

DEPARTMENT OF CHILDREN AND FAMILY SERVICES

POLICY GUIDE 2018.10

**EXPANDED CAPACITY WAIVER PROCESS
FOR LICENSED FOSTER HOMES &
UNLICENSED RELATIVE HOMES
PROCEDURES 301, PLACEMENT AND VISITATION SERVICES
PROCEDURES 402, LICENSING STANDARDS FOR FOSTER FAMILY HOMES**

DATE: July 10, 2018

TO: DCFS and Private Agency Licensing, Child Protection and Child Welfare Staff

FROM: Beverly J. Walker, Acting Director

EFFECTIVE: Immediately

I. PURPOSE

The purpose of this Policy Guide is to inform Department and Purchase of Services (POS) licensing, child protection and child welfare and Placement Clearance Desk staff of new procedures regarding the process for requesting and granting waivers related to placement restrictions in licensed foster homes and unlicensed relative homes.

This Policy Guide supersedes any policy, procedure or practice to the contrary and the Department will propose amendments and revisions necessary to ensure affected rules and procedures are in harmony and comport with this Policy Guide.

This Policy Guide is effective immediately and replaces Policy Guide 2016.04 issued April 4, 2016.

II. PRIMARY USERS

The primary users of this Policy Guide are Department and POS licensing, child protection staff, child welfare staff and Placement Clearance Desk staff.

III. SUMMARY

This policy guide includes a breakdown of the 5 separate types of waiver requests as follows:

1. Over 8 children under 18 years
2. Best Interest Waiver of a Licensing Standard
3. Placement of 7th or 8th child under 18 years, No Specialized or Young Children
4. Provision of Specialized Foster Care Services or Services for Young Children
5. Unlicensed Relative or Fictive Kin Homes



It further provides the approval level, eligibility criteria, required forms and Outlook Mailboxes to which each will be sent, distributed and reviewed.

FOSTER HOME-DEFINITIONS for EXPANDED CAPACITY WAIVER REQUESTS

“Traditional Foster Care” means:

No specialized foster care services provided in home or
No more than 4 children under 6 years of age are in home or
No more than 2 children under 2 years of age are in home

“Specialized Foster Care” means:

A child currently in the foster home requires specialized foster care services or
A child has been identified as requiring specialized foster care services and is being considered for placement in the home

“Young Children” means:

More than 4 children under 6 years of age are in home or
More than 2 children under the age of 2 in a foster home

“Unlicensed Foster Home” means:

Relative or Fictive Kin Home serving youth in care, but is not licensed

DIRECTOR or DESIGNEE APPROVAL REQUIRED for
Placement of more than 8 Children in Household Under 18
Type-of-Care: Traditional, Specialized or Young Children
Requires Director Signature Approval, per Child Care Act

Only for Purpose of Adoption

Required Forms: CFS 591 & CFS 402-1

Submit to: via Outlook to DCFS.DirectorsOffice or
via email to DCFS.DirectorsOffice@illinois.gov

DIRECTOR or DESIGNEE (ASSOCIATE DEPUTY of FOSTER HOME LICENSING) APPROVAL REQUIRED for
Waiver of Licensing Rules for Purpose of Meeting Best Interest of Child

Type-of-Care: Traditional, Specialized or Young Children
Requires Associate Deputy of Foster Care Licensing Signature Approval

Only for one of the following purposes:

- Accommodating a Sibling Group
- Accommodating a Youth in Care Parenting their Own Child
- Accommodating a Respite Stay
- Accommodating an Adoptive Placement

Required forms: CFS 591 & CFS 402-1

Submit to: via Outlook to DCFS.WaiverRequests; or
via email to Waiver.Requests@illinois.gov

**ASSOCIATE DEPUTY of FOSTER HOME LICENSING APPROVAL
REQUIRED for**

A 7th or 8th Child Under age 18 in Household

Type of Care: Traditional Foster Home Services Only

Requires Associate Deputy of Foster Care Licensing Signature Approval

Only for one of the following purposes:

- Accommodating a Sibling Group
- Accommodating a Youth in Care Parenting their Own Child
- Accommodating a Respite Stay
- Accommodating an Adoptive Placement

Required forms: CFS 591

Submit to: via Outlook to DCFS.WaiverRequests; or

via email to Waiver.Requests@illinois.gov

**DEPUTY DIRECTOR of CLINICAL SERVICES or DESIGNEE'S APPROVAL
REQUIRED**

Provision of Specialized Services or Services for Young Children

Type of Care: Specialized or Young Children

Requires Deputy Director of Clinical Services or Designee's Signature Approval

Only for one of the following purposes:

