MDHHS Michigan Department of Health & Human Services **Children's Services Agency** **Communication Issuance 20-035*** **Revised 5/28/20.* **Previous version obsolete.**	Subject/Title	COVID 19 Response-Updated Guidance to Child Welfare Foster Home Licensing Staff UPDATED
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This version replaces previous versions of CI 20-035.

The following guidance is being provided to assure procedures are in place to maintain the initial and annual/renewal of licenses for foster family homes and foster family group homes, and to address the continuity of necessary contact by child welfare licensing staff.

The safety of children, foster parents and staff is paramount. As such, the following guidance is being provided to assist staff when assessing the completion of pending initial and annual/renewal evaluations.

Foster Home Initial and Annual/Renewal Evaluations: Requirements for the completion of face to face contacts for initial, annual/renewal evaluations are suspended until June 12, 2020.

Allowable Alternatives: Alternative methods for face to face contact with children and families must be used by licensing staff. Allowable alternatives include phone calls, Skype, FaceTime, or other technology that allows verification of child safety, the ability to address concerns of foster parents, and the ability to address licensing rules in the foster home when necessary and appropriate.

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.

Through June 12, 2020, enrollments will be sent to DCWL electronically at 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
- 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.