

STATE OF IOWA DEPARTMENT OF
Health AND **Human**
SERVICES

Date:

Name and address of foster parent(s):

Name

Address

Dear Name:

This letter is intended to provide notice that you are out of compliance with the Iowa Administrative Code (IAC) 441-117.7(3) regarding your renewal foster parent training hours. Your license expiration date is and all required training needed to be completed by that date. Below please find the IAC reference.

Iowa Administrative Code:

441-117.7(3) Foster parent training requirements. Each individual foster parent shall complete six credit hours of department-approved in-service training annually when the foster parent has an approved one-year license or an approved two-year license.

- a. Renewal license.** For a one-year license renewal, each foster parent shall complete six hours of annual in-service training within the 12-month period beginning on the effective date of the foster parent's renewal license. For a two-year license renewal, each foster parent shall complete six hours of in-service training within the 12 months of the first license year beginning on the effective date of the two-year license renewal. For the second year of a two-year license renewal, each foster parent shall complete six hours of in-service training within the 12 months of the second year of the two-year license renewal.
- b. Content.** The choice of in-service training shall be based upon an assessment of the foster parent's training needs made by the foster parent and the recruitment and retention contractor in collaboration with the department licensing worker.
 - (1) Each foster parent must complete the specific training required in rule 441—117.8(237).
 - (2) At least three credit hours of the annual six hours of in-service training shall be group training.
 - (3) Except for the mandatory reporter training on child abuse identification class, training credit will not be allowed for any in-service training class that is repeated unless the class has been updated with new information.
- c. Documentation.** Each individual foster parent shall submit Form 470-2540, Foster Parent Training Report, to the recruitment and retention contractor within 30 days after completion of each in-service training

In order to meet licensing standards and avoid any adverse action regarding your foster care license, the training hours must be completed. As your foster care renewal is you need to submit a training plan with all training completed for the previous licensing period (12 hours). You have until (30 days from renewal date) to complete the training requirements.

If you have not submitted your training hours to Family Connections by , your foster home license will be denied. In future years if your training is not completed it will result in a corrective action plan and you may be granted only a one year license.

If you have already submitted these documents to Family Connections, please disregard this letter. Please contact me if you have any further questions regarding this matter.

Sincerely,

Foster Care Licensing Worker
Mailing Address
Phone
Email Address

cc: Family Connections
470-5656 (03/23)