

# Practice Alert



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Issued by: Children's Division  
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## Closing Resource Homes

Dear Children's Division Staff,

This practice alert serves to remind Licensing workers the protocol for closing a Resource Home. Per Section 6, Chapter 13 in policy it states to collect the license, the Foster Parent ID cards, and the youth's file. It is extremely important to collect these documents when you are closing a home.

In addition, it is very important to perform the Exit Interview on the CD-112. This Exit Interview should be completed on homes that choose to close their license and homes that are revoked. The purpose of the exit interview is to determine if the agency may have been able to do something differently or better to maintain this placement resource. This interview should be documented in the record.

Please let me know if you have any questions.

