



The Licensing Process: What to Expect...

Below is the general progression for what you can expect for your licensing process. Some variation to this process may occur on a case by case basis according to your family dynamic. Generally, you can anticipate the following.

***Please note that all paperwork is due 30 days after the last meeting.**

A Note about the Licensing Process:

Lifeline desires to serve families well, both during the licensure process and once placements begin to occur. In order to aid us in this, please be candid and forthcoming with your licensing worker about all prior history and present needs. This enables us to not only walk with you through the mutual selection aspect of the class, but also enables us to best provide support post-licensing and to best match your family with placements in keeping with your best interest and the best interest of children.

Initial Orientation- A meeting to learn an overview of foster care, Lifeline's philosophy and approach to foster care, and requirements for families to be licensed.

- Following Orientation, families will complete an online application if they are being led to move forward. A pastoral recommendation will be required.

Foster Parent Training Course- A 9-10 week (based on your state), interactive training course to prepare families for the role of parenting children from hard places. The training course will run simultaneously with family consultations and will continue the mutual selection process. Training will require homework material, etc. If married, both spouses are required to attend. All class sessions are required.

1st Family Consultation - An opportunity for family and worker to jointly assess strengths and needs in a family setting, and namely, a time for you to simply share your thoughts and feelings about fostering at this point with your worker. The following will be completed during this time:

- Initial Home Tour- Licensing Specialist will tour your home and troubleshoot with you on getting your home in compliance with Minimum Standards
- Initial Joint Interview- Licensing specialist will meet with applicant(s) in the home and discuss motivation to foster, marriage, children, support network, etc.
- The 1st family consultation should be completed during the licensing class and conducted typically before Meeting 6. Please allow between 3.5 - 4.5 hours for 1st Consultations. Please also note that families must have completed a full application, family and personal profiles, Criminal History & CAN Disclosure, and Prepare/Enrich results before this interview can be conducted. If families have not submitted weekly GPS roadwork assignments, some delay in consultation scheduling could result.

Individual Consultations: An opportunity to meet one-on-one with your licensing specialist and to address personal history and present needs.

- These consultations will be typically held at the local Lifeline office. Please allow between 1.5 - 3.5 hours for your individual interview. Time variance is dependent upon individual needs and history.

- In order to conduct individual interviews with each applicant, the licensing specialist must receive an Autobiography from each applicant (format will be given in class) and have completed 1st Family Consultation.
- Individual consultations occur prior to the completion of the licensing class, unless special circumstances arise or families have been unable to complete assignments in accordance with the roadwork schedule.

2nd Family Consultation - A conversation to debrief the licensing class and discuss your family's future role in fostering. Both family and worker will provide feedback about your family's appropriate role in fostering following completion of the licensing class and about your own specific support needs as you prepare to begin fostering. The following will be completed during this time:

- Final Home Tour- Licensing specialist will provide a final tour of your home and check to make sure that it is in compliance with Minimum Standards
- Final Joint Interview- Licensing specialist will meet with applicant(s) in the home in order to review elements learned in the class and talk through the family's self-assessed competency to demonstrate the skills for successful fostering
- The 2nd family consultation is conducted after the family's course completion, once all paperwork has been submitted, and once they have confirmed that they have everything in place for Minimum Standards.
- At some point in the process the licensing specialist will briefly meet with child(ren) of applicant(s) in order to get to know them better as well as to engage them in conversation regarding their thoughts and feelings about sharing their home/family with children in care
- Typically, families are able to complete the licensing process one month after the completion of the 2nd Family Consultation.
- For SC: DHEC and Fire Inspection- scheduling will vary
- Please keep in mind time-sensitive requirements. These can include: clearances, medicals, etc. Please coordinate with your licensing specialist regarding the timing of these items and licensure. Expired documents must be re-completed before licensing can occur.
- Additional documents, references, assessments, etc. may be required as a part of your licensing process and can impact timing. This includes, but is not limited to current and past mental health history and treatment, medical history, marital health, substance/alcohol usage history, and any other personal or familial needs. Please speak with your licensing specialist about your particular history, so that we can best serve and support you as you begin this journey.

We are looking forward to partnering with you throughout this process, and welcome any questions you may have. Thank you for your willingness to begin this journey with us!

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