, great-uncle, nephew, niece, or first cousin;
- b. An individual with a relationship to the child, derived through a current or former spouse of the child's parent, similar to a relationship described in subdivision a;

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- c. An individual recognized in the child's community as having a relationship with the child similar to a relationship described I subdivision a; or
- d. The child's stepparent.

15. Maintenance Payment - (Family)

The foster care payment made to the foster parents to meet the needs of the child(ren) placed in the foster home.

16. Specialized Family Foster Care Payments

An excess maintenance payment (EMP) made to qualified foster parents to meet the needs of children with special needs, in accordance with North Dakota Department of Human Services Manual Chapter 624-05 and 623-05.

17. Substitute Caregiver

A substitute care giver is a responsible adult, age 21 or older, temporarily providing care for a foster child in the absence of the foster parents. When a foster child is placed in substitute care during the absence of the foster parents, prior approval of the substitute care must be given by the supervising agency. Prior approval is not required for short periods of substitute care such as a portion of one day. The foster child may not be removed from this state without the prior approval of the supervising agency.

18. The Adoption and Safe Families Act of 1997 (ASFA)

The Adoption and Safe Families Act of 1997 (ASFA) seeks to ensure safety, permanency, and well-being for children. Foster care provides a safe, alternate setting for a child when the child's family cannot provide care. ASFA emphasizes the need for the foster care experience to be brief, but more intense in terms of planning with the family and others to achieve permanency for the child. ASFA imposed strict timelines on states for meeting certain milestones in foster care case activity. It discourages long-term foster care, and eliminates that as one of the permanency options for children. Encouraged are reunification, relative care, guardianship, and adoption. Other options are considered before termination of parental rights and adoption.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Concurrent planning is used when appropriate: the agency works on two goals for the child simultaneously; for example, reunification and relative care. Services are provided to the family to ready them for reunification. If that doesn't happen, the relative care option is ready, and the child's permanency is achieved in a more timely manner.

During the time the child is in foster care, she/he needs a safe setting. NDCC 50-11 requires licensure for foster parents. [N.D. Admin. Code 75-03-14](#) is the rule with the minimum requires for family foster care. This NDDHS 622-05 manual is the working policy related to family foster homes. The intent of this structure is to provide a safe, quality foster care experience for children.

19. Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections)

The Fostering Connections Act includes important improvements for children who enter foster care or are at risk of entering foster care. The act offers vulnerable children meaningful family connections and important protections and support, including promoting permanent families for them through relative guardianship and adoption and improving education and healthcare.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Licensing Policies and Procedures 622-05-10

Application to Provide Family Foster Care - Annually 622-05-10-05

(Revised 8/15/2010 ML #3224)

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An annual written application must be completed by families interested in providing family foster care. The application is not complete or considered received until all of the steps have been completed that are outlined on Step One of the Application for License to Provide Foster Care form. (SFN 893)

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Licensing Data 622-05-10-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

Name of Potential Foster Parents and Family Members

Must include all children and adults currently living in the home.

Age of Potential Foster Parents and Family Members

1. Potential foster parents must be twenty-one years of age or older.
2. Age shall be considered only as it affects the parent's physical energy, flexibility, and ability to care for or relate to a specific child.

Communications System

The home should have an operational telecommunications device, and must have available to it some means to make immediate contact with authorities in emergencies. ([NDAC 75-03-14-03](#))

Immediate means a communication system that is available and functional for notification to emergency medical care, local fire department, police department, or any other entity that could provide life saving services and can be reached in time to maximize the effectiveness of those services to aid the foster child and foster family in a crisis situation.

Phone Number and Placement of Employment

Names, phone numbers, and addresses of all places of employment should be listed.

Religious Preference

The foster parents must make opportunities available for a foster child to attend religious ceremonies chosen by the foster child, or that child's parents, within the community in which the foster family resides. The

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

foster parents must respect and not interfere with the religious belief of the child and the child's family. (NDAC 75-03-14-05)

Financial Status

1. The family's income shall be stable and sufficient to meet the needs of their own family.
2. Foster care payments shall not be the primary source of income or needed for the foster family's own expenses.
3. Management of income is considered more important than amount of income.
4. All foster care payments must be used to meet the needs of the foster child. (NDAC 75-03-14-05)

Education

All education, including experience in the areas of child development or child management, should be documented. The formal education level is not a criteria for licensing.

Foster Care Related Training

Foster parents will be required by the supervising agency to attend training sessions. All required training will be documented in the foster parents file and with the University of North Dakota – Children and Family Services Training Center (UND-CFSTC).

Automobile Liability Insurance

All foster parents are required to carry liability insurance on all vehicles owned by them in which foster children may be passengers. The foster parents must provide written documentation to the supervising agency that they have liability insurance.

References (Three)

At least three personal references from individuals unrelated to the applicant are required. Other references may be requested at the discretion of the supervising agency.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

DHS Liability Coverage 622-05-10-10-05

(Revised 2/15/2014 ML #3398)

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This policy was created by the Department to assist licensed foster parents (claimant) and others for damages to property they incur, which are caused by acts or omissions of a foster child. The claimant must file the claim, regardless of whose property was damaged. This policy is the 'insurer of last resort' and should be used only when a private insurance policy, such as homeowners, tenants, personal automobile, personal umbrella liability insurances, or any other collectible insurance, will not cover the damages or loss.

Coverage:

The Department will pay for the lesser of the reasonable cost to repair or to replace damaged property incurred by a claimant and others, if the damage is caused by acts or omissions of a foster child. This coverage is subject to the following limitations:

- \$100 deductible per claim
- \$5,000 maximum payout per claim
- \$10,000 maximum payout per year/per claimant

Department will cover the difference between \$100 and the amount of the deductible paid. This applies only to claims for damages, which are covered by this policy.

Exclusions:

The following exclusions apply:

1. Property damage arising out of the operation or use of any aircraft or watercraft.
2. Property damage resulting from dishonest, fraudulent, criminal, malicious, or negligent conduct on the part of the claimant, family members living in the claimant's house, or others.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

3. Theft or loss of property.
4. Damage to property used for business or business pursuits of the foster family.
5. Bodily injury of any kind.

Additional exclusions may apply as determined by the Department on a case-by-case basis.

Claim Procedure:

The following must be included with all claims:

1. A completed Family Foster Care Claim of Property Damage Form ([SFN 327](#)). A SFN 327 must be prepared for each claim filed with an insurance company; multiple claims should not be included on one SFN 327.
2. A completed and signed W-9 for payment purposes.
3. A photograph of the damage.
4. A letter from a private insurer denying payment for the damages claimed.
5. A written estimate by a contractor or insurance adjuster, or bill, or receipt of payment made for damages.
6. When applicable, verification of the amount paid by the private insurer.
7. When applicable, proof of the amount of deductible paid by the claimant or others.

Claims need to be postmarked within 90 days after discovery of the damage, and sent to the attention of the State Foster Care Administrator, Children & Family Services (CFS), North Dakota Department of Human Services.

A review committee consisting of the Foster Care Administrator (CFS), the Chief Financial Officer (Fiscal Administration), and the Risk Manager (Executive Office), or their designees, will review the claims and make a determination within 45 days of receipt. If a claim is approved, a check will be issued within 14 days of the date of determination. If a claim is denied, the foster parents will be informed of the reason for the denial within 14 days of the date of determination. The Department will not make a

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

determination if claims are incomplete, and are not completed within the 90-day timeframe. If approved, payment will be made to the party who incurred the damage.

