

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-907. Staff qualifications; staff levels; staff training; volunteers.

(a) Each licensee shall employ qualified staff.

(1) Each individual working or volunteering in a child-placement agency shall be physically, mentally and emotionally capable of performing assigned duties necessary to maintain the health, comfort, safety and well-being of the children and families receiving services from the child-placement agency.

(2) Each licensee and each staff member shall demonstrate the following:

(A) An understanding of the child-placement agency's philosophies, purpose, services, and goals; and

(B) the necessary skills and abilities to carry out the individual's job duties in accordance with Kansas statutes and regulations governing child-placement agencies, foster care, and adoption.

(b) Each licensee shall employ an administrative program director who meets the following minimum qualifications:

(1) A master's degree in social work, counseling, social work administration, or a related human service degree from an accredited school and three years' experience in the management or supervision of child placing or residential care personnel and programs;

(2) a bachelor's degree in social work or a human service area of study from an accredited school and five years' experience in the management or supervision of child placing or residential care personnel and programs; or

(3) a bachelor's degree from an accredited school and two years' experience in child placing or residential care services if the administrator is responsible only for administrative functions such as personnel and fiscal matters and is not responsible for direct supervision of the programs and services of the agency.

(c) Each child welfare supervisor shall meet the following minimum qualifications:

(1) Hold a current license from the Kansas behavioral sciences regulatory board in one of the following professional categories:

- (A) Psychologist;
- (B) social worker;
- (C) professional counselor; or
- (D) marriage and family therapist; and

(2) have the following education and experience:

(A) A bachelor's degree from an accredited college or university and two years of experience in child-placing services; or

(B) a master's degree from an accredited college or university and one year of experience in child-placing services.

(d) Each licensee shall employ child welfare workers to perform intake, provide direct services to children and families, select and authorize out-of-home and adoptive placements, and perform child assessments and family assessments related to foster and adoptive services. Each child welfare worker shall meet the following minimum qualifications:

(1) Hold a current license from the Kansas behavioral sciences regulatory board in one of the following professional categories:

- (A) Psychologist;
- (B) social worker;
- (C) professional counselor; or
- (D) marriage and family therapist; and

(2) have a bachelor's degree from an accredited college or university.

(e) Any licensee may employ social service staff to conduct licensing health and safety inspections of family foster homes under the direction of a child welfare supervisor or a child welfare worker. The social service staff may assist child welfare workers in specific tasks involved in the licensing of family foster homes and the provision of supportive services to the family. The social service staff may assist in specific tasks involved in the delivery of services to children and families. Each social service staff shall meet the following minimum qualifications:

(1) Have a high school diploma or general education degree; and

(2) have two years of experience in working with families or children and have additional training, education, or professional development in the area of child development, education, or health.

(f) Each staff member performing the duties of more than one position shall meet the minimum qualifications for each position held.

(g) Each licensee shall ensure that the following staffing levels are met and that requirements are stated in child-placing agency policy:

(1) The maximum number of staff members to be supervised by each social service supervisor to allow for effective staff training, support, and oversight and to ensure the delivery of program services to children and families.

(2) The maximum caseload number that each child welfare worker shall carry to allow for all the necessary contacts and effective services with the children, families, foster families, adoptive families, and collateral contacts.

(h) Each licensee shall develop and provide orientation and training for all new staff members according to individual job duties and responsibilities to implement the policies and procedures of the child-placement agency.

(i) Each licensee shall provide an annual in-service training program to maintain staff members knowledge and skills necessary to ensure compliance with the child-placement agency's policies and procedures.

(j) If the child-placement agency utilizes volunteers, the licensee shall develop a written plan for their orientation, training, supervision, and use. Volunteers shall not be substituted for qualified or licensed staff.

(Authorized by K.S.A. 65-508, 75-3084, and 75-3085; implementing K.S.A. 65-508; effective June 7, 2024.)

***** Authenticated Kansas Administrative Regulation *****