



TITLE	POLICY NUMBER	
Family Home Licensing (FHL) Suspended or Revoked FP Clearance Card	DCS 15-15	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	10/19/2018	1

I. POLICY STATEMENT

Federal law, state statute, and administrative code require a valid Level 1 Fingerprint Clearance card to be held by all licensees and adults residing in the foster home of a licensee. The Office of Licensing and Regulation (OLR) is prohibited from issuing, renewing, or continuing a license when a Level 1 Fingerprint Clearance Card issued to an applicant, licensee, or household member is suspended or revoked by the Department of Public Safety (DPS).

II. APPLICABILITY

This policy applies to foster home licensees and adult household members licensed under [Arizona Administrative Code Title 21, Article 6](#).

III. AUTHORITY

- [A.A.C. R21-6-301](#) General Requirements for Foster Parents
- [A.A.C. R21-6-414 \(C\) 5 & 10](#) Licensing Actions
- [A.R.S. § 8-503](#) Powers and duties
- [A.R.S. § 8-506](#) Denial, suspension or revocation of license; foster home; hearing; exception

[A.R.S. § 8-509](#)

Licensing of foster homes; renewal of license; provisional license; exemption from licensure; immunization requirements

IV. DEFINITIONS

Adverse Action: A decision by OLR to deny, suspend, or revoke a license.

Fingerprint Clearance Card: The card issued by DPS pursuant to [A.R.S. §§ 41-1758](#) et. seq. certifying that the person named on the card does not have a state or federal criminal history record containing an offense specified as a precluding crime in [A.R.S. Title 41, Chapter 12](#).

Licensee: The individual or married couple approved by OLR to be licensed as foster parent(s).

Verifiable Written Communication: A statement from the applicant/licensee advising the intention of the applicant/licensee to close the application/license. This can be Voluntary Withdrawal of Application for Licensure or Closure of License (CSO-1233A) form or email to the private licensing agency or directly to OLR stating the intentions to close the application/license.

V. POLICY

- A. OLR shall immediately deny, suspend, or revoke any foster care license when the Level 1 Fingerprint Clearance Card issued to the licensee is suspended or revoked. This license suspension is not appealable under [A.R.S. § 8-506\(B\)](#). However, the suspension or revocation of the Fingerprint Clearance card itself may be appealable to the Arizona Board of Fingerprinting.
- B. If the suspended/revoked Fingerprint Clearance Card was issued to an adult household member, that household member must relocate immediately. If the adult household member does not immediately relocate, OLR may suspend the license. This license suspension is not appealable under [A.R.S. § 8-506\(B\)](#). However, the suspension or revocation of the Fingerprint Clearance card itself may be appealable to the Arizona Board of Fingerprinting.
- C. If a Level 1 Fingerprint Clearance Card is reinstated by DPS, OLR may reinstate

the foster care license upon formal request by the applicant and private licensing agency if other rules have not been violated due to the suspension or revocation of the Level 1 Fingerprint Clearance Card.

VI. PROCEDURES

A. Licensee Fingerprint Clearance Card Suspension/Revocation

When OLR is notified of the suspension or revocation of a Fingerprint Clearance Card issued to a licensee, the FHL Supervisor or designee shall immediately deny, suspend, or revoke the foster care license per the current suspension/revocation procedures and send a suspension/ revocation letter to the licensee.

1. DPS suspends/revokes a Fingerprint Clearance Card based on fingerprints taken at the time of arrest. If fingerprints are not taken, the status of the Fingerprint Clearance Card will still appear as valid in Quick Connect and in the Clearance Card Tracking System (CCTS).
2. If a licensee is known to have been arrested, and the status of the Fingerprint Clearance Card remains valid in Quick Connect, the FHL Supervisor or designee shall contact DPS to verify the arrest. If it cannot be verified through DPS, the FHL Supervisor or designee shall contact the arresting agency to verify the arrest. If the arrest is the result of a crime which does not result in Fingerprint Clearance Card suspension/revocation, OLR may take an adverse action based on [A.A.C. R21-6-414\(C\)\(5\)](#).

B. Household Member Fingerprint Clearance Card Suspension/Revocation

When OLR is notified of the suspension or revocation of a Fingerprint Clearance Card issued to a household member, the FHL Team Lead or designee shall discuss the situation with the licensee and advise that the household member must vacate the premises. The licensee will be encouraged to work with their private licensing agency to facilitate the move within the time allocated by OLR and cited on the CSO-1661 Verification of Relocation of an Adult Household Member form. OLR will require the completed Verification of Relocation of an Adult Household Member to be submitted by the deadline cited on the form.

If the licensee does not relocate the adult household member, the licensee may

choose to voluntarily close their license by checking the appropriate box on the Verification of Relocation of an Adult Household Member form, signing it in the presence of a private agency licensing specialist as a witness, and returning it to OLR; by completing the Voluntary Withdrawal of Application for Licensure or Closure of License form; or by submitting a verifiable written statement advising of their decision to close their license.

1. If the licensee chooses not to relocate the household member or voluntarily close their license, an adverse action will commence. This adverse action is not appealable per [A.R.S. § 8-506\(B\)](#).
2. If OLR becomes aware of the arrest of a licensee or household member (whether the Fingerprint Clearance Card is suspended/revoked or not) which may result in attracting public attention or interest (high-profile), the FHL Supervisor or designee shall immediately notify the OLR Program Administrator and other administrators as directed.

VII. FORMS INDEX

[*Verification of Relocation of an Adult/Child Household Member \(CSO-1661\)*](#)

[*Voluntary Withdrawal of Application for Licensure or Closure of License \(CSO-1233A\)*](#)