The review committee will complete the internal state form (SFN 328) as part of the assessment for documentation purposes for the Department.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Child Restraints/Safety Belts 622-05-10-10-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

NDCC [§39-21-41.2](#) amendments effective August 1, 2005, strengthened the North Dakota law related to the use of child restraints/safety belts. The following is a brief summary:

1. Children younger than age 7 are required to ride in a child restraint (car seat or booster seat). The restraint must be used correctly – following the manufacturer’s instructions.
2. A seat belt may be substituted for children younger than 7 who weigh more than 80 pounds and are more than 57 (4’9”) inches tall.
3. A lap belt may be used by children who weigh more than 40 pounds who ride in vehicles with lap-only seat belts or if all lap and shoulder belts are used by other occupants. (This is because booster seats require both a lap and shoulder belt for correct use.)
4. Children ages 7 through 17 must be properly secured in a seat belt or child restraint (car seat or booster seat).
5. The law applies to all seating positions – front seat and back.
6. The driver is responsible for ensuring that all occupants younger than 18 are buckled up in the appropriate restraint.
7. The penalty for violation is \$25 and one point against the license of the driver.
8. When licensing foster parents either for initial or subsequent licenses, child restraint/safety belt requirements, and the options for securing proper child restraint equipment must be discussed.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Licensing Requirements 622-05-15

Gathering Information From Foster Parents or Family Members Who Have Been Treated for Any Social or Emotional Problems 622-05-15-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

When the supervising agency deems it appropriate, the agency should obtain from the potential foster parents a release of information in order to gather a summary of any social or emotional problems and treatment.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Physical Health 622-05-15-10

(Revised 2/1/2011 ML #3258)

[View Archives](#)

1. All foster parents, prior to licensing and annually thereafter, must submit a Declaration of Good Health (SFN 972), including all residents of the home, except for any foster child, in a manner and form determined by the Department. The supervising agency or Department may require a physical examination or psychological testing of any resident of the home as deemed necessary. The cost of any physical examination is the responsibility of the supervising agency. The cost of any required psychological testing is the responsibility of the Department.
2. Physical disabilities or age of foster parents do not affect licensing of the home provided that the applicant can show that these factors do not significantly inhibit the ability of the foster parents to efficiently carry on the duties required of them. ([NDAC 75-03-14-04](#))
3. The supervising agency will specify what type of information they want from any physical examination they should require pursuant to the self-declaration medical history. If this information is available from a previous medical examination, the licensing agency may request the applicant to sign a Release of Information so that the information may be received from the appropriate medical provider.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family Foster Home Study 622-05-15-15

(Revised 2/15/2014 ML #3398)

[View Archives](#)

The Family Foster Home Study (SFN 889) shall be completed by a social worker with recommendations as to the number of children, ages, sex, and duration of license.

1. The Department must insure that the foster care application is approved or denied within 60 days of the complete application made by the potential foster parent. The supervising agency may request an additional 45 days in which to complete the process. The Department will determine if such extension is necessary and, if so, will notify the applicant, in writing, that the additional time is necessary.
2. A recommendation for licensing or denial shall be sent to the regional human service center within 45 days of completion of application by applicant.
3. A "License to Provide Care for Children" will be completed and signed by the Director of the Regional Human Service Center or their designee. The effective date of the license is indicated on the license.
4. If denied, a registered letter giving the reasons for the denial will be sent to the applicant by the Regional Human Service Center.
5. The agency may issue a license for a specific age group and/or for specific sex of the children to be served. The letter must contain the notification of rights as outlined in NDCC 50-11-08.
6. Provisional licensing or approval is prohibited. The Adoption and Safe Families Act includes statutory provisions of safety, permanency, and well-being for children. A specific example is the prohibition of anything less than full licensure or approval – to ensure that children are placed safely in licensed homes.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family Evacuation Disaster Plan 622-05-15-16 (Revised 2/15/2014 ML #3398)

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All foster parents must develop evacuation plans that consider primary and secondary relocation planning in the event of a disaster. At the time of licensing and relicensing, applicants will disclose their disaster/evacuation plan which is made part of the licensing file (SFN 445). The licensing agency must provide foster parents information describing who to email or who to call in case they must evacuate and relocate.

In the event that the foster parent must evacuate due to a disaster, foster parents must report their location to the legal custodian of the child(ren) placed in their home, the licensing agency, or the Department of Human Services. The department has established a CFS email address (dhscfs@nd.gov) and two designated telephone numbers as ways in which to report a disaster: (800)245-3736, or (701)328-2316.

A copy of the plan is forwarded to Children & Family Services where information is stored in the "Q" Drive.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Licensed Relative Family Foster Care 622-05-15-17 (Revised 2/15/2014 ML #3398)

[View Archives](#)

The Fostering Connections Act of 2008 allows, on a case-by-case basis, agencies to waive non-safety related licensing standards when licensing a relative's home. Every effort must be made to ensure that all family foster care providers meet all licensing standards. However, if necessary, waivers are allowable to license relatives willing to care for specific relative children in care. Examples of areas which may be waived: (Not all inclusive.)

1. Specific items listed on the fire safety checklist. (An alternate plan must be provided.)
2. Sleeping arrangements.
3. Physical characteristics of the home.
4. The direct bearing offenses of burglary, robbery or assault, or non-direct bearing charges, if the individual has completed the terms of probation, parole, or other form of community corrections or imprisonment without a subsequent charge or conviction.

Potential waivers need to be staffed with and decided upon by the regional supervisor as early as possible during the home study process. If approved, documentation is required for any waivers granted with specific notation of any agreements, alternate plans, or terms of the waiver(s). The regional supervisor is not required to grant any waivers. A refusal to grant or revoke a waiver is not subject to appeal.

The federal Fostering Connections Act requires states to report on children placed in relative family foster homes, whether or not they are licensed, and the use of licensing waivers. Information regarding relative placements is entered into the CCWIPS/FAME system:

1. If the foster youth is placed in a **licensed relative family foster home**, enter this information into CCWIPS. Check "Yes" behind "Relative Foster Care"; check "Yes or No" behind "Waiver Granted"; If

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

"Yes" is indicated, a text field is available to indicate what non-safety related licensing standard was waived.

2. If the foster youth is placed in an **unlicensed relative family foster home**, indicate the reason the relative is not licensed under the "Placement" window in FRAME. A drop down box is available for "Reason Relative Not Licensed." If "Other" is chosen, a short description is required. A comments section is available if more detail is needed.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Home Study Related to Interstate Compact Cases 622-05-15-20

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The Safe and Timely Interstate Placement of Foster Children Act of 2006 (PL 109-239) amends Title IV-B and Title IV-E of the Social Security Act. It encourages States to improve protections for children and holds them accountable for the safe and timely placement of children across State lines.

Interstate foster and adoptive home study requested by another State are required to be completed and received by the Central Office within 60 days. The law does not require the State to make placement decisions within this timeframe. The decision for placement will be made when all the information, including criminal background check results, is available and the home assessment is complete.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Background Check for Adults in Foster Home 622-05-15-25

(Revised 2/15/2014 ML #3398)

[View Archives](#)

Purpose of Background Check:

The purpose of the background check is to help ensure a safe environment for the child. The background check information assists the agency in the determination whether the individuals in the home are suitable to be licensed to provide foster care. Licensing decisions made prior to receipt of the completed background check lack information that may have influenced the licensing decision.

Background Checks must be Completed Prior to Licensure or Approval:

State law (NDCC § [50-11-02\(2\)](#)) requires that the background check be conducted prior to licensure:

Before licensing or approving a facility providing foster care for children or adults, the department shall seek a criminal history record when required by this chapter. The department will consider any criminal history record information available at the time a licensing or approval decision is made.

(Note that the above section of the North Dakota Century Code requires the Department to consider "any" criminal history information available when a licensing decision is made.)

In 1356.30 of federal regulations (effective March 27, 2000), it is clear that criminal records checks must be conducted ". . . with respect to prospective foster and adoptive families" prior to licensure or approval.

No payment may be made to an ineligible provider. To be an eligible provider, a foster home must be licensed or approved.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Subsequent background checks are required:

1. If there is a lapse of license between a family foster home re-licensure or license renewal.
2. When a licensed or approved foster care parent or other adult living in the home is known to have been involved, charged, or convicted of an offense.

Background Check Summary:

Please submit the request for a fingerprint-based criminal background check on all adults living in the home early in the licensure study process.

Prior to working with prospective foster parents related to completion of the forms for the background checks, please carefully review the instructions, which are available on each form. All forms are available as eforms. Delays often result when individuals use the wrong forms, give incomplete or conflicting information, or forget to sign the background check forms. In such instances, the forms cannot be forwarded to the Bureau of Criminal Investigation (BCI) and must be returned for completion.

The background check consists of the following:

1. Completion of "Personal Authorization for Criminal History Background Check Inquiry," [SFN 838](#), for each adult in the prospective foster home.
2. Completion of "Background Check Address Disclosure/Release of Information," [SFN 377](#), for each adult in the prospective foster home.
3. Completion of two fingerprint cards, or electronic Live Scan fingerprints obtained at the Human Service Center locations.

The completed information is forwarded to Children and Family Services, NDDHS. NDDHS forwards the authorization form and fingerprints to the Bureau of Criminal Investigation (BCI) to process.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

NDDHS will conduct an in-state Child Abuse & Neglect Registry Check as well as a Child Abuse and Neglect Index search in any state in which the prospective foster parent, or other adult living in the home, has resided in the preceding 5 years. The applicant must disclose each and every address at which they have resided in the five years prior to the date of the application. A child abuse and neglect check is required annually thereafter.

North Dakota will comply with any child abuse and neglect registry check that is requested from another State. This may include additional forms and/or fees requested by the other State.

No foster home may be licensed until the background check process is complete, and CFS has forwarded background check clearance to the agency conducting the licensing study and to the regional supervisor.

