



TITLE	POLICY NUMBER	
Unaccompanied Minors Policy	DCS 15-55	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	March 4, 2024	

I. POLICY STATEMENT

This policy identifies the standards and responsibilities of licensing agencies serving caregivers of children placed by the U.S. Department of Health and Human Services' Office of Refugee Resettlement (ORR).

II. APPLICABILITY

This policy applies to ORR child placing agencies; foster homes licensed under Arizona Administrative Code Title 21, Chapter 6 providing services for unaccompanied minors placed through ORR; licensing agencies; and Office of Licensing and Regulation (OLR) specialists.

III. AUTHORITY

[A.A.C. Title 21 Chapter 6](#)

Foster Home Licensing

[DCS 15-21](#)

OLR Training Standards

[DCS 15-44](#)

Initial Pre-Service Training

IV. DEFINITIONS

Applicant: A potential foster parent, licensed foster parent, or adult household member.

Caregiver: An adult who is licensed by OLR to provide for the physical, emotional, and social needs of a child who is under the care, custody and control of the Department or other Child Placing Agency.

Child Placing Agency: Any child welfare agency that places children in foster homes for temporary care or in prospective homes for adoption.

Department or DCS: The Arizona Department of Child Safety.

Department of Child Safety-Foster Parent College (DCS-FPC): The current DCS-authorized pre-service curriculum, composed of four online “clusters” and five virtual classroom sessions.

Foster home: A residence where a foster parent lives and includes a detached home, all structures, and the entire premises belonging to the home, including apartments, guest homes, garages, sheds, and motorhomes.

Foster parent: An individual, or married couple, who is licensed by DCS to provide foster care.

Licensing agency: An entity with which the department contracts to recruit, train, support foster parents and monitor a licensed foster home for compliance.

Office of Licensing and Regulation (OLR): The administration within DCS that is responsible for reviewing and evaluating applications for licensure; supervising and monitoring licensees; and completing all official licensing actions, including issuing, denying, amending, suspending, and revoking a license.

Unaccompanied Refugee Minors Program: A program managed by the Office of Refugee Resettlement within the Administration for Children and Families, an operational division of the U.S. Department of Health and Human Services. It serves vulnerable minors who have fled persecution, violence, or abuse, and entered the United States without a parent or custodian. The program provides foster care and other living arrangements, as well as the necessary care and services to help minors develop appropriate skills to transition to adulthood.

V. POLICY

A. Foster Parent Training: Pre-Service and Renewal

The licensing agency shall ensure that pre-service training and continuous trainings are provided to applicants and caregivers.

1. Acceptable training delivery methods shall meet best practices for delivery as outlined in the *OLR Training Standards* ([DCS 15-21](#)) policy.
2. The pre-service training curriculum shall include, but is not limited to, the following topics:
 - a. the Reasonable and Prudent Parent Standard;
 - b. social and emotional health support;
 - c. cultural awareness;
 - d. trauma-informed care;
 - e. transition to adulthood/life skills;
 - f. [Title 21, Chapter 6](#) of the Arizona Administrative Code, with emphasis on:
 - i. unusual incidents;
 - ii. discipline.
 - g. [Title 21, Chapter 8](#) of the Arizona Administrative Code.
3. Trainings counted towards renewal licensure shall be specific to the population that the caregiver is serving.
4. The Department shall review and approve all training curricula prior to implementation. Each licensing agency shall submit its training curriculum to umquestions@azdcs.gov a minimum of 90 days prior to implementation.
5. All beds shall be restricted to Unaccompanied Refugee Minors Program for caregivers who are licensed to provide care for this population.

B. Income Verification

Income received for providing services to the Unaccompanied Refugee Minors Program may be considered as a reliable source of income for foster care license compliance.

C. Unusual Incidents

Caregivers or the licensing agency shall document any unusual incidents on the *Incident Report for Children in the Custody and Care of the Arizona Department of Child Safety* ([CSO-1151A](#)) and submit to:

1. OLR at OLRIncidentReportsFH@azdcs.gov;
2. Child Placing Agency;
3. Licensing Agency.

VI. FORMS INDEX

[CSO-1151A](#) Incident Report for Children in the Custody and Care of the Arizona Department of Child Safety