



TITLE	POLICY NUMBER	
Child (Non-Ward) of Minor Parent	DCS 15-27	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation (OLR)	04/29/19	

I. POLICY STATEMENT

The purpose of this policy is to provide support to minor parents who have non-ward minor children, and to ensure that licensed homes meet the ratios and health and safety standards to accommodate minor parents with non-ward children.

II. APPLICABILITY

This policy applies to all prospective foster families, licensed foster families, private licensing agencies, and employees of the Department of Child Safety (DCS). This policy outlines the process for the DCS Office of Licensing and Regulation (OLR) to work collaboratively to ensure non-ward children are appropriately placed with licensees.

III. AUTHORITY

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 (DCS): The Arizona Department of Child Safety.

Non-ward: A minor who is not in the legal custody of DCS.

V. POLICY

When there is a need for placement pertaining to a minor parent who has a non-ward child, OLR, the DCS Specialist, Placement Unit, private licensing agency, and the applicant or licensee shall ensure that the home meets the rules for the age of the non-ward placement. The following examples are offered to illustrate this policy.

- A. A home that is licensed for Population: 3, Gender: M/F, Age Range: 10-17 is being considered as a placement for a 16 year old ward and their 6 month old non-ward child. The home license shall meet the rule requirements (e.g. the need for a pool fence, immunization requirements for other children in the home, etc.) for ages 0-17 prior to the placement being made.
- B. A 16 year old ward who is four months pregnant is living in a home that is licensed for Population: 2, Gender: M/F, Age Range: 10-17. After the baby is born, and before the ward returns to the home with her non-ward infant, the home license shall meet the rule requirements (e.g. the need for a pool fence, immunization requirements for other children in the home, etc.) for ages 0-17.

VI. PROCEDURES

- A. The DCS Specialist or Placement Unit shall verify prior to placement that the licensee is licensed for the age of the placement and their non-ward child.
- B. If the license requires an amendment to change to the parameters of the license the private licensing agency shall submit an amendment to OLR. Placement shall not be made until the amendment is approved or unless otherwise directed by OLR's unit manager or Program Administrator.
- C. If there is a pool on the premises where placement is being considered and OLR has not previously approved the license to care for placements under the age of 7, a Life Safety Inspection shall be completed by OLR to verify compliance with Title 21 Chapter 8 prior to an amendment being submitted to OLR.
- D. If the DCS Specialist or Placement Unit arranged placement in the home without verifying that the home met the rule requirements, OLR staff shall:

1. notify their unit manager or Program Administrator when they are notified about the placement;
2. notify the DCS Specialist when notified about the placement;
3. notify the private licensing agency management team;
4. notify the Placement Unit; and
5. document the correspondence in the Department's electronic database for the foster home licensee.

VII. FORMS INDEX

N/A