

**Department of Early Education and Care
Foster Care Placement Agency
Submitted Documents List**

Program Name: _____

The undersigned certifies by his/her signature that the Office has been advised of and provided copies of all documents listed on this statement which have been revised since the last renewal application. Documents listed in bold type must be submitted at each renewal.

- ☐ 1. 5.03(2)(a)1 Evidence of the applicant's compliance with 102 CMR 1.05.
- ☐ 2. 5.03(2)(a)2 A statement of purpose as required by 102 CMR 5.04(1) including a clear definition of the services provided by the agency to children, birth, foster, and adoptive parents, foster and adoptive parent applicants and adult adoptees, as required by 102 CMR 5.04(1)(a)4.
- ☐ 3. **5.03(2)(a)3 A statement of ownership of the placement agency including the names and addresses of all owners, corporate officers, and board members as required by 102 CMR 5.04(2)(a).**
- ☐ 4. **5.03(2)(a)4 A written plan of financial capability projected for at least a 12-month period including:**
 - ☐ (a) **A projected one-year operating budget and documentation of sufficient funds for at least three months. An operating agency must submit financial documents in accordance with the standards set by the Public charities Division of the Office of the Attorney General of the Commonwealth, including a current operating budget and appropriate fiscal portions of contracts, if any.**
 - ☐ (b) **A cash flow plan including projected revenue, lines of credit and cash or liquid asset reserves sufficient to enable the agency to meet expenses for at least a twelve-month initial period.**
 - ☐ (c) **A list of all revenue sources and amounts of revenue anticipated from these sources.**
 - ☐ (d) **A copy of the agency's policy on designated financial responsibility, as required by 102 CMR 5.04(7).**
 - ☐ (e) **Any other evidence of financial viability.**
- ☐ 5. 5.03(2)(a)5 Grievance and appeal procedures, as required by 102 CMR 5.04(3)(g) and (h).
- ☐ 6. 5.03(2)(a)6 A procedure for emergency communications, as required by 102 CMR 5.04(3)(k).
- ☐ 7. 5.03(2)(a)7 Personnel policies, as required by 102 CMR 5.04(5)(a).
- ☐ 8. 5.03(2)(a)8 Evidence that personnel are currently certified or licensed, as required by 102 CMR 5.04(5)(d), and are qualified to provide direct services to children and families, as required by 102 CMR 5.05(2).
- ☐ 9. **5.03(2)(a)9 A plan for staff orientation and training, as required by 102 CMR 5.04(5)(e) and (f).**
- ☐ 10. 5.03(2)(a)10 Written procedures for the evaluation of children and the development of service plans for children and their families, as required by 102 CMR 5.06 and 5.07.
- ☐ 11. 5.03(2)(a)11 Policy and procedure for the selection of appropriate placements, in accordance with 102 CMR 5.08(6).
- ☐ 12. 5.03(2)(a)12 Written description of and procedures for the orientation and assessment of foster and adoptive homes, as required by 102 CMR 5.10(2) and (5)
- ☐ 13. 5.03(2)(a)13 Written qualifications of foster and adoptive parents, as required by 102 CMR 5.10(3).
- ☐ 14. 5.03(2)(a)14 Written physical requirements for foster and adoptive homes, as required by 102 CMR 5.10(4).

- ☐ 15. **5.03(2)(a)15 Policy and procedures regarding payments and reimbursements for the care of any child, which shall specify the method, amount, and frequency of payments.**
- ☐ 16. 5.03(2)(a)16 Evidence of compliance with St. 1985, c. 233, Revenue Enforcement and Protection Program (REAP) on a form provided by your licenser with the application.
- ☐ 17. 5.03(2)(b)1 Policy and procedures for meeting the health needs of the children served, as required by 102 CMR 5.11(3) and (4).
- ☐ 18. 5.03(2)(b)2 Policy and procedures for providing psychological and psychiatric services to children and families, as required by 102 CMR 5.11(5).
- ☐ 19. 5.03(2)(b)3 Policy and procedures for meeting the educational needs of the children served, as required by 102 CMR 5.11(6).
- ☐ 20. 5.03(2)(c)1 The written information on alternatives, as required by 102 CMR 5.09(1)(a).
- ☐ 21. 5.03(2)(c)2 Written procedures for legalizing an adoption, as required by 102 CMR 5.10(18).
- ☐ 22. 5.03(2)(c)3 Evidence of the availability of licensed foster care, as required by 102 CMR 5.11(2).
- ☐ 23. **5.03(3)(a)1 An organizational table, as required by 102 CMR 5.04(2)(c).**
- ☐ 24. 5.03(3)(a)2 A plan for involving birth, foster, and adoptive parents and adult adoptees if possible, in the development of agency policy, as required by 102 CMR 5.04(2)(f).
- ☐ 25. 5.03(3)(a)3 A written policy and procedure for internal investigations and reporting allegations of child abuse and neglect, as required by 102 CMR 5.04(3)(d),(e), and (f).
- ☐ 26. **5.03(3)(a)4 Job descriptions and salary ranges, as required by 102 CMR 5.04(5)(b) and (c).**
- ☐ 27. 5.03(3)(a)5 A plan for the use of volunteers, as required by 102 CMR 5.04(5)(J).
- ☐ 28. 5.03(3)(a)6 A plan, if applicable, for the training of foster and adoptive parents who are caring for special needs children, as required by 102 CMR 5.10(13).
- ☐ 29. **5.03(3)(a)7 All intake evaluation, service plan, and face sheet forms, and placement agreements and contracts to be used with clients.**
- ☐ 30. 5.03(3)(b)1 Written information required at intake and prior to surrender, as required by 102 CMR 5.09(1) and (2).
- ☐ 31. 5.03(3)(b)2 A written description of follow-up services, as required by 102 CMR 5.09(4) and 5.10(19).
- ☐ 32. **5.04(2)(e) Annual written evaluation of the program which includes general agency effectiveness in relation to stated goals and objectives;**
- ☐ 33. **If the designated CORI reviewer has changed since he last renewal study, please submit a new CORI request (blue sheet) for the person who current reviews CORI.**

Signature of Applicant

Date