- Accommodating a Sibling Group
- Accommodating a Youth in Care Parenting their Own Child
- Accommodating a Respite Stay
- Accommodating an Adoptive Placement

Required forms: CFS 402-1 & CFS 399-1

Submit to: via Outlook to DCFS.WaiverRequests; or

via email to Waiver.Requests@illinois.gov

DIRECTOR'S OFFICE APPROVAL REQUIRED

Unlicensed Relative Homes

Type of Care: Unlicensed Relative Homes or Fictive Kin

Requires Director or Designee's Signature Approval

Only for one of the following purposes:

- Accommodating a Sibling Group
- Accommodating a Youth in Care Parenting their Own Child
- Accommodating a Respite Stay
- Accommodating an Adoptive Placement

Required forms: CFS 591 & CFS 402-1

Submit to: via Outlook to DCFS.DirectorsOffice or

via email to DCFS.DirectorsOffice@illinois.gov

Please Note:

The current process for requesting a Director’s waiver for a perpetrator that has been indicated on a report(s) that equate to a presumption of unsuitability shall remain the same.

The Placement Clearance Desk and the Central Office of Licensing Background Checks Unit processes for waivers related to background history remain the same when:

- Requesting a waiver for an indicated perpetrator that is not a presumption of unsuitability; or
- Requesting a waiver for a criminal bar that is not an absolute bar to licensure.

V. REVISED FORMS

CFS 402, Waiver of Licensing Standards for Foster Family Homes Part 402 (Rev 7/2018)

CFS 402-1, Waiver of Licensing Standards for Foster Family Homes – Instructions (Rev 7/2018)

CFS 591, Request for Expanded Capacity in Foster Family Home License (Rev 7/2018)

The revised forms are available on the “T” Drive and DCFS Website.

VI. QUESTIONS

Questions regarding this Policy Guide may be directed to the Office of Child and Family Policy at 217-524-1983 or via Outlook at DCFS.Policy. Non Outlook users may e-mail questions to DCFS.Policy@illinois.gov.

VII. FILING INSTRUCTIONS

Remove Policy Guide 2016.04 from behind Procedures 402, Licensing Standards for Foster Family Homes, and file this Policy Guide immediately following **Procedures 402, Licensing Standards for Foster Family Homes** and **Procedures 301, Placement and Visitation Services**.

**EXPANDED CAPACITY WAIVER PROCESS FOR LICENSED HOMES &
UNLICENSED RELATIVE HOMES**

Expansion Type	Approval Level	Eligibility Criteria	Required Forms	Send Request to
Over 8 children under 18 (No more than 4 under 6 or 2 under 2)	Director signature approval	For purpose of adoption	CFS 591 CFS 402-1	via Outlook to DCFS.DirectorsOffice or via email to DCFS.DirectorsOffice@illinois.gov
Best Interest Waiver of Licensing Rules	Director's designee is Associate Deputy of Foster Care Licensing signature approval	Accommodating a: <ul style="list-style-type: none"> • Sibling group • Youth in care parenting their own child • Respite Stay • Adoptive Placement 	CFS 591 CFS 402-1	via Outlook to DCFS.WaiverRequests; or via email to Waiver.Requests@illinois.gov
Placement of 7 or 8 children under 18. (No specialized or young children)	Associate Director of Foster Care Licensing or designee signature approval	Accommodating a: <ul style="list-style-type: none"> • Sibling group • Youth in care parenting their own child • Respite Stay • Adoptive Placement 	CFS 591	via Outlook to DCFS.WaiverRequests; or via email to Waiver.Requests@illinois.gov
Provision of Specialized Services or Services for Young Children	Deputy Director of Clinical Services or designee signature approval	Accommodating a: <ul style="list-style-type: none"> • Sibling group • Youth in care parenting their own child • Respite Stay • Adoptive Placement 	CFS 402-1 CFS 399-1	via Outlook to DCFS.WaiverRequests; or via email to Waiver.Requests@illinois.gov
Unlicensed Homes (Relative or Fictive Kin)	Director or Designee signature approval	Accommodating a: <ul style="list-style-type: none"> • Sibling group • Youth in care parenting their own child • Respite Stay • Adoptive Placement 	CFS 591 CFS 402-1	via Outlook to DCFS.DirectorsOffice or via email to DCFS.DirectorsOffice@illinois.gov

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