

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-904. Temporary permit or license.

(a) Temporary permit or a license required. A person shall obtain a license to operate a child-placement agency before engaging in finding homes for children by placing or arranging for the placement of the children for foster care or adoption. Each applicant or licensee shall submit an application, the required verifications and documentations, and the license fee and shall obtain a temporary permit or a license from the secretary, under any of the following circumstances:

- (1) Before opening a new child-placement agency;
- (2) before a child-placement agency that has been closed is reopened;
- (3) upon a change in the location of the child-placement agency; or
- (4) upon a change of ownership of the child-placement agency.

(b) Amendments.

(1) Any licensee may submit a written request for an amendment. Each licensee who intends to change the terms of the license, including the addition or closure of a satellite office, shall submit a written request for an amendment on a form provided by the department and a nonrefundable amendment fee pursuant to K.S.A. 65-505, and amendments thereto. An amendment fee shall not be required if the request to change the terms of the license is made at the time of the renewal.

(2) The licensee shall make no change to the terms of the license and shall conduct no business at an office not listed on the license unless an amendment is granted, in writing, by the secretary. If an amendment is granted, the licensee shall post the amended license in plain view at the child-placement agency and the previous license shall no longer be in effect.

(c) Exceptions.

(1) Any applicant or licensee may request an exception to a specific nonsafety regulation. Each request shall be submitted to the secretary on a form supplied by the

department. Any request for an exception may be granted if the secretary determines that the exception is in the best interest of the children or families served by the child-placement agency and the exception does not violate statutory requirements.

(2) Written notice from the secretary stating the nature of the exception and its duration shall be kept on file at the child-placement agency and shall be readily accessible to the department, the child-placing agent of any child receiving services from the child-placement agency, and the Kansas department of corrections.

(d) Required approvals. Each applicant or licensee shall obtain the secretary's written approval before making any changes in either of the following:

(1) The type of services offered by the child-placement agency; and

(2) the physical structure of the child-placement agency due to new construction or substantial remodeling that affects the use of the licensed space or the use of any part of the premises.

(e) Renewals. No earlier than 90 days before but no later than the renewal date, each licensee wanting to renew the license shall submit the following:

(1) The nonrefundable license fee specified in K.A.R. 30-47-100;

(2) an application to renew the license on the form provided by the department; and

(3) a request to conduct the background checks specified in K.A.R. 30-47-905.

(f) Late renewal fee. Failure to submit the renewal application and fee within 30 days after the renewal due date shall result in an assessment of a late renewal fee equal to the renewal fee, pursuant to K.S.A. 65-505 and amendments thereto.

(Authorized by K.S.A. 65-508, 75-3084, and 75-3085; implementing K.S.A. 65-505 and 65-508; effective June 7, 2024.)

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