

Instructions and Frequently Asked Questions CD-152

Purpose:

The purpose of Part A of this form is to provide tracking of those relative resource home providers who are approved for licensure on the basis of being granted one of the allowable non-safety licensing standards waivers per policy and as required by the Fostering Connections to Success and Increasing Adoptions Act of 2008, HR 6893 and Licensing of Foster Family Homes regulation 13 CSR 35-60.080.

The purpose of part B of this form is to provide approval for an exception to allow a non-related resource home to go over the maximum of five (5) children living in the home.

Form Completion:

Field 1: Enter the name(s) of the relative resource provider who has been approved for foster care licensure on the basis of utilizing a non-safety licensing standard waiver.

Field 2: Enter the assigned Departmental Vendor Number (DVN).

Field 3: Enter the date entered in the system that licensure begin date. This is not the signature approval date.

Field 4: Check if Children's Division developed, assessed and approved the resource home.

Field 5: Enter the name of the county of residence of the relative resource provider.

Field 6: Check if a contracted agency developed, and recommend the resource home for CD foster care licensure.

Field 7: Enter the name of contractor that developed and recommended the resource home for CD foster care licensure.

Field 8: Enter the mailing address for the contractor.

Field 9: Enter the telephone number for the contractor.

Field 10: Check any and all waivers that were approved by the Regional Office and utilized in order to approve the license.

Field 11: Comments must include the relationship of the applicant(s) to the foster youth(s). Include how using the waiver will not create a safety risk. Use only initials for the foster youth.

Field 12: **This field is Part B and only completed for FH homes being considered for approved exception to 5 children living in the home.**

Field 13: Signature of the licensing worker submitting the home assessment and request for non-safety licensing standard waivers in order to recommend licensure.

Field 14: Enter date licensing worker signs the form.

Field 15: Signature of the licensing worker's supervisor indicating that discussion and agreement of the approval for licensure based on the indicated waivers.

Field 16: Enter date the supervisor signs the form.

Field 17: Form must be signed by the regional office indicating approval of utilizing the indicated waivers for relative foster care approval. **For contractors, the form is sent to Central Office for signature.**

Field 18: Enter date of regional office or central office signature/approval.

Instructions and Frequently Asked Questions CD-152

Field 19: **This section is for Central Office use only.** Enter the date the form is received. Enter the date the form was logged. Signature of the SOSA who logged the information.

Number of Copies and Distribution:

The original copy of the completed form, including all required signatures, is placed in the resource provider case file. **A copy is sent to Central Office in Jefferson City to be logged.**

Answers to Frequently Ask Questions

1. The form cannot be used for any exceptions other than the ones listed on the form.
2. If more than one of the licensing standards needs to be waived to license the relative home, each one is checked on the same form. Use only one form to indicate all the requests. Do not use multiple forms.
3. Field 11 comments must explain to the reader the relationship of the applicant to the foster youth. Stating, “related” or “a relative”, is not sufficient. Indicate the relationship, e.g. aunt, cousin, etc. If the applicant is not a blood relative, indicate the relationship. For example:
 - a. The foster youth is a friend of the resource applicant’s child
 - b. The resource applicant is a friend of the foster youth’s parent
 - c. The resource applicant is the teacher at school of the foster youth
 - d. The resource applicant is the coach of the foster youth.
4. The date that the CD-152 is approved, is the date entered in FACES for the approval date of the CD-152. The approval signature date and date entered in FACES must match.
5. The begin date of the license cannot be prior to the date of the approval signature on the form.
6. If a currently licensed relative home needs a waiver to remain licensed, the comments section in FACES must indicate specific reasons. An example is the home accepts additional related foster youth in the home that causes the home to exceed capacity limits.
7. Sleeping arrangement waivers are only the 4 regulations listed. A foster youth may never sleep in a room that is not designated for sleeping such as a hallway, living room, etc.
 - a. Physical Standards; 13 CSR 35-60.040 (2)(D)
Opposite sex in same room
 - b. Physical Standards; 13 CSR 35-60.040 (2)(E) No
foster youth age 2 and over sleep in same room with
adult over 21
 - c. Physical Standards; 13 CSR 35-60.040 (2)(F) No
foster youth age 2 and over shall sleep in the same
bed with the resource parent(s)

Instructions and Frequently Asked Questions CD-152

- d. Physical Standards; 13 CSR 35-60.040 (2)(I) Drawer and closet space specifications
8. Ensure all household members are entered on the Household Composition screen in FACES prior to submitting the form for approval.
9. If during the 2 year licensure period a waiver becomes necessary due to a change in the household, a CD-152 should be completed, approved and placed in the resource case file. The vendor licensure/approval and renewal screen in FACES should be updated to include the CD-152 approval. FACES will not allow you to enter an approval date that is after the licensure begin date. To add the CD-152 approval, document in the comments section why the waiver is needed and the actual approval date listed on the CD-152. Examples of this are:
 - a. The relative home is open and has two foster youth placed, a boy age 3 and a girl age 5. The two are sharing the only available bedroom in the home. During the licensure period the girl has a birthday and becomes six years old. The waiver for allowing children of the opposite sex to sleep in the same room will need to be approved.
 - b. Another example would be a relative home has 4 foster siblings placed in the home. During the licensure period a sibling group of 3 for which the resource home has a relationship is placed in the home. The waiver for allowing above the maximum of five children living in the home will need to be approved.
10. Once the home's license begins, it is imperative to send the final approved copy of the CD-152 to Central office for federal reporting

Memoranda History: [CD10-102](#), [CD16-18](#), [CD14-19](#)