



Tennessee Department of Children's Services

Protocol for Re-Activation or Re-Classifications of Foster Homes

Supplemental to DCS Policies: 16.4 Foster Home Approval & 16.8 Responsibilities of Approved Foster Homes

To re-activate a home closed **for more than 24 months** (closure date to the new inquiry/begin date)-requires the following actions:

1. A new home study is completed by the organization responsible for the re-activated foster home.
2. Complete form [CS-0702, Foster Home Approval](#).
3. Complete new Internet clearance background checks, DCS records check, Out-of-state Adam Walsh child abuse/neglect check, FBI/TBI fingerprint check, and local criminal background check for all adult household members.

NOTE: All criminal background checks must be conducted taking into account current, maiden, and any other legal names.

4. TN Knowledge Empowers You (TN KEY) training documentation must meet the standards specified by DCS Policy [16.4 Foster Home Selection and Approval](#).

To re-activate a home closed **for less than 24 months** (closure date to the new inquiry/begin date) requires the following actions:

1. Obtain a copy of the original home study from the previous organization.
2. Complete form [CS-0692, Foster Home Assessment or Re-Activation](#) , explaining any changes that have occurred to the original home study since the closure of the home.
3. Complete form [-0702, Foster Home Approval](#)
4. Complete new Internet clearance background checks, DCS records check, Out-of-state Adam Walsh child abuse/neglect check FBI/TBI fingerprint check, and local criminal background check for all adult household members.

NOTE: All criminal background checks must be conducted taking into account current, maiden, and any other legal names.

5. TN KEY training documentation must meet the standards specified by [DCS Policy 16.4 Foster Home Selection and Approval](#).

Homes Closed In Bad Standing

In the event an organization desires to re-open a home that has been discovered to have been closed in bad standing or with concerns requires the following actions:

1. Document the justification for re-activation on organization letterhead and attach any supporting documentation. All documentation is to be submitted to the organization's assigned Central Office Foster Home Quality Team (FHQT) Representative.
2. The justification is reviewed by the FHQT for a decision.
3. The panel's decision is forwarded to the requesting organization.

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Supplemental to: DCS Policies 16.4 and 16.8

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Subject: Protocol for Re-Assessment or Re-Classification of Foster Homes

4. For homes that are approved for re-activation, the requesting organization must follow the above guidelines for re-activation. Documentation approving the re-activation must be included with the above requirements.

Foster Home Re-Classification

The re-classification or transfer of an active foster home between organizations requires direct coordination and agreement between the Gaining and Losing organizations. Any prospective Gaining organization that is approached by a foster parent of an active foster home is to direct the foster parent back to the prospective Losing organization to request a foster home transfer.

Both organizations must follow the guidelines depicted below:

1. Losing organization contacts the Gaining organization to discuss the possibility of the transfer of the foster home.
2. If in agreement of the transfer, the Losing organization provides the Gaining organization copies of the original home study, TN KEY training certificates, current local criminal background checks and Internet clearance background checks, DCS Records check, and FBI/TBI fingerprint results for all adult household members. If copies are unavailable, new criminal background checks will be completed for all adult household members by the Gaining organization.
3. Losing organization completes its portion of form [CS-0985, Request for Foster Home Transfer](#) and sends with foster home documentation outlined above.
4. Gaining organization completes a home visit verifying provided documentation is accurate and all adult household members are vetted.
5. Gaining organization completes form [CS-0773, Foster Home Addendum](#) explaining the transfer and any changes that have occurred to the original home study. Once transferred, up-load the form to the corresponding home study assessment in TFACTS.
6. Gaining organization completes its portion of form [CS-0985, Request for Foster Home Transfer](#) returning to Losing organization.
7. Losing organization submits form [CS-0985, Request for Foster Home Transfer](#) to the organization's Central Office Resource Eligibility Team (RET) representative.
8. The appropriate RET staff reviews the form for completion and accuracy.
9. RET staff completes the transfer in TFACTS and completes the request form noting the foster home's next due date.
10. RET staff notifies both organizations the transfer has been completed and provides the Gaining organization a copy of the completed form [CS-0985, Request for Foster Home Transfer](#).
11. RET staff up-loads form [CS-0985, Request for Foster Home Transfer](#) to the corresponding home study assessment in TFACTS.

Shared Home Agreements

To change a foster home's classification to a Shared Home between a contract provider and a DCS Region requires that the provisions of DCS Policy [16.11, Shared Foster Homes](#) are met. Before a home will be reclassified to a shared home status, Central Office staff must be provided a copy of form CS-0672, Shared Home Authorization signed by the DCS Regional Administrator/designee and the Director of the Private Organization. **The agreement delineates the responsibilities of all parties involved that will share the foster home.**

For assistance with re-activation or re-classification issues, contact the organization's assigned Central Office Representative.

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