In the event that two sets of fingerprints have been accepted and rejected, the FBI will conduct a nationwide name based criminal background check.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Annual Licensing Requirement 622-05-15-30 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

1. Foster parents will be notified by the supervising agency at least 60 days in advance of their annual licensure date. An application may be enclosed with this notice or the supervising agency may contact the family to discuss whether they wish to continue to be licensed to provide foster care. These contacts must be documented in writing.
2. Step One of the application must be completed by the foster parents to begin the process of the annual licensing study.
3. The evaluation of the home and family will be completed by the social worker on the Family Foster Home Licensing Report (SFN 1941) and submitted with the appropriate recommendations to the Director of the Regional Human Service Center or their designee.
4. The licensing study and materials must be submitted to the Regional Human Service Center 15 days prior to the expiration date of the current license and acted upon with that 15 day period of time.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Policy on Licensing Agency Staff 622-05-15-35 (Revised 8/15/2010 ML #3224)

[View Archives](#)

1. The decision to license an employee of a county social service board, regional human service center, or North Dakota Department of Human Services will be considered on a case-by-case basis. Each case will be reviewed in regard to any potential conflict of interest which may arise by the licensing of that particular employee.
2. If a county social service employee should desire to be licensed, the study could be completed by regional human service center staff. If a regional human service center staff member should request to be licensed, the study can be completed by the county social service board.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Adoption of Foster Child by Foster Parents 622-05-15-40 (Revised 8/15/2010 ML #3224)

[View Archives](#)

Any foster parent interested in adopting a child follows the law as outlined in NDCC Chapter [14-15](#) and Department of Human Services manual provisions.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Multiethnic Placement Act/Interethnic Adoption Provision (MEPA - IEP) 622-05-15-45

(Revised 2/15/2014 ML #3398)

[View Archives](#)

The Multiethnic Placement Act of 1994 (MEPA) was amended in the Small Business Job Protection Act of 1996. The language of the 1996 provision is as follows:

A person or government that is involved in adoption or foster care placement may not –

1. Deny to any individual the opportunity to become an adoptive or a foster parent, on the basis of the race, color, or national origin of the individual, or of the child involved; or
2. Delay or deny the placement of a child for adoption or into foster care on the basis of the race, color, or national origin of the adoptive or foster parent, or the child involved.

The purpose of MEPA/IEP is to promote the best interest of children by:

1. Decreasing the length of time that children wait to be adopted.
2. Preventing discrimination in the placement of children on the basis of race, color, or national origin; and
3. Facilitating the identification and recruitment of foster and adoptive families that can meet children's needs.

MEPA/IEP provides for diligent recruitment of potential foster and adoptive families that reflect the ethnic and racial diversity of children in the State for whom foster and adoptive homes are needed. (Refer to NDDHS 624-05 for the complete MEPA/IEP policy.)

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Licensing 622-05-20

Licensing Files 622-05-20-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

Licensing files are public records. As such, they are covered under the access requirements pursuant to [NDCC § 40-04-18](#), otherwise referred to as the “sunshine” law. This provides for open records. There is, however, certain information in the licensing file that is considered confidential and is not part of an open record; i.e. social security numbers, bank information, protected medical information, psychological evaluation, etc. If a county social service board receives a request to view a licensing file, assistance in redacting the file should be requested from the county’s State’s Attorney’s office prior to complying with the request. Notification should be given to the State Foster Care Administrator of any/all requests. If a human service center receives this request, assistance for redacting the file should be requested from the State Foster Care Administrator.

Please keep this information in mind when you contact individuals named as references for foster license applicants. Any reference information provided (letters, forms, or social worker recordings of reference contacts, etc.) is part of the licensing file and is not a confidential record.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family Foster Care Licensing Changes 622-05-20-10 (Revised 2/15/2014 ML #3398)

[View Archives](#)

Changes which occur in a licensed family foster home for children must be provided to the regional human services center within 60 days of the change. A complete new home study is not warranted. The supervisory agency can copy and update the Family Foster Care Home Study (SFN 889) and submit it to the regional supervisor, instead of the supervising agency repeating the entire home study process.

Example:

Licensed **family foster care provider moved** within North Dakota. The supervising agency performs an onsite visit within seven (7) days. Updates related to home, location, neighborhood, fire safety self declaration, etc. is documented on the Family Foster Care Home Study (SFN 889) and forwarded to the regional supervisor within 60 days.

Change situations related to the **family foster home composition** (i.e. a family foster parent marries) requires a new application (SFN 893) and a completed family foster home study.

Family foster homes that transition from county foster care homes to therapeutic family foster care homes:

A new application (SFN 893) and a family foster care home study must be completed. The county must enter a license close date in CCWIPS when a county foster care home transitions to a therapeutic foster home. A new provider number for the therapeutic family foster care home must be assigned and the start date of the license must be consecutive with the end date of the county foster care license. If there is any lapse in days between the close date and the start date, the family will be considered a "prospective foster family" and a new fingerprint-based criminal background check will be required.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family foster homes that transition from a therapeutic family foster home to a county foster care home:

If a therapeutic family foster home transitions to a county family foster care home, the county will assume licensing responsibility. This includes entering the appropriate information into CCWIPS to assure payment. A new application (SFN 893) and a home study must also be completed.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family Assessment Process - PRIDE 622-05-20-15

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The goal of safety and permanency for children necessitates a thorough family foster home assessment prior to initial and annual license.

The policy of the Department is to complete a resource family (foster home/pre-adoptive home) assessment incorporating the tools and methods available in the PRIDE "Conducting Mutual Family Assessment and Family Development Plan" process found in the PRIDE Practice Handbook.

This assessment methodology engages the family in a process with the agency to determine whether foster parenting is right for them and for the agency. When conducted according to the handbook, the process should assist in a quality assessment. Keep in mind that frequently, since the implementation of The Adoption and Safe Families Act (ASFA) in North Dakota, foster families become adoptive families. An in-depth, quality home assessment in preparation for foster home licensure may result in fewer barriers if there is a later transition to adoption.

Most of all, the PRIDE home study process will provide the opportunity for the agency to be more knowledgeable about the attitudes and skills of foster homes, and to make better placement decisions for children.

The family assessment is one part of the licensing study process. The family must meet the requirements in NDAC [75-03-14](#), "Family Foster Care Homes," which is the licensing rule with the force of law.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Purpose of Family Assessment 622-05-20-15-05 (Revised 2/15/2014 ML #3398)

[View Archives](#)

1. To determine if the family is capable of providing foster family care.
2. To assess the strengths and weaknesses of the family to determine what type of children might best be placed with the family.
3. To educate potential foster parents about foster care.
4. To determine if the home meets basic requirements of the Department.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Study Process 622-05-20-20

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The study of the foster care home shall be carried out in a series of planned discussions between the social worker and prospective foster family. Separate as well as joint discussions with husband, wife, and family members are required.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Information Meeting (Individual or Group)

622-05-20-20-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

An informational meeting provides the prospective foster family preliminary information, thoroughly covering the orientation material and allowing the worker to get acquainted with the potential foster family. This meeting also allows potential foster parents to learn more about agency and staff.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Responsibility for the Foster Care Study 622-05-20-20-10 (Revised 8/15/2010 ML #3224)

[View Archives](#)

It is the supervising agency's responsibility to conduct the study of the foster family and recommend licensing or denial to the Regional Human Service Center. The study includes:

1. Licensing rules that the foster family home must meet.
2. Characteristics of children served by the agency, including range of problems and positive traits shown by children requiring placement.
3. The kind of parental problems and situations necessitating placement.
4. Special problems which children face in their status as foster children, including effects of separation from their own parents, anticipated reactions in relation to their own family, feelings of being different in school and the community.
5. Importance of continuity of care for child(ren), and of avoiding unnecessary or abrupt replacements, should a change become necessary.
6. Varying length of time for which children require foster care.
7. Differences between foster family care and adoption.
8. Special characteristics of being a foster family, and how this differs from their own family in terms of problems and gratification.
9. Responsibility of the agency for the children it serves, its goals and objectives, social worker responsibilities.
10. Agency policies and procedures regarding payment of board, provision of clothing medical care, education, religious training, medical and other transportation, etc. with detailed and specific information regarding financial arrangements between the agency and foster parents; and special payments based on needs of the foster children and training of foster parents.
11. Overview of:
 - a. Chapter 622-05 (Licensing Standards)
 - b. Chapter 623-05 (Payment Chapter)
 - c. Chapter 624-05 (Permanency Planning)
 - d. [NDAC 75-03-14](#), "Family Foster Care Home Licensing" rules
 - e. Foster Parent Handbook and orientation material

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

12. The necessity for foster parents to be able to work with the child's parents and agency.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Family Interviews 622-05-20-20-15

(Revised 2/15/2014 ML #3398)

[View Archives](#)

Family interviews shall include, but are not limited to, such issues as the parents' philosophy of child rearing, child management, discipline, problem-solving and any other issues outlined on the foster care study form.

