

Department of Public Health and Human Services  
State of Montana  
**DIVISION OF CHILD AND FAMILY SERVICES**  
**FOSTER HOME LICENSING AND RE-LICENSING REQUIREMENTS**

FAMILY NAME:

ADDRESS:

DATE OF VISIT: <input style="width: 250px; height: 20px;" type="text"/>	APPLICANT INITIAL IF REVIEWED / UNDERSTAND RULE	RESOURCE SPECIALIST COMMENTS
LICENSURE <input type="checkbox"/> SAFE UPDATE <input type="checkbox"/> RE-LICENSURE <input type="checkbox"/>		
<b>37.51.301 GENERAL REQUIRMENTS FOR FOSTER PARENTS AND OTHER HOUSEHOLD MEMBERS</b>		
Foster parents must: <input type="checkbox"/> Be at least 18 years of age. <input type="checkbox"/> Be physically, mentally & emotionally competent to care for children. <input type="checkbox"/> Like and understand children. <input type="checkbox"/> Be in good general health. <input type="checkbox"/> Be able to demonstrate sufficient resources to meet the needs of their existing family without relying on the foster care reimbursement. <input type="checkbox"/> Comply with state laws including those that relate to the possession or use of drugs, alcohol, tobacco, and firearms. <input type="checkbox"/> Have lived together for at least 24 months unless an exception is granted.		
No person residing in or visiting the foster home may pose a risk or threat to the safety and well-being of children in the home. <input type="checkbox"/> <b>A release (DFS-LIC-018) must be completed and submitted to the department for all adults staying in the home for more than two weeks.</b>		
<input type="checkbox"/> Foster parents shall not provide exposure to sexual or violent language and behavior inappropriate to the foster child's age, including but not limited to visual or other media depictions, and music, while in the foster parents home.		
<b>37.51.210 No applicant shall be newly licensed if any one of the following occurred within the 12 months prior to their application unless an exception is granted by the appropriate RFSS:</b>		
<input type="checkbox"/> Death of a spouse or a child in your family. <input type="checkbox"/> Marital separation or divorce. <input type="checkbox"/> Adoption of a child who has not been living with the applicants for at least one year. <input type="checkbox"/> Birth of a child or children. <input type="checkbox"/> Loss of employment.  <b>Exception Granted by RFSS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		

