

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-103. Application process.

(a) Each applicant shall submit a complete application on forms provided by the department. The application shall be submitted at least 90 calendar days before the planned opening date of the juvenile crisis intervention center and shall include the following:

(1) A description of the program and services to be offered, including the following:

(A) A statement of the center's purpose and goals;

(B) the number, ages, and gender of prospective juveniles;

(C) specification of how the center has consulted with and will maintain ongoing communications with local authorities, including city officials, county officials, and law enforcement officials; and

(D) policies and procedures to individually assess and stabilize juveniles upon admission;

(2) the anticipated opening date;

(3) a request for the background checks for staff members and volunteers specified in K.A.R. 30-47-105;

(4) the center's policies and procedures required in subsection (d); and

(5) the license fee totaling the following:

(A) \$75.00; and

(B) \$1 multiplied by the maximum number of juveniles to be authorized under the license.

(b) Each applicant shall be one of the following entities:

(1) A government or governmental subdivision; or

(2) a private entity, accredited by a national accrediting body that is approved by the secretary, other than a government or governmental subdivision, with a governing board that is responsible for the operation, policies, finances, and general management of the

center. The administrative director shall not be a voting member of the governing board responsible for operation, policies, finances, and general management of the center. If the entity is not accredited at the time of application, accreditation shall be obtained within six months of receipt of a temporary permit.

(c) Each applicant, each permittee, and each licensee, if a corporation, shall be in good standing with the Kansas secretary of state. Each applicant shall also provide a current Kansas tax clearance statement from the Kansas department of revenue.

(d) Each applicant shall develop policies and procedures for operation of the center to meet the requirements in K.A.R. 30-47-101 through K.A.R. 30-47-127 and in K.S.A. 65-536, and amendments thereto.

(e) Each applicant shall submit to the department floor plans for each building that will be used as a juvenile crisis intervention center. Each floor plan shall show how the center is separated from any other child care facility. Each applicant shall obtain and submit to the department prior written approval from the Kansas state fire marshal regarding the safety of entrances and exits. Each applicant shall include a schedule for the use of all shared spaces demonstrating compliance with K.A.R. 30-47-107(b)(4).

(f) Each applicant shall notify the school district where the center is to be located within 90 calendar days of the planned opening date. The timely notification to the local school district may be waived by the secretary upon receipt of a written agreement by the local school district. The notification to the school district shall include the following:

(1) The planned opening date and the number, age range, gender, and anticipated special education needs of the juveniles to be served;

(2) a statement that the juveniles will receive educational services on-site at the center, partially through coordination with the juvenile's home school district; and

(3) documentation that the notification was received by the school district within 90 calendar days of the planned opening date.

(g) Each applicant shall maintain documentation of completion of training required in K.A.R. 30-47-109 by each staff member and each volunteer before the opening date of the center.

(h) Each applicant, each permittee, and each licensee shall maintain documentation of compliance with all local and state building codes, fire safety requirements, and zoning codes.

(i) Each applicant, each permittee, and each licensee shall maintain liability and casualty insurance.

(j) The granting of a temporary permit or a license to any applicant may be refused by the secretary if the applicant is not in compliance with the requirements of all applicable statutes and regulations governing facilities.

(Authorized by K.S.A. 65-536, 75-3084, and 75-3085; implementing K.S.A. 65-504, 65-508, and 65-536; effective June 7, 2024.)

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