



South Carolina Department of Social Services

Child Welfare Services Manual

750.6 Transfer of a License to Another Agency

Effective Date: 07-21-2016

Purpose Statement:

To promote coordination with private licensing agencies and to allow for flexibility according to foster family needs, the agency will consider transfer of a license to a private agency. This section describes the procedures to be followed when processing a transfer request.

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 families who desire to have their home and license managed by a private Child Placing Agency (CPA) may request transfer of their license to another agency.

Procedures:

1. Upon notification by a foster family that they request to have their home managed and supported by a private child placing agency the Regional Foster Family and Licensing Support Coordinator (FSC) assigned to the family shall:
 - a. determine and document in CAPSS dictation the reason that the family requested the change;
 - b. provide the foster parent with their licensing materials and other information in the licensing file except for criminal history record checks received from SLED or via FBI fingerprint review;
 - c. provide the foster parents with a statement of the dates and types of criminal record checks.
2. Once the Child Placing Agency (CPA) has submitted a request to include the family among their licensed homes, the DSS record shall be closed and reopened under the license of the child placing agency.

Documentation:

- Contacts with the family
- Copy of materials sent to the foster parents
- Reason for the transfer request