**37.51.602 REPORTS OF CHANGE IN COMPOSITION OF HOME**

<p>Foster parents shall notify the Department Licensing Worker or Supervisor (or if operating under a child placing agency, the CPA Licensing Worker):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Within 48 hours if any of the events in <b>37.51.210</b> occur.</li> <li><input type="checkbox"/> Within 1 (one) working day of any change in household composition</li> <li><input type="checkbox"/> At least 30 days of a change in employment of a foster parent or a planned move.</li> <li><input type="checkbox"/> If foster parents are unable or unwilling to provide care for a foster child, they shall notify the child’s worker or their supervisor immediately.</li> <li><input type="checkbox"/> Foster parents are not authorized to make arrangements for care of a child except for respite care.</li> <li><input type="checkbox"/> A foster parent may not accept placement of any child, including foreign exchange students, Bureau of Indian Affairs or tribal placements without prior notice to and prior approval by the department or the licensed child placing agency under whom the home operates.</li> </ul> <p><b>A licensing worker will evaluate the new residence for compliance as soon as possible, but not more than 10 (ten) working days after the move to the new residence.</b></p>		
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**37.51.1401 REQUIRED TRAINING**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Each applicant shall attend the required pre-service training of not less than eight hours prior to issuance of a regular license.</li> <li><input type="checkbox"/> The foster parents shall complete the resource parent online training within the first year of licensure.</li> <li><input type="checkbox"/> Foster parents must obtain a total of at least 15 hours of training annually for re-licensure following the first year of licensure.</li> <li><input type="checkbox"/> Training must be documented on a form provided by the department.</li> <li><input type="checkbox"/> Failure to obtain the required annual training hours will result in license restricted to the care of the children in the home at the time until the required training hours have been completed or suspension of current license if no children are placed, until such time as the required training hours have been completed.</li> </ul>		
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**37.51.305 HEALTH VERIFICATION REQUIREMENTS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> A personal statement of health must be completed for each household member. The forms must be submitted with the initial application, any renewal application and /or any time there is a new household member.</li> </ul>		
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**37.51.306 IMMUNIZATION REQUIREMENTS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> All children residing in the foster home who are under 12 years of age must be immunized according to 37.51.306 unless a written and signed statement from a physician that an immunization otherwise required by (1) of this rule is medically contraindicated will exempt a child from those immunization requirements as deemed necessary by the physician, or a notarized affidavit of exemption on religious grounds attesting that receipt of a vaccine or vaccines is contrary to an individual's religious belief, observance, or practice.</li> <li><input type="checkbox"/> The immunization history must be provided to the department and must include the name of the physician or clinic, the name and birth date of the child, and the date of the immunization.</li> <li><input type="checkbox"/> A copy of the immunization history must be kept in the foster home in addition to the copy provided to the department by the foster parents.</li> </ul>		
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**37.51.902 FIRE SAFETY REQUIREMENTS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Two unobstructed means of exit must exist from all sleeping areas that are and will be occupied by foster children.</li> <li><input type="checkbox"/> Foster parents shall devise a written plan to exit the home in emergencies.</li> <li><input type="checkbox"/> The foster parents shall teach the exit plan to children placed in the home.</li> <li><input type="checkbox"/> The home must have a working smoke detector on each level of the home, in each bedroom, and hallway leading to each bedroom that is properly maintained and regularly tested.</li> <li><input type="checkbox"/> At least 1 (one) working portable fire extinguisher with a minimum rating of 2A10BC which is mounted and must be readily accessible.</li> <li><input type="checkbox"/> Extension cords may not be used anywhere in your home as permanent wiring.</li> <li><input type="checkbox"/> Portable unvented fuel-fired heating devices such as portable kerosene or oil heaters in home are not allowed.</li> <li><input type="checkbox"/> Fuel burning heat or appliance? <input type="checkbox"/> yes <input type="checkbox"/> no (location) _____</li> <li><input type="checkbox"/> Carbon monoxide detector installed _____ (location) _____</li> <li><input type="checkbox"/> Woodburning or pellet stove, fireplace insert. <input type="checkbox"/> meets <input type="checkbox"/> does not meet building code for installation and use of stove.</li> </ul> <p><b>The department may request an inspection of the stove/ fireplace if a possible concern with safety of either is detected to determine if applicable codes are met.</b></p>		
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**37.51.901 ENVIRONMENTAL AND SAFETY REQUIREMENTS**

<p><b>Physical construction</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The foster home and its premises must be comparable to other residences in the community and neighborhood in which it is located.</li> <li><input type="checkbox"/> The home was built or manufactured for full-time residency.</li> <li><input type="checkbox"/> Every interior door must be designed to permit opening of the locked door from the outside.</li> <li><input type="checkbox"/> The dwelling must be clean and in good repair, with the premises kept free from objects, materials and conditions which constitute a danger to the occupants.</li> <li><input type="checkbox"/> Protective plugs installed on electrical outlets if foster care will be provided to children under the age of 5 (five).</li> <li><input type="checkbox"/> Foster parents shall protect any foster child from any environmental danger or other hazard on the foster care property that the foster parent is aware of and that could affect the health, welfare or safety of children in care. The foster parent must notify the Licensing Worker of any existing concern.</li> <li><input type="checkbox"/> Cleaning materials, flammable liquids, detergents, aerosol products, and other poisonous and toxic materials must be kept in their original containers or be clearly labeled with both symbols and words indicating that the contents are hazardous.</li> <li><input type="checkbox"/> Such substances must be kept in a place inaccessible to children and shall be childproofed, if possible, and be used in such a way that will not contaminate play surfaces, food, food preparation areas, or constitute a hazard to the children.</li> </ul>		
<p><b>Water and sewer</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Home has adequate and safe sewage disposal system.</li> <li><input type="checkbox"/> Water supply is from a municipal system.</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water is not from a municipal system, and a basic screen after test has been conducted annually and results provided to the licensing worker. <b>Date basic water test screen completed</b> _____</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water is from an approved source but in a cistern and it is recommended that a basic screen water test be conducted each time the water is replaced, and results provided to the licensing worker.</li> </ul>		

