

ALREADY A LICENSED FOSTER PARENT?

TRANSFER YOUR LICENSE TO CARE THROUGH LAWRENCE HALL.

Transferring your foster home license is a process that involves both the agency you are currently licensed with and the agency you wish to transfer to. Given this process, the time it takes to transfer your license may depend on the time it takes your current agency to forward your licensing records.

WHO CAN TRANSFER A FOSTER HOME LICENSE?

- Individuals who are currently licensed with another agency
- Individuals whose licenses are not currently under investigation or hold by another agency



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HOW TO TRANSFER A FOSTER HOME LICENSE:

- **Email our program at** FosterParent@LawrenceHall.org, we will contact you for a preliminary telephone interview to answer any questions you may have.
- Complete the **transfer application packet** that's mailed to you, along with an invitation to the next Foster Parent Orientation session.
- Complete a **Release of Information Form** which will allow the Licensing Representative to obtain a copy of your foster home licensing record from the agency with whom you are currently licensed.
- The **Licensing Representative will forward the Release of Information** to the agency named on the Release form.
- Your current agency will forward a **copy of your licensing record** to Lawrence Hall.
- The Licensing Representative and/or Licensing Coordinator will **receive and review your licensing record** to determine if you and your family will be appropriate to foster the children we serve. Factors to be considered:
 - Licensing compliance history including any investigations and complaints
 - Capacity you have in your home, and the Home Study assessment
- **The Licensing Representative will inform you if our agency will proceed with the remainder of the transfer process.** If accepted, you will be notified of any additional training or documentation required for licensing compliance.
 - The Licensing Representative will schedule a **home visit** with you to conduct a full inspection of all levels, areas, and rooms of your home to ensure DCFS 402 Licensing Standards can be met.
 - You will be given time to correct any potential violations and to **prepare your home for placement.**
- Once all requirements/documents have been completed, the **Licensing Representative will submit the required transfer paperwork** to the Central Office of Licensing with a recommendation for licensure.
- You will receive a **new foster home license** with Lawrence Hall as the supervising agency.

Thank you for your interest in transferring your foster home license to Lawrence Hall. We look forward to making you part of our team!