In addition to interviews held to provide information to potential foster families, there shall be a minimum of three interviews during the licensing process. Additional interviews are required in families where it is age appropriate for the children or extended family members live in the home.

A concluding interview is conducted with the family to complete the licensing study.

It should be noted that the number of interviews is not the issue. There should be sufficient sessions as required in a given family situation, but certainly not less than those indicated above.

The entire point of these interviews is to form a thorough and complete picture of the potential foster family's ability to provide quality care to any children placed in their home. In order to do this, the social worker, along with other evaluative measures, needs to do a thorough assessment of any potential foster family, keeping in mind the safety and well-being of children who may be placed in the home.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Information to be Obtained about the Family 622-05-20-20-20

(Revised 2/15/2014 ML #3398)

[View Archives](#)

Information to be obtained about the family should indicate current functioning of individual members and of the family as a unit, past life experiences and pattern of relationships, attitudes, expectations, and motivations in regard to family foster care. Essential points to be discussed or noted include:

1. Reasons for the family's application to be a foster family at this time. (Motivation of applicants for wanting a foster child should be evaluated in terms of the reasons which applicants recognize and can verbalize, as well as underlying needs revealed in the study, both of which are important in understanding the total personality).
2. Current relationships within the family, such as marital relationships and parent-child relationships; attitude and expectations in regard to own children; problems between children or parents which may affect the foster child differently from their own children.
3. Relationships outside the family with relatives, friends, and other members of the community.
4. Education, employment, and patterns of social relationships.
5. Religious observances, affiliations, activities, whether or not the foster parents support the child's religious preferences.
6. General social, intellectual, and cultural level of the family.
7. Current functioning in relation to normal everyday living, as well as in relation to stress or crisis.
8. Pattern of the family's daily life, routine, habits, etc.
9. History of family member's significant childhood relationships with parents, siblings, or other meaningful persons.
10. Significant experiences in the history of the family members, including information about separation or loss through death, desertion, divorce, etc., and reaction to these experiences. These life experiences may affect the families' feelings about separation from and return of children to their own parents.
11. History of any involvement in sexual abuse, either as a victim or perpetrator, of each prospective foster parent (father and mother),

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- even if no charges were filed. If an individual has been involved as a perpetrator, follow-up with questions related to treatment. Secure releases to access treatment records.
12. History of experiences with other children and feelings about special problems.
 13. Feelings, attitudes, and expectations in regard to being a foster family.
 14. Capacity of husband and wife to share with each other in the care of a foster child and to give proper consideration to the feelings of their own children, positive and negative, in arriving at a plan to care for foster children.
 15. Capacity to absorb the pressure of a foster child without undue disruption of the family's life; and to accept the foster child's feelings about their relationships with their own parents, both positive and negative.
 16. Ability to accept the child's parents and to work with the social worker in helping the children to resolve their conflicting feelings about them; including supporting contact between the child(ren) and family.
 17. Ability to work with the agency in attaining its goals for children.
 18. Agreement to participate in pre-service and ongoing foster parent training.
 19. Opportunity for child's socialization with other children. Foster parents shall give every child the opportunity for appropriate social relationships and shall encourage the child to participate in neighborhood group activities, such as 4H, Boy Scouts, Girl Scouts, school clubs, athletics, etc. The child, with the foster parents' permission, shall be free to invite friends to the foster home and to visit in the home of friends.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Dual Licensure - Family & Adult Foster Care 622-05-20-20-25

(Revised 8/15/2010 ML #3224)

[View Archives](#)

Under certain circumstances, it is possible for a family to be licensed to provide foster care to both adults and children. Dual licensure is an option available only to family foster homes that are caring for a foster child who is receiving DD services and the child is transitioning to the adult foster care program where his/her needs can be more adequately met utilizing DD and other services. This will allow the former foster child to remain in the family foster home and continue to receive reimbursement for his/her cost of care, as well as supportive services, through the adult foster care system. The adult foster care license will be child specific and not available for other placements through Aging Services.

The provider will need to ensure that they are able to comply with the laws and regulations governing both the provision of foster care to adults and children. If dual licensure is being considered, both foster care programs and the custodian must coordinate services to ensure the safety of the individuals receiving the care. Responsibilities of each agency must be clearly outlined during the planning process. Agency efforts must be made to streamline licensing and case supervision to ensure the least disruption to the family; i.e. family foster care and adult foster care licensing cycle during the same time period.

Any request for dual licensure must be discussed and approved by the regional supervisor and the regional Aging Services supervisor.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Physical Characteristics of Home 622-05-25

Housing 622-05-25-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The representative of the supervising agency shall inspect and approve the entire premises of the licensee. This inspection is in addition to any fire or other inspections deemed necessary.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Transfer of License 622-05-25-10

(Revised 2/15/2014 ML #3398)

[View Archives](#)

The license is not transferable and is valid only for the physical location of the home at the time of issuance, or at another location for a period not to exceed sixty days, provided that the supervising agency performs an onsite visit within seven days of the move, and thereafter approves the temporary location. (Reference: NDAC [75-03-14-02](#))

The licensing agency must visit the home within 7 days and submit to the Regional Supervisor documentation that the new home meets all the standards outlined in this chapter such as fire safety, etc., within the sixty (60) day timeframe mentioned above. This applies only to a home within the State of North Dakota.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Type of Home 622-05-25-15

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The home must be a dwelling, mobile home, housing unit, or apartment occupied by an individual or a single family. (NDAC [75-03-14-03](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Bedroom Requirements 622-05-25-20

(Revised 2/15/2014 ML #3398)

[View Archives](#)

1. All sleeping rooms must be outside rooms and have ample window space for light and ventilation.
2. Basement bedrooms must be equipped with the appropriate fire alarms and smoke detectors as recommended by the local Fire Department or State Fire Marshal. A basement, which shall be used for the care of children, must be equipped with more than one exit. One exit may be an accessible window. Children in basement sleeping rooms must be able to demonstrate their ability to depart from all exits.
3. The home shall have sleeping rooms adequate for the foster care family and the foster children.

(NDAC [75-03-14-03](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Doors 622-05-25-25

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. Exterior doors must be maintained in such a manner which would permit easy exit. Interior doors should be designed to prevent children from being trapped.
2. Every closet door must be one that can be opened from the inside. Any bathroom doors must be designed so that the opening of the locked door can be accomplished from the outside in an emergency.

(N.D.A.C. [75-03-14-03](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Safety 622-05-25-30

(Revised 2/1/2011 ML #3258)

[View Archives](#)

1. The house and premises must be clean, neat, and free from hazards that jeopardize health and safety.
2. The home must be equipped with adequate light, heat, ventilation, and plumbing for safe and comfortable occupancy.
3. The house and grounds shall be in compliance with any state and local zoning requirements. (NDAC [75-03-14-03](#))
4. The supervising agency shall inform potential foster parents where they can get information on state and local zoning requirements.
5. A health inspection may be required if conditions appear questionable, and all conditions as outlined by the Health Department must be met.
6. Firearms must be kept in locked storage or trigger locks must be used, and ammunition must be kept separate from firearms.
7. Safety surrounding the distribution, storage, and disposal of medications in the foster home must be ensured.
 - a. All medications should be stored and dispensed according to labeling instructions and as instructed by the physician/pharmacist.
 - b. The age, maturity level and history of the foster child will help determine the following:
 - Should medications in the foster home be kept in locked storage?
 - Is the foster child old enough and mature enough to be responsible to take their own medication in an effort to work toward independent living?
 - c. The make up of the foster home should be taken into account when taking steps to ensure safety surrounding medications.
 - d. Procedures should be in place to ensure that medications are being distributed as prescribed/directed. A record should be kept to track the distribution or refusal of medication.
 - e. Procedures should be in place to ensure that the foster child receives needed medications while at school or when away from

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

the foster home during times when they should be receiving medication.

- f. Unused or outdated medications should be disposed of as directed by a physician or pharmacist.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Fire Prevention and Safety 622-05-25-35

(Revised 2/15/2014 ML #3398)

[View Archives](#)

NDCC [50-11](#) mandates a course of instruction on fire prevention and safety, and the completion of a fire safety self-declaration form to be signed by each foster parent. The requirements are as follows and are for **each** foster parent:

Initial Licensure:

Completion of a two-hour fire prevention and safety course available from the regional supervisor, human service center; and,

Completion and signing of self-declaration form [SFN 800](#), "Family Foster Home – Fire Safety Self-Declaration," by **each** foster parent.

