

State of Iowa
Department of Human Services
Des Moines

November 5, 1985

GENERAL LETTER NO. 12-C-AP-9

SUBJECT: Employees' Manual, Title XII, Chapter C, Appendix, "Foster Group Care Licensing", page 1, revised; and Form SS-3105-0, Application for License or Certificate of Approval, revised.

This letter updates the application for a foster group care license to reflect changes in Department and bureau names, and Iowa Administrative Code references.

Effective Date

Immediately

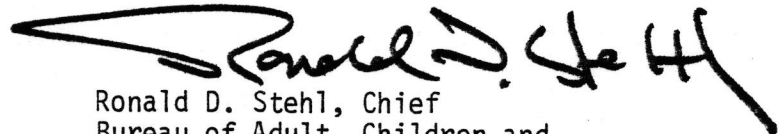
Material Superseded

Employees' Manual, Title XII, Chapter C, Appendix, page 1, dated October 26, 1982, and Form SS-3105-0, Application for License and/or Certificate of Approval, dated 10/82, shall be removed from the Manual and destroyed.

Additional Information

Use up current supply of Form SS-3105-0. Questions concerning this material shall be directed to the District Office.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Ronald D. Stehl, Chief
Bureau of Adult, Children and
Family Services

Central Office
District Offices
Local Offices

State of Iowa
Department of Human Services
Des Moines

September 23, 1986

GENERAL LETTER NO. 12-C-AP-10

SUBJECT: Employees' Manual, Title XII, Chapter C, "Foster Group Care Licensing," Appendix, pages 3 through 7, 22 and 23, revised, and forms SS-3105-0, Application for License or Certificate of Approval; SS-3208-3, Annual Evaluation and Recommendation for Foster Group Care License; SS-2209-3, Evaluation and Recommendation to Operate a Control Room; SS-2308-3, Recommendation for the Denial or Revocation of a Foster Group Care Facility License; and SS-3307, Notice of Action, revised.

Manual pages and forms are revised to:

1. Reflect the change in licensing categories to delete "residential facilities for the mentally retarded" and add "community residential facilities for mentally retarded children" and "comprehensive residential facilities for mentally retarded children"; and
2. Add the requirement for an annual unannounced visit to form SS-3208-3, Annual Evaluation and Recommendation for Foster Group Care License; and
3. Add the requirement regarding child abuse identification and reporting training to form SS-3208-3, Annual Evaluation and Recommendation for Foster Group Care License; and
4. Delete "Over half the references recommend no license (112.5(1)f)" as a grounds for denial of a license. This reflects a recent change in administrative rules. References can still be used to build a case for denial, but the existence of four or more negative references, in and of itself, is no longer grounds for denial.
5. Reflect the change in rules regarding the use of a control room by a juvenile detention home. For more information regarding this change, see XII-A, Approval of Juvenile Detention and Shelter Care Homes.

Effective Date

This material is effective upon receipt.

Material Superseded

The following manual pages and forms shall be removed from the Employees' Manual Title XII, Chapter C, Appendix, and destroyed:

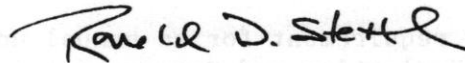
Form SS-3105-0	10/85
Form SS-3208-3	10/82
Pages 3-4	October 18, 1983
Form SS-2209-3	10/83
pages 5-7	October 18, 1983
Form SS-2308-3	10/82
Page 22	October 26, 1982
Form SS-3307	10/83
Page 28	October 18, 1983

Additional Information

Existing supplies of forms shall be destroyed and new forms ordered in the usual manner.

Questions concerning this material shall be directed to the district administrator.

DEPARTMENT OF HUMAN SERVICES
Michael V. Reagen, Ph.D.
Commissioner



Ronald D. Stehl, Chief
Bureau of Adult, Children
and Family Services

Central Office
District Offices
Local Offices



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

June 10, 2016

GENERAL LETTER NO. 12-C-AP-11

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

SUBJECT: Employees' Manual, Title XII, Chapter C, **FOSTER GROUP CARE LICENSING APPENDIX**, the following forms:

470-0723 *Application for License or Certificate of Approval*; renamed, renumbered, and revised

470-0728 *Notice of Action*, renamed, renumbered, and revised

Summary

This chapter is revised to update the following forms:

- ◆ 470-0723, *Application for License or Certificate of Approval*
- ◆ 470-0728, *Notice of Action*

Effective Date

Upon receipt.

Material Superseded

This material replaces the following forms from Employees' Manual, Title XII, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
SS-3105-0 (470-0723)	9/86
SS-3307 (470-0728)	7/86

Additional Information

Refer questions about this general letter to the Bureau of Child Welfare and Community Services in the Division of Adult, Children and Family Services.



