

# Level 1 Licensing Process



A Level 1 license is for a child specific home where the caregiver is a relative or nonrelative caregiver.

## Steps to Initial Level 1 Licensure

1. Initial Shelter: Child sheltered by Protective Investigator (CPI)
2. Initial Placement: Placement made by Protective Investigator (CPI)
  - a. CPI completes Emergency Placement home study in FSFN to include required background screens
3. Initial Assignment: Child Support Agency is assigned at the time of Initial Placement
  - a. CSA makes contact with the family within 24 hours of assignment
    - i. The initial attempt should be documented in FosterTRACK as a 'Level 1 Initial Contact' activity
  - b. CSA completes 'Opt In' or 'Opt Out' activities
  - c. CSA completes a home visit with the family
    - i. The home visit should be documented in FosterTRACK as a 'Level 1 Initial Visit' activity
4. Opt In
  - a. If the family opts in during the home visit, the CSA provides them with the 'Level 1 Caregiver Preparation' document so that they are aware of what is required of them for licensure
  - b. CSA (or the caregiver) completes the Child Specific Family Profile
    - i. CSA emails the Child Specific Family Profile to [Level1CIEDocs@EmbraceFamilies.org](mailto:Level1CIEDocs@EmbraceFamilies.org) within 5 business days of home visit
5. Opt Out
  - a. If the family opts out during the home visit, the CSM has the family sign the opt out form
    - i. CSM emails the Opt Out Form to [Level1CIEDocs@EmbraceFamilies.org](mailto:Level1CIEDocs@EmbraceFamilies.org) within 5 business days of home visit
    - ii. CSM will continue to have monthly documented conversations with the family about Level 1 licensing
      1. If the family opts in at a later date, CSM will follow the Opt In process
6. CSA Provides ongoing support for Level 1 licensed homes
  - a. CSM completes monthly home visit
  - b. CSM completes home visit report quarterly
    - i. FSFN note should be entered in the FSFN Provider
      1. Category: Out of Home; Type: Licensing
    - ii. Home Visit Report should be sent to [Level1CIEDocs@EmbraceFamilies.org](mailto:Level1CIEDocs@EmbraceFamilies.org)