

# Practice Alert



Date: 02/10/2022  
Issued by: Children's Division  
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PA #: PA22-RD-02

## Foster Parent Contracts

Dear Children's Division Staff,

This practice alert serves to provide information on the processing of Foster Parent Contracts. The Contract Unit has provided us with a list of common reasons why foster care contracts are returned. Those reasons are the following:

- DVN missing on the contract
- Name misspelled on the contract
- Missing begin date on the contract
- Begin date is present but is before the license's begin date
- License is missing in FACES or expired
- Contract not signed or signed with a first name initial
- Incorrect form used
- Copy quality is too poor to read.

Please double check these items before sending foster parent (including relatives) contracts to the contract unit.

The percentage of Foster Care contracts being returned are as follows:

- December 22.61%
- January 29.46%

If you have any questions please contact the PDS above.