In addition, under certain circumstances, a fire inspection by the local fire department or the state fire marshal may be indicated. NDAC provides for this to occur if indicated. (NDAC [75-03-14-03](#))

The foster home must also comply with the requirements of NDAC 75-03-14-03.(11) related to fire extinguishers, smoke detectors, smoke alarms, as well as the requirement that extinguishers, smoke detectors, and smoke alarms must be inside the apartment in an apartment building.

Annual Licensure:

Prior to annual licensure, each foster parent shall complete the one-hour fire safety training course. All other fire safety requirements related to initial licensure must also be met for annual licensure.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Milk Supply 622-05-25-30-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The milk supply shall be obtained from an approved source.

(NDAC [75-03-14-03](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Water Supply 622-05-25-30-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

NDAC [75-03-14-03.\(18\)](#) requires annual water tests (approved drinking water standards-bacteriological water analysis) for foster homes if the water in the home is from any source other than an approved municipal water supply. Prospective foster homes must also have water tested as part of the licensure study process. The North Dakota State Department of Health must do the testing.

The Department of Human Services has entered into an agreement to pay for the required bacteriological water tests (not chemical analysis) for foster homes for children. In order to access payment for water tests related to foster care for children, the following process is followed:

1. The social worker conducting the home study (county social services, PATH, North Homes, etc.) requests a water bottle from the Division of Laboratories at (701)328-6272, identifying the request as related to "foster care for children".
2. The Division of Laboratories codes the lab form (SFN 6962) prior to sending out the water bottle to the foster home/prospective foster home. This identifies the sample as related to foster care.
3. The recipient draws the water sample, and completes the left side of the lab form.
 - a. "Owner" section" - fill in the information related to the foster home where the water was drawn.
 - b. "Send results to, if other than owner" -complete as follows:

Children & Family Services
North Dakota Department of Human Services
600 East Boulevard Avenue Dept. 325
Bismarck, ND 58505

4. Send the water sample to the Division of Laboratories.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

5. Division of Laboratories sends the completed lab report to CFS.
 - a. CFS records & verifies for payment
 - b. CFS forwards the lab report to the regional supervisor
6. Division of Laboratories bills CFS monthly for foster home water testing. CFS pays the Division of Laboratories.

If the above procedure is not followed, CFS cannot pay for the water test.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Fire Prevention and Safety 622-05-25-35

(Revised 2/15/2014 ML #3398)

[View Archives](#)

NDCC [50-11](#) mandates a course of instruction on fire prevention and safety, and the completion of a fire safety self-declaration form to be signed by each foster parent. The requirements are as follows and are for **each** foster parent:

Initial Licensure:

Completion of a two-hour fire prevention and safety course available from the regional supervisor, human service center; and,

Completion and signing of self-declaration form [SFN 800](#), "Family Foster Home – Fire Safety Self-Declaration," by **each** foster parent.

In addition, under certain circumstances, a fire inspection by the local fire department or the state fire marshal may be indicated. NDAC provides for this to occur if indicated. (NDAC [75-03-14-03](#))

The foster home must also comply with the requirements of NDAC 75-03-14-03.(11) related to fire extinguishers, smoke detectors, smoke alarms, as well as the requirement that extinguishers, smoke detectors, and smoke alarms must be inside the apartment in an apartment building.

Annual Licensure:

Prior to annual licensure, each foster parent shall complete the one-hour fire safety training course. All other fire safety requirements related to initial licensure must also be met for annual licensure.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Nutritional Needs 622-05-25-40

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster child is required to have a nutritional, balanced diet. Special diets must be provided by the foster family when required by the child's condition.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Personal Characteristics of Foster Families 622-05-30 (Revised 2/15/2014 ML #3398)

[View Archives](#)

Personal characteristics for foster parents:

1. A criminal conviction shall not disqualify a potential foster parent unless the conviction is for a crime having a direct bearing on the capacity of the parent to provide foster care or the convicted person has a conviction or offense and is not sufficiently rehabilitated under NDCC § [12.1-33-02.1](#). The Department shall determine the effect of a conviction or an offense.
2. Evidence of an interest in and responsiveness to other people, particularly children.
3. The capacity to give love, affection, and care to a child without expecting the child to return this love and affection.
4. Proper consideration of their own children's feelings and feelings of close relatives toward a foster child.
5. Satisfactory and stable adult relationships, which include not only a satisfactory and meaningful marital relationship, if married, but supportive relationships with relatives and friends.
6. Emotional stability, including a satisfactory manner of handling angry feelings, and ability to handle rejection by the foster parent.
7. A person residing in the home, except a foster child or ward of the court, may not have a present condition of substance abuse, or emotional instability. No person may smoke, in the foster home, in circumstances which present a hazard to the health of a foster child or in an enclosed area when the foster child is present. All foster parents should be aware of the potential hazards of smoking in the presence of children, particularly infants and children with respiratory or allergic sensitivity. If a condition of substance abuse or emotional instability occurs in a foster home at the time when a Foster Care for Children Licensing Standards child is in long-term placement, every effort should be made to keep the placement intact if the resident of the foster home is seeking treatment for the problem. No further placements will be made until successful completion of the treatment has occurred. A resident of a foster home, who has a past condition of substance abuse or emotional instability, should have had no incidents

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- of substance abuse or emotional instability for a period of at least twelve months prior to licensure. (NDAC [75-03-14-04](#)).
8. The ability to function adequately in their chosen life style; i.e. ability to enjoy and accept the responsibility of their job, their family life, their friends, and themselves.
 9. Has reputable character, values, and ethical standards conducive to the well-being of the children.
 10. Practical understanding of the developmental stages of children and their accompanying needs. Flexibility in their expectation, attitudes, and behavior in relationship to meeting the individual needs of children.
 11. The maturity to exercise good judgment and appropriate use of authority, along with the qualities of vitality and flexibility which are necessary to care for children.
 12. An acceptance and resolution of any of their own negative childhood experiences.
 13. The capacity to absorb the presence of a foster child with all his/her needs without undue disruption of their own family life.
 14. Ability to accept a foster child's relationship with his or her own parents, including neglectful and abusive parents. The ability to accept a foster child's background without passing moral judgment on the child or the child's family.
 15. The capacity to help prepare a child for return home, for adoptive placement, guardianship, or an alternate permanency arrangement, and the ability to cope with the departure of the foster child.
 16. A willingness to treat the child as a member of their own family, including for example, such things as family vacation.
 17. Demonstrate a working knowledge and understanding of North Dakota's approved pre-service training.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Appropriate Behavior Towards Foster Children 622-05-30-05

Discipline 622-05-30-05-05 (Revised 2/15/2014 ML #3398)

[View Archives](#)

Discipline must be constructive or educational in nature and may include diversion, separation from problem situation, talk with the child about the situation, praise for appropriate behavior and gentle physical restraint such as holding. Children shall not be subjected to physical harm or humiliation.

1. No child may be kicked, bitten, punched, spanked, shaken, pinched, roughly handled or struck with an inanimate object by foster parents or any other adult living in the home.
2. Cruel and unusual punishment are prohibited.
3. Authority to discipline may not be delegated to or be accomplished by children.
4. Separation, when used as discipline, must be brief and appropriate to the child's age and circumstances, and the young child must be within hearing of an adult in a safe, lighted, well-ventilated room. No child may be isolated in a locked room or closet.
5. No child may be physically disciplined for lapses in toilet training.
6. Verbal abuse or derogatory remarks about the child, the child's family, race, religion, or cultural background may not be used or permitted.
7. No child shall be force fed unless medically prescribed and administered under a physician's care.
8. Deprivation of means, including food, clothing, shelter, hygiene, and medical care, may not be used as a form of discipline or punishment.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Child Neglect and Abuse Reports 622-05-35

(Revised 8/15/2010 ML #3224)

[View Archives](#)

A person residing in the home, except a foster child, may not have been the subject of a child abuse or neglect assessment where a services required decision was made unless the director or foster care supervisor of the regional center, after making appropriate consultation with person qualified to evaluate the capabilities of the home's resident, documenting criteria used in making the decision, and imposing any restrictions deemed necessary, approves the issuance of a license; and

1. The home's resident can demonstrate the successful completion of an appropriate therapy; or
2. The home's resident can demonstrate the elimination of an underlying basis precipitating the neglect or abuse.

