

## REQUEST FOR EXPANDED CAPACITY FOSTER HOME LICENSE

### A. Instructions

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**AN EXPANDED CAPACITY LICENSE MUST BE ISSUED BEFORE ADDITIONAL CHILDREN MAY BE PLACED IN THE HOME. FOSTER HOMES WHICH ARE CURRENTLY CARING FOR ONE OR MORE CHILDREN WHO REQUIRE SPECIALIZED CARE AS DEFINED IN RULES Section 402.2, DO NOT QUALIFY FOR AN EXPANDED CAPACITY LICENSE.**

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The completed **CFS 591, Request for Expanded Capacity Foster Home License** form must be submitted to the "Waiver Requests" Mailbox on Outlook.

### B. Identifying Information Regarding The Foster Home:

Name of Foster Parent(s):                      Applicant A: \_\_\_\_\_

Provider ID#: \_\_\_\_\_                      Applicant B: \_\_\_\_\_

- 1) License capacity requested with this amendment: \_\_\_\_\_
- 2) Number of foster children under age 18 currently in home: \_\_\_\_\_
- 3) Number of other children under age 18 currently in home: \_\_\_\_\_
- 4) Current license capacity: \_\_\_\_\_

### C. Expanded Capacity License Is Requested For: (must check one or more)

- Sibling Group (to keep one or more sibling groups together in the home). Identify child(ren) to be placed:

\_\_\_\_\_  
\_\_\_\_\_

- Identify the siblings) who is/are already in the home: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Note: If license capacity requested plus the number of other children under age 18 in the home is more than 8, all of the foster children must be of common parentage and approval from the Director is required.

- Foster Children With Children - To allow a foster child to bring his/her own child to live in the home. Identify the ward and ward's child: \_\_\_\_\_

- Respite Foster Care - To provide respite foster care.

- Adoption - To effect an adoptive placement. Identify children) to be adopted: \_\_\_\_\_

\_\_\_\_\_

## Certification and Signatures

The undersigned certify by their signatures that the foster parents identified above:

- ▶ are otherwise in compliance with the requirements of Rule 402;
- ▶ can meet the licensing standards for the additional children;
- ▶ have demonstrated competency in caring for the ages and characteristics of children for whom they are seeking the expanded capacity license; and
- ▶ agree to obtain an additional 9.0 clock hours of training per year.

Licensing Worker \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Licensing Supervisor \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

DCFS R/S/F \_\_\_\_\_ or Name of Private Agency \_\_\_\_\_

Supervising Agency Provider ID# \_\_\_\_\_

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## DECISION

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The Associate Deputy of Agencies/ Institutions & Foster Care Licensing must approve any maximum home capacity up to 8. The DCFS Director must approve any maximum home capacity over 8. The licensing worker must attach a statement that the following criteria have been met, per Rule 402.15(e)(1):

- ▶ a licensed child welfare agency or the Department proposes to place an additional child or children in the home for the purpose of adoption;
- ▶ a licensed child welfare agency or the Department has documented in the child's case record that this home is the most appropriate choice for an adoptive placement and is consistent with the best interests and special needs of the child or children; and
- ▶ the foster family is otherwise in compliance with the licensing requirements of this Part and can meet licensing standards for the additional child or children.

If the request for an Expanded Capacity Foster Home License also requires that the age requirements in Rule 402.15(e)(2) to place a child in an adoptive home be waived, the attached statement must also document that there are a sufficient number of suitable adult caregivers to insure that the children receive proper care and supervision.

**For Extended Capacity up to 8:**       Approved       Denied

\_\_\_\_\_  
(Associate Deputy of A&I & Foster Care Licensing Signature)      Date: \_\_\_\_\_

**For Extended Capacity over 8:**       Approved       Denied

\_\_\_\_\_  
(Director's Signature)      Date: \_\_\_\_\_

Note: The Licensing Unit assigned shall send an approved **CFS 591**, with an ILS amending capacity, to: DCFS Central Office of Licensing, 406 E. Monroe Street – Station 60, Springfield, IL 62701.