



Practice Points

Applications for Licenses and Approvals

Completing the Application screen in FACES begins the licensure or approval process for a resource applicant. The following steps regarding the license and approval applications in FACES will ensure due process for the applicant:

- For all vendor type applications except Relative, RH, and Kinship, KH, the worker **should only enter an Application Recommendation** for the application when the following is completed:

For a Recommendation to **Approve** the Application:

1. All the Background Screen results have been received in the office and entered in FACES as Clear; No Criminal History; Criminal History but does not preclude licensure; No CA/N History; and CA/N History but does not preclude licensure.
2. All training has been completed and entered in FACES.
3. The Home Assessment has been completed and approved by the Supervisor including the applicant's, the worker's, and the supervisor's signatures.
4. The applicant agrees to be a vendor.

For a Recommendation to **Deny** the Application:

1. All time frames for due process are completed per policy, Section 6, Chapter 7.
2. After all time frames are met, enter details in the comment section why the application is being denied.

For a Recommendation to **Withdraw** the Application:

1. Obtain a written, signed statement from the applicant that they wish for their application to be withdrawn.
 2. Enter details in the comment section as to why the applicant(s) wish to withdraw their application.
- When the Supervisor receives the alert to approve the Application Recommendation of the worker, the following steps should be taken prior to the supervisory approval of the recommendation:

1. Verify the license or approval is to be opened, or
2. Verify all time frames for due process have been met for the applicant to be denied, or
3. Verify a written statement from the applicant requesting their application be withdrawn is in the case file.

No changes can be made to an application screen once the supervisor has approved the worker's submission of the Application Recommendation.

The application for a RH or KH vendor must have a select recommendation, "Approve", in order for a child to be placed in the home. The supervisor will follow the same steps indicated above before approving the application. If a placement is attempted in an RH or KH home without the worker making a recommendation, the error message, **Vendor is Not Having Approved Application for Placement Type. Please Verify Placement Type, Vendor Application Information** will pop up on the case management screen.

A FACES change has been completed so there is no longer a pursuing payment error for RH and KH vendors when the worker enters the Training, Background Checks, and/or Household Composition Data during the 90 day pursuing licensure period. The **FACES Instructions for Resource Licensing and Resource Approval** located on the [FACES Information](#) page will be revised accordingly.

The information listed under the ADDITIONAL TIPS on the December 10, 2010 email continues to be accurate. The FACES system is erroneously automatically changing the child's placement type to be fully licensed on the placement date instead of the date when the relative or kinship provider actually became licensed. The worker should go to the child's screen and manually change the placement back to unlicensed, RHU or KHU, for the placement date and then manually change the placement type to RHO or KHO with the new date of when the vendor became fully licensed. The instructions for this are located in the **FACES instructions for Resource Licensing and Resource Approval**, Attachment A-2.

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