



TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

COMMISSIONER
Carey D. Cockerell

insert date

insert name of designee
insert name of CPA
insert CPA address
insert CPA city, state zip

Dear insert name of CPA designee:

We have recently attempted to contact insert name of agency foster home, one of your agency foster homes, to schedule a foster home sampling inspection. We were unable to conduct an inspection because:

- The telephone number we have on file is no longer in service. insert phone number
- No telephone number is on file for the foster home.
- No one returned our calls.

The 79th Legislature regular session amended the Texas Human Resource Code (HRC) to require Child-Care Licensing (CCL) to inspect a random sample of agency foster homes. HRC Section 42.044(e) requires Licensing to use the inspections to monitor and enforce compliance by a child-placing agency with the licensing law, rules and minimum standards.

40 Texas Administrative Code (TAC) section 720.24(b)(1) and §720.49 require a child-placing agency continually inform CCL of the location of all agency staff, records, offices, and agency homes, and any changes in agency personnel and professional staffing; and of all agency home verifications and revocations. Please update agency home information using the Online Agency Home Report function via the Child Care Licensing Provider Page on our website at https://www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilityRegister.asp

Sincerely,

insert name of Licensing staff

cc: insert name of CPA Licensing Representative