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

September 8, 2017

GENERAL LETTER NO. 12-C-AP-12

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

SUBJECT: Employees' Manual, Title XII, Chapter C, **FOSTER GROUP CARE LICENSING APPENDIX**, Contents (page 1); revised; pages 6, 8, 9, 12, and 14, revised; and the following forms:

- 470-0723 *Application for License or Certificate of Approval*, revised
- 470-0700 *Evaluation and Recommendation for Approval to Operate a Control Room*, renumbered and revised
- 470-0701 *Evaluation and Recommendation for Approval to Operate a Locked Cottage*, renumbered and revised
- 470-0703 *Evaluation and Recommendation for Approval to Use Mechanical Restraints*, renumbered and revised
- 470-0643 *Request for Child and Dependent Adult Abuse Information*, renamed, renumbered, and revised
- 470-0728 *Notice of Action*, revised

Summary

Chapter XII-C-Appendix is revised to:

- ◆ Add a facility type for children's residential facilities for a certificate of approval on form 470-0723, *Application for License or Certificate of Approval*.
- ◆ Change the wording from "...residential facility for children with intellectual disabilities" to "...residential facility for children with an intellectual disability" on the following forms:
 - 470-0723, *Application for License or Certificate of Approval*
 - 470-0728, *Notice of Action*
- ◆ Renumber and revise the following forms:
 - SS-2209-3, *Evaluation and Recommendation for Approval to Operate a Control Room*, renumbered as 470-0700
 - SS-2210-3, *Evaluation and Recommendation for Approval to Operate a Locked Cottage*, renumbered as 470-0701
 - SS-2212-3, *Evaluation and Recommendation for Approval to Use Mechanical Restraints*, renumbered as 470-0703
- ◆ Remove obsolete form SS-2211-3, *Evaluation and Recommendation for Approval to Use Chemical Restraint*.

- ◆ Move the following forms to 12-B-Appendix:
 - SS-2202, *Foster Care Private Water Supply Survey*. This form has been renumbered as 470-0693.
 - SS-2208, *Unsafe Water Sample Approval*. This form has been renumbered and renamed as 470-0699, *Provisions for Alternate Water Supply*.
 - SS-2207, *Recommendation for a Provisional License*. This form has been renumbered and renamed as 470-0698, *Recommendation for Provisional License*.
 - SS-2307-3, *Recommendation for Suspension of a License*. This form has been renumbered as 470-0710.
- ◆ Revise SS-1606-0, *Request for Child Abuse Information*. This form has been renumbered and renamed as form 470-0643, *Request for Child and Dependent Adult Abuse Information*.

Effective Date

Upon receipt.

Material Superseded

This material replaces the following forms in Employees' Manual, Title XII, Chapter C, Appendix:

<u>Page</u>	<u>Date</u>
Contents (pages 1 and 2)	October 26, 1982
470-0723	5/16
SS-2209-3 (470-0700)	8/86
SS-2210-3 (470-0701)	10/82
6	September 23, 1986
SS-2211-3 (470-0702)	10/82
SS-2212-3 (470-0703)	10/83
8	October 26, 1982
SS-2202 (470-0693)	10/82
SS-2208 (470-0699)	10/82
9	October 26, 1982
SS-1606-0 (470-0643)	8/84
12	October 26, 1982
SS-2207 (470-0698)	10/82
14	October 26, 1982
SS-2307-3 (470-0710)	10/82
470-0728	2/13

Additional Information

Refer questions about this general letter to the Bureau of Child Welfare and Community Services in the Division of Adult, Children and Family Services.

June 5, 2020

GENERAL LETTER NO. 12-C-AP-13

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

SUBJECT: Employees' Manual, Title 12, Chapter C, **Foster Group Care Licensing Appendix**, obsolete.

Summary

Foster Group Care Licensing Appendix is rescinded. Forms and instructions are now located in Title 18, **Family Services Appendix**.

Effective Date

Upon receipt.

Material Superseded

This material rescinds the entire Chapter C Appendix from Employees' Manual, Title 12, which includes the following pages:

<u>Page</u>	<u>Date</u>
Title page	October 26, 1982
Contents (page 1)	September 8, 2017
470-0723	5/17
1	November 5, 1985
2	October 26, 1982
H-9757	Undated
SS-3208-3 (470-0725)	9/86
3, 4	September 23, 1986
470-0700	10/16
470-0701	10/16
5	September 23, 1986
6	September 8, 2017
470-0703	3/17
7	September 23, 1986
8, 9	September 8, 2017
10	October 26, 1982
SS-2203	8/83
470-0643	2/16

11	August 21, 1984
12	September 8, 2017
SS-2308-3 (470-0711)	9/86
13	October 26, 1982
14	September 8, 2017
15-21	October 26, 1982
22	September 23, 1986
SS-2305-3	10/82
470-0728	5/17
23	September 23, 1986

Additional Information

Discard any remaining supplies of the following forms, which are obsolete:

- ◆ SS-3208-3, *Annual Evaluation and Recommendation for Foster group Care License* (470-0725)
- ◆ SS-2308-3, *Recommendation for Denial or Revocation of Foster Group Care Facility License* (470-0711)

Refer questions about this general letter to your area service administrator.