<p><b>Communication</b>  <b>All foster homes shall be equipped with or provide access to a telephone.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Land line telephone _____</li> <li><input type="checkbox"/> Cell phone _____</li> <li><input type="checkbox"/> Telephone numbers of placing agency, hospital, police department, ambulance, and poison control center must be posted in a place visible to a child in placement.</li> </ul>		
<p><b>Pets</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Pets or animals present at the home with foster parent permission must be vaccinated in accordance with local laws.</li> <li><input type="checkbox"/> Documentation from a veterinarian that pets or animals at the home are in good health and free of disease must be provided upon request.</li> </ul> <p><b>Foster parent are responsible for their negligent actions and for any resulting injuries that may be caused by any animal allowed in or around the foster home.</b></p>		
<p><b>Guns and ammunition</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Guns and ammunition shall be kept in locked storage with guns stored separately from ammunition.</li> <li><input type="checkbox"/> Guns kept in vehicles must be locked in the glove compartment or gun rack, must be unloaded, and ammunition must be kept locked in a separate location in the vehicle.</li> </ul>		
<p><b>Outdoor Play</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Any outdoor play area must be maintained hazard free.</li> <li><input type="checkbox"/> If caring for preschool aged children, any part of the play area adjacent to a well, machinery, road, drainage ditch, holes or other hazardous areas must be enclosed with fencing or a natural barrier to restrict the children from these areas.</li> <li><input type="checkbox"/> Outdoor climbing equipment, such as climbing apparatus, slides, swings and trampolines must be anchored firmly and placed in a safe location.</li> <li><input type="checkbox"/> A responsible adult shall be present and directly observing any activity of a foster child on a trampoline at all times.</li> <li><input type="checkbox"/> Swimming and wading pools, swimming areas and hot tubs must be inaccessible to children except when directly supervised by a responsible adult.</li> </ul>		
<p><b>37.51.1001 TRANSPORTATION</b></p>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents and anyone transporting foster children with the foster parent's permission must possess a valid driver's license and meet the minimum liability insurance coverage required by state law.</li> <li><input type="checkbox"/> All doors on vehicles must be locked whenever the vehicle is in motion.</li> <li><input type="checkbox"/> All children must be seated and secured in age-appropriate safety restraints whenever a vehicle is in motion.</li> <li><input type="checkbox"/> Foster parents must request and receive written authorization before taking any child placed by the Department: <ul style="list-style-type: none"> <li><input type="checkbox"/> out of the country</li> </ul> </li> <li><input type="checkbox"/> Foster parents must request and receive written authorization before taking any child placed by the department for more than 72 hours: <ul style="list-style-type: none"> <li><input type="checkbox"/> out of the state <b>or</b> <input type="checkbox"/> out of the county</li> </ul> </li> </ul> <p><b>Any travel that interferes with visitation, therapy, education or other services provided to a foster child must receive prior approval.</b></p>		

**37.51.801 GENERAL PROGRAM REQUIREMENTS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents may not accept more children than the number specified on the license without prior approval of the department licensing worker or licensed child placing agency under whose jurisdiction the foster home operates.</li> <li><input type="checkbox"/> Foster parents must arrange for appropriate childcare for every child in foster care when the child is not being cared for by a foster parent and is not in school.</li> </ul>		
<p><b>Foster parent shall provide appropriate care including:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regular, well balanced meals, an adequately maintained and furnished home, clothing, and supervision of child's health and dental care, personal care, supervision, and attention appropriate to each child's age, needs, and level of functioning.</li> <li><input type="checkbox"/> Careful and sensible parental decisions that maintain the health, safety, and best interests of a child while at the same time encouraging the emotional and developmental growth of the child.</li> <li><input type="checkbox"/> Using this standard when determining whether to allow a child in foster care, under the responsibility of the state, to participate in extracurricular, enrichment, cultural, and/or social activities.</li> </ul>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents are responsible to teach each foster child age-appropriate personal care, hygiene, and grooming, and provide each child with the necessary supplies.</li> <li><input type="checkbox"/> Money earned by a child or received as a gift or allowance is the child's personal property and must be accounted for separately from foster home funds.</li> <li><input type="checkbox"/> Foster parents, in conjunction with the supervising worker, shall distinguish between tasks which children are expected to perform as part of living together, jobs to earn spending money, and jobs performed for vocational training.</li> </ul>		