(NDAC [75-03-14-04](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Agency Supervision 622-05-40-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. The foster parents shall admit to the home, at any reasonable time, public officials, such as fire and building inspectors, for the purpose of determining fire and building safety. For the purposes of this subsection, "any reasonable time" means a time mutually convenient to the foster parents and the public official.
2. The foster parents shall admit to the home, at any reasonable time, personnel of the supervising agency. For the purposes of this subsection, "any reasonable time" means a time mutually convenient to the foster parents and the supervising agency's personnel and any time the supervising agency determines that a foster child's health, safety, or welfare requires the admittance.
3. The foster parents must cooperate with the supervising agency in that agency's efforts to develop plans for the child, implement those plans, and meet the needs of the child and the child's family. The foster parents must cooperate with the supervising agency in developing plans for the child to visit with parents or guardian. If the foster parents agree, and it is appropriate, visits may take place in the foster parents' home. Visits between the foster child and parents or guardian must be arranged within a plan approved by the agency, foster child where appropriate, foster parents, and the foster child's parents or guardian. The foster parents need not admit a foster child's parent, relative, or guardian who has been using alcohol, drugs, or any other intoxicating substance, or who attempts a visit in a manner that is not in accordance with the approved visitation plan.
4. 4. The foster parents may not accept other foster children or special education boarding care children, or accept a child for supplemental parental care, as defined in North Dakota Century Code chapter [50-11.1](#), into their home without the prior approval of the supervising agency. All changes in the number of persons living in the foster home must be immediately reported to the supervising agency. (NDAC [75-03-14-05](#))
5. They must agree to immediately report to the agency any of the child's illnesses or injuries of the child, change of address,

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

disappearance, or behavior problems of the child in the home, school, and community.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Ability to Maintain Confidentiality 622-05-40-10 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

All information given to the foster parents by the supervising agency or the child's family concerning the foster child must remain confidential and may not be disclosed to any person without prior approval of the supervising agency.

(NDAC [75-03-14-05](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Willingness to Participate in the Foster Care Child & Family Team 622-05-40-15

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster parents shall participate in the Foster Care Child & Family Team meeting for the child. The foster parents shall cooperate in carrying out the objectives and goals of the plan for the foster child in their care.

This is the appropriate time for the foster parents to discuss their concerns about care and treatment issues concerning the child, and to discuss their own needs and concerns.

(NDAC [75-03-14-06](#))

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Concurrent Planning 622-05-40-20 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

The Adoption and Safe Families Act of 1997 (ASFA) (See CFR 1356.21(b)(4)) specifically provided for concurrent planning for children in foster care. Concurrent planning means when appropriate in a particular situation, two plans for the child will move forward together. The plan may be for the child to return home, or to be placed in relative care. While working with the family toward the goal of reunification, the agency is also working to identify relative resources for the child. This differs from sequential planning – where one plan is tried; and, if it fails, another plan is developed. Concurrent planning moves ahead with both plans, and ultimately shortens the child’s time in foster care. Refer to NDDHS 624-05 for further information regarding concurrent planning.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Life Books 622-05-40-25 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

The foster parents are encouraged to keep a life book on each child in their care. The books become the property of the child when they leave the home. See the Foster Parent Handbook for detailed information.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Cooperation in Securing Services for the Child 622-05-40-30

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster parents must be willing to cooperate with the supervising agency in obtaining any recommended services, such as medical care, transportation, etc. upon the request of the supervising agency.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Involvement with Court When Appropriate 622-05-40-35 (Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster parents must provide pertinent information to the court upon request.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Notice Regarding Participation in Court Hearings and Right to be Heard 622-05-40-40

(Revised 2/15/2014 ML #3398)

[View Archives](#)

The Safe and Timely Interstate Placement of Foster Children Act of 2006 requires that foster parents of a child and any pre-adoptive parent or relative providing care for the child must receive timely notice of an a right to be heard in any proceeding held with respect to the child during the time the child is in the care of such foster parent, pre-adoptive parent, or relative caregiver. The custodial agency must notify the foster parent, pre-adoptive parent, or relative caregivers in writing. Email or letter notice constitutes written notice, if there is documentation of the letter or email in the child's case file.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Involvement in Training 622-05-40-45

(Revised 2/15/2014 ML #3398)

[View Archives](#)

Foster parents must be willing to participate in training sessions made available to enhance their relationships as foster parents and better enable them to deal with problems particular to foster care.

1. Orientation Training

- a. All potential foster parent(s) must be provided orientation training during the licensing process. This training is mandatory for all prospective foster parents.
- b. This training may be provided in one of the following methods:
 - i. To the prospective applicants by the licensing agency during the licensing process;
 - ii. To multiple applicants within a given county during the licensing process;
 - iii. On a regional basis, whenever the opportunity is available; or
 - iv. If the training is provided on more than a single family basis, then other foster parents must be utilized to assist in providing this training.
- c. Orientation training may include, but is not limited to, the following areas.

Special emphasis should be placed on the following:

- i. Roles, relationships, and expectations of foster care.
- ii. Foster child and the child's parents.
- iii. Traumas of separation and child's grieving process.
- iv. The effects of abuse and neglect on children entering foster care.

Other areas of training that could be included are as follows:

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- i. Methods of discipline.
 - ii. Legal concerns of foster care.
 - iii. Communication skills.
 - iv. Child and adolescent development.
 - v. Constructive problem-solving.
 - vi. Human sexuality.
 - vii. Community services for children.
 - viii. Basic First Aid and CPR.
 - ix. Home safety.
 - x. Abuse and neglect issues.
 - xi. Sexual abuse.
 - xii. Other areas of concern determined by the agencies and foster parents.
- d. The County Social Service Board and Human Service Center staff may utilize staff from other agencies, including licensed family foster parents, to assist them in providing this training.
 - e. The prospective foster parents must sign a statement that they have received this training. A copy of this document must be kept in the foster parent file and a copy given to the UND-CFSTC in Grand Forks.
 - f. The Department and supervising agency must make every effort to make the foster parent training accessible to the foster parents.
 - g. If the Department provides or approves training, as listed above, the refusal or failure of the foster parent(s) to comply with the requirements may have an impact upon current and future placements of children in their home.

2. Initial Training

Every foster parent initially licensed must take the PRIDE Pre-Service training prior to child placement* and must complete the full PRIDE training course within the first year of licensure. The PRIDE Pre-Services training provided within the first year of licensure will also meet the annual 12-hour requirement for that year.

(* Under certain circumstances, the Regional Supervisor may waive this requirement.)

3. Annual Training

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Every licensed foster parent(s) must be provided with a minimum of 12 hours of training each calendar year. This training is mandatory for all currently licensed foster parents. This includes both foster mother and foster father, unless this would create a problem for the family, such as a financial burden due to loss of wages, etc.

Foster parents may be exempted from this mandatory training if they have not had a placement in the past 12 months or it is anticipated that they will not be providing foster care for at least 12 months. This exemption from training must be made, in writing, by the Department.

- a. Annual mandatory training may include, but is not limited to, the following:
 - i. Child and adolescent development
 - ii. Communication skills
 - iii. Roles and relationships in foster care
 - iv. Community services for children
 - v. Methods of discipline
 - vi. Constructive problem-solving
 - vii. Foster child's natural parents
 - viii. Legal concerns of foster care
 - ix. Basic first aid and CPR
 - x. Home safety
 - xi. Traumas of separation
 - xii. Child's grieving process
 - xiii. Human sexuality
 - xiv. Child Neglect and Abuse issues
 - xv. Sexual abuse
 - xvi. Other areas of concern determined by the agencies and foster parents
 - xvii. Cultural awareness or competency
- b. This annual training may be provided by agencies other than the County Social Service Boards and the Department of Human Services. All training received by the foster parents must be approved in advance by the supervising agency, in writing, to meet the 12 hours requirement.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- c. The foster parents must acknowledge to the department, in writing, that they have received this annual training and a copy given to the UND-CFSTC in Grand Forks.
- d. Notification of training opportunities must be given to the foster parents in writing.
- e. Initial and annual fire safety training hours will not be counted toward the minimum number of training hours required for initial or annual licensing.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Acceptance of Foster Child's Family 622-05-40-50 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

The foster parents must attempt to maintain and accept the relationships between the foster child and the family where appropriate and possible. This includes such things as visitation.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Native American Foster Families on the Reservation 622-05-45

Affidavit of Compliance with Licensing Requirements in Lieu of License for Foster Care 622-05-45-05

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. In those cases where the home of a Native American family, not subject to the jurisdiction of the State of North Dakota for licensing purposes, is located on a recognized Indian reservation in North Dakota, an affidavit from an agent of the Tribal Child Welfare Agency or an appropriate Tribal Officer shall be accepted in lieu of a licensing procedure if the affidavit represents the following:
 - a. An investigation of the home was completed by the Tribe's Child Welfare Agency or Tribal Council; and
 - b. The prospective home is in compliance with the standards required by North Dakota Century Code section [50-11-02](#);
 - c. The Tribe has developed their own foster home licensing standards, the standards have been adopted by Tribal resolution, and copies of the standards and Tribal resolution have been submitted to Children and Family Services.

