

TABLE OF CONTENTS

**Operation of Child Placing Agencies
Child Placing Agencies**

Repealed 17a-150-1—17a-150- 50

Child Placing Agency Licensing and Responsibilities

Definitions 17a-150- 51
 Governing board. 17a-150- 52
 Governing board review requirements 17a-150- 53
 Policies and procedures 17a-150- 54
 Non-profit and tax-exempt status required 17a-150- 55
 Minimum staff. 17a-150- 56
 Staff supervision. 17a-150- 57
 Staff education and experience requirements. 17a-150- 58
 Training of staff and families 17a-150- 59
 Copies of employee and volunteer policies. 17a-150- 60
 Exploitation of children 17a-150- 61
 Types of licenses to be issued 17a-150- 62
 Agency license not transferable or assignable 17a-150- 63
 Display of agency license 17a-150- 64
 Department access to agency premises 17a-150- 65
 Agency compliance with requirements for licensing. 17a-150- 66
 License application 17a-150- 67
 Description of program 17a-150- 68
 Finances 17a-150- 69
 Program monitoring 17a-150- 70
 License denial, revocation, suspension or renewal refusal. 17a-150- 71
 Hearing on revocation, or suspension or refusal to renew a license 17a-150- 72
 Suspension of a license 17a-150- 73
 Notification of closure or termination of services 17a-150- 74
 Waiver provision for a child placing agency. 17a-150- 75
 Recruitment 17a-150- 76
 Causes for, denying, revoking or refusing to renew an approval . . 17a-150- 77
 Disposition of approval documentation. 17a-150- 78
 Approval of staff as providers restricted 17a-150- 79
 Supervision of homes approved by a child placing agency 17a-150- 80
 Reports of violations of regulations. 17a-150- 81
 Reports of abuse or neglect 17a-150- 82
 Case records 17a-150- 83
 Maintenance of confidential records 17a-150- 84
 Transfer of case records. 17a-150- 85
 Facilities 17a-150- 86
 Discharge of children 17a-150- 87
 Evaluation before placement 17a-150- 88
 Consent for placements 17a-150- 89
 Assessment of foster or prospective adoptive parents and members
 of the household 17a-150- 90
 Granting of approval is not transferable or assignable. 17a-150- 91
 Access to documentation of approval. 17a-150- 92

Access of commissioner of child placing agency to premises	17a-150- 93
Interstate placement of children.	17a-150- 94
Physical requirements of foster and prospective adoptive homes . .	17a-150- 95
Telephone	17a-150- 96
Children’s bedroom, clothing and privacy	17a-150- 97
Food and water	17a-150- 98
Firearms and weapons.	17a-150- 99
Animals	17a-150-100
Health standards for foster or prospective adoptive parents and mem- bers of the household.	17a-150-101
Character standards for foster or prospective adoptive parents and members of the household	17a-150-102
Change in approved foster and prospective adoptive family conditions	17a-150-103
Reporting of the injury, illness, death, fire or absence of a child from placement	17a-150-104
Financial condition of the foster or prospective adoptive parent . .	17a-150-105
Substitute child care.	17a-150-106
Cooperation with the child’s treatment plan	17a-150-107
Limitation on the number of licenses or approvals allowed.	17a-150-108
General requirements of foster and prospective adoptive parents . .	17a-150-109
Foster family or prospective adoptive family criminal history; pend- ing criminal actions; history of child abuse or neglect	17a-150-110
Compliance with regulations	17a-150-111
Application for approval as a foster family or prospective adoptive family	17a-150-112
Placement criteria	17a-150-113
Adequate clothing	17a-150-114
Consent of guardian and preferences of the biological parents . . .	17a-150-115
Services to adoptive child and family	17a-150-116
Review of treatment plans	17a-150-117
Medical or genetic information pertaining to adopted persons . . .	17a-150-118
Placement out-of-state or out-of-country and children entering Con- necticut from out-of-state.	17a-150-119
Child care facility must meet licensing standards	17a-150-120
Approval of out-of-state agencies.	17a-150-121
Approval of out-of-country agencies	17a-150-122
Reporting of status of approved homes to the department.	17a-150-123

Child Placing Agency Licensing and Responsibilities

Secs. 17a-150-1—17a-150-50.

Repealed, February 20, 1997.

Sec. 17a-150-51. Definitions

As used in sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies, the following definitions apply:

(a) “Adoptable person” has the same meaning as defined in section 45a-743 of the Connecticut General Statutes.

(b) “Adopted person” has the same meaning as defined in section 45a-743 of the Connecticut General Statutes.

(c) “Approved” means to be granted permission by a child placing agency, licensed by the department, to be a foster family or prospective adoptive family.

(d) “Bedroom” means a room used by a foster or prospective adoptive child for sleeping.

(e) “Child” means a person under eighteen years of age not related to the foster family or prospective adoptive family.

(f) “Child-placing agency” means an agency, association, corporation, institution, society, or other public or private organization licensed by the department to approve foster or prospective adoptive families and to place a child into an approved foster or prospective adoptive family.

(g) “Child Placing Program” means activities conducted by child placing agencies including, but not necessarily limited to the recruitment, training, evaluation and monitoring of foster families and prospective adoptive families.

(h) “Commissioner” means the Commissioner of the Department of Children and Families.

(i) “Department” means the Department of Children and Families.

(j) “Emergency” means any situation in which an immediate threat to the health or welfare of a child or children exists or is suspected.

(k) “Foster family” or “Foster family” or “Foster home” or “Foster parents” means a person or persons licensed by the Department of Children and Families or approved by a licensed child placing agency, for the care of a child or children in a private home.

(l) “Knowingly” means should reasonably have known or did not take adequate measures to discover.

(m) “Licensed” means to be granted permission by the department.

(n) “Member of the household” means a person who lives in or has regular access to a foster or prospective adoptive home including, but not limited to boarders, roomers, relatives and friends.

(o) “Prospective adoptive family” or “Prospective adoptive family” or “Prospective adoptive home” or “Prospective adoptive parents” means a person or persons, licensed by the Department of Children and Families or approved by a licensed child placing agency, who is awaiting the placement of, or who has a child or children placed in their home for purposes of adoption.

(p) “Related” means kinship by blood, marriage or adoption, descended from a common ancestor not more than three generations removed from said child.

