



TITLE	POLICY NUMBER	
Foster License Restriction – Immunization	DCS 15-45	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
OLR Family Home Licensing	03/21/18	2

I. POLICY STATEMENT

The Office of Licensing and Regulation (OLR) may issue an amendment to a restricted license to accommodate placement of children under five (5) years of age in a foster home where a household member is not fully immunized if placement in the home does not result in a heightened health risk for the foster child and the placement is necessary to meet the placement preferences or other needs of the child as listed in policy.

II. APPLICABILITY

This policy applies to all prospective foster families, licensed foster families, private licensing agencies, and the employees of OLR.

III. AUTHORITY

[A.R.S. 8-509](#)

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

[A.A.C R21-6-205](#)

Licensing Agency Responsibility; Application for an Initial Foster Home License

[A.A.C. R21-6-302](#)

Requirements for Household Members

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

Types of Licenses

[DCS Policy Chapter 3: Section 7.1](#) Medical Services for Children in OOH Care

[DCS Policy Chapter 4: Section 4](#) Placement Needs of Children in Out-of-Home Care

[DCS Policy Chapter 4: Section 6](#) Placing Children in Out-of-Home Care

IV. DEFINITIONS

DCS: Department of Child Safety.

Fully immunized: All household members' immunizations/vaccinations are up to date based on the age of the child or adult as cited in the current recommended immunization schedule published by the Centers for Disease Control and Prevention.

OLR: Office of Licensing and Regulation.

Unimmunized home: A licensed home in which one or more household members lack one or more immunizations/vaccinations as cited in the current recommended immunization schedule published by the Centers for Disease Control and Prevention.

V. POLICY

- A. OLR shall not deny a foster care license where that denial would be wholly based on lack of immunization of a household member (including biological, adopted, or other related or non-related children or adults).
- B. OLR will issue a new, renewal, or amended license to permit an unimmunized home to accept a foster child under the age of five (5) when placement in the unimmunized home is determined to be in the foster child's best interest, and does not result in a heightened health risk for the foster child.

VI. PROCEDURES

- A. When the placement of a child under five (5) years of age into an unimmunized home is recommended based on DCS Policy [Chapter 4 Section 6](#), the private licensing agency staff shall open an amendment in Quick Connect. To support the amendment, the licensing agency staff shall:

1. gather immunization information on all of the household members;
 2. confirm the child to be placed is immunized, and if the child is not fully immunized, document efforts that will be made to update immunizations as they are made available on a staggered schedule;
 3. confirm the child to be placed has no special health needs that would make the child more vulnerable than a typical child their age;
 4. submit the [Immunization Exception for License Amendment](#) form signed by a licensed health care provider attesting the child to be placed is not at a heightened health risk if placed in the home to the kinship waiver inbox olrkinshipwaivers@azdcs.gov even if the licensee is not currently providing care to a foster child.
- B. When the information is complete, the private licensing agency may submit the amendment request through Quick Connect. OLR will process the amendment and render a decision within 60 days of submission per rule ([A.A.C. R21-6-407.E](#)).

VII. FORMS INDEX

[Immunization Exception for License Amendment \(CSO –1575\)](#)