

NOTIFICATION OF RESOURCE HOME ADVERSE ACTION

PURPOSE:

The purpose of this letter is to provide a standardized format for notifying resource providers and applicants (foster, relative and kinship homes) of any adverse action taken to their license or application, such as any denial, involuntary suspension or revocation. This letter also provides standardized format for notifying all providers and applicants of the appeal process available to them when an adverse action has been taken against their license or application. This letter should be sent after all supervisory approval has been given on the recommendation to take an adverse action against a license or application (all signatures/approvals have been given on the Resource Home Adverse Action Report, or CS-20).

NUMBER OF COPIES, DISTRIBUTION, AND TIME FRAME:

Two copies are necessary. The original should be sent via certified mail to the applicant or license holder who is the subject of the adverse action. The copy should be retained in the licensing record in the Administrative Section. The notification must be sent to the applicant or license holder within five (5) business days of receiving final supervisory approval for the adverse action. The notification should be sent via registered mail.

INSTRUCTIONS FOR COMPLETION:

The type of adverse action taken must be marked (denial, involuntary suspension or revocation). In the section for information upon which the adverse action decision was based, the Children's Services Worker should include the information from the Recommendation Summary on the Resource Home Adverse Action Report (CS-20).

SIGNATURE:

The form should be signed by the Circuit Manager or designee.

INSTRUCTIONS FOR RETENTION:

This form is to be retained indefinitely. It should be kept in the Administrative Section of the resource provider record until the record is scheduled for expungement, at which time it should be placed in an administrative file to be kept in the local office.

MEMORANDUM HISTORY: [CD07-15](#)