

STATE OF ALASKA

DEPARTMENT OF FAMILY AND COMMUNITY SERVICES

OFFICE OF CHILDREN'S SERVICES

Program Instruction: 24-06

Issue Date: 11/01/2024

Effective Date: 11/01/2024

From: Kim Guay, Director

Subject: Relative Licensure

The purpose of this program instruction is to ensure that active efforts are being made to assist unlicensed relatives in becoming fully licensed providers. Licensing specialists will offer assistance to alleviate barriers to relatives becoming licensed foster parents.

A. When placement with an unlicensed relative occurs:

1. Placement Search and Support Unit (PSSU) calls relative to provide support and asks if the relative would like to become licensed.
 - a. If yes, family is referred to licensing through e-mail to regional licensing supervisors.
 - b. If no, additional support call is made to the family between two to three weeks following placement, inquiring again if the family would like to become licensed.

B. Unlicensed relatives are referred for licensure:

1. Licensing staff are assigned as secondary under the provider case in ORCA.
 - a. This assignment is maintained until an application is received.
 - 1) When application is received, the licensing supervisor will assess for referral to Tribes for licensing assist scope of work.
 - 2) If not eligible for referral through the compact, licensing specialist becomes primary for the provider within two business days.

C. Licensing Specialists will support relative applicants:

1. Letter is sent out no later than ten business days of receipt of application that notifies applicant what needs to be done to become licensed.
 - a. Support call is made by licensing specialist to the relative applicant to review the letter with them.
 - b. Support call is documented in ORCA under the provider with details of communication.
 - c. If support call identifies obstacles to completing the application, active efforts will be made in attempt to mitigate barriers, examples include but are not limited to;
 - 1) If language is a barrier, licensing specialist will arrange for interpreter services.

- 2) If the obstacle is filling out the application, licensing specialists will make active efforts to assist including potential home visit or virtual visit to assist with filling out the application.
2. If additional requirements have not been received within 30 days of receipt of initial application:
 - a. Support call is made by licensing specialist to see what the barriers are to providing needed information.
 - b. Licensing specialist will send an e-mail to primary PSS, cc to supervisor, that applicant has not been responsive.
3. Fingerprinting is required for application:
 - a. Licensing specialist verifies with applicant that all household members have been fingerprinted.
 - 1) If they have not, active efforts are made to get them printed, including potential travel to the relative with a LiveScan machine for printing.
4. If print results identify a barrier, and a variance is needed:
 - a. Licensing Specialist notifies the assigned Protective Services Specialist of barrier through e-mail.
 - 1) Notify that a [PSM II memo](#) will be required for placement in the relative home to continue.
 - b. Licensing specialist will ensure the family is aware of the barrier and what their due process is.
 - c. Licensing specialist will assist the family in the variance application process, in addition to;
 - 1) PSS III for Background Check Program, or other member of the Background Check Variance Committee (BCVC) assists all licensing applicants with variance process including;
 - i. Support calls.
 - ii. Requesting records.
5. If a general variance is needed:
 - a. Licensing specialist will make any necessary referrals to get the home into compliance with licensing requirements.
 - b. Including purchasing items through special needs funding.
- D. To the extent feasible, licensing specialist shall approve or deny a foster care license within 45 days of receiving a completed application.