



Practice Alert

Resource Home Applications

An application for a relative (RH) or kinship (KH) provider is entered in FACES when placement is made in the home. The recommendation by the worker entering the application must be entered for FACES to permit the data entry of the placement of the foster youth in the home. However, the supervisor should not approve the application until the conclusion of the vendor being opened or denied is completed. Refer to Practice Alert [PA12-RD-02](#).

The following guidelines should be followed regarding applications:

- It is inappropriate to withdraw an application without a written request by the applicant.
- It is inappropriate to withdraw an application if the license or approval is not completed within the policy required time frames; RH and KH 90 days, FH 120 days.
- It is inappropriate to open a subsequent application for an RH or KH vendor. The initial application is used to open a license no matter how long it takes to open the license.

The only time a subsequent application should be open for any DVN is when the license or approval expires. Refer to Practice Alert [PA13-RD-01](#). Once a license or approval expires it is necessary to enter a new application.

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