



TITLE	POLICY NUMBER	
Determining Licensing Effective Dates	DCS 15-12	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	08/24/2018	

I. POLICY STATEMENT

Under certain circumstances, licenses may need specific effective dates. To accommodate that need, the Office of Licensing and Regulation (OLR) may determine that date by assessing the application’s substantial compliance with licensing requirements.

II. APPLICABILITY

This policy is applicable to all initial, renewal, and amended licenses issued under Arizona [Administrative Code Title 21 Chapter 6](#) (Foster Home Licensing).

III. AUTHORITY

[A.A.C. R21-6-207](#) Request for Additional Information during Licensing Review

[A.A.C. R21-6-213](#) Application for Renewal License

[A.A.C. R21-6-404](#) Types of Licenses

[A.A.C. R21-6-407](#) Licensing Time-frames

[A.R.S. § 8-509](#) Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements

IV. DEFINITIONS

Substantial compliance with licensing requirements: As defined in [A.A.C. R21-6-101 \(77\)](#), that the nature and number of violations of licensing requirements are not significant and:

- a. Do not pose a risk to the life, health, safety, or welfare of a child receiving care;
- b. Do not constitute a pattern of noncompliance or a failure to implement required corrective action; and
- c. Are not the result of misrepresentation, falsification, or fraud by the applicant or foster parent.

Successful submission: Sufficient information submitted in response to an additional information request to allow OLR to make an informed decision regarding questions or concerns cited in the additional information request.

V. POLICY

- A. License effective dates for all initial or amended licenses will be determined by substantial compliance with licensing requirements of the application.
- B. If additional information is necessary for OLR to determine if an application is in substantial compliance with licensing requirements, the effective date of the license shall not predate the successful submission of the requested information by the licensing agency. This will also include renewal applications received by OLR after the expiration date of the previous license.
- C. Only under conditions cited in [A.R.S. § 8-509 \(K\)](#) can a license renewal date be modified.

VI. PROCEDURES

- A. Initial Applications and Amendment Requests
 1. A specific license effective date prior to date of the successful completion of the substantive review by OLR but no earlier than the application

submission date may be requested by the applicant or the licensing agency.

2. If the initial application or amendment request is in substantial compliance with licensing requirements, the license may be issued citing the requested effective date.

B. Renewal License Applications

1. For renewal license applications received *prior to or on* the expiration date of the previous license ([A.A.C. R21-6-213\(B\)](#)), the license effective date will be the day after the current license expires.
2. For renewal license applications received *after* the expiration date of the previous license, the renewal license effective date will be the date on which the late renewal application is deemed to be in substantial compliance with licensing requirements by OLR, and may be as early as (but not earlier than) the application submission date.

VII. FORMS INDEX

N/A