(q) “Summary suspension” means the immediate termination of the right to provide care as a foster or prospective adoptive family as granted in a department issued license, pending proceedings for revocation or other licensure action.

(r) “Trigger guard lock” means a lock which prevents the discharge of a firearm unless unlocked by a key or combination.

(Effective February 20, 1997)

Sec. 17a-150-52. Governing board

The child placing agency shall be incorporated and have a governing board. Such board shall be legally constituted and shall manage its affairs in accordance with applicable provisions of law, its certificate of incorporation, and its duly adopted bylaws. The board shall meet not less than once each quarter and keep detailed records of each meeting which shall be made a part of the permanent record of the child placing agency. Minutes of the board meeting shall be provided to the department upon request.

(Effective February 20, 1997)

Sec. 17a-150-53. Governing board review requirements

(a) Staff training plans and the training and education plans for its approved foster families and prospective adoptive families shall be reviewed by the governing board of the child placing agency not less than once every two (2) years. Such review shall ensure currency and consistency with good practice. The child placing agency shall document the implementation of such training and education plans in a manner prescribed by the department.

(b) The policies of the child placing agency covering its plans, program, and services shall be clearly stated in writing and reviewed not less than once each year by the governing board. Any revisions to policy shall be reviewed by the governing board as soon as practicable. Evidence of review by the governing board shall be submitted to the department, upon request, in a manner prescribed by the department.

(Effective February 20, 1997)

Sec. 17a-150-54. Policies and procedures

The policies of the child placing agency covering its plans, program, and services shall be clearly stated in writing and kept current. Copies of the child placing agency’s policies and any revisions to the plan shall be made immediately available to all staff. A copy of the child placing agency’s complete policies as well as any revisions shall be provided to the department upon request.

(Effective February 20, 1997)

Sec. 17a-150-55. Non-profit and tax-exempt status required

As required by section 17a-150 of the Connecticut General Statutes a child placing agency shall be a nonprofit organization qualified as a tax-exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, or any subsequent corresponding Internal Revenue Code of the United States, as from time to time amended.

(Effective February 20, 1997)

Sec. 17a-150-56. Minimum staff

Any child placing agency applying for an initial license on or after March 9, 1984 shall have a minimum of two staff persons in the child placing program, who shall devote to the program a portion of their time sufficient to ensure the achievement of the program’s objectives and the welfare of children considered for placement, taking into consideration the volume of placements.

(Effective February 20, 1997)

Sec. 17a-150-57. Staff supervision

- (a) Each child placing agency shall provide supervisory staff capable of ensuring:
- (1) The health and safety of each child;
 - (2) the security and well being of each child; and
 - (3) the support of each foster family or prospective adoptive family.

(Effective February 20, 1997)

Sec. 17a-150-58. Staff education and experience requirements

(a) The person responsible for the child placing program, whether the chief administrative officer, or designee, shall be employed full time by the child placing agency.

(b) The minimum degree of training and experience for the person responsible for the child placing program shall be:

(1) A master's degree in social work or other related area of study, and at least five (5) years experience in a social services agency in a supervisory or administrative capacity, three (3) years of which shall have been in child placement; or

(2) a master's degree in social work or other related area of study, and at least six (6) years of direct service and administrative experience in child placement; or

(3) a bachelor's degree in social work or other related area of study and at least six (6) years of direct service and administrative experience in child placement.

(c) The minimum degree of training and experience for staff supervising social workers shall be a master's or bachelor's degree in social work or a related area of study and three (3) years experience in child placement;

(d) The minimum degree of training and experience for social workers performing intake services, direct services to children, homefinding and assessment studies shall be a bachelors degree in social work or a related area of study.

(e) The minimum degree of training and experience for case aides shall be the completion of at least two (2) years of college or demonstration of a compensatory amount of life experience pertinent to the children in the program.

(f) Consultants including, but not limited to psychiatrists, psychologists, physicians, nurses, dentists and attorneys shall be licensed or certified as required under law.

(Effective February 20, 1997)

Sec. 17a-150-59. Training of staff and families

Any applicant for a child placing agency license or any licensed child placing agency shall have a department accepted plan for the training and education of its staff and approved foster families and prospective adoptive families.

(Effective February 20, 1997)

Sec. 17a-150-60. Copies of employee and volunteer policies

Personnel policies regarding child placing agency employment, personnel practices and volunteers shall be in writing and a copy given to each employee and volunteer. A record containing personnel and health information shall be maintained for each employee.

(Effective February 20, 1997)

Sec. 17a-150-61. Exploitation of children

Children in the care of a child placing agency shall not be:

- (1) Required or permitted to solicit funds for the child placing agency;

(2) identified by name, in photographs, or in any other manner in its fund-raising material and activities or in public relations; or

(3) exploited by the child placing agency or any of its staff for their own advantage or purposes.

(Effective February 20, 1997)

Sec. 17a-150-62. Types of licenses to be issued

Each person or entity applying for a child placing agency license shall do so on forms prescribed by the department. A child placing agency license shall be in force for a period of twenty-four (24) months from the date of issue, and shall be renewed for the ensuing twenty-four (24) months if such person or entity continues to be in compliance with statutory and regulatory requirements of such licensing.

(Effective February 20, 1997)

Sec. 17a-150-63. Agency license not transferable or assignable

A child placing agency license shall be issued only to the entity for which the application is made and for the address shown on the application. The child placing agency license is not transferable or assignable.

(Effective February 20, 1997)

Sec. 17a-150-64. Display of agency license

Each child placing agency shall prominently display the child placing agency license on its premises, and make the child placing agency license available upon request.

(Effective February 20, 1997)

Sec. 17a-150-65. Department access to agency premises

Each child placing agency shall grant the commissioner or his designee access to its premises and documents at any reasonable time for the purpose of inspection, review of any records or other documentation, interviews with staff, and supervision as may be necessary to ensure the quality and delivery of services, as well as conformance with sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies. In emergency circumstances or at any time an investigation of allegations of regulatory violations is required, unrestricted access shall be granted.

(Effective February 20, 1997)

Sec. 17a-150-66. Agency compliance with requirements for licensing

Except as provided in 17a-150-73 of the Regulations of Connecticut State Agencies the department shall be available to provide technical consultation with the applicant or licensee to assist them to achieve compliance with sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies.

