

OCFP Office of Rules and Procedures	Department of Children and Family Services	
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	Key Words: 89 IAC 410, Licensing Standards for Youth Emergency Shelters, Qualifications of the Administrator	
	Approved by:	

Interpretation

Applicable To: Licensed Youth Emergency Shelters

Policy Citation: 410.20 Definitions:

"Youth Emergency Shelter" means a child care facility licensed by the Department to provide shelter care services, including overnight shelter, and referral for other shelter care services, to homeless youth from 14 to 18 years of age and their children in accordance with the requirements of The Act, as amended, and the requirements of 89 Ill. Adm. Code 410, Licensing Standards for Youth Emergency Shelters.

410.80(a): The supervising individual or organization shall designate a qualified administrator to provide ongoing program administration, personnel administration and monitoring of the emergency shelter's operation. Administrative staff of a licensed child welfare agency may serve as the administrator of the youth emergency shelter. The administrator shall maintain fiscal and administrative records for the shelter.

410.80(b)(3) The administrator shall:

- 3) have at least two years of successful full-time experience in a residential or shelter care program or in related youth service programs with at least one year in program administration.

Question: Is the administrator of a youth emergency shelter required to have two years of full-time residential or shelter care program experience in a residential facility for children or will experience in an adult residential facility meet the requirements of 410.80(b)(3)?

Discussion: The intent of subsection 410.80(b)(3) is that the administrator have the management

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skills to effectively oversee the entire agency. Two years experience in an adult residential facility would assist the administrator in developing management skills required to administer a youth emergency shelter. Subsection 410.80(a) requires management skills that would assist the administrator in providing ongoing program administration, personnel administration and monitoring of the emergency shelter. The subsection also requires the administrator to maintain fiscal and administrative records. The management skills to administer the agency is the priority of the administrative position.

The definition of youth emergency shelter limits the children served in the shelter to the ages of 14 to 18, and the children must be homeless. Experiences from an adult residential facility would assist an administrator in the management and programing for this population.

Response: **Two years of successful full-time experience in an adult residential facility meets the requirements of subsection 410.80(b)(3).**