

TITLE	POLICY NUMBER	
FHL Relocation, Substantial Remodeling, or the Installation of a Pool of a Current Licensed Foster Home	DCS 15-26	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of Licensing and Regulation	08/14/18	1

## I. POLICY STATEMENT

When foster parents relocate, remodel their home, or install a pool on their premises, the licensing agency must notify OLR of the new address and OLR must approve changes to a dwelling under a current license. Relocation, remodeling, and the installation of a pool of an existing licensed foster home are considered a license amendment and may require a new Life Safety inspection; information on the financial impact; and a revised disaster plan and sleeping arrangements of the children and adults in the household.

## II. APPLICABILITY

This policy applies to foster home licensees who move from their licensed residence, remodel the existing licensed residence, or install a pool at their licensed residence; to private licensing agency staff and to employees of OLR responsible for amending foster home licenses and conducting Life Safety Inspections.

## III. AUTHORITY

[A.R.S. § 8-504](#) Sanitation, fire and hazard inspection

[A.A.C. R21-6-216 \(D\)](#) Amending the License

[A.A.C. R21-6-327 \(B\)](#) Notification Requirements; Home or Household Changes

<a href="#">A.A.C. R21-6-407 (E)</a>	Licensing Time-frames
<a href="#">A.A.C. R21-6-410 (B &amp; D)</a>	Amending the License
<a href="#">A.A.C. 21-8-102</a>	Application (Life Safety Rules)

#### IV. DEFINITIONS

**Foster Home**: A residence where a foster parent lives and includes a detached home, all structures, and the entire premises belonging to the home, including apartment, guest homes, garages, sheds, and motorhomes. "Foster home" is further defined in [A.R.S § 8-501](#).

**Group Foster Home**: A class of foster home as defined above in which the licensed foster parent is certified to provide care to more than five but not more than 10 foster children at a time. "Group foster home" is further defined in [A.R.S. § 8-501](#).

**Pool**: Any natural or man-made body of water located at a foster home or on its premises that:

- could be used for swimming, recreational, therapeutic, or decorative purposes;
- is greater than 18 inches in depth; and
- includes swimming pools, spas, hot tubs, fountains, and fishponds.

**Reasonable advance notice**: means sixty (60) days before the move or remodeling as defined in [A.A.C. R21-6-327 \(C\)](#), to allow sufficient time for OLR to complete an amendment (60 days per [R21-6-407](#)) and to avoid any disruption of placement.

**Remodel**: To change or alter the structure. Structural components include electrical system, plumbing system, roof, walls, ceilings, floors, windows, doors, foundation/basement, fireplace, and stairs.

**Structural Change**: means a substantial change in any of the structural components that could affect the integrity of the structure or of the individual system or component. This does not include routine maintenance required on a structure i.e. painting (inside or outside), new or repaired roofing, carpeting, replacement of air conditioning or heating units, re-piping, etc., unless this work will compromise the integrity of the structure. This includes "structural modifications" as defined in [A.A.C. R21-6-327\(B\) \(3\)](#) and also covers the amendment requirement in [A.A.C. R21-6-410](#).

**Temporary residence**: A location (hotel, apartment, house, friend's home, relative's

home, etc.) where the family foster home licensee may reside for up to 30 days while the home is being remodeled or in the process of a relocation.

## V. POLICY

- A. To help ensure safety of children placed in a licensed foster home, the licensed foster parent shall give “reasonable advance notice” to the private licensing agency of the anticipated move or remodeling.
- B. In cases of remodeling, the private licensing agency shall ensure the home remains in compliance with [Title 21, Chapter 8](#) for the duration of the remodeling.
- C. The family foster home licensee shall notify the private licensing agency of their location when staying in a temporary residence.
- D. The private licensing agency shall notify OLR, via email, of the family foster home licensees’ temporary residence.
- E. In cases of the installation of a pool, the private licensing agency shall ensure the area is safeguarded during construction. For homes requiring a pool enclosure, licensed to provide care to children under the age of seven, OLR will complete a pool inspection to verify the enclosure is in compliance with Title 21, Chapter 8.
- F. In cases where reasonable advance notice is not possible, such as cases where an Emergency and Disaster Plan ([R21-6-328](#)) is initiated, the licensee shall notify the private licensing agency as soon as possible.

## VI. PROCEDURES

- A. The private licensing agency shall complete a preliminary Life Safety Inspection within seven (7) days of the relocation ([R21-6-216 \(D\) \(1\)](#)) or completion of remodeling, or installation of a pool confirming the new residence meets the standards for a Life Safety Inspection.
- B. The private licensing agency shall initiate an amendment at the time the licensee discloses the new address for relocation (citing the new address in the appropriate screen), a home remodel, or installation of a pool.

1. The amendment shall be submitted when the move, remodeling, or pool installation is complete.
  2. As a part of that amendment, a new Life Safety Inspection must be requested within seven (7) calendar days of the preliminary licensing agency inspection ([R21-6-216 \(D\) \(2\)](#)).
  3. The OLR Life Safety Inspection cannot be completed until the family has substantially moved in and starts sleeping at the new residence. Unpacked boxes are acceptable for clothing, kitchen utensils, etc., but items required by the inspection must be secured as required and/or accessible for inspection.
- C. The private licensing agency shall complete a preliminary Life Safety Inspection within seven (7) days upon notification that the licensee is residing in a temporary residence; reasons to include but not limited to evacuations, disasters, and remodeling.
- D. The private licensing agency shall initiate an amendment and request a Life Safety Inspection for the family foster home licensee's temporary residence if they anticipate or know that their stay in the temporary residence will exceed thirty (30) days.
1. As a part of this amendment, a new Life Safety Inspection must be requested within seven (7) calendar days of the preliminary licensing agency inspection ([R21-6-216 \(D\) \(2\)](#)).
  2. Unpacked boxes are acceptable for clothing, kitchen utensils, etc., but items required by the inspection must be secured as required and/or accessible for inspection.
- E. If a licensee moves within forty-five (45) calendar days of the license expiration date, the relocation amendment is not needed, and shall be included in the renewal application for licensure. A Life Safety Inspection completed for a relocation amendment can be used for a renewal application, if it is completed within 90 days of the renewal expiration date.

## **VII. FORMS INDEX**

[CSO-1225A Notice of Inspection Rights](#)

[CSO-1132A Facility/Home Visit Report - Facility/Home Visit Supplement to Notice of Inspection](#)

[CSO-1602 Pool Guide Life Safety Inspections](#)