2. The completed affidavit states that an investigation took place and that the foster family referred to is in compliance with the requirements of state law in that:
 - a. The premises are in fit sanitary condition and properly equipped to provide good care for all children who may be received.
 - b. The persons in active charge of the home are properly qualified to carry on efficiently the foster care duties that may be required of them;
 - c. The home is likely to be conducted for the public good in accordance with sound social policy and with due regard to

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

- health, morality, and well-being of all children cared for therein;
and
- d. The home is maintained in accordance to applicable standards of the Department of Human Services.
3. Satisfactory completion of a fingerprint based criminal background check. The Tribe must provide documentation that a fingerprint based criminal background check was conducted with respect to prospective foster and adoptive parents.

The background check consists of the following:

- a. Completion of "Personal Authorization for Criminal Record Inquiry," [SFN 838](#), for each adult living in the prospective home.
- b. Completion of "Background Check Address Disclosure," [SFN 377](#), for each adult in the prospective home.
- c. Completion of two fingerprinting cards or Live Scan prints.
- d. CPS registry check in each State the prospective foster parent, and other adults living in the home, have resided in the preceding 5 years.

The completed information is forwarded to Children and Family Services, NDDHS. NDDHS conducts a Child Abuse and Neglect Index search and forwards the authorization form and print cards to the Bureau of Criminal investigation (BCI) for processing.

No foster home may be licensed until the background check process is complete and CFS has forwarded background check clearance to the agency conducting the licensing study and to the regional supervisor.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Cultural Preferences 622-05-45-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster parents should be made aware of the cultural background of the children in their care. Opportunities should be available for children in foster care to learn about and participate in cultural activities that are unique to their particular background as requested by the foster child, parents, or supervising agency.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Role of the Agency/Foster Parents/Guardian 622-05-50 (Revised 8/15/2010 ML #3224)

[View Archives](#)

The agency, parent/guardian, foster parents, and child (when appropriate) and the foster parents have certain roles and responsibilities that they must perform to ensure that the most safe and adequate care possible are provided to children in foster care.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Agency 622-05-50-05

(Revised 2/1/2011 ML #3258)

[View Archives](#)

1. To provide supervision to the foster parents and the child throughout placement and foster care.
2. To coordinate efforts necessary to meet the child's needs in terms of medical costs, food, shelter, and other expenses.
3. To assist the parents with development of permanent plans for their child, including the provision of or arranging for needed services for the family.
4. To report and make recommendations to the court whenever necessary or requested.
5. To notify the parents/guardian, in writing, if a change in placement is made.
6. To keep the parents/guardian, foster parents, and child (where appropriate) involved in any plans that are developed concerning all aspects of the child's life and planning for permanency.
7. To assist the foster parents, parents/guardian, and child to be able to attend Foster Care Child & Family Team meetings and to inform them when these hearings are going to be held. (See "Notice and Right to be Heard.")
8. To assist the parents/guardian in arranging for visitation privileges with their child.
9. To have direct contact, as needed, with the foster family and child.
10. To have ongoing, direct contacts with the parents/guardians regarding placement issues.
11. To have the right to remove the child at any time the agency deems necessary and within a reasonable time after foster parent request removal.
12. To inform the foster parents of any problems known to the agency that the child is experiencing at the time of placement or which arise during foster care.
13. To ensure that the child's religious needs are met including allowing the child to attend the church of their or the parents/guardians choice if available within the community in which the foster family lives.
14. To identify and notify all parents, grandparents, and any other adult relative suggested by the parents and grandparents, subject to

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

exceptions due to family or domestic violence, within 30 days of the child's removal. The relatives must also be advised of all available options to become a placement resource for the child. (See 624-05, "Permanency Planning" for notice requirements.)

15. To provide foster parents with foster youth's health and education records upon placement, or as soon as possible.
16. See the 624-05, "Permanency Planning" manual chapter.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Foster Parent 622-05-50-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. To provide safety, food, and, as required, clothing, transportation, daily supervision, shelter, and other services as deemed necessary by the agency.
2. To inform the agency of any illness or problems arising with the child, including discipline issues.
3. To work with the custodian/social worker to ensure that the child receives appropriate medical care.
4. To follow the standards, rules, policies and laws of the Foster Care Program in North Dakota.
5. To maintain ongoing documentation regarding the child's care.
6. To secure written authorization from the agency, and where appropriate, from the parents/guardian prior to taking a child out-of-state. The foster parents must leave information as to where they can be reached during this time.
7. To participate in Foster Care Child & Family Team meetings.
8. To accept supervision from the agency.
9. To cooperate with the agency's plan for parent and sibling visitation and contact, and to maintain other significant relationships.
10. Other.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Parents/Guardian 622-05-50-15

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. The parents are expected to visit with their child.
2. To follow through on the plan(s) developed for the parents/guardian as agreed upon between the agencies, courts, and themselves.
3. To follow any mandate given to them by court personnel.
4. To pay an agreed upon amount of the maintenance payment and any medical expenses deemed appropriate, including keeping their child covered under the parents/guardian medical insurance policy whenever possible.
5. To keep the agency informed of any significant changes in their lives such as moving, etc.
6. To provide the Department with information regarding the child's history, including medical history, developmental history and family information whenever possible. This information will be shared with the foster parents as deemed appropriate by the Department.
7. To send all meaningful items and necessary belongings such as toys, clothes, etc. with the child at the time of placement.
8. To attend Foster Care Child & Family Team meetings when appropriate.
9. Other.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Child (when appropriate) 622-05-50-20 **(Revised 8/15/2010 ML #3224)**

[View Archives](#)

1. The child will obey the rules as set forth by the agency and foster parents.
2. To follow any mandate given them by court personnel.
3. To assist in developing a transition plan during the 90-day period immediately prior to the date on which the child will reach the age of 18. (See 624-05 "Permanency Planning" related to the transition plan.)

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Legal Rights 622-05-55

Grievance Procedures for Foster Parents 622-05-55-05 (Revised 8/15/2010 ML #3224)

[View Archives](#)

The foster parents who are providing, or who most recently provided care to a foster child, may file a grievance. A grievance cannot be filed with respect to any decision concerning a foster child who has not been living in the grievant's home within 100 days prior to the filing of a grievance.

Grievances must be filed in writing and contain a succinct statement of the grievant's reason for objecting to a decision and the grievant's proposed substitute decision. The foster parents wishing to file a grievance may do so on an Informal Meeting Request, SFN 1247, which should be provided to them by the County Social Service Board. If this form is not available, the foster parents may file their grievance in some other written format, such as a letter.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Time Frame for Filing a Grievance 622-05-55-05-05 (Revised 8/15/2010 ML #3224)

[View Archives](#)

A grievance must be filed within ten days of the grievance receipt of the written decision of the Department or County Social Service Board. The Department or the County Social Service Board is required to give the foster parents a written decision only when the foster parents have indicated an interest in filing a grievance over a particular decision made by the Department or County Social Service Board.

If the decisions that are made on behalf of children in foster care are not going to be grieved by a foster family, then notifying the foster family in writing is left to the discretion of the Department or County Social Service Board.

The foster parents must be given appropriate copies of the plans for the children in their care, such as the permanency planning report, so that they will be aware of the plans that are being made for the children in their care.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Informal Meeting 622-05-55-05-10

(Revised 8/15/2010 ML #3224)

[View Archives](#)

Once the agency that has made the grieved decision has been notified by the foster parents that they wish to file a grievance in regard to a decision made by the agency, the Department will schedule an informal meeting with the foster parents.

This meeting shall be held within ten days of the receipt of the written grievance received from the foster parents.

The foster parents must be informed of the date, time, and address of the informal meeting on the Notice of Informal Meeting Concerning Grievance form, SFN 1248.

Informal meetings related to children whose parental rights have been terminated will be held at the regional human service center.

When the decision which is the subject of the grievance is a decision made by a County Social Service Board staff member, a member of the County Social Service Board must preside at the informal meeting.

The informal meeting may include, but is not limited to, the following participants:

1. Foster Parents
2. County social service board members and staff
3. County directors
4. Division of Juvenile Services
5. Juvenile Court staff
6. State's attorney
7. Parents of the foster child
8. Foster child, where appropriate, or child's representative such as the Guardian ad Litem

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

9. Staff of the agency having care, custody and control of the foster child
10. Any other person having information concerning the decision which is the subject of the grievance.

