

 <p><b>Children's Services Agency</b></p> <p><b>Communication Issuance</b></p> <p><b>20-083</b></p>	Subject/Title	COVID-19 Response: Guidance to Child Welfare Foster Home Licensing Staff
	Type	<input checked="" type="checkbox"/> Informational Memorandum <input checked="" type="checkbox"/> Program Instruction <input type="checkbox"/> Policy Guide
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Distribution	<input checked="" type="checkbox"/> CSA Central Office Managers/Staff <input checked="" type="checkbox"/> MDHHS BSC and County Directors <input checked="" type="checkbox"/> MDHHS Juvenile Justice Managers/Staff <input checked="" type="checkbox"/> MDHHS Child Welfare Managers/Staff <input checked="" type="checkbox"/> Native American Tribes <input checked="" type="checkbox"/> Office of Workforce Development and Training <input checked="" type="checkbox"/> Private Agency Child Welfare Managers/Staff <input checked="" type="checkbox"/> Private Residential Abuse/Neglect Managers/Staff <input checked="" type="checkbox"/> Private Residential Juvenile Justice Managers/Staff <input type="checkbox"/> Other:	

**Communication Issuances (CIs) 20-035 and 20-042 are obsolete.**

This communication is being issued to address the completion of initial, annual/renewal and special evaluations in light of the Governor's latest [Executive Order 2020-110](#) issued on June 1, 2020, lifting the stay home restriction.

**Initial Foster Home Evaluation**

The resumption of in person casework activities are outlined in CI 20-081. Until the agency specific plans outlined in CI 20-081 are fully implemented on June 30, 2020, all initial foster home evaluations must include **at least** one in-person home visit prior to licensure. Guidance regarding the completion of the in-person home visit must be provided by the foster home licensing supervisor to ensure that the visit can occur safely and that a complete assessment of foster home licensing rules is able to occur.

Prior to the in person visit, the worker must ask the following screening questions of all household members:

1. Is there any reason you have been instructed to self-quarantine or isolate? If yes, why?
2. Have you had contact with any Persons Under Investigation (PUIs) for COVID-19 within the last 14 days, or with anyone confirmed to have COVID-19?
3. Do you have any symptoms of a respiratory infection (e.g., cough, fever, sore throat, shortness of breath or difficulty breathing, chills, muscle pain, new loss of taste or smell)?

Risk during an in-person home visit should be reduced by:

- Verifying that everyone in the home is healthy.
- Requesting the homeowner to open windows if possible.

- Limiting the number of people in the home.
- Limiting amount of time in the home.
- Limiting talking while in the home.
- Wearing masks/face coverings.
- Maintaining social distancing (6 feet).

### **Annual/Renewal and Special Evaluations**

Annual/renewal and special evaluations must be conducted in accordance with the agency specific plans outlined in CI 20-081.

### **Required Documentation**

Licensing staff must continue to send the required documentation to the Division of Child Welfare Licensing (DCWL) for all necessary licensing transactions, including enrollment, initial licensure, changes, and renewal. Licensing staff will continue to submit the Children's Foster License Application (CWL-3889) for renewal of the foster home license.

Until at least June 30, 2020, enrollments must be sent to DCWL electronically at [MDHHS-DCWL-TA@michigan.gov](mailto:MDHHS-DCWL-TA@michigan.gov).

### **Additional Resources**

Staff should follow the Centers for Disease Control and Prevention (CDC) guidelines for infection control basics including hand hygiene. The following resources are available:

- [Infection Control Basics](#) and [Handwashing: Clean Hands Save Lives](#)

Further guidance is available at <https://www.michigan.gov/coronavirus> and in the [MDHHS Interim Recommendations for COVID-19 Mitigation Strategies](#).