

**441—112.3(237) Application for license.**

**112.3(1) Right to apply.** Any adult individual or agency has the right to apply for a license.

*a. Foster family care.* A person wishing to apply to be a foster parent shall contact the department's recruitment and retention contractor in the applicable service area to request an application packet. This procedure also applies to:

- (1) Persons wishing to care for children placed through any public or private agency.
- (2) A relative who is caring for a child directly placed by the child's parents, guardians, or another relative and who wishes to be licensed as a foster parent.

*b. Group care.* A person wishing to apply for a group care license may contact the department:

- (1) Using the "Contact Us" link found on the department's Internet site at [dhs.iowa.gov](http://dhs.iowa.gov); or
- (2) By mail to the Iowa Department of Human Services, Division of Adult, Children and Family Services, Attn: Group Care Licensing, 1305 East Walnut Street, Des Moines, Iowa 50319-0114.

**112.3(2) Decision to operate a facility.**

*a.* When an applicant has reached a decision to operate a foster family home, the applicant shall complete Form 470-0689, Foster Family Home License Application.

*b.* When an applicant has reached a decision to operate a group facility, the applicant shall complete Form 470-0723, Application for License or Certificate of Approval.

**112.3(3) Withdrawal of an application.** The applicant shall report the withdrawal of an application promptly to the department.

**112.3(4) Evaluation of the application.** Each application will be evaluated by the department to ensure that all standards are met.

*a.* Before it results in adverse action, a founded abuse report on a director, a sole proprietor involved in the facility's operation, or any facility staff or foster parent applicant shall be evaluated by the department to determine if the abuse merits prohibition of employment or licensure.

*b.* The department shall evaluate all founded child abuse on a case-by-case basis. Considerations shall include, but not be limited to:

- (1) The facility's response (e.g., immediate termination of involved staff).
- (2) Whether the abuse was an isolated incident or is symptomatic of a broader, systemic problem.

**112.3(5) Reports and information.** Requested reports and information relevant to the licensing determination shall be furnished to the department by the applicant.

**112.3(6) Applications for renewal.**

*a.* The department or its agent shall send the licensee an application for renewal 90 days before the license expires. Applications for license renewal shall be made on the form specified in subrule 112.3(2).

*b.* Applications for renewal shall be made at least 30 but no more than 90 days before the license expires. Applications for renewal of a group care license shall be submitted to the address in subparagraph 112.3(1)"b"(2). Applications for renewal of a foster family home license shall be submitted to the recruitment and retention contractor.

*c.* The department shall approve or deny an application for license renewal through the same process as that used for the original application.

**112.3(7) Notification.**

*a. Foster family homes.*

(1) The department shall notify an applicant of the approval or denial of an initial license within 140 days of the date that the applicant begins the preservice training required in 441—subrule 113.8(1). When preservice training is waived, the department shall notify the applicant of approval or denial within 120 days of the date that the training waiver is granted.

(2) The department shall notify a licensee of the approval or denial of license renewal within 90 days of reapplication.

*b. Group facilities.* The department shall notify a group facility of approval or denial of a license within 90 days of application or reapplication.

This rule is intended to implement Iowa Code section 237.5.