(Effective February 20, 1997)

Sec. 17a-150-67. License application

(a) The application for an initial license or a license renewal shall state:

(1) The location of the principal place of business;

(2) the name of the entity to be licensed;

(3) the purpose of the entity; and

(4) the part of the entity which will be responsible for carrying out the responsibilities of a child placing agency.

(b) The application shall include the name, title, degree of professional training, or demonstrated equivalent experience either by child placing agency training, on-the-job training, or life experience background of each staff member to be engaged in carrying out the stated purpose of the program.

(c) The applicant or child placing agency shall submit a copy of its incorporation papers and current bylaws.

(Effective February 20, 1997)

Sec. 17a-150-68. Description of program

The child placing program description provided to clients shall include a detailed explanation of the services offered and the fees charged.

(Effective February 20, 1997)

Sec. 17a-150-69. Finances

(a) The child placing agency shall have sufficient income and resources to enable it to provide proper care for children and operate the program. A budget shall be prepared which demonstrates the applicant's ability to carry out the stated purpose of the program.

(b) If fees are charged, a fee schedule shall be submitted to the department with the application for licensing or re-licensing. The fee schedule shall include a description of how the fees are applied.

(c) The applicant shall identify the sources of income, including fees, and demonstrate the ability to operate the program as a going concern.

(d) Financial records showing the amount and source of all income and expenses and of all assets and liabilities of the child placing agency and the sponsoring child placing agency shall be maintained through the use of a general ledger and subsidiary ledgers posted not less than once each quarter.

(e) The applicant is required to disclose all related party transactions. Related party transactions include but are not limited to the ownership of, or interest in any other entity with which the child placing agency does business by any child placing agency director, employee or volunteer.

(f) There shall be an annual audit of all capital resources, assets, liabilities, receipts and expenditures by a qualified public accountant not affiliated with the child placing agency. The department may accept a financial statement in lieu of an annual audit for a child placing agency which has been licensed for a total of less than two (2) years. A copy of each such annual audit or financial statement shall be submitted to the department annually, or upon request and be a part of the child placing agency's record.

(g) The department shall have access to all financial records as may be necessary to ensure the quality and delivery of services, as well as conformance with sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies.

(Effective February 20, 1997)

Sec. 17a-150-70. Program monitoring

(a) The applicant for a child placing agency license shall submit a written quality assurance-plan which shall describe how the applicant intends to monitor the quality of its services, the extent to which it complies with its stated purpose, program objectives, and all Department of Children and Families requirements.

(b) Each child placing agency shall submit a written quality assurance-plan, not less than once a year, which shall describe how the child placing agency intends

to monitor the quality of its services, the extent to which it complies with its stated purpose, program objectives, and all Department of Children and Families requirements. Documentation of the implementation of the quality assurance-plan, with findings and an improvement plan, shall be submitted to the department, not less than once every two years. Any revision of the quality assurance-plan shall be made immediately available to child placing agency staff and the department.

(Effective February 20, 1997)

Sec. 17a-150-71. License denial, revocation, suspension or renewal refusal

(a) A child placing agency license shall be denied or its renewal refused for any of the following causes whenever, in the judgment of the department, the child placing agency:

(1) Fails to comply with sections 17a-150-1 through 17a-150-49, inclusive of the regulation of Connecticut State Agencies;

(2) fails to comply with applicable federal, state and local laws, ordinances, rules, and regulations;

(3) violates any of the provisions or conditions under which the child placing agency license was issued;

(4) furnishes or makes any false or misleading statements in order to obtain or retain a child placing agency license;

(5) refuses or fails to submit reports when requested by the department; or

(6) fails or refuses to admit the department to its premises at any reasonable time for the purpose of inspection, review, and supervision;

(b) The granting of a child placing agency license shall be denied if the child placing agency knowingly employs or uses as a volunteer anyone who:

(1) Has been convicted of injury or risk of injury to a child or other similar offenses against a child;

(2) has been convicted of impairing the morals of a child or other similar offenses against a child;

(3) has been convicted of violent crime against a person or other similar offenses;

(4) has been convicted of the possession, use, or sale of controlled substances;

(5) has been convicted of illegal use of a firearm or other similar offenses;

(6) has ever had an allegation of child abuse or neglect substantiated; or

(7) has had a child removed from their care because of child abuse or neglect.

(c) The renewal of a child placing agency license may be denied if the child placing agency knowingly employs or uses as a volunteer anyone who:

(1) Has been convicted of injury or risk of injury to a child or other similar offenses against a child;

(2) has been convicted of impairing the morals of a child or other similar offenses against a child;

(3) has been convicted of violent crime against a person or other similar offenses;

(4) has been convicted of the possession, use, or sale of controlled substances;

(5) has been convicted of illegal use of a firearm or other similar offenses;

(6) has ever had an allegation of child abuse or neglect substantiated; or

(7) has had a child removed from their care because of child abuse or neglect.

(d) The granting or renewal of a child placing agency license may be denied if the child placing agency knowingly employs or uses as a volunteer anyone who:

(1) Is awaiting trial, or is on trial, for charges as described in subdivisions (1) through (5) of subsection (a) of this section; or

(2) has a criminal record that the department or child placing agency believes makes the home unsuitable;

(e) The granting or renewal of a child placing agency license may be denied if the child placing agency knowingly employs or uses as a volunteer anyone who has a current child abuse or neglect allegation pending and the child placing agency fails to have a plan approved by the Department of Children and Families which provides for the protection of children pending the outcome of the investigation.

(f) No child placing agency license shall be renewed if the holder of such child placing agency license knowingly arranges for the placement of a child with, or arranges for the substitute care of a child by, a person described in subdivisions (1) through (4), inclusive, of subsection (b) of this section, or subdivisions (1) and (2) of subsection (d) of this section.

(g) The chief administrative officer of a child placing agency shall immediately notify the department upon obtaining knowledge that any employee or volunteer acquires any descriptors in subdivisions (1) through (7), inclusive, of subsection (b) of this section, or subdivisions (1) and (2) of subsection (d) of this section.

(h) A child placing agency license shall be denied, revoked, suspended or its renewal refused pursuant to the provisions of sections 46a-79 through 46a-81, inclusive, of the Connecticut General Statutes relating to the employment of criminal offenders.

