



# Practice Alert

## **Relative/Kinship Home 90 Day Licensure Period**

As we have reviewed this process, we felt a reminder to staff about the requirements would be helpful. If a youth in Children's Division custody is placed with a relative/kinship provider, the provider may choose to become licensed; in these cases the below needs to be followed:

- The Children's Division worker assigned to license the home has a **maximum of 90 days to complete the licensure process.**
- The provider is eligible to **receive maintenance payments during the 90 day licensure period.**
- Policy **does not allow for payment to the resource provider beyond the 90 day time frame.**

**Therefore, the licensure process must be completed within**

**90 days.** Each circuit shall create a tracking mechanism to monitor the 90 day time frame.

Refer to the following policy in the Child Welfare Manual:

[Foster/Kinship Family Assessment - Resource Family Assessment and Licensing Process - Section 6 Chapter 3 CWM , Resource Development](#)

Refer to memo # [CD06-46 MAINTENANCE PAYMENTS FOR UNLICENSED RELATIVE AND KINSHIP CARE PROVIDERS CHANGED TO 90 DAYS](#)