



South Carolina Department of Social Services

Child Welfare Services Manual

750.5 Reopening Closed Licenses

Effective Date: 07-21-2016

Purpose:

Under certain circumstances, foster homes may be closed for a temporary period but may later request to be reopened. In order to promote efficiency in the licensing process, this section describes the procedures to be followed when reopening such a home.

Policy:

1. The race, color, national origin, religion, state of residence, age, disability, political belief, sex, or sexual orientation of the applicant and/or the child involved may not be considered in making decisions about managing a foster home license. Culture may not be used as a proxy for race, color, or national origin in making such decisions.
2. Foster homes closed at the request of the family for reasons other than indicated abuse or neglect or violations of department policy may be reopened for placement through the reinstatement of the previous license after review and determination by State Office Foster Home Licensing staff.

Procedures:

1. Former foster parents may request that their home be re-licensed by contacting the Intake line, by telephone inquiry to DSS State Office, or via email or the internet.
2. Once the request has been made, the Initial Licensing team leader or designee will determine through CAPSS the length of time the home has been closed.
 - a. If the home has been closed less than two years, the request for re-opening will be forwarded to the Foster Family and Licensing Support Coordinator (FSC) or team leader (FSS) for the region in which the family resides. The FFALS staff will follow through with license renewal as set forth in [Section 750.2: License Renewals](#).
 - b. If the home has been closed for more than two years, the Initial Licensing Supervisor will assign the home to an Initial Licensing Coordinator who will oversee the licensing process as if it were a new license and according to [Sections 740: Intake & Background Checks](#) et seq.

Documentation:

- Contacts with the family Correspondence with agency staff
- Copies of licensure documents