

Chapter:	Residential Licensing	
Subject:	Exceeding License Capacity in Family Foster Homes	Page 1 of 1
Approved:	Fredrick M. Ober, Division Director	Effective: 7/22/98 FINAL
Supersedes:	Administrative Procedure 432	Dated: 12/10/90

## PURPOSE

This policy defines the conditions under which the licensed capacity of a foster home may be exceeded and establishes a procedure for making the placement.

## POLICY

Emergencies may arise when the only alternative to exceeding the license capacity of a foster home is to place the child in an unlicensed and unknown home. In these situations, placing children in homes already licensed is preferable. The Residential Licensing Unit may approve a request to enable the home to exceed the licensed capacity when:

- The placement is the result of an emergency;
- No other appropriate placement is available;
- The home in question can accommodate the additional child(ren) without disrupting the quality of care provided to children already in the home.

If a permanent increase in licensing capacity is requested, the administrative assistant forwards a copy of the request to the licensing social worker.

## DISTRICT STAFF TASKS

- Determine above criteria are met.
- By telephone, requests approval from Residential Licensing Unit. If the emergency occurs outside normal working hours, the district director or ESP may approve the placement, but the Residential Licensing Unit must be informed early the next working day.
- Within five working days, sends Request to Exceed License Capacity (FS-673) to the Residential Licensing Unit.
- Removes children immediately if the RLU denies request.