

Kansas Administrative Regulations

Kansas Department for Children and Families

Article 47.—Foster Care Licensing

30-47-902. Application procedures.

(a) Each applicant seeking a license 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 child-placement agency and shall include the following:

- (1) Location of the office, including city, state, street address, mailing address, and telephone number;
- (2) a detailed description of the program and the services to be provided;
- (3) a statement that the child-placement agency will not be used to provide overnight care for any child;
- (4) the philosophical perspective or religious affiliation of the child-placement agency;
- (5) a description of the geographic area to be served;
- (6) a request for the background checks specified in K.A.R. 30-47-905;
- (7) a site plan of the building and grounds, including a detailed floor plan of the premises to be licensed;
- (8) the nonrefundable license fee specified in K.A.R. 30-47-100;
- (9) written verification from the applicable local authorities that the premises are in compliance with all local codes and ordinances, including building and zoning requirements;
- (10) written verification from the state fire marshal that the premises are in compliance with all applicable fire codes and regulations; and
- (11) the written policies and procedures required in K.A.R. 30-47-906.

(b) A licensed child-placement agency may operate satellite offices without separate licenses for those offices. If the licensed child-placement agency opens a satellite office after initial licensure, the licensed agency shall submit an application to add a satellite

office at least 30 calendar days before the opening of the new office. Each application for a satellite office shall include the following:

(1) Location of the office, including city, state, street address, mailing address, and telephone number;

(2) the geographic area to be served;

(3) a site plan of the building and grounds, including a detailed floor plan of the premises to be licensed;

(4) written verification from the applicable local authorities that the premises are in compliance with all local codes and ordinances, including building and zoning requirements; and

(5) written verification from the state fire marshal that the premises are in compliance with all applicable fire codes and regulations.

(c) The granting of a license to any applicant may be refused by the secretary if the applicant is not in compliance with the requirements of the following:

(1) K.S.A. 59-2123 and amendments thereto;

(2) K.S.A. 65-501 through 65-516, and amendments thereto;

(3) K.S.A. 65-523 through 65-529, and amendments thereto;

(4) K.S.A. 65-531, and amendments thereto; and

(5) K.A.R. 30-47-900 through K.A.R. 30-47-922 governing child-placement agencies.

(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 *****