**37.51.802 COOPERATION OF FOSTER PARENTS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents shall cooperate with the placing agency, implement case decisions made by the department regarding a child and support the department's permanency plan for the child.</li> <li><input type="checkbox"/> Foster parents must permit and encourage contact and visitation between the foster child and the child's birth or legal family, including parents and siblings, unless a restriction of contact and visitation is part of a court order or written case plan.</li> </ul>		
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**37.51.805 CHILD'S EDUCATION AND TRAINING**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents must cooperate with the placing agency, and when appropriate, the birth or legal parents, in providing or arranging an age-appropriate education, employment or training program appropriate for each child that addresses the child's needs in the areas of social living, sex education, consumer education, career planning, and preparation for independent living.</li> <li><input type="checkbox"/> Foster children must attend public school unless otherwise approved by the department.</li> </ul>		
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37.501.806 CHILD'S RELIGIOUS AND CULTURAL EXPRESSION		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Each child in foster care shall have the opportunity to practice his/ her religion.</li> <li><input type="checkbox"/> Foster parents shall allow each child to attend available religious services of the child's or birth parent's choice in the community and to visit with representatives of the child's faith.</li> <li><input type="checkbox"/> Foster parents must respect the religious beliefs or practices of children placed in their home.</li> <li><input type="checkbox"/> Each child shall be given the opportunity to identify with his own cultural heritage and shall be encouraged to do so</li> <li><input type="checkbox"/> Participation or non-participation in religious activities of the child or foster family shall not be used as a form of discipline.</li> </ul>		
37.51.810 CHILD'S CLOTHING		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents are responsible to ensure that each child is supplied with his or her own clothing suitable to the child's age and size.</li> <li><input type="checkbox"/> Clothing must be comparable to the clothing of other children in the community and the household.</li> <li><input type="checkbox"/> Children must be given appropriate choice in the selection of their clothing.</li> <li><input type="checkbox"/> Clothing or other possessions that came with the foster child from the child's home must not be disposed of without approval from the child's social worker.</li> <li><input type="checkbox"/> The foster child's current clothing and other possessions must be sent with the child to any subsequent placement, including a return to the child's home.</li> </ul>		
37.51.815 CHILD'S PRIVACY RIGHTS		
<p><b>Foster parents are to provide:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Privacy</li> <li><input type="checkbox"/> Appropriate sleeping arrangements</li> <li><input type="checkbox"/> Separate storage space for clothing and personal articles</li> <li><input type="checkbox"/> A place to display the child's socially appropriate creative works and symbols of identity.</li> </ul>		
37.51.816 SLEEPING ARRANGEMENTS AND REQUIREMENTS		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Every child must sleep in a room designated as a bedroom that provides for privacy.</li> <li><input type="checkbox"/> Any room used as a bedroom for a foster child must have a window which is sufficiently large enough for an adult to enter or exit in an emergency.</li> <li><input type="checkbox"/> Children of the opposite sex 5 years of age or older may not share a bedroom.</li> <li><input type="checkbox"/> Foster parents must sleep within call of all foster children during the night or must use a baby monitor or other intercom system that will alert the foster parent to the child's call.</li> <li><input type="checkbox"/> Each child shall be provided their own bed, which must be at least 30 inches wide and of a length which is adequate for the child's height.</li> <li><input type="checkbox"/> A child under the age of four may be provided a toddler bed that uses a standard crib mattress, and is at least 28 inches wide and of a length adequate for the child's height.</li> <li><input type="checkbox"/> Children under age two must sleep in a crib as defined in ARM 37.51.102(2)</li> <li><input type="checkbox"/> Foster parents shall comply with current safe sleep practices for all children under 1 (one) year of age.</li> </ul>		

