IOWA | Health and Human Services

Updating Resource Family Home Studies Due to Changes

Effective August 1, 2026

Protocol for when a person age 14 or older moves into the home:

1. Foster parent notifies the Iowa Department of Health and Human Services (Iowa HHS) or Recruitment, Retention, Training and Support (RRTS) caseworker within 7 calendar days of new household members who have moved in.
2. The RRTS caseworker and Iowa HHS will communicate with each other upon notification by the family to ensure the RRTS caseworker and Iowa HHS are aware of the new household member.
3. Within five (5) working days of being notified of the new household member, the RRTS caseworker will make a home visit and have the new household member sign State of Iowa Criminal History Record Check Request Form - form DCI-77 and form 470-0634 Request for Child Abuse Information and assess child safety.
    a. Checks will include Iowa criminal and child abuse
    b. Sex Offender Registry
    c. Out of state child abuse checks in states where the subject lived in the past five (5) years
    d. Iowa Courts Online check
    e. www.iowasexoffender.gov
4. The RRTS caseworker proceeds with current record check process including the evaluation process.
5. The home study will be updated within 30 working days of all record check information being available.
6. The updated home study and record checks will be forwarded to Iowa HHS within five (5) working days of completion of the update.

Protocol for when a resource family makes structural changes to the home:

1. Foster parent notifies Iowa HHS or the RRTS caseworker within 7 calendar days of the structural change completion.

2. The RRTS caseworker and Iowa HHS will communicate with each other upon notification by the family to ensure the RRTS caseworker and Iowa HHS are aware of structural changes to the home.
3. The RRTS caseworker will submit an updated home study, floor plan and survey report to Iowa HHS within 30 days of notification the structural change is complete.

Protocol for when a resource family moves to a new location:

1. Foster parent notifies Iowa HHS or RRTS caseworker within 7 calendar days of the move to a new location.
2. The RRTS caseworker and Iowa HHS will communicate with each other upon notification by the family to ensure the RRTS caseworker and Iowa HHS are aware of the new location.
3. Within five (5) working days the RRTS caseworker will complete a home visit to ensure the home is safe and the home has the capacity for all foster children placed with the family.
4. The RRTS caseworker will submit an updated home study, floor plan, newly signed application with the current address, and survey report to Iowa HHS within 45 days of notification of the move.