



DCS Practice SOP

Foster Family Home Licensing

12.28: License Reinstatement

Related Policy: [12.28](#)

Effective Date: January 1, 2026

Version: 1

Roles

- Licensing Worker

Procedure

If there is no history of licensure denial or revocation, and the licensing worker recommends reinstatement, the licensing worker will do the following after receipt of a new application:

1. Check that all requirements are met, including:
 - All initial application verifications, and
 - All annual requirements have been met (see References);

Note: A limited criminal history check may substitute for a fingerprint-based check only if a fingerprint-based check was completed within one (1) year of the reinstatement date. The Medical Report for Caregivers form and the Medical Report for Household Members form (if applicable) must be completed if they are over one (1) year old.

2. Open the existing resource in the case management system and select “Add a Reinstatement License request” This will move the resource to Reinstatement Pending status and will create a Reinstatement Checklist;
3. Fill out all required information in case management system; and
4. Submit the recommendation in case management system for appropriate approval.

Note: The effective date of reinstatement is the date of approval in the case management system.

If the licensing worker receives a new application for the purpose of reinstatement and does not recommend licensure, the licensing worker will:

1. Open the existing resource in case management system and select “Add a Reinstatement License request”. This will move the resource to Reinstatement Pending status and will generate a Reinstatement Checklist;
2. Add the application for Reinstatement to the licensing file; and
Complete a “Deny License” request and submit for the appropriate approval.

Definitions

- [Licensing Worker](#)

Resources

- [Medical Report for Caregivers \(SF 45145\)](#)
- [Medical Report for Household Members \(SF 45144\)](#)

Additional Information

- [Determining Training Requirements to Reinstate a Foster Family Home \(FFH\) License](#)
- [Foster Family Home \(FFH\) Not in Good Standing](#)

- [Prior Denial or Revocation of Foster Family Home \(FFH\) License](#)

References

- [Policy 12.05 Pre-Service Training Requirements – Related Practice SOP](#)
- [Policy 12.06 Medical Training Requirements – Related Practice SOP](#)
- [Policy 12.08 Application – Related Practice SOP](#)
- [Policy 12.15 Annual Review \(Foster Family Home Licensing\) – Related Practice SOP](#)
- [Policy 12.16 Foster Family Home Relicensure – Related Practice SOP](#)
- [Policy 13.09 Conducting Checks – Foster Licensing – Related Practice SOP](#)
- [Practice SOP 12.03 Initial Licensing Packet](#)