<p><b>Bunk Beds:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> More than two bunks high are prohibited.</li> <li><input type="checkbox"/> Must have a guard rail on the upper bunk if the bed is used.</li> <li><input type="checkbox"/> Upper bunks may not be used by children under 8 years of age.</li> </ul>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Each child must be provided with space in a closet, locker, or dresser for clothing and personal belongings. This storage space must be located in the child's sleeping area.</li> <li><input type="checkbox"/> Children over 24 months of age may not routinely sleep in the same room as an adult unless approved by the licensing supervisor.</li> <li><input type="checkbox"/> When placement in a kinship foster home is determined to be in the child's best interests, an exception to one or more provisions (other than safe sleep practices as defined in ARM 37.51.816 8(a) ) may be granted by the department after careful review of the circumstances.</li> <li><input type="checkbox"/> Documentation is attached.</li> </ul>		
<p><b>37.51.825 PHYSICAL CARE OF CHILDREN</b></p>		
<p><b>Medical</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents shall work with the placing agency to ensure that the child's medical needs are met.</li> <li><input type="checkbox"/> Every foster child must have an identified physician.</li> <li><input type="checkbox"/> Medical and dental care, including examinations and treatment, must be obtained for children as needed.</li> <li><input type="checkbox"/> Foster parents, in consultation with the placing agency, are to arrange for an EPSDT (well child) examination within 30 days of placement for each child which include medical, dental, vision and hearing screening.</li> <li><input type="checkbox"/> Subsequent examinations and treatment must be completed as recommended by the child's physician.</li> <li><input type="checkbox"/> Foster parents must work with the placing agency to ensure that each foster child is immunized in accordance with rules 37.51.306.</li> <li><input type="checkbox"/> Foster parents shall keep the placing agency apprised of illnesses of the foster child which require medical attention and the results of examinations, tests and treatment recommended.</li> <li><input type="checkbox"/> In an emergency, foster parents are to make arrangements for emergency care at a nearby hospital, clinic, or doctor's office, and as soon as possible notify the placing agency.</li> <li><input type="checkbox"/> Foster parents shall obtain psychiatric, psychological, and counseling services for each child when these services are determined to be necessary by the placing agency.</li> <li><input type="checkbox"/> Foster parents may not provide tobacco products in any form to children under the age of 18 who are placed in the foster home.</li> <li><input type="checkbox"/> Foster parents may not allow children placed in the foster home to be exposed to secondhand smoke in the foster parents' home or vehicle.</li> </ul>		
<p><b>Medication</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents must keep medication in the original containers, with the original prescription label, in a place inaccessible to children. Location: _____</li> <li><input type="checkbox"/> All medication is to be given as prescribed unless a licensed health care provider rescinds the prescription or modifies it and that the foster parent will notify the child's worker of any changes in medication.</li> </ul>		

**37.51.826 DISCIPLINE**

<ul style="list-style-type: none"><li><input type="checkbox"/> Foster parents shall use discipline appropriate to the child’s age and developmental level and that the approach to discipline must be positive.</li><li><input type="checkbox"/> Foster parents may not use spanking or other forms of physical punishment.</li><li><input type="checkbox"/> Foster parents may not use any disciplinary technique which is humiliating, shaming, cruel, capricious, frightening or otherwise damaging to a child.</li><li><input type="checkbox"/> No foster child is to be subjected to any form of abuse.</li><li><input type="checkbox"/> No foster child is to be subjected to verbal abuse, derogatory remarks about himself or his family, or threats to expel the child from the foster home.</li><li><input type="checkbox"/> No foster child is to be deprived of meals, mail, or family visits as a method of discipline.</li><li><input type="checkbox"/> No foster parents must not punish children for bed wetting or any other toilet training issue.</li><li><input type="checkbox"/> A foster child is never to be placed in a locked room.</li><li><input type="checkbox"/> Participation or non-participation by a foster child in religious activities of the child’s or the foster family’s may not be used as a form of discipline.</li><li><input type="checkbox"/> Medication or withholding of prescribed medication is never to be used to discipline or threaten a child.</li></ul>		
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**37.51.609 REPORTS OF DISCIPLINE VIOLATIONS**