(Effective February 20, 1997)

Sec. 17a-150-72. Hearing on revocation, or suspension or refusal to renew a license

Any child placing agency may, within fifteen (15) days after receipt by mail of notice of a revocation, suspension or refusal to renew a child placing agency license, request an administrative hearing thereon in accordance with the Uniform Administrative Procedure Act, Chapter 54, Connecticut General Statutes. Any revocation, limitation, suspension or refusal to renew a child placing agency license shall be stayed until such hearing is held. If a request for a hearing during this time period is not received, the department's decision shall be final.

(Effective February 20, 1997)

Sec. 17a-150-73. Suspension of a license

If the department finds that public health, safety, or welfare requires emergency action and incorporates a finding to that effect in its order, suspension of a license may be ordered pending proceedings for revocation or other licensure action. These proceedings shall be promptly instituted and determined.

(Effective February 20, 1997)

Sec. 17a-150-74. Notification of closure or termination of services

(a) Each child placing agency shall inform the commissioner whenever and for whatever reason the chief administrative officer or the governing board believes the child placing agency may close or may terminate the provision of child placing agency services. Such notification shall be made not less than thirty (30) business days before such anticipated closure or termination.

(b) Notification of anticipated closure or termination shall include:

- (1) Evidence of proper notification to clientele;
- (2) return of the child placing agency license within five (5) business days, by mail, of closure or termination
- (3) a plan for stewardship of all records by another child placing agency;

(4) evidence of proper notification to any creditors, utilities, and other state and local agencies as necessary; and

(5) an audit of, or a plan to audit, all records, including identification and status of the record, and a brief statement of the status of each open case;

(Effective February 20, 1997)

Sec. 17a-150-75. Waiver provision for a child placing agency

A child placing agency shall comply with all relevant regulations unless a waiver for specific requirements of such regulations has been granted by the commissioner or his designee. A waiver agreement shall only be issued if the child placing agency is in substantial compliance with the intent of the relevant regulations being exempted or that the intent of the specific requirement to be exempted will be satisfactorily achieved in a manner other than that prescribed by the requirement. A waiver shall specify the particular requirements to be exempted, the duration of the exemption and the terms under which the exemption is granted. If child placing agency fails to comply with the waiver in any way the agreement shall be subject to immediate cancellation.

(Effective February 20, 1997)

Sec. 17a-150-76. Recruitment

The child placing agency shall provide for the diligent recruitment of potential foster families and prospective adoptive families. Such recruitment shall reflect, to the extent possible, the ethnic and racial diversity of children in the state for whom foster and adoptive families are needed.

(Effective February 20, 1997)

Sec. 17a-150-77. Causes for, denying, revoking or refusing to renew an approval

(a) An approval may be denied, revoked, or its renewal refused for any of the following causes whenever a foster or prospective adoptive family:

(1) Fails to comply with applicable statutes and regulations regarding child care and child placement;

(2) fails to comply with applicable state and local laws, ordinances, rules and regulations relating to building, health, fire protection, safety, sanitation and zoning;

(3) violates any of the provisions under which the approval has been granted;

(4) furnishes or makes any false or misleading statements to the child placing agency in order to obtain or retain an approval;

(5) refuses or fails to submit reports or make records available when requested by the commissioner, designee or child placing agency; or

(6) fails or refuses to admit to the property or to discuss regulatory issues with the commissioner or his designee or child placing agency as required in section 17a-145-135 of the Regulations of Connecticut State Agencies.

(b) Each child placing agency shall make a decision regarding the approval or denial of any application to become a foster family or prospective adoptive family based on the Regulations of Connecticut State Agencies, sections 17a-150-51 through 17a-150-123.

(c) The child placing agency shall make the results of its decision available in written form for the record, documenting compliance, or failure to comply, with pertinent regulations and child placing agency policies.

(d) The child placing agency shall notify, by mail, each person applying to become a foster family or prospective adoptive family of the agency's decision. In the case

of denial, the agency shall state the specific reasons for the denial citing pertinent regulations and child placing agency policies.

(e) There shall be a biennial evaluation for each foster family or prospective adoptive family. The evaluation shall contain updates of data and information on the family to determine continued compliance with approval requirements.

(Effective February 20, 1997)

Sec. 17a-150-78. Disposition of approval documentation

Whenever any changes to the specifications set forth on an approval documentation are made, a new assessment of the approved foster or prospective adoptive family may be conducted by the child placing agency. A new approval documentation shall be granted if the approved foster or prospective adoptive family is found to be in continued compliance. In the event that an approval is revoked, the foster or prospective adoptive family shall return the revoked documentation of approval to the child placing agency.

(Effective February 20, 1997)

Sec. 17a-150-79. Approval of staff as providers restricted

(a) A child placing agency using its own staff as a foster family shall ensure that the responsibility for care and for case management are assigned to separate, unrelated staff.

(b) A child placing agency shall ensure that its staff is not granted preferential treatment in the placement of a prospective adoptive child into the prospective adoptive home of its own staff.

(Effective February 20, 1997)

Sec. 17a-150-80. Supervision of homes approved by a child placing agency

(a) Any person or entity applying for a child placing agency license shall agree to assume full responsibility for, and to demonstrate the ability to inspect, review, and supervise the foster family or prospective adoptive family in which a child is placed, or is to be placed by such child placing agency.

(b) Each child placing agency shall be responsible for the placement of a child in another foster family or prospective adoptive family if the existing placement is terminated.

(Effective February 20, 1997)

Sec. 17a-150-81. Reports of violations of regulations

(a) If a child placing agency receives information that a foster family or prospective adoptive family it has approved may be in violation of sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies, the chief administrative officer shall ensure that:

(1) An immediate inquiry is conducted to determine whether a violation of sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies has occurred;

(2) a written report of the inquiry is completed;

(3) a timely decision be made on what action, if any, including revocation of an approval, is required in light of the findings of the inquiry; and

(4) a copy of the written report of the inquiry and the decision be included in the a foster family or prospective adoptive family's permanent file.

(Effective February 20, 1997)

Sec. 17a-150-82. Reports of abuse or neglect

All cases of suspected abuse or neglect shall be reported to the department in accordance with Section 17a-101 et seq, of the Connecticut General Statutes.