If the County Social Service Board has any concern about the confidentiality of the information being discussed, particularly with people who are not agency staff or the foster parent filing the grievance, these people may be requested to share the information they have about the given situation and they shall then be excused from the informal meeting. This should alleviate any possible violation of confidentiality on the part of the county or any other official having a direct interest in the particular grievance.

TIMEFRAME: Within two working days after the conclusion of the informal meeting, the agency which has made the grieved decision shall prepare a written summary of the meeting and any resolution of the grievance.

On "Agency Summary of and Decision From Informal Meeting," SFN 1249, the summary shall be submitted to the grievants for approval and signing. If the grievants do not approve of the summary or any stated resolution, they shall, within two working days of receipt of the agency summary, prepare a written grievance summary of the meeting and any resolution on "Foster Parent Summary and Alternative Resolution," SFN 1250. The foster parents must be given a copy of the "Foster Parent Summary and Alternative Resolution," SFN 1250, for them to use for their response if they desire to present an alternative solution.

If the parties cannot agree to the contents of the summary, the proposed summary of each shall be made a part of the record of any informal hearing

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Request for Formal Hearing 622-05-55-05-15 (Revised 8/15/2010 ML #3224)

[View Archives](#)

If the foster parents and the Department or County Social Service Board do not resolve the grievance at the information hearing, the foster parents may submit a written request for a formal hearing to the Regional Foster Care Director. This request must be made on "Foster Parent Request for Formal Grievance Hearing," SFN 1251.

TIMEFRAME: The request for a formal hearing with the Regional Foster Care Director must be received by the Regional Foster Care Supervisor within three working days after receipt by the foster parents of the written summary of the informal meeting.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Formal Hearing 622-05-55-05-20

(Revised 8/15/2010 ML #3224)

[View Archives](#)

1. The Department or the County Social Service Board involved shall provide the Regional Foster Care Director with pertinent files and records for review by the Regional Foster Care Director.
2. The Regional Foster Care Director, or the director's designee, shall conduct the hearing, swear witnesses, and maintain order.
3. Testimony taken at the hearing shall be preserved by a suitable recording device. Any party may receive a transcribed copy of the testimony upon request and payment of the transcription costs; provided, that the request is received within 90 days of the hearing.
4. The statements received at the hearing must be limited to those probative of the grievance under review.
5. The Regional Foster Care Director shall notify the foster parents of the date, time, and place of the formal grievance hearing on Notice of Formal Grievance Hearing, SFN 1252. The Regional Foster Care Director shall also be responsible for notifying all the people who should be in attendance at the formal hearing.
6. Formal hearings will be held at Children and Family Services, Department of Human Services, related to children whose parental rights have been terminated.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Hearing Decision 622-05-55-05-25

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The Regional Foster Care Director shall prepare a written decision upon the files, records, and testimony received at the hearing. The decision constitutes the final determination of the grievance.

TIMEFRAME: The findings and conclusions of the Regional Foster Care Director shall be sent to the grievants and the county social service board within five working days of the formal hearing on "Results of Formal Grievance Hearing," SFN 1253.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Denial or Revocation of License 622-05-55-05-30

(Revised 2/15/2014 ML #3398)

[View Archives](#)

Before any application for a license under the provisions of this chapter shall be denied, or before revocation of any such license shall take place, written charges as to the reasons shall be served upon the applicant or licensee. Such applicant or licensee shall have the right to a hearing before the Department of Human Services if such hearing is requested within twenty days after service of the written charges. (NDCC §[50-11-08](#))

Standards included in this manual are guidelines for workers; however, denial or revocation of a license can only be made for failure to meet requirements of the statute or the rules, [75-03-14](#). Denial or revocation of a foster care license is also permitted when/if the family fails to meet any of the five competency categories in PRIDE pre-service training.

The letter must be sent registered mail and must contain the notification of rights as outlined in NDCC 50-11-08.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Confidentiality 622-05-55-05-35

(Revised 8/15/2010 ML #3224)

[View Archives](#)

Information furnished at the informal meeting and formal hearing is confidential and subject to the provisions of NDCC [§50-06-15](#).

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Motor Vehicle Operation by Youth in Foster Care 622-05-60

(Revised 8/15/2010 ML #3224)

[View Archives](#)

The Department is not able to authorize a minor to secure a driver's license. Even though it is desirable and the Department would like to provide this experience for young people, it is prohibited by the absence of insurance protection.

NDCC §39-06-08 sets out conditions under which an application for an operator's license on behalf of a minor can be made. It provides as follows:

The application of any minor for an initial instruction permit or operator's license must be signed and verified before a person authorized to administer oaths or the director's agent, by the father, mother, or legal guardian, or, in the event there is no parent or legal guardian, then by another responsible adult who is willing to assume the obligation imposed under this chapter upon a person signing the application of a minor.

Thus, in the event there is no parent or guardian having legal custody of the child and willing to assume responsibility on behalf of the child, another responsible adult; e.g. a foster parent, could sign the application and, in so doing, assume the obligation imposed under NDCC [§39-06](#). With respect to the obligations assumed by a person signing an application on behalf of a minor, NDCC §39-06-09 provides the following:

Any negligence of a minor when driving a motor vehicle upon a highway must be imputed to the person who has signed the application of such minor for a permit or license, which person must be jointly and severally liable with such minor for any damages caused by such negligence, except as otherwise provided in section [39-06-10](#).

Under NDCC §39-06-10:

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

If a minor deposits or there is deposited for the minor proof of financial responsibility for the operation of a motor vehicle owned by the minor, or for the operation of any motor vehicle, as required under the motor vehicle financial responsibility laws of this state, then the director may accept the application of the minor.

It is suggested that before a child committed to the care, custody, and control of a county social service board be allowed to operate a motor vehicle, the following conditions be met:

1. That the child have a valid instruction permit or operator's license; and
2. That the child deposit, or have deposited on his behalf, proof of financial responsibility; or, in lieu thereof, furnish proof that the parent, guardian, or foster parent signing the minor's application for permit or license has proof of financial responsibility which ensures against the negligent operation of the motor vehicle by the minor in an amount required under the financial responsibility laws of this state.

Should foster parents be willing to obtain the necessary insurance protection they may sign as responsible party on the application for permit or license. Prior doing this, there are certain considerations:

1. The custodian and foster child's parents should be involved.
 - a. The parent is the first resource to consider in terms of assuming responsibility and providing insurance coverage for foster care youth.
 - b. In circumstances of long-term placement with little or no parental involvement, the custodial agency may determine that the foster parents are free to assume responsibility and to provide the insurance coverage.
2. Foster parent assumption of responsibility and provision of insurance coverage for motor vehicle operation by a foster child is not an agency expectation. Foster parents take significant risks when they do this. They should be encouraged to consult with their insurance agency and perhaps with their attorney before they assume responsibility.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

3. Unless the foster parent is expecting to have youth in care until adulthood, authorization for licenses should be withheld. The person signing the application may be liable for the youth's negligence. Any person who has signed the application of a minor for a license may file a verified written request that the license be canceled. The director can cancel the license or permit of the minor and the person who signed the application is relieved from the liability imposed by reason of having signed such application on account of any subsequent negligence of the minor in operating a motor vehicle.
4. By signing for the minor to have a license, the foster parent is assuming responsibility for that minor's actions as a driver. It should be carefully explained to foster parents that the Department does not provide automobile insurance, and that they (foster parents) are assuming responsibility for their foster child's actions by authorizing the minor to secure a driver's license.
5. The foster parent(s) may not assume this responsibility if the youth's custodian or youth's parent(s) are opposed to this.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Notice/Acknowledgment (Foster Parents) of Receipt of Information Related to Operation of Motor Vehicles by Youth in Foster Care, DN 310 622-05-60-05

(Revised 2/15/2014 ML #3398)

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Foster parents must be supplied with a written notice conveying the policy concerning operation of motor vehicles by youth in foster care. This information is available in pamphlet form (DN 271, "Motor Vehicle Operation by Youth in Foster Care") and must be furnished to foster parents at the time of initial licensure, annual licensure, and as needed thereafter.

The notice/acknowledgment (DN 310) includes a required provision for the foster parent(s) signed acknowledgment of receipt of the information related to policy on motor vehicle operation by youth in foster care. The foster parent(s) signed and dated acknowledgment is kept in the foster home licensing file.

Foster Care for Children Licensing Standards

Division 20
Program 600

Service 622
Chapter 05

Pet Vaccination 622-05-65 **(Revised 2/15/2014 ML #3398)**

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Pets belonging to the foster family must be properly vaccinated as per veterinary guidelines.