



TITLE	POLICY NUMBER	
Safe Sleep Commitment and Pamphlet	DCS 15-31	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation (OLR)	Aug. 1, 2019	1

I. POLICY STATEMENT

The purpose of this policy is to ensure that caregivers are educated about and utilize “Safe Sleep” practices to reduce the risk of Sudden Unexpected Infant Death (SUID) and other sleep-related causes of infant death. Any applicant or caregiver to children under the age of three (3) shall use safe sleep practices, read the DCS Safe Sleep Pamphlet, and sign the Safe Sleep Commitment Form.

II. APPLICABILITY

This policy applies to all applicants and caregivers, including teenage parents, who provide care to children under the age of three (3), licensing agencies, child welfare agencies, and Office of Licensing and Regulation (OLR) staff.

III. AUTHORITY

A.A.C. Title 21, Chapter 6	Foster Home Licensing
A.A.C. Title 21, Chapter 7	Child Welfare Agency Licensing
A.A.C. Title 21, Chapter 8	Foster Home and Child Welfare Agency Facility Safety
A.R.S. § 8-503	Powers and duties
A.R.S. § 8-505	Issuance of licenses; application; investigation; renewal
A.R.S. § 8-509	Licensing of foster homes; renewal of license; provisional

license; exemption from licensure; immunization requirements

IV. DEFINITIONS

Applicant: A potential foster parent, licensed foster parent, adult household member, employee, or potential employee of a licensed facility.

Caregiver: An adult who provides 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. Examples of caregivers can include foster parents, adoptive parents, kin or relatives, or group home staff.

Child welfare agency: Any agency or institution maintained by a person, firm, corporation, association, or organization to receive children for care and maintenance or for 24-hour social, emotional, or educational supervised care or have been adjudicated as a delinquent or dependent child.

Department or DCS: The Arizona Department of Child Safety.

Foster Home: A home that is maintained by any individual or individuals having the care or control of minor children, other than those related to each other by blood or marriage, or related to such individuals, or who are legal wards of such individuals.

Licensee: The person or entity holding a Child Welfare Agency license, or the individual or married couple approved by OLR to be licensed as a foster parent.

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

Office of Licensing and Regulation: 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.

Safe Sleep Practices: Actions designed to reduce the risk of sleep-related injury to infants. They include following the ABC's of safe sleep: sleeping alone, placed on their backs, and in a safe crib.

Staff: A person engaged full-time or part-time by an Agency including paid employees, consultants, contractors, subcontractors, volunteers, students, interns, and persons otherwise affiliated with the Agency to administer, manage, work, train, or assist at or for an Agency or facility on either a temporary or permanent basis.

V. POLICY

Any caregiver to children under the age of three (3) shall use safe sleep practices, read the DCS [Safe Sleep Pamphlet](#), and sign the [Safe Sleep Commitment Form](#). OLR staff shall work in collaboration with private licensing agencies to ensure the DCS [Safe Sleep Pamphlet](#) is reviewed and the [Safe Sleep Commitment Form](#) is completed and documented in the Department's electronic database.

VI. PROCEDURES

- A. A signed Safe Sleep Pamphlet and Safe Sleep Commitment Form is required for each caregiver during the initial licensing process, the renewal licensing process, and any amendment process resulting in a recommendation to decrease the age on the license to accept placements under the age of three (3).
 1. Licensing agencies shall notate that the Safe Sleep Pamphlet was reviewed, and the Safe Sleep Commitment Form is signed by the licensee(s)/applicant(s) on the "Recommendation" screen in the Department's electronic database.
 2. Child Welfare Agencies shall maintain each staff's Safe Sleep Commitment Form in their individual personnel files.
 3. Child Welfare Agencies shall maintain each teen parent's Safe Sleep Commitment Form in the individual client's file.
- B. The licensing agency shall obtain a signed Safe Sleep Commitment Form from the licensee(s) at each placement visit involving a child under the age of three (3).
 1. This form must be signed by the licensee and not a representative of the family or additional household member.
 2. One licensee may sign the Safe Sleep Commitment Form during the placement visit but the licensing agency shall ensure that a form signed by both licensees is on file.
 3. The Agency shall note the collection of the signed and dated Safe Sleep

Commitment Form in the Department's Electronic Database.

- C. Welfare Agencies shall obtain a signed Safe Sleep Commitment Form from each staff in the facility and each teen parent at each initial placement of a child under the age of three (3).
- D. The Safe Sleep Pamphlet review detailed in this policy shall not be used for ongoing training hours.

VII. FORMS INDEX

[*CSO-2141 Safe Sleep Commitment Form*](#)

[*CSO-2142 Safe Sleep Pamphlet*](#)