(Effective February 20, 1997)

Sec. 17a-150-83. Case records

Each child placing agency shall maintain a current confidential case record for each child, including: Family, social, and health history; reason for acceptance for service; services to be provided to the child; the plan for the child's treatment, if applicable; a summary of services and treatment provided to the child; and the plan for discharge and final disposition. Records shall be maintained in a manner which provides for the separation of information on the biological family, prospective adoptive family, and child so as to preserve the integrity and confidentiality of the records. Records should be clearly labeled and cross referenced as to related files for birth, adoptive family and child to provide continuity of information while preserving confidentiality.

(Effective February 20, 1997)

Sec. 17a-150-84. Maintenance of confidential records

All confidential case records shall be kept secure and maintained in locked files on the premises of the child placing agency. Confidential case records shall not be available to anyone other than authorized persons. Confidential case records shall not be removed from the premises of the child placing agency except at the authorization of the chief administrative officer.

(Effective February 20, 1997)

Sec. 17a-150-85. Transfer of case records

All confidential case records, as required under section 17a-150-83 of the Regulations of Connecticut State Agencies, shall become the property of the State of Connecticut upon the closing of a child placing agency, unless the child placing agency has provided for the maintenance of such records by another child placing agency.

(Effective February 20, 1997)

Sec. 17a-150-86. Facilities

The facilities of the child placing agency shall include a waiting room and at least one (1) separate office or interviewing room which will provide privacy.

(Effective February 20, 1997)

Sec. 17a-150-87. Discharge of children

Discharge of a child from child placing agency care shall be to the person, persons, or child placing agency having legal guardianship of the child. Discharge may be to another child placing agency or person only upon written authorization of such legal guardian.

(Effective February 20, 1997)

Sec. 17a-150-88. Evaluation before placement

(a) Before placing a child in a foster family or prospective adoptive family, the child placing agency shall secure and evaluate information necessary to determine if a foster or adoptive placement is in the child's best interest.

(b) All possible alternatives to placement shall be explored with parents considering or planning to release their child for adoption or place their child in foster care.

(c) If it is known that the child or the child's family has received social services from an individual or child placing agency or a state agency, such individual or child placing agency or state agency shall be consulted, if possible, prior to the child's placement.

(d) All factors relevant to the child's adjustment in the home and in the community for the present and the long term shall be considered.

(e) With the consent of the guardian, foster care may be provided when a child requests it due to an immediate need for shelter away from home.

(f) All relevant information concerning the child's developmental, medical, social, emotional and environmental history, which may be legally disclosed, shall be shared by the child placing agency with the foster family or prospective adoptive family prior to the placement of the child in the home.

(Effective February 20, 1997; amended May 30, 2002)

Sec. 17a-150-89. Consent for placements

Placement shall only be made with the consent of the guardian. Such consent may be verbal but shall be followed, as soon as is reasonably possible, by written consent on a form prescribed or authorized by the department.

(Effective February 20, 1997)

Sec. 17a-150-90. Assessment of foster or prospective adoptive parents and members of the household

Each child placing agency shall conduct an assessment of any applicant for a foster family or prospective adoptive family approval or for the renewal of such approval. Such assessment shall include the applicant as well as all members of the applicant's household. The assessment shall determine the ability of the applicant to comply with the requirements of sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies. Such assessment shall include but not necessarily be limited to the physical condition of the home, the health of the applicant and other members of the household, and the ability of the applicant to provide an environment that will advance the physical, mental, emotional educational and societal development of each foster or adoptive child who may be placed in such home. In the case of a foster family the assessment shall also determine the ability of the foster family or applicant to work with the child placing agency or department to pursue the child's treatment plan including reunification with the biological family.

(Effective February 20, 1997)

Sec. 17a-150-91. Granting of approval is not transferable or assignable

(a) Foster families or prospective adoptive families approved through a child placing agency shall be granted such approval by a licensed child placing agency only to the foster family or prospective adoptive family for which application is made and only for the address shown on the application and shall not be transferable or assignable.

(b) Whenever there are changes to any member of the household or dwelling structure, the child placing agency may require a new assessment of the foster or prospective adoptive family. Such assessment shall result in the issuance of a new approval or the initiation of action to revoke such approval.

(Effective February 20, 1997)

Sec. 17a-150-92. Access to documentation of approval

Foster families or prospective adoptive families approved through a child placing agency shall keep a letter or other form of documentation from such agency proving they are approved and shall make such letter or documentation available to the child placing agency, commissioner or his designee upon request.

(Effective February 20, 1997)

Sec. 17a-150-93. Access of commissioner or child placing agency to premises

Each foster family or prospective adoptive family shall grant the commissioner or his designee or child placing agency access to the child, premises and documents related to the child at any reasonable time as deemed necessary with respect to non-emergency child related issues. In emergency circumstances unrestricted access shall be granted.

(Effective February 20, 1997)

Sec. 17a-150-94. Interstate placement of children

Each child placing agency, foster family or prospective adoptive family shall comply with state statutes and regulations regarding the interstate placement of children prior to accepting placement of a child from out of state.

(Effective February 20, 1997)

Sec. 17a-150-95. Physical requirements of foster and prospective adoptive homes

(a) Dwelling and furnishings shall be clean and comfortable and in good repair.

(b) State and local fire codes shall be observed by all foster families and prospective adoptive families. A determination of reasonable fire safety shall be established by the department or child placing agency for all foster families or prospective adoptive families. In the event of a disagreement between the department or child placing agency and a foster family or prospective adoptive family regarding fire safety issues, the final determination shall be vested in the local fire marshal.

(c) The home and grounds shall be reasonably free from anything that constitutes a hazard to children including but not limited to:

(1) Any peeling paint inside or outside of the house which is accessible to the children shall be determined to be non-toxic in compliance with requirements of the department of public health;

(2) equipment used by the children shall not be painted or covered by any material which is poisonous;

(3) all swimming pools shall comply with state and local regulations; and

(4) medicines and toxic and flammable materials shall be kept out of the reach of children.

(d) There shall be sufficient indoor and outdoor space, ventilation, toilet facilities, light and heat to ensure the health and comfort of all members of the household.

(e) All heating systems shall comply with the state and local building and fire codes.

(f) Adequate sewage and garbage facilities shall be maintained.

(g) All power driven machines or other hazardous equipment shall be properly safeguarded and their use by any foster or adoptive child properly supervised by an adult.

(h) Emergency evacuation plans shall be established.

(i) If a furnace is on the same floor as a living space it shall be enclosed.