<ul style="list-style-type: none"><li><input type="checkbox"/> If a foster parent or any other household member physically disciplines a foster child or violates any other provision of 37.51.826, the foster parent must notify the agency that placed the child and the department licensing worker or supervisor by the next working day.</li></ul> <p><b>A foster parent must:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Complete a written report of the discipline violation on a form provided by the department; and</li><li><input type="checkbox"/> Submit the report to the person or agency which placed the child and to the department licensing worker or supervisor within 48 hours of giving notice of the violation.</li></ul>		
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**37.51.608 REPORTS OF SERIOUS INCIDENTS AND THREATS**

<ul style="list-style-type: none"><li><input type="checkbox"/> Foster parents shall, as soon as possible but in not less than 24 hours, report any serious incident (includes suicide attempts, use of physical force by a foster parent or any member of the foster parent's household, sexual contact with the child by anyone, emergency medical treatment, injury to a foster child that requires hospitalization, physical assault by the foster child, involvement with law enforcement by any member of the foster parent's household, including a foster child, or the death of a foster child) to the person or agency which placed the child and to the department licensing worker, their supervisor, or the licensed child placing agency under whose jurisdiction the home operates.</li><li><input type="checkbox"/> Foster parents shall, as soon as possible but in not more than 24 hours, report any foster child who has run away from home to the police and the departments centralized Intake Bureau at (866) 820-5437.</li><li><input type="checkbox"/> Foster parents shall report disasters or emergencies which require evacuation of a foster home to the departments centralized Intake Bureau at (866) 820-5437.</li></ul>		
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Foster parents shall report any threats to the health, welfare, or safety of a child at the time of the license application, or with respect to any threat that subsequently arises, with the next working day after becoming aware of the threat, to the placing worker and the department licensing worker or the licensed child placing agency under whose jurisdiction the foster home operates.</li> <li><input type="checkbox"/> Foster parents shall complete a written incident report form regarding any serious incident involving any child in the home.</li> </ul>		
<b>37.51.601 CONFIDENTIALITY OF RECORDS AND INFORMATION</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> All information in records maintained in your foster home and all personal information pertaining to a child and his/her family must be kept confidential unless there is a court order authorizing release of information.</li> <li><input type="checkbox"/> Confidentiality requirement continues after a child is no longer in your home.</li> <li><input type="checkbox"/> The confidentiality requirement applies to information you might learn about another foster child in a support group setting or otherwise.</li> <li><input type="checkbox"/> Any request for records or information from records maintained in a foster home must be referred to the department or the agency which placed the child and that you do not have authority to release the information.</li> <li><input type="checkbox"/> All records pertaining to children placed by the department are available at any time to the department or its representatives.</li> <li><input type="checkbox"/> Records pertaining to children who have not been placed by or in the custody of the department are available for purposes of licensing or relicensing a foster home.</li> </ul>		
<b>37.51.820 YOUTH INDEPENDENT LIVING PROGRAM, JOB TRAINING AND EMPLOYMENT</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> If caring for a youth eligible for the department's independent living program, the foster parents must cooperate with the staff and contractors of the program to ensure that eligible youth are encouraged and assisted to access services and benefits offered under the department's independent living program.</li> <li><input type="checkbox"/> For eligible youths age 14 or older, the foster parents are to assist the independent living program staff and contractors in developing an appropriate transitional plan.</li> <li><input type="checkbox"/> Foster parents are to encourage and assist each eligible teenage youth in preparing for the transition from foster care to independent living.</li> <li><input type="checkbox"/> Foster parents are to assist the placing agency, the eligible youth, the independent living program staff, and contractors in: developing the eligible youth's job readiness skills; and when appropriate, assist the eligible youth in locating employment.</li> <li><input type="checkbox"/> Foster parents shall assist youth in exploring post-secondary educational opportunities.</li> </ul>		
<b>THE FOLLOWING TWO SECTIONS APPLY ONLY TO APPLICANTS PURSUING LICENSURE AS A THERAPEUTIC FOSTER HOME. (TTF)</b>		
<b>37.51.603 THERAPEUTIC FOSTER HOMES (TFF)</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> TFF's meet all the requirements for regular youth foster parents plus the additional requirements in 37.51.603 and 37.51.1410.</li> <li><input type="checkbox"/> TFF's in addition to carrying out the usual family foster parent responsibilities, are responsible to implement treatment strategies and provide treatment interventions under the supervision of agency clinical staff according to the individual child's treatment plan.</li> <li><input type="checkbox"/> The therapeutic home must provide 24 hour per day supervision to deliver therapeutic services as needed.</li> </ul>		

