

## **CHILD PLACING AGENCY**

### **REQUIRED ATTACHMENTS- NEW LICENSURE APPLICATION**

#### **A. PROGRAM STATEMENT**

**A copy of the Program Statement, as required by 29 DCMR, Sections 1600.2 and 1600.3.**

#### **B. INCORPORATION**

**The agency shall be legally incorporated in the District of Columbia and shall provide a letter of good standing and a statement to the effect that the agency operates on a non profit basis, as required by 29 DCMR, Section 1601.1.**

**The agency shall provide a copy of the by-laws and articles of incorporation which states the purpose of the organization, including the operation of a child placing agency, as required by 29 DCMR, Section 1601.2**

#### **C. BOARD OF DIRECTORS**

**The agency shall provide a list of the Board Members, including full names and addresses, as required by 29 DCMR, Section 1602.**

**The agency shall provide a written policy statement for the rotation of board members, as required by 29 DCMR, section 1602.3**

**The agency shall provide letters of references from three (3) unrelated persons to certify each board member is of good character, as required by 29 DCMR, Section 1602.5**

**Letters of references written to another agency, person, entity which is not the incumbent Child Placing Agency will not be accepted, as well as letters of references with old dates for new members.**

**The agency shall provide a criminal background investigative report on each Board Member, as required by 29 DCMR, Section 1602.5**

#### **D. ORGANIZATIONAL TABLE**

**The agency shall submit a current organizational table reflecting the administrative structure and staffing of the agency, as required by 29 DCMR, Section 1604.1**

#### **E. PERSONNEL**

**The agency shall provide personnel policies and procedures, as required by 29 DCMR, section 1610.3 (a-i)**

**The agency shall provide a list of staff and positions, including contract social worker(s), as required by 29 DCMR, Sections 1612, 1614 and 1616.**

#### **F. FUNDING**

**A projected budget detailing anticipated income and expenses for the coming year, as required by 29 DCMR, Section 1605.**

#### **G. FEES**

**The agency shall submit a policy describing the relationship between fees and services provided and the conditions under which fees are charged, waived, and refunded, as required by 29 DCMR, Section 1608.2.**

#### **I. MAINTENANCE OF RECORDS**

**The agency shall provide a written policy to protect the confidentiality of personnel and clients records, as required by 29 DCMR, Section 1637.1.**

**The agency that ceases placing children shall make the arrangements, per approved written policy, to protect and store records, as required by 29 DCMR, Section 1637.5.**

#### **H. OFFICE IN THE DISTRICT OF COLUMBIA**

**Be aware that CPA licenses are issue for the specific/ identified address in the application submitted to the Department of Health, Health Care Regulation and Licensing Administration. The transferred of licenses to another address is a violation. Change of address needs to be report immediately and before the transfer occurred to the Department of Health, Health Care Regulation and Licensing Administration.**

#### **PLEASE NOTE: VALIDATION LETTERS**

**Due to the high volume of mail and other functions perform by our secretaries and the fact that they need to be notarized, Validation Letters requests from a country, individual or entity, are to be submit to us in writing by the Child Placing Agency. The letter of request of the entity, individual, country needs to be included with the request.**

**The regulations governing Child Placing Agencies in the District of Columbia may be downloaded from the following link [http://hrla.doh.dc.gov/hrla/frames.asp?doc=/hrla/lib/hrla/crcf/child-placing\\_agencies.pdf](http://hrla.doh.dc.gov/hrla/frames.asp?doc=/hrla/lib/hrla/crcf/child-placing_agencies.pdf)**