(j) All foster and prospective adoptive homes shall have smoke detectors in operating condition so as to protect sleep areas, play areas and the basement.

(Effective February 20, 1997)

Sec. 17a-150-96. Telephone

All foster and prospective adoptive homes shall have a working telephone with emergency numbers posted in an easily visible location. The department or child placing agency shall be notified within one (1) business day of any change in the home's telephone number or telephone status.

(Effective February 20, 1997)

Sec. 17a-150-97. Children's bedroom, clothing and privacy

(a) (1) Each bedroom shall be enclosed on all sides, with a window and a door that leads into a hallway or other common living area.

(2) Each bedroom shall have at least two approved means of exit capable of providing for escape in the event of fire or disaster.

(3) Bedrooms for children shall be used for sleeping purposes and customary children's activities only. The child's bedroom shall not be used for general purposes of other members of the family.

(4) Children under the age of three placed in foster families and prospective adoptive families shall sleep on the same floor and in close proximity to foster or prospective adoptive parents or a responsible adult.

(5) A separate bed shall be provided for each child except that siblings of the same sex may sleep together in a double sized or larger bed with the approval of the chief administrative officer of the child placing agency or the commissioner.

(6) No child three years of age or older shall be permitted to share a bedroom with another child of the opposite sex or a same sex child of disparate age without the permission of the chief administrative officer of the child placing agency or the commissioner. No child over the age of one shall share a room with an adult without the permission of the chief administrative officer of the child placing agency or the commissioner.

(7) No more than four (4) children including the foster or prospective adoptive parents own children shall sleep in the same room without the permission of the chief administrative officer of the child placing agency or the commissioner.

(b) The child's clothing shall be kept clean and in good condition in keeping with the standards of the community. Provision shall be made for the safe storage of the child's clothing and personal possessions.

(c) Each child shall be afforded privacy appropriate to his growth and development.

(Effective February 20, 1997)

Sec. 17a-150-98. Food and water

(a) All food for human consumption, food storage and preparation, personal cleanliness and general care of the home shall meet generally accepted health standards.

(b) No non-pasteurized milk products shall be provided by, or with the approval or knowledge of, a foster family or prospective adoptive family to any child in care.

(c) The water supply shall be safe and adequate to meet the needs of the household. If the home is not served by a public water supply, the water shall be analyzed and approved by the state or local department of health or by a private water testing laboratory approved by the Department of Public Health at the time of initial

licensure or approval and at any subsequent time the department or child placing agency deems such testing necessary.

(Effective February 20, 1997)

Sec. 17a-150-99. Firearms and weapons

Firearms or other types of dangerous weapons are discouraged in foster and prospective adoptive homes. The department or child placing agency shall be notified by any foster or prospective adoptive parents if they or a resident in their home possess, prior to licensure or approval or obtained subsequent to licensure or approval, a firearm or other type of dangerous weapon. A foster or prospective adoptive parents shall ensure that: (1) Firearms and ammunition shall each be locked in separate places inaccessible to all children; firearms; (2) whenever practicable, firearms are equipped with a trigger guard lock; (3) other types of dangerous weapons shall be unstrung or unloaded and shall be stored in locked containers out of the reach of children; and, (4) keys to the locked storage area of firearms, other types of dangerous weapons, trigger guards, and ammunition shall be kept in the secure possession of an adult or reasonably secure from children.

(Effective February 20, 1997)

Sec. 17a-150-100. Animals

All animals in the foster family or prospective adoptive family shall be kept in a safe and sanitary manner and shall be in compliance with all statutes and regulations regarding vaccination, and generally accepted veterinary care.

(Effective February 20, 1997)

Sec. 17a-150-101. Health standards for foster or prospective adoptive parents and members of the household

(a) The health of persons living in the foster or prospective adoptive family shall not present a hazard to the children. Prior to licensure or approval applicants to become a foster family or prospective adoptive family shall supply a statement from a physician on such forms as approved by the commissioner or child placing agency that within the previous twelve (12) months:

(1) Each person living in the home has had a physical examination and has been found to be in good health or that specified members of the family are receiving all necessary continuing medical care and are free of communicable disease; and

(2) the parents have been determined to be physically and mentally able to provide care to children.

(b) Once approved, foster or prospective adoptive parents shall notify the child placing agency whenever they or a member of the household develop a physical or mental infirmity which may interfere with their ability to care for and meet the needs of the child.

(c) The child placing agency may require a physical, mental or psychological examination of any member of the foster or prospective adoptive household if such person exhibits characteristics or behaviors which indicate or could indicate that they are unable to provide for the care of the child. Such examination shall be done at the expense of the child placing agency if such person is uninsured or such persons insurance does not cover such examination.

(d) No applicant shall be approved as a foster family or prospective adoptive family if the applicant has suffered the death of a biological, adoptable or adopted child within one (1) year of the application.

(Effective February 20, 1997)

Sec. 17a-150-102. Character standards for foster or prospective adoptive parents and members of the household

Foster and prospective adoptive parents and others members of the household shall be of good character, habits and reputation.

(Effective February 20, 1997)

Sec. 17a-150-103. Change in approved foster and prospective adoptive family conditions

Approved foster and prospective adoptive parents shall notify child placing agency, in writing, prior to or not later than one (1) business day following any change in circumstance or member of the household which alters the statement of fact made in the application for licensure or approval or which effect the ability of the foster or prospective adoptive parent to provide on-going care of the child.

(Effective February 20, 1997)

Sec. 17a-150-104. Reporting of the injury, illness, death, fire or absence of a child from placement

Foster and prospective adoptive parents shall report to the department or child placing agency, by telephone, within six (6) hours any serious injury, serious illness or death of a child, any fire in the home or any unauthorized absence of a child.

(Effective February 20, 1997)

Sec. 17a-150-105. Financial condition of the foster or prospective adoptive parent

Foster and prospective adoptive parents shall have an income sufficient to meet the needs of their family. Money received on behalf of the child shall be expended for the care of the child.

(Effective February 20, 1997)

Sec. 17a-150-106. Substitute child care

When all adults in a foster home are employed or otherwise occupied in substantial amount of time away from the foster home or prospective adoptive home, the plans for care and supervision of the child shall be provided by a competent individual and approved in advance by the chief administrative officer of the child placing agency or the commissioner.

