

Ongoing Licensure Activities



Caregiver Support Agency

- 1. Complete monthly home visit/home visit form**
 - a. Enter note in FSFN Provider
 - b. Provide quarterly home visit form to assigned Screening CIEC
- 2. Respond to Foster Care Referrals**
 - a. Provide write-up to Risk Person
- 3. Initial and Subsequent Overcap Exceptions**
 - a. Provide signed forms to Risk Person for Embrace Families signatures
- 4. Joint responses with DCF/SCSO for institutional reports if needed**
- 5. Institutional staffing form completion and participation**
- 6. Assist CIEC team with relicensing activities as needed**

Mid-Year Changes

- 1. Family Moves**
 - a. Once notified that a family is moving, In-Home CIEC will be responsible for completing the move addendum
 - b. Once approved, CIES will notify the new CSA
- 2. New Household Members**
 - a. Once notified that a new adult will be moving into the home, CSA will provide required demographic information
 - b. Screening CIEC will complete BGS on potential new household member
- 3. Other**
 - a. A review of code will be needed to determine who will complete required tasks