I. **POLICY STATEMENT**

The purpose of this policy is to ensure that applicants and licensees 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.

II. **APPLICABILITY**

This policy applies to all prospective and licensed foster families under Title 21, Chapter 6 who are recommended or licensed to provide care to children under the age of three (3).

III. **AUTHORITY**

- **A.A.C. Title 21, Chapter 6** Foster Home Licensing
- **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**

**Department or DCS**: The Arizona Department of Child Safety.
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.

V. POLICY

Any applicant or licensee who is licensed to provide care 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. Safe Sleep Pamphlet and Safe Sleep Commitment Form

OLR staff shall verify that applicants and/or licensees have completed the required DCS Safe Sleep Pamphlet review and signed the Safe Sleep Commitment Form at initial licensing and each renewal by reviewing the “agreements” screen in the Department’s electronic database.

Before an amendment, OLR staff shall verify that applicants and/or licensees have completed the required DCS Safe Sleep Pamphlet review and signed the Safe Sleep Commitment Form if a recommendation is made to decrease the age on the license to accept placements under the age of three (3). During an amendment application, the private licensing agency’s representative shall notate that the DCS Safe Sleep Pamphlet review and a signed Safe Sleep Commitment Form is completed on the “Recommendation” screen in the Department’s electronic database.

If the safe sleep information is not documented, OLR staff shall follow OLR’s additional information process during the substantive review period.

B. Initial Licensing, Renewal Licensing, and Placement Visits

1. The private licensing agency’s representative shall complete the DCS Safe Sleep Pamphlet review in person with the applicant(s) and/or licensee(s) and sign the Safe Sleep Commitment Form.
2. The private licensing agency’s representative shall obtain a signed *Safe Sleep Commitment Form* from each applicant and/or licensee 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).

3. The private licensing agency’s representative shall obtain a signed *Safe Sleep Commitment Form* from the licensee(s) and at each placement visit involving a child under the age of three (3).
   a. This form must be signed by the licensee and not a representative of the family or additional household member.
   b. The private licensing agency may have one licensee sign the *Safe Sleep Commitment Form* during the placement visit but shall ensure that a form signed by both licensees is on file with the private licensing agency if more than one licensee exists.
   c. Notation of the completed pamphlet review and form shall be entered into the Department’s electronic database contacts screen by the private licensing agency when entering details of the placement visit.

4. The private licensing agency’s representative shall notate on the *Agency Statement of Acknowledgement for Family Foster Home* form under “other” that the *Safe Sleep Commitment Form* is in the private licensing agency’s family file.

5. OLR staff may verify that the private licensing agency has entered the pamphlet review into contact notes into the Department’s electronic database; contact notes shall detail specifically that the pamphlet review and commitment form have been completed.
   a. The *Safe Sleep Pamphlet* review detailed in this policy shall not be used for ongoing training hours.

6. OLR staff may audit the private licensing agency’s files to ensure the *Safe Sleep Commitment Form* is completed and current. OLR staff shall notify the Program Administrator or designee if they identify a private licensing agency that is not in compliance with this policy.
   a. The Program Administrator or designee may:
i. issue a correspondence letter;

ii. request a meeting with the private licensing agency assigned to the applicant or licensee.

C. Respite Care

1. Title 21, Chapter 6, 311.F (Bedrooms, Beds, and Bedding) states that a foster parent providing respite care for a foster child may use a sleeper sofa, rollaway bed, couch, cot, portable crib such as a Pack ‘n Play, sleeping bag, or mat as an acceptable sleeping accommodation provided that:
   a. the respite care does not exceed 14 consecutive days, and
   b. the accommodation does not compromise the health or safety of the child.

2. Utilizing an alternate sleeping arrangement for a child under the age of one (1) compromises the health and safety of the child and shall not be permitted.

VII. FORMS INDEX

CSO-2141 Safe Sleep Commitment Form
CSO-2142 Safe Sleep Pamphlet
CSO-1857 Agency Statement of Acknowledgement for Family Foster Home