(Effective February 20, 1997)

Sec. 17a-150-107. Cooperation with the child's treatment plan

(a) Foster parents shall comply with the treatment plan for the child and work cooperatively with the department or child placing agency in all matters pertaining to the child's welfare.

(b) Foster parents shall accept, cooperate with and support arrangements made for the child to have contact including visits and correspondence with the child's biological family in keeping with the frequency indicated by the treatment plan. Visits between children and biological parents shall take place in the foster home unless it is deemed not to be in the best interest of the child or foster family. Foster parents shall be active participants in reunification of the child with the child's biological family.

(Effective February 20, 1997)

Sec. 17a-150-108. Limitation on the number of licenses or approvals allowed

A foster or prospective adoptive family shall be approved only by a child placing agency. No foster or prospective adoptive home shall possess more than one (1) license or approval for adoption or other form of out of home care either through the department, an entity licensed by the department or licensed or otherwise approved through any other entity. No foster or prospective adoptive family shall hold dual licensure or approval. No licensed or approved foster or prospective adoptive family shall accept, on a private basis, another child for placement.

(Effective February 20, 1997)

Sec. 17a-150-109. General requirements of foster and prospective adoptive parents

(a) Foster and prospective adoptive parents shall be physically, intellectually and emotionally capable of providing care, guidance and supervision of the child including:

- (1) Insuring routine medical care, scheduling and transportation;
- (2) obtaining and following instructions from the child's medical provider if medication or treatment are to be administered by the foster or prospective adoptive parents. Any medications provided shall be clearly labeled and kept out of the reach of children;
- (3) establishing plans to respond to illness and emergencies, including serious injuries and the ingestion of poison, with appropriate first aid supplies available in the home out of reach of the children;
- (4) maintaining all documentation as required by the department;
- (5) providing for the child's physical needs including adequate hygiene, nutritional meals and snacks prepared in a safe and sanitary manner, readily available drinking water, a balanced schedule of rest, active play, indoor and outdoor activity appropriate to the age of the child in care;
- (6) promoting the social, intellectual, emotional, and physical development of each child by providing activities that meet these needs or special needs if such exist;
- (7) assuring adequate opportunity for cultural, and educational activities in the family and in the community. Children who do not share the same language as their caretaker shall be provided with opportunities to practice their native language as they become bilingual or multi-lingual;
- (8) assuring an environment of tolerance and sensitivity to a child's religion through providing adequate opportunity for religious training and participation appropriate to the child's religious denomination, and not requiring any child to participate in religious practices contrary to the child's beliefs;
- (9) providing emotional support and an environment that meets the child's ethnic and cultural needs;
- (10) assuring the child's participation in an approved education program, including regular school attendance. The foster or prospective adoptive parents shall cooperate with the proper authorities in relation to the child's educational needs;
- (11) guiding the child in the acquisition of daily living skills including the assigning of daily chores to the child on the basis of the child's abilities and developmental level; and
- (12) providing infants and toddlers with ample opportunity for freedom of movement each day outside of a crib or playpen, infants are to be held for all bottle feedings, as well as at other times, for attention and verbal communication.

(b) Foster and prospective adoptive parents, members of the household, substitute care providers, and other persons having regular access to children in the home shall give the child humane and affectionate care. They shall be a positive role model to the child and instruct the child in appropriate behavior. They shall establish limits and assist the child to develop self control and judgment skills. Children in the home shall be encouraged to assume age-appropriate responsibility for their decisions and actions.

(c) Discipline shall be appropriate to the child's age and level of development. Foster and prospective adoptive parents shall not use physically or verbally abusive, neglectful, humiliating, frightening or corporal punishment, including but not limited to spanking, cursing or threats.

(d) When unusual circumstances require continued or frequent use of physical or mechanical restraints prior written approval shall be obtained from the commissioner or his designee.

(e) Licensed or approved foster and prospective adoptive parents shall complete all assessment and training requirements as prescribed by the department or child placing agency.

(f) The department or child placing agency may consider any unusual circumstances including but not limited to the health demands of other members of the household which may detract from the attention, structure and time required by a foster or prospective adoptive child.

(Effective February 20, 1997)

Sec. 17a-150-110. Foster family or prospective adoptive family criminal history; pending criminal actions; history of child abuse or neglect

(a) The granting of a license or approval shall be denied if any member of the household of a foster family or prospective adoptive family:

(1) Has been convicted of injury or risk of injury to minor or other similar offenses against a minor

(2) has been convicted of impairing the morals of a minor or other similar offenses against a minor;

(3) has been convicted of violent crime against a person or other similar offenses;

(4) has been convicted of the possession, use, or sale of controlled substances within the past five (5) years;

(5) has been convicted of illegal use of a firearm or other similar offenses;

(6) has ever had an allegation of child abuse or neglect substantiated; or

(7) has had a minor removed from their care because of child abuse or neglect.

(b) The renewal of a license or approval may be denied if any member of the household of a foster family or prospective adoptive family:

(1) Has been convicted of injury or risk of injury to a minor or other similar offenses against a minor;

(2) has been convicted of impairing the morals of a minor or other similar offenses against a minor;

(3) has been convicted of violent crime against a person or other similar offenses;

(4) has been convicted of the possession, use, or sale of controlled substances;

(5) has been convicted of illegal use of a firearm or other similar offenses;

(6) has ever had an allegation of child abuse or neglect substantiated; or

(7) has had a minor removed from their care because of child abuse or neglect.

(c) The granting or renewal of a license or approval may be denied if any member of the household of a foster family or prospective adoptive family:

(1) Is awaiting trial, or is on trial, for charges as described in subdivisions (1) through (5) of subsection (a) of this section;

(2) has a criminal record that the department or child placing agency believes makes the home unsuitable; or

(3) has a current child abuse or neglect allegation pending;

(d) No license or approval shall be renewed if the holder of such license or approval knowingly arranges for the substitute care of a child by a person described in subsection (a) or (b) of this section.

(Effective February 20, 1997)

Sec. 17a-150-111. Compliance with regulations

All foster and adoptive homes approved by the child placing agency shall be in compliance with the Regulations of Connecticut State Agencies for foster and adoptive homes.