<ul style="list-style-type: none"> <li><input type="checkbox"/> TFF's must have sufficient parenting skills in the areas of behavior management and supportive counseling, as well as the ability to implement the treatment interventions identified in the child's individual treatment plan.</li> <li><input type="checkbox"/> If child care arrangements are made for a child receiving therapeutic foster care for any reason, the arrangements must be approved by the child's treatment team to ensure the arrangements meet the child's therapeutic needs.</li> <li><input type="checkbox"/> TFFs are a member of the youth's treatment team and must participate in treatment team meetings.</li> <li><input type="checkbox"/> TFFs must regularly document progress the child is making towards achievement of his or her individual treatment plan, and that this documentation must be in writing and incorporated into the child's case file within 30 days.</li> </ul>		
<p><b>The department, in conjunction with the licensed child placing agency under whose jurisdiction the home operates, may approve placement of children in a therapeutic foster home who are not receiving therapeutic foster care services when:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Placement in the therapeutic foster home will maintain an intact sibling group.</li> <li><input type="checkbox"/> Placement in the therapeutic foster home will maintain a parent/child relationship when the parent is a youth who is receiving therapeutic services.</li> <li><input type="checkbox"/> Moving a child who was previously placed in the therapeutic foster home but is not receiving therapeutic foster care services is determined by the department to not be in the best interests of the child, or</li> <li><input type="checkbox"/> The department in conjunction with the licensed child placing agency under whose jurisdiction the home operates determine a kinship placement is appropriate, and an exception is granted by the regional administrator and licensing bureau chief.</li> </ul> <p style="text-align: center;"><b>Exception approved?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</b></p>		
<b>37.51.1410 REQUIRED TRAINING FOR THERAPEUTIC FOSTER HOMES</b>		
<p><b>Initial training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Therapeutic foster parents shall complete 30 hours of general orientation and pre-service training, before initial licensure including:</li> <li><input type="checkbox"/> The special needs of youth with emotional disturbances receiving treatment for their emotional disturbance in a treatment family environment.</li> <li><input type="checkbox"/> The use of non-physical methods of controlling youth to assure the safety and protection of the youth and others.</li> </ul>		
<p><b>Annual training</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TFF's must complete a total of 30 hours of training annually, of which 15 hours may be general training and 15 hours specific to:</li> <li><input type="checkbox"/> The special needs of youth with emotional disturbances receiving treatment for their emotional disturbance in a treatment family environment, and</li> <li><input type="checkbox"/> The use of non-physical methods of controlling youth to assure the safety and protection of the youth and others.</li> <li><input type="checkbox"/> Each therapeutic foster parent in a two-parent foster home must complete at least 5 (five) hours of training directly related to the items listed above.</li> </ul>		

**Resource Specialist's Comments:**

**Your signature below indicates that you have received and read a copy of the Administrative Rules of Montana (ARM) that apply to licensure of a foster home and that you understand and agree to comply with the rules.**

Applicant Date Applicant Date

Resource Family Specialist Date **OR** CPA Licensing Worker Date

Local CFSD Office:

Resource Family Specialist Supervisor:

Foster Care Licensing Program Manager:

*Original: Applicant Copy: Licensing file*