



Georgia Department of Human Services

Aging Services | Child Support Services | Family & Children Services

RCCL Licensure Application Packet:

The Department of Human Services (DHS), Office of Inspector General (OIG), Residential Child Care Licensing (RCCL) unit is responsible for licensing Child-Caring Institutions, Child-Placing Agencies, Children Transition Care Centers, Maternity Homes and Outdoor Child Caring Programs.

All applicants requesting a license from RCCL must attend RCCL's Mandatory Application Training (MAT) prior to submitting a new application. Attendance is free of charge and the training is held on the second Wednesday of every month. MAT classes are reserved for applicants who are ready to open and apply. Eligibility screenings to determine an applicant's readiness will be conducted before attendance is permitted. The following documents must be submitted to assess eligibility:

- Resume of a qualified director;
- Resume of a qualified case work supervisor; and
- A policy and procedure manual that complies with the applicable regulations.

A request to attend the next scheduled MAT class can be emailed to RCCL at RCCAPPS@dhs.ga.gov. The required eligibility documents must be attached to the email for consideration.

After attending the MAT, applicants may submit an application for licensure. Application forms must be signed and dated by the director and chairperson of the governing entity. Failure to submit a complete application packet may result in the application being withdrawn or denied.

Complete application packets will be accepted for an administrative review and three administrative reviews of an application will be granted. RCCL will provide ongoing communication with the applicant throughout the administrative review process.

The application packet must be submitted electronically to:

Residential Child Care Licensing

Applications Unit

RCCAPPS@DHS.GA.GOV



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Residential Child Care Licensing

Child-Placing Agency (CPA) Application for Licensure

Submit Application to: RCCAPPS@DHS.GA.GOV

SECTION A: IDENTIFICATION

Name of Organization:

Agency's Address (Street, Suite#, City, Zip Code, County):

Phone Number:

Organization's Email Address:

Mailing Address (if different than above):

Name of Executive Director:

Phone Number:

Email Address:

Name of Administrator and/or Designated Contact Person:

SECTION B: TYPE OF OWNERSHIP (select all that apply)

- Sole Proprietor / Individual Corporation Partnership Association
 For-Profit Non-Profit

Name of the Governing Entity:	
Address:	
Phone Number:	
Email Address:	
Name of Officers and Governing Board, if applicable (attach notarized acceptance letters)	
Full Name	Title

SECTION C: SERVICES PROVIDED BY THE AGENCY		
Select all that apply	<input type="checkbox"/> Adoption Services (Domestic)	<input type="checkbox"/> Foster Care Services
	<input type="checkbox"/> Adoption Services (International)	<input type="checkbox"/> Home Study Only Services
Geographical area served (if providing international adoptions, provide the countries the agency is planning to work with):		
Office Hours:		
Does the agency currently hold another license within the state of Georgia? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the agency currently hold another license outside the state of Georgia? If so, what state(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what state(s)?		
Does the agency plan to utilize electronic files to maintain records required by CPA rules and regulations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, submit a policy for the use of electronic files for approval.		

SECTION D: ATTESTATION

By initialing each statement and affixing my signature below, I attest to my understanding of and compliance with the following CPA requirements.

	<p>No person, facilitator, consultant, institution, society, agency, corporation or facility shall engage in child placement activities, including the advertising of such child placement activities, in Georgia unless a license has first been obtained from the Department.</p>
	<p>An application for license or renewal of license shall be considered by the Department only when all sections of the application are complete and all required information is present with the application.</p>
	<p>An initial application submitted by an Agency shall be considered an application for a temporary license. The Department shall only conduct three (3) administrative reviews of an application and that;</p> <ol style="list-style-type: none"> 1. Consideration for approval of the initial temporary license shall be based on a determination that the Agency has made adequate provision to comply with the CPA rules and regulations. 2. The Department may, at its discretion, following review of the initial application, issue or deny the temporary license.
	<p>Failure to allow timely access of the Department's representative to the Agency, its staff, or the children receiving care at the Agency or the books, records, papers, or other information related to initial or continued licensing, or failure to cooperate with a departmental inspection or investigation shall constitute good cause for the denial, restriction, revocation or suspension of a license, or other penalty as provided by law.</p>
	<p>The application for a license including the application for a criminal history background check must be truthfully and fully completed. In the event that the Department has reason to believe that any required application has not been completed truthfully, the Department may require additional verification of the facts alleged. The Department may refuse to issue a license where false statements have been made in connection with the application or any other documents required by the Department.</p>
	<p>Obtaining a license from Residential Child Care Licensing (RCCL) does not guarantee a contract or financing with the Georgia Division of Family and Children Services (DFCS), the Georgia Department of Juvenile Justice (DJJ), or any other state agency.</p>
	<p>It is the Agency's responsibility to maintain a copy of the policies and procedures. The Agency must ensure the policies and procedures are current, compliant with all statutory regulations, and available for review by Residential Child Care Licensing (RCCL) staff at all times.</p>
	<p>After obtaining licensure, should there be a change in ownership or substantial change in the Agency's Board membership (50% or greater), other than changes required for systematic rotation, the Agency must notify Residential Child Care Licensing (RCCL) in writing 30 days prior to the change of ownership.</p>

SECTION E: STATEMENT OF COMPLIANCE

By signing below, I represent that the official address listed on this application is current and correct. I attest that all information contained above is factual and understand that false or misleading statements made on any part of the application will void this application and nullify any license issued on the basis thereof. I understand that submission of this application does not represent approval of any request contained therein and that additional action may be necessary prior to final approval. I further understand that if approved, the agency is responsible for meeting all rules and regulations associated with requested changes.

Signature of Director	Date
Signature of Board Chairperson (if applicable)	Date



Georgia Department of Human Services
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RESIDENTIAL CHILD CARE LICENSING
CHILD-PLACING AGENCY

STATEMENTS OF RESPONSIBILITY

Agency Name: _____

FAC ID: _____

Listed below are statements of important rules and regulations for the operation of **Child-Placing Agency (CPA)** programs. By an Agency administrator checking each statement noted and acknowledging below, he/she is attesting to the Agency and its employees' understanding of and compliance with these commonly addressed rules and expectations.

<input type="checkbox"/>	The Agency's Governing Entity complies with its specific responsibilities and any composition requirements as outlined in the CPA rules.
<input type="checkbox"/>	Under Georgia law, a license to operate a CPA program cannot be issued until satisfactory fingerprint and record check determinations have been received for the Owner(s) and Director and until all employees have received a satisfactory records check determination. The agency is responsible for complying with requirements of criminal records as stated in O.C.G.A. 49-5-60 et seq.
<input type="checkbox"/>	The Agency shall provide reasonable and timely access to the Agency's papers, books, records (including electronic recordings), personnel (including contractors and volunteers), premises, children in placement, etc. upon request for the purposes of ensuring compliance with the rules and regulations and shall not make any false or misleading statements to the Department related to any inspection or any request for information.
<input type="checkbox"/>	The Agency shall operate according to its manual of official policies and procedures related to its program purpose and services.
<input type="checkbox"/>	The Agency shall submit to the Department written, detailed incident reports within 24 hours of occurrence concerning all serious incidents including CPS involvement, suspected child abuse, and sexual exploitation.
<input type="checkbox"/>	All regulations regarding adoptive, foster care, and biological parent services will be adhered to and will be so documented in the appropriate case records.
<input type="checkbox"/>	All rules and regulations regarding discipline, emergency safety intervention, and behavior management will be adhered to and will be so documented in the appropriate records.
<input type="checkbox"/>	All regulations regarding disaster preparedness shall be adhered to and documented accordingly.
<input type="checkbox"/>	The Agency shall comply with an acceptable plan of correction unless a revised plan has been submitted to and approved by the Department.
<input type="checkbox"/>	If the Agency ceases operation for any reason, specific notification procedures are required, 290-9-2-.03(10).
<input type="checkbox"/>	The Agency shall return its license immediately upon the suspension, revocation, restriction or the license or termination of the operation.

As an authorized agent of the Agency noted above, I have read statement outlined above and have checked each statement in acknowledgement of the agency's understanding of compliance expectations.

Name/Title of Agency Representative:	
Date of Acknowledgement	

STATE OF GEORGIA
COUNTY OF _____

AFFIDAVIT RE: PERSONAL IDENTIFICATION
COUNTY FOR LICENSURE / REGISTRATION

PERSONALLY APPEARED before the undersigned officer, duly authorized to administer oaths, came the undersigned, who after having been duly sworn, states under oath, the following:

1. That my name is _____ and that I am who I say I am;
2. That my address is _____;
3. That I have presented sufficient personal identification to the notary that is true and accurate;
4. That I am legally in the United States of America;
5. That I am applying to the Georgia Department of Human Services, Residential Child Care Licensing, to operate a business / activity to be located at the following address:

_____ is subject to regulation by the Department of Human Services and that this affidavit is a material part of the application; and
6. That if the Department subsequently determines that the material information contained in this affidavit is false, I will be in violation of licensing / registration requirements, which may result in revocation of my license or registration or denial of my application for licensure.

Sworn to and subscribed before me,

This _____ day of _____, _____

Affiant

NOTARY PUBLIC STATE OF GEORGIA

My commission expires:_____.

Residential Child Care Licensing (RCCL) – Child-Placing Agency

Documents Needed to Establish Identity

Residential Child Care Licensing verifies the identity of all applicants. Please submit a copy of one of the following acceptable documents, that establishes identification for application purpose.

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex height, eye color and address.
- ID card issued by federal, state or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, eye color, and address (including U.S. Citizen ID card [INS Form I-197] and ID card for use of Resident Citizen in the U.S. [INS Form I-179])
- School identification card with a photograph
- United States military card or draft record
- Military dependent's identification card
- United States Coast Guard Merchant Mariner Credential
- Native American tribal document
- Driver's license issued by a Canadian government authority

Residential Child Care Licensing (RCCL) – Child-Placing Agency

List of Required Attachments

Please provide the following attachments along with the application.

1. A copy of the applicant's Mandatory Application Training certificate.
2. A certified copy of the Agency's current Articles of Incorporation, if applicable.
3. A certified copy of the current Agency's by-laws, if applicable.
4. A list of the names and addresses of the current members of the Board of Directors and a letter of acceptance from each, if applicable.
5. A list of the professional staff including their education and experience. Include a copy of the resume, degree and/or transcripts for the director and caseworker supervisor.
6. The Agency's plan for financing, including an itemized budget, base for and schedule of fees.
7. Bond for Board members and staff responsible for handling substantial amounts of funds. Evidence of sufficient funds to support services offered.
8. Documentation of need:
 - (i) Written communications from community leaders in the field of child welfare indicating a need for the services proposed by the applicant, or
 - (ii) Recent research data establishing a need for the service proposed, and
 - (iii) Evidence that the services will be used by referral sources.
9. Full written disclosure of the following as applies to the applicant Agency, its director, and any affiliates of the Agency and their child placement activities in this and other jurisdictions:
 - (i) The status of all child-placing license applications submitted, or licenses issued whether denied, pending, active, revoked, suspended, or voluntarily surrendered; and
 - (ii) Any current or previous judicial or administrative action against the above-listed persons or entities, along with the disposition of the case.
10. An outline of the Agency's proposed program, including, but not limited to specific geographic area and clients to be served.
11. A copy of the Agency's personnel policies.
12. A copy of the Agency's manual of operating procedures.
13. A blank copy of all Agency forms, as required by the CPA rules and regulations.
14. The Policy Provider Chart.

Refer to section 290-9-2-.09 of the Child-Placing Agency rules and regulations for additional clarification.