(Effective February 20, 1997)

Sec. 17a-150-112. Application for approval as a foster family or prospective adoptive family

(a) The child placing agency shall provide to persons seeking approval as a foster family or prospective adoptive family an application form or forms as prescribed or authorized by the department. Such form or forms shall be used to obtain a declaration of the person's intent to become a foster family or prospective adoptive family and other information as may be necessary to process the application.

(b) Child-placing agencies may have requirements in addition to those prescribed by the department for the approval of persons seeking approval as a foster family or prospective adoptive family. Any additional requirements shall be stated in the written policies of the child placing agency and provided to the department upon request.

(c) The child placing agency's initial study of a request for approval as a foster family or prospective adoptive family shall include at least two office visits and at least one home visit. Interviews shall be conducted with all persons residing in the home and all family members who are residing away from home on a temporary basis, if practicable.

(d) Each foster family or prospective adoptive family shall be in compliance with sections 17a-150-51 through 17a-150-123, inclusive, of the Regulations of Connecticut State Agencies prior to approval.

(Effective February 20, 1997)

Sec. 17a-150-113. Placement criteria

The child placing agency's placement criteria shall be based upon the suitability of potential placements for the child and the wishes of the guardian for their child with respect to religion and other appropriate attributes of approved homes. The child placing agency's placement criteria shall not discriminate between approved families on the basis of reimbursement for the child placing agency.

(Effective February 20, 1997)

Sec. 17a-150-114. Adequate clothing

The child placing agency shall ensure that each child is provided with sufficient individual clothing suitable for the child's age and activities and appropriate to the season.

(Effective February 20, 1997)

Sec. 17a-150-115. Consent of guardian and preferences of the biological parents

(a) Each child placing agency shall place a child only with the written consent of the guardian. The consent form shall cite the appeal procedures the guardian may use concerning case management decisions with which the guardian believes are not in the best interest of the child.

(Effective February 20, 1997)

Sec. 17a-150-116. Services to adoptive child and family

The child placing agency shall provide social services to the adoptive child, his biological parents if appropriate, and the foster family or prospective adoptive family in accordance with an established, individualized written child placing agency service plan that includes a plan for discharge.

(Effective February 20, 1997)

Sec. 17a-150-117. Review of treatment plans

Treatment plans for children in foster care shall be reviewed at least every six (6) months. Treatment plans for children in adoptive placements shall be reviewed at least every six (6) months until the adoption is finalized at which time the reviews shall cease.

(Effective February 20, 1997)

Sec. 17a-150-118. Medical or genetic information pertaining to adopted persons

Medical or genetic information which has, or may have serious implications for the physical or mental health of any child placed for adoption or adopted person, descendant of such person, sibling of such person or genetic parent shall be provided by the department or the child placing agency pursuant to section 45a-146 of the Connecticut General Statutes.

(Effective February 20, 1997)

Sec. 17a-150-119. Placement out-of-state or out-of-country and children entering Connecticut from out-of-state

(a) When a child placing agency determines that placement of a child in another state or country is in the best interest of the child, it shall use only the services of an out-of-state or out-of-country child placing agency licensed or otherwise authorized by the laws of that state or country to perform such services.

(b) Children being placed from Connecticut into other states for the purpose of adoption or foster care shall comply with the Interstate Compact on the Placement of Children, Sections 17a-175 through 17a-182, inclusive, of the Connecticut General Statutes.

(c) Children being placed into Connecticut from other states or countries with Connecticut families for the purpose of adoption or foster care shall comply with the Interstate Compact on the Placement of Children, Sections 17a-175 through 17a-182, inclusive, and section 17a-151 of the Connecticut General Statutes.

(Effective February 20, 1997)

Sec. 17a-150-120. Child care facility must meet licensing standards

The child placing agency shall ensure that any child care facility, residential treatment institution, group home, temporary shelter or foster or adoptive home not located in Connecticut which is not licensed or authorized by the State of Connecticut,

in which it places a child shall meet the standards of the state in which the facility is located.

(Effective February 20, 1997)

Sec. 17a-150-121. Approval of out-of-state agencies

(a) Out-of-state private child placing agencies seeking to place children into Connecticut for the purpose of foster care or adoption shall provide:

(1) A copy of their current license or other form of authorization from the approving authority in their state. If no such license or authorization is issued, they must provide a reference statement from the approving authority stating they are authorized to place children in foster care or adoption or both in their jurisdiction;

(2) a description of the program, including that within its geographical area the child placing agency conducts home studies; placements; supervision; and, if applicable, adoptive placements and the finalization of adoptions. The child placing agency must also agree to continuing responsibility for placement planning and replacement if the placement fails;

(3) such other information as the department may require;

(4) notification to the department of any significant child placing agency changes after approval;

(5) if the adoption is finalized prior to bringing or sending the child to Connecticut, the out-of-state child placing agency involved is not required to be approved by the department under Section 17a-152 of the Connecticut General Statutes or need be in compliance with Sections 17a-175 through 17a-182 of the Connecticut General Statutes regarding the Interstate Compact on the placement of children; and

(6) such agencies shall not place a child who is originally from Connecticut into Connecticut.

(Effective February 20, 1997)

Sec. 17a-150-122. Approval of out-of-country agencies

(a) Out-of-country child-placing agencies seeking to place children into Connecticut for the purpose of foster care or adoption shall provide:

(1) A copy of their current license from the approving authority in their country. If no such license is issued, they must provide a reference statement from the approving authority stating they are authorized to place children in foster care or for adoption;

(2) a description of the services available to Connecticut families;

(3) a statement agreeing to continue responsibility for placement planning and placement in another home if the placement fails;

(4) such other information as the department may require; and

(5) notification to the department of any significant child placing agency changes after approval.

(b) If the adoption is finalized in the child's country of origin prior to bringing or sending the child to Connecticut, the out-of-country child placing agency involved is not required to:

(1) Be approved by the department under Section 17a-152 of the Connecticut General Statutes; or

(2) need be in compliance with sections 17a-175 through 17a-182, inclusive, of the Connecticut General Statutes regarding the Interstate Compact on the Placement of Children.

(c) Out-of-country child-placing agencies shall not place a child from Connecticut into Connecticut.

(Effective February 20, 1997)

Sec. 17a-150-123. Reporting of status of approved homes to the department

Child placing agencies licensed to place a child into a foster family or prospective adoptive family shall provide the department, upon request, with required information regarding the families they have approved, denied and the number that have withdrawn an application for